

# ASIA PACIFIC CSO FORUM ON THE ENVIRONMENT 2017:

“Towards a Resource Efficient and Pollution-free Asia-Pacific that Promotes **Ecological Justice**”

4 September 2017 | UNCC, Bangkok, Thailand

*Preparatory to the Asia-Pacific Ministerial Summit on the Environment, 5 to 8 September 2017*

## LOGISTICAL GUIDE FOR PARTICIPANTS

(31/08/2017)

It is our pleasure to welcome you to the Asia-Pacific Civil Society Forum on the Environment 2017 (CSO Forum). This is practical information you may need when you travel to attend the meeting. Please download and save it in your phone, or print and bring it with you to Bangkok, Thailand.

The Asia-Pacific Civil Society Forum on the Environment is organized by the United Nations Economic and Social Commission for Asia and the Pacific, UN Environment, and Thailand Environment Institute on behalf of the Asia-Pacific Regional CSO Engagement Mechanism with the support from the Konrad Adenauer Stiftung Foundation.

Organised by:



With the support from:

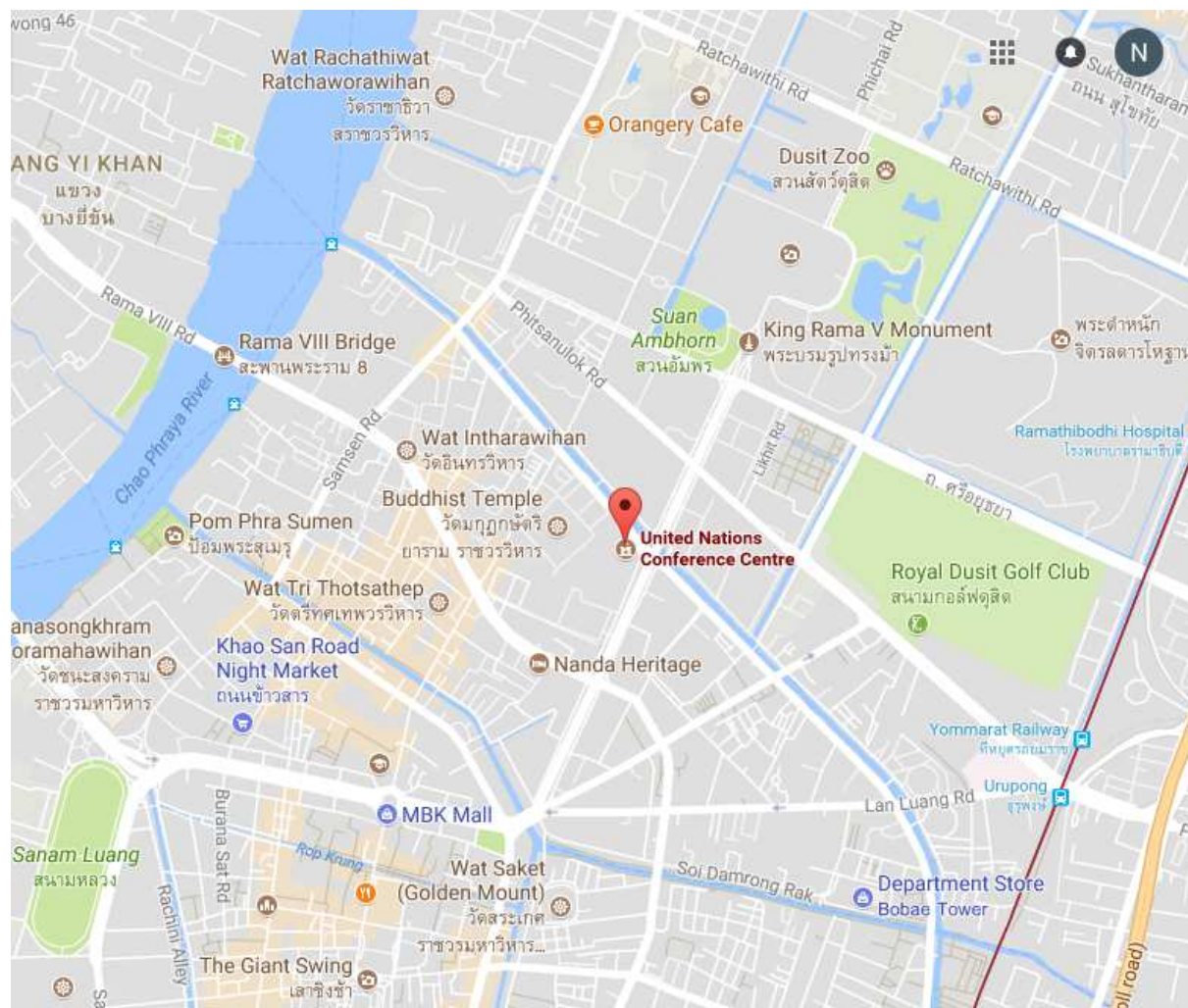


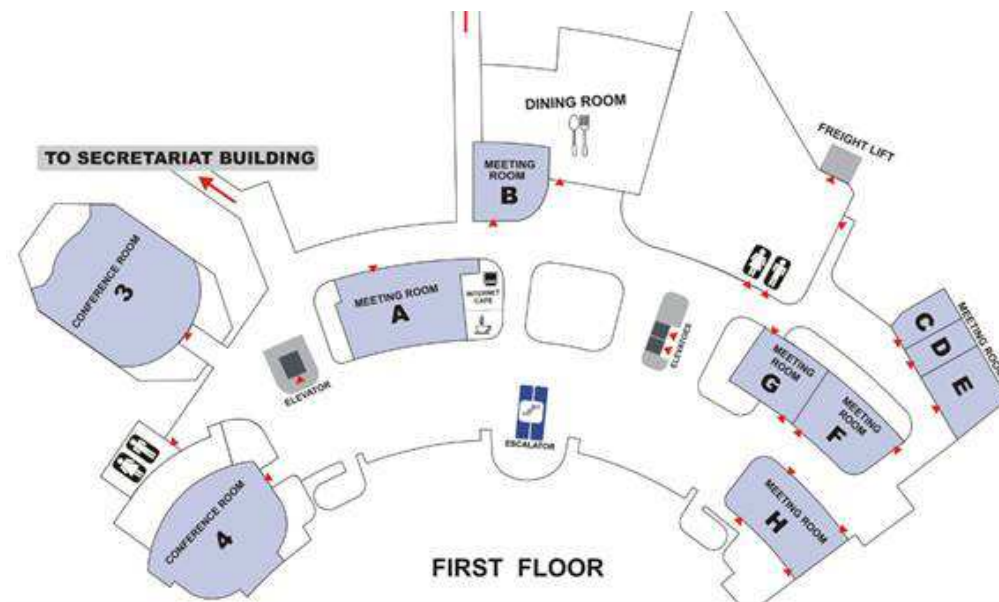
Konrad  
Adenauer  
Stiftung

## DATE AND VENUE

1. The Asia-Pacific Civil Society Forum on the Environment 2017: Towards a Resource Efficient and Pollution-free Asia-Pacific that Promotes **Ecological Justice** will take place on 4 September at the United Nations Conference Center (UNCC), Bangkok. The Forum will start at 08:30am in Conference Room A (first floor of the UNCC).

Address: United Nations Building, Rajdamnern Nok Avenue, Khwaeng Bang Khun Phrom, Bangkok 10200





2. The CSO Forum will take place from 08.30 hours to 18.00 hours. The CSO Forum will be conducted in English.<sup>1</sup>

## REGISTRATION AND IDENTIFICATION BADGES

Participants are requested to register and obtain meeting badges at the registration counter, located on the ground floor, UNCC, from 08.00 to 08.30 hours on the opening day of the event. Participants who are not able to register during the time indicated above are requested to do so upon their arrival at UNCC and before going to the meeting room. Please bring a photo ID with you for registration as proof of identity.

## HOTEL ACCOMMODATION

### (for fully-funded, and some partially-funded participants)

Accommodation for some of the sponsored participants, depending on their conditions of sponsorship, will be provided at the De Moc Hotel which is near the conference venue. Please refer to the acceptance letter which indicates the conditions of sponsorship and arrangements for accommodation if any.

We will directly settle accommodation expenses for those for whom accommodation is provided. This will include the standard room rate, including breakfast. Participants will need to settle all additional expenses (i.e. additional nights, additional meals, telephone bills, mini-bar, etc.) at their own responsibility.

If you wish to arrive earlier than 3 September 2017 and/ or stay on after September 5 (for those only attending CSO Forum) or 9 September 2017 (for those attending the Ministerial Summit), then you will be responsible for covering this cost. For guests staying at De Moc Hotel, there will be transfer arrangement from the hotel to UN Building at 8:15-8:30 am during September 4-8.

## Non-sponsored participants

Non-sponsored participants are requested to book directly with the hotel of their choice, and settle all costs directly with the respective hotel upon departure. The following hotel options are provided for information:

<sup>1</sup> For the Ministerial Summit, 5-8 September, interpretation (English/Chinese/French/Russian) will be provided during the meeting

Name and address	Driving distance to UNCC (min.)	Room type	Daily room rates (Baht)	
			Single	Double
<b>Royal Princess Larn Luang Hotel****</b> 269 Larnluang Road, Bangkok Tel: (66-2) 2813088 Fax: (66-2) 2801314 E-mail: <a href="mailto:benjarat@royalprincesslarnluang.com">benjarat@royalprincesslarnluang.com</a> Website: <a href="http://www.royalprincesslarnluang.com">www.royalprincesslarnluang.com</a> Contact person: Ms. Benjarat Rusakul	5-10	Superior Superior Plus Deluxe	2,800 <sup>a/b/c</sup> 3,100 <sup>a/b/c</sup> 3,400 <sup>a/b/c</sup>	3,000 <sup>a/b/c</sup> 3,300 <sup>a/b/c</sup> 3,600 <sup>a/b/c</sup>
<b>Prince Palace Hotel****</b> 488/800 Bo Bae Tower Damrongrak Road, Klong Mahanak, Bangkok Tel: (66-2) 6281111 Fax: (66-2) 6281000 E-mail: <a href="mailto:wannajit@princepalace.co.th">wannajit@princepalace.co.th</a> Website: <a href="http://www.princepalace.co.th">www.princepalace.co.th</a> Contact person: Ms. Wannajit Chulamakorn	10-15	Superior	1,700 <sup>a/b</sup>	1,900 <sup>a/b</sup>
<b>Nouvo City Hotel****</b> 2 Samsen 2, Samsen Road, Banglumphu, Pranakorn, Bangkok Tel: (66-2) 2827500 Ext. 0110 Fax: (66-2) 2821243 E-mail: <a href="mailto:adam@nouvocityhotel.com">adam@nouvocityhotel.com</a> Website: <a href="http://www.nouvocityhotel.com">www.nouvocityhotel.com</a> Contact person: Mr. Adam Phadungsilp	5-10	Deluxe Canal Grand Deluxe	1,900 <sup>a/b/c</sup> 2,200 <sup>a/b/c</sup>	2,100 <sup>a/b/c</sup> 2,400 <sup>a/b/c</sup>
<b>Trang Hotel***</b> 99/1 Wisutkasat Road, Bangkok Tel: (66-2) 2822141-4 Fax: (66-2) 2803610 E-mail: <a href="mailto:reservations@tranghotelbangkok.com">reservations@tranghotelbangkok.com</a> Website: <a href="http://www.tranghotelbangkok.com">www.tranghotelbangkok.com</a> Contact person: Ms. Thongtem Lerknawapairoj	5-10	Superior Premium Deluxe	1,400 <sup>a/b</sup> 1,600 <sup>a/b</sup> 1,800 <sup>a/b/c</sup>	1,400 <sup>a/b</sup> 1,600 <sup>a/b</sup> 1,800 <sup>a/b</sup>
<b>NANDA Heritage Hotel****</b> 632 Wisut Kasat Road, Pranakorn, Bangkok Tel: (66-2) 2822900 E-mail: <a href="mailto:info@nandaheritage.com">info@nandaheritage.com</a> Website: <a href="http://www.nandaheritage.com">www.nandaheritage.com</a> Contact person: Mr. Kongpang Ounsri	5 (in walking distance)	Superior Deluxe	1,800 <sup>a/b/c</sup> 3,200 <sup>a/c</sup>	1,800 <sup>a/b/c</sup> 3,200 <sup>a/c</sup>
<b>Hotel Dé Moc (former Thai Hotel)***</b> 78 Prajatipatai Road Bangkok Tel: (66-2) 6292100-4 Fax: (66-2) 2801299 E-mail: <a href="mailto:svn@buddygroundthailand.com">svn@buddygroundthailand.com</a> Website: <a href="http://www.hoteldemoc.com">www.hoteldemoc.com</a> Contact person: Ms. Chalita Sombutboon	5-10	Standard Superior	1,300 <sup>a/b</sup> 1,500 <sup>a/b</sup>	1,500 <sup>a/b</sup> 1,700 <sup>a/b</sup>

**Notes:**

- \* Hotel Dé Moc has one way transfer from hotel to UNCC.
- <sup>a</sup> Inclusive of daily American breakfast, service charge and government tax.
- <sup>b</sup> Complimentary transport services provided according to fixed schedules, from the hotel to UNCC in the morning and back to the hotel in the evening.
- <sup>c</sup> Free Internet Access.

## **Check-in/Check-out time (for participants provided accommodation)**

- Participants of the CSO Forum: Check-in on 3 September 2017 after 14.00 hours
- Participants of the CSO Forum: Check-out on 5 September 2017 not later than 12.00 hours
- Participants of the CSO Forum and Ministerial Summit: Check-out on 9 September 2017 not later than 12.00 hours

## **Payments and REIMBURSEMENT**

A daily subsistence allowance (DSA) will be provided to some participants depending on their conditions of sponsorship to cover their expenses including transportation, visa application and other miscellaneous costs per day of travel and meeting days. The amount of DSA as well as persons distributing your DSA will be different depending on your funding source.

- For those whose airfare has been arranged by UN ESCAP, DSA will be provided by UN ESCAP. Ms. Aqira Bhatchayutmaytri (Khun Jodi) will be distributing the DSA at the desk outside meeting room A during the first break on 4 September. She will send UN ESCAP sponsored participants an email with instructions of what documents to bring to receive the DSA.
- For those whose DSA is provided by UN Environment, it will be provided by Ms. Chuthatip Maneepong from TEI at the desk outside meeting room A during the first break on 4 September.
  - Please prepare two copies of passport
  - Boarding passes

Funded participants who have purchased a roundtrip economy-class air ticket to Bangkok, Thailand: For reimbursement, participants must notify their respective funding source of the estimated cost of the airfare, and receive confirmation before issuing the ticket.

Please bring your original receipt/invoice from the travel agent and a copy of the air ticket to receive reimbursement payment. Claim/ reimbursement forms will be provided for you. Please fill out the form and attached all the invoices / receipts and references listed below:

- Original invoice or receipt of your airfare (Preferably the amount in US Dollars).
- A copy of your air-ticket or e-ticket
- Boarding pass
- Copies of your passport

## **FORMALITIES FOR ENTRY INTO THAILAND**

Please note that foreigners seeking entry into the Kingdom of Thailand must possess a passport or travel document with validity not less than 6 months. Participants are advised to contact a Thai Embassy or Consulate-General at their point of origin the visa exemption rule allows participants from 48 countries to enter without visa and granted a stay of maximum 30 days, please find the information here: <http://www.thaiembassy.com/thailand/changes-visa-exempt.php>.

For other participants, please check with your travel agent and/or apply to Thai Embassy/Consulate in your country for the visa requirement. For more information, please refer to the following websites: [www.thaiembassy.org](http://www.thaiembassy.org) or [www.mfa.go.th/web/2637.php](http://www.mfa.go.th/web/2637.php).

## **TRANSPORTATION BETWEEN SUVARNABHUMI AIRPORT AND THE HOTEL**

Participants need to arrange their own transport between the airport and the hotel. Suvarnabhumi International Airport (BKK) is located approximately 45 minutes from the city and is primarily serviced by taxis.



Detailed information about Suvarnabhumi Airport can be found at [www.suvarnabhumiairport.com](http://www.suvarnabhumiairport.com). There is also a shuttle train from the airport to the center of the city. Please check their website for details: <http://www.srtet.co.th/en/>.

## METERED TAXI

Metered Taxis are considered the most convenient option to travel to the hotel. Taxis from the airport are readily available on the 2nd level of the Arrival Hall of Suvarnabhumi International Airport.

The one-way fare from the airport to the city is approximately 350-400 Baht plus 50 Baht surcharge for the driver and highway toll chargers are additional (around 25-45 baht each).

## CURRENCY AND FOREIGN EXCHANGE SERVICES

The currency is the Thailand Baht. The exchange rate is approximately US\$1 = 33 Baht. Since the exchange rate fluctuates daily, participants should check the latest rate on the following web site: [www.xe.com/ucc/](http://www.xe.com/ucc/). There are cash machines (ATM) and money exchangers at the airport and also in town. US dollars are not widely accepted in Thailand. Credit cards are not generally used in most shops and restaurants and cards other than Visa and Master card may not be accepted in most places, you need to keep some Thailand Baht in your hand. It is advised that you exchange some of your money into Thailand Baht at the airport. Banking services are available at the Siam Commercial Bank, United Nations Branch, located on the first floor of the Service Building next to the UNCC, from 0830 to 1530 hours during weekdays. (telephone extension 2168).

## OTHERS

- **WIFI**

Free wireless internet access is available in all conference and meeting rooms and in the public areas of the UNCC. No password is required.

- **Climate and Clothing**

Thailand is a humid tropical country with monsoonal climate. Average minimum and maximum temperature is at 27-30 and 32-36 degree Celsius respectively.

- **Insurance**

The participants are encouraged to arrange their travel insurance that covers both health and accident. The organizer will not be responsible for travel or health insurance coverage.

- **Electricity**

The electricity current is 220 Volt AC (50 cycle) throughout the country. There are many types of plugs and sockets in use. Traveler with shavers, tape recorders and other appliance should carry a plug adapter kit.

- **Medical and dietary requirements**

Please inform organizers of any medical or dietary requirements you have and for participants on medication, please remember to bring your medication.

First-aid and emergency medical service are available at the Medical Centre, which is located on the ground floor of the UNCC, during weekdays. The ESCAP Medical Officer and nurse are available weekdays from 07:30 to 15:45 hours, with the exception of lunch time from 12:00 to 12:45 hours. Appointments may be made at extensions 1352 or 1761.

- **Accessibility for persons with disabilities**

In order to enhance accessibility to the United Nations Conference Centre (UNCC) for persons with diverse disabilities, whether visual, physical, brain lesions, hearing or speech impairments, a set of assistive devices are

available upon request in a designated area at the Accessibility Centre, first floor, UNCC. For more information please email [escap-conference-management@un.org](mailto:escap-conference-management@un.org) or call +66.2.2881806.

- **Prayer and meditation rooms**

Prayer and meditation rooms are located on the second floor of the UNCC.

- **Publications**

Please feel free to bring along any brochures, posters and materials about your organization for distribution and sale.

## **CONTACT**

All correspondence concerning logistical questions should be addressed to:

- For ESCAP-sponsored participants: Ms. Aqira Bhatchayutmaytri (Khun Jodi), email: [bhatchayutmaytri@un.org](mailto:bhatchayutmaytri@un.org), Tel: +662 288 2536, Mobile: +66 84 405 0915
- For UN Environment sponsored participants: Ms. Chuthatip Maneepong, email: [chuthatip@tei.or.th](mailto:chuthatip@tei.or.th)
- Tel: +66870286468 and Ms. Young Ran Hur, email: [hutry@un.org](mailto:hutry@un.org), Tel +66638325377
- Further administrative and logistics information can also be found here: <http://apministerialenv.org/infoNote>