

INFORMATION FOR PARTICIPANTS

UN-REDD Asia-Pacific Regional Knowledge Exchange

10-12 October 2017, Bangkok, Thailand

I. General

UN-REDD Asia-Pacific Regional Knowledge Exchange will be held on 10-12 October 2017 at the Double Tree by Hilton Sukhumvit Hotel, in Bangkok.

The meeting is expected to start at 8 a.m. on Tuesday 10 October 2017, in Theatre I (3rd Floor), Double Tree by Hilton Sukhumvit Hotel, and to end at 1 p.m. on Thursday 12 October 2017.

Local currency: Thai Bath (1 USD is approximately 33.08 Thai Baht)

Official language: Thai

Time Zone: GMT+7

II. Venue

The meeting will be held at the Double Tree by Hilton Sukhumvit Hotel in Bangkok, Thailand at the following address:

18/1 Sukhumvit Soi 26 Khlong Ton,
Bangkok, 10110, Thailand
TEL: +66-2-6496666
FAX: +66-2-6496699
Email: bkss.info@hilton.com
Website: <http://doubletree3.hilton.com/en/index.html>

A taxi from Suvarnabhumi Airport to the Double Tree by Hilton Sukhumvit Hotel will cost about 300-400 THB.

III. Catering services

Lunch will be provided on 10-12 October to all participants of the meeting. A cocktail reception will be held on the evening of 10 October.

IV. Hotel accommodation – Block booking

The UN-REDD logistics team has secured a block booking at a discounted UN rate at the meeting venue – Double Tree by Hilton Sukhumvit Hotel. We recommend participants to stay at this hotel for maximum comfort and easier logistics. The room rates indicated below are inclusive of service charge and value added tax:

Room type: Guest Room (room rate with breakfast and Wi-Fi):

Single room rate: THB 3,300

Twin room rate: THB 3,800

The rates provided are as of September 2017 and subject to change without notice. **Participants are requested to inform the UN-REDD logistics coordinator for this meeting, Ms. Mwanisha Hassan before 29th September 2017 about their interest to book a room at the meeting venue, by sending her an email at Mwanisha.Hassan@unep.org. Requests received after 29th September will be subject to room availability.**

A list of other nearby hotels is provided in the Annex. However, please note that the UN-REDD logistics team will only be able to provide booking support to those choosing to lodge at the secured meeting venue (Double Tree Hotel).

V. Visa requirements

Participants are REQUIRED to obtain an appropriate entry visa from the Royal Thai Embassy or the Royal Thai Consulate-General before entering to Thailand, EXCEPT for those nationals listed below:

List of countries and territories entitled for visa exemption and visa on arrival		
Ordinary passport		
A. Visa exemption for a maximum of 14 days		
1. Cambodia	2. Myanmar (International Airports only)	
B. Visa exemption for a maximum of 30 days		
1. Australia	18. Ireland	35. Poland
2. Austria	19. Israel	36. Portugal
3. Bahrain	20. Italy	37. Qatar
4. Belgium	21. Japan	38. Russian Federation
5. Brunei Darussalam	22. Kuwait	39. Singapore
6. Canada	23. Laos	40. Slovak Republic
7. Czech Republic	24. Liechtenstein	41. Slovenia
8. Denmark	25. Luxembourg	42. South Africa
9. Estonia	26. Macao, China	43. Spain
10. Finland	27. Malaysia	44. Sweden
11. France	28. Monaco	45. Switzerland
12. Germany	29. Mongolia	46. Turkey
13. Greece	30. Netherlands	47. United Arab Emirates
14. Hong Kong, China	31. New Zealand	48. United Kingdom
15. Hungary	32. Norway	49. United States of America
16. Iceland	33. Oman	50. Vietnam
17. Indonesia	34. Philippines	
C. Visa exemption for a maximum of 90 days		
1. Argentina	3. Chile	5. Republic of Korea
2. Brazil	4. Peru	
Diplomatic / Official Passport		
A. Visa exemption for a maximum of 30 days		
1. Cambodia	8. Macao, China	
2. Brunei Darussalam	9. Mongolia	
3. China	10. Myanmar	
4. Ecuador	11. Oman	
5. Hong Kong, China	12. Pakistan (Diplomatic Passport only)	
6. Indonesia	13. Singapore	
7. Laos	14. Vietnam	
B. Visa exemption for a maximum of 90 days		
1. Albania	16. Hungary	31. Peru
2. Argentina	17. India	32. Philippines
3. Austria	18. Israel	33. Poland
4. Belarus	19. Italy	34. Romania
5. Belgium	20. Japan	35. Russian Federation
6. Bhutan	21. Republic of Korea	36. Slovak Republic
7. Brazil	22. Liechtenstein	37. South Africa
8. Chile	23. Luxembourg	38. Spain (Diplomatic Passport only)
9. Colombia	24. Malaysia	39. Sri Lanka
10. Costa Rica	25. Mexico	40. Switzerland
11. Croatia	26. Montenegro	41. Tajikistan
12. Czech Republic	27. Morocco	42. Tunisia
13. Estonia (Diplomatic)	28. Netherlands	43. Turkey

Passport only)		
14. France (Diplomatic Passport only)	29. Nepal	44. Ukraine
15. Germany	30. Panama	45. Uruguay
Visa on arrival (for a maximum of 15 days)		
1. Andorra	11. Lithuania	21. Uzbekistan
2. Bulgaria	12. Maldives	
3. Bhutan	13. Malta	
4. China	14. Mauritius	
5. Cyprus	15. Papua New Guinea	
6. Ethiopia	16. Romania	
7. Fiji	17. San Marino	
8. India	18. Saudi Arabia	
9. Kazakhstan	19. Taiwan	
10. Latvia	20. Ukraine	
As of January 2017 (Department of Consular Affairs, Ministry of Foreign Affairs of Thailand)		

To apply for an appropriate entry visa to Thailand, participants are required to contact the respective Royal Thai Embassy/Consulate-General for accurate information regarding visa application procedures and required documents. The list of Royal Thai Embassy/Consulate-General can be found at www.thaiembassy.org

Participants who may wish to apply for a visa outside their country of residence or reside in a country where there is no Royal Thai Embassy/Royal Thai Consulate should check with the meeting organizer for the location where it is possible for them to apply for Thai visa. Please note that certain nationalities, for security reasons, are not allowed to apply for a visa except at the Royal Thai Embassy/Consulate-General which has the jurisdiction over the concerned territory.

Participants who may need further assistance from on their visa application should contact the meeting organizer for necessary actions.

Participants who wish to apply for a visa on arrival at Suvarnabhumi International Airport (valid for 21 nationalities listed in the above table) should follow the below requirements:

- a) The applicant must possess a passport with the validity of at least six months and must be in possession of a valid return ticket with date of departure within 15 days of the date of entry;
- b) The applicant must fill out an application form, which is available at the Visa-on-Arrival counter at Suvarnabhumi International Airport, supply one recent passport-sized photograph and a fee of Baht 2,000.

All participants are advised to consult with the Royal Thai Embassy/Consulate in their respective countries regarding the latest applicable immigration requirements prior to their departure to Thailand.

VI. Daily subsistence allowance (DSA) for UN-REDD sponsored participants

Participants whose travel is sponsored by the UN-REDD Programme will be provided with a daily subsistence allowance at prevailing United Nations rates in cash at the meeting venue. In order to facilitate the payment of subsistence allowance, eligible participants are requested to submit copies of their passport, boarding pass, the arrival/departure form together with their air tickets to the secretariat staff at the meeting venue.

Sponsored participants who are unable to stay for the entire duration of the consultations are requested to inform the secretariat as soon as possible after their arrival, so that their subsistence allowance can be adjusted accordingly.

VII. Local transportation

Participants should make their own transportation arrangements from Suvarnabhumi Airport to their respective hotels and to the meeting venue. Limousine, metered-taxi and bus services are readily available at the airport. Detailed information about Suvarnabhumi Airport can be found at <http://www.suvarnabhumiairport.com>.

To avail themselves of the airport limousine service, it is strongly recommended that participants contact only the authorized officials at the counters located in the airport arrival zone. These officials will issue a ticket for the assignment of a limousine for transporting passengers to the desired destination, upon request. The airport limousine service counters are located on the second floor at Baggage Claim and Arrival Hall exits, channels A, B and C. For public taxi, participants are advised to proceed to the first floor of the Passenger Terminal, between exit doors 4 and 7, outdoor area, where they will find automatic dispensing machines from which they can collect a queuing ticket for a public taxi. In addition to toll fees, there is a 50 Baht surcharge to be added to the meter charge from airport to the city.

VIII. Health and vaccinations

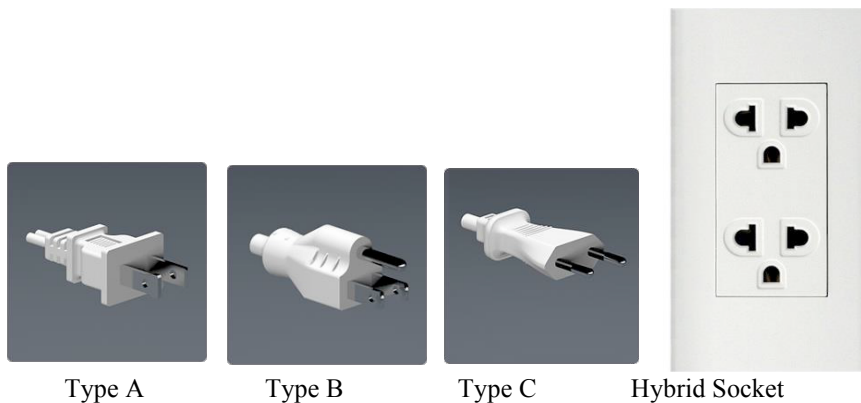
Upon arrival at the port of entry in Thailand, participants who are nationals of or have travelled from/through countries listed below, which have been declared Yellow Fever infected areas must provide an International Health Certificate proving that they have received a valid Yellow Fever vaccination at the Health Control Office upon arrival before proceeding to immigration. A valid vaccination certificate means that the vaccine was administered at least 10 days prior to travel to the affected country. The International Health Certificate must also be submitted together with the visa application form. The countries/areas listed below have been declared yellow fever infected areas:

Angola	Chad	Gambia	Nigeria	Suriname
Argentina	Colombia	Ghana	Panama	Tanzania
Bolivia	Republic of Congo	Guinea	Paraguay	Togo
Brazil	Cote d'Ivoire	Guinea-Bissau	Peru	Trinidad & Tobago
Benin	Democratic Republic of Congo	Guyana	Rwanda	Uganda
Burkina Faso	Ecuador	Kenya	Sao Tome & Principe	Venezuela
Burkina Faso	Equatorial Guinea	Liberia	Senegal	
Burundi	Ethiopia	Mali	Sierra Leone	
Cameroon	French Guiana	Mauritania	Somalia	
Central African Republic	Gabon	Niger	Sudan	

Delegates are strongly encouraged to subscribe to a travel or health insurance which is valid in the Kingdom of Thailand, in order to cover any medical bills or hospitalization fees.

IX. Electric Plug and Socket

The electric power in Thailand is 220V running at 50Hz and the plug types used are either type A, type B, or type C*. A hybrid socket is almost universally found which accepts a combination of the above plug types. Delegates are strongly encouraged to carry their own adapters for use with laptops and other electrical appliances as the Secretariat will not be able to provide these. In case of need, adapters can be purchased from shops in the city dealing in electronic and electrical items.



Type A

Type B

Type C

Hybrid Socket

X. Weather and Temperature

In October the daily temperature in Bangkok will range between 25°C and 32°C. Light to moderate rain and thunderstorms is expected during this period. It is advised to pack an umbrella or rain coat when travelling across Bangkok.

XI. Internet services

Free wireless internet access is available in the meeting room.

XII. Contact information

For information concerning the arrangements for the meeting, please contact the following staff members:

For substantive preparation:

Mihaela Secrieru

REDD+ Academy Coordinator

Regional Knowledge Management Specialist - Africa & Asia-Pacific

UN-REDD Programme

Email: Mihaela.Secrieru@unep.org

Mobile phone: +84 98 265 3302

For logistic arrangements:

Mwanaisha Hassan

Programme Assistant

Ecosystems Division

UN Environment

Email: mwanaisha.hassan@unenvironment.org

Sweet Mae Monteclaro

UN-REDD Team Assistant

UN Environment

Email: slmonteclaro@gmail.com

Mobile phone: +66 8 7495 7176

XIII. Disclaimer

The UN-REDD Programme disclaims all responsibility for medical, accident and travel insurance, for compensation for death or disability, for loss of or damage to personal property and for any other loss that may be incurred during travel time or the period of participation. In this context, it



is strongly recommended that participants secure prior to departure insurance for the period of participation.

Annex: Hotels near Doubletree by Hilton

1. **St. James Hotel** (130m, 2-min. walk)
18 Sukhumvit soi 26, Sukhumvit Road,
Klongton, Klongtoey, Bangkok 10110
Tel:+66 (0) 2 261-0890-7
Fax:+66 (0) 2 261-0902
E-mail: sales@stjamesbangkok.com, reservations@stjamesbangkok.com
Website: <http://www.stjamesbangkok.com/>
*Room rate starts at 3,900THB
2. **V Residence Bangkok** (210m, 3-min. walk)
Address: 704/1 V Residence Building, Sukhumvit Road, Klongtoey, Bangkok, 10110 Thailand
Phone : +662 661 2525 | Fax: +662 661 3535
Email : info@vresidence.com
Web Site:<http://www.stjamesbangkok.com/> <http://www.vresidence.com/>
*Room rate starts at 2,534THB.
3. **BKK Home 24 Boutique Hotel** (400m, 5-min. walk)
2/3-4 Soi Sukhumvit 24, Klongton, Klongteay, Bangkok 10110, Thailand.
Tel : (66) 2258 1818
Fax : (66) 2258 6488
E-mail : reservation@bkkhome24.com
Website: <http://www.bkkhome24.com/>
*Room rate starts at 2,300THB.
4. **MHC-Guesthouse** (400m, 5-min. walk)
8/4 Sukhumvit Soi 28 Bangkok 10110
Phrom Phong BTS Station (Exit 4 : 400 metres East)
Tel. +66 (0) 81-173-3767 , +66 (0) 81-173-3747 , +66 (0) 2-259-9884
Fax. +66 (0) 2-661-4598
Skype : mhc.bkk
Email : mhc-guesthouse@hotmail.com
Website: <http://www.mhc-guesthouse.com/index.php>
*Room rate starts at 760THB.
5. **Check Inn Phromphong** (400m, 5-min. walk)
2, 2/ 1-6 Sukhumvit 41, Sukhumvit Road, Khlongtan Nua, Wattana, Bangkok 10110
Tel: +66 (0) 2 260 7161 - 9
Fax: +66 (0) 2 662 6336
Email: phromphong@checkinonline.com
Website: <http://www.checkinonline.com/phromphong/>
*Room rate starts at 1,376THB.
6. **41 Suite Bangkok** (400m., 6-min. walk)
2/39-41 Soi Sukhumvit 41 (Pirom) Klongton Nua,
Wattana Bangkok, Thailand 10110
Tel: +66 (0) 2662-5055
Fax: +66 (0) 2662-5966
E-Mail: info@41suitebangkok.com
Website: www.41suitebangkok.com
*Room rate starts at 1,168THB.
7. **Compass SkyView Hotel** (500m, 7-min. walk)
12 Sukhumvit 24, Klongton, Klongtoey, Bangkok 10110, THAILAND
Near EM DISTRICT, Phromphong
Tel: +66(0) 2 011 1111
Fax: +66(0) 2 011 1199

Email: enquiry@compassskyviewhotel.com
Website: <https://www.compasskyviewhotel.com/>
*Room rate starts at 3,400THB

- 8. Hilton Sukhumvit Bangkok** (600m, 7-min. walk)
11 SUKHUMVIT SOI 24, KHLONG TON, BANGKOK, 10110, THAILAND
TEL: +66-2-6206666
FAX: +66-2-6206699
Email: bkksu.info@hilton.com
Website: <http://www3.hilton.com/en/hotels/thailand/hilton-sukhumvit-bangkok-BKKSUHI/index.html>
*Room rate starts at 3,800THB
- 9. Ariston Hotel Bangkok** (650m, 8-min. walk)
19 Sukhumvit 24 Road, Klong Toey, Bangkok 10110. Thailand.
Tel. + 66 (2) 2590960
Fax + 66 (2) 2590970
E-mail (1) : info@aristonhotelbkk.com
E-mail (2) : reservation@aristonhotelbkk.com
Website: <https://www.aristonhotelbkk.com/>
*Room rate starts at 2,200THB
- 10. Oakwood Residence Sukhumvit 24** (650m, 8-min. walk)
15 Sukhumvit Soi 24,
Bangkok 10110, Thailand
Tel (66-2) 612 5777
Fax (66-2) 612 5799
Website: <http://www.oakwoodasia.com/bangkok/oakwood-sukhumvit-24.php>
*Room rate starts at 4,675THB