



# Convention on Biological Diversity

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## REGIONAL EXPERT WORKSHOP TO DEVELOP TRAINING MATERIALS ON GENDER EQUALITY AND BIODIVERSITY FOR SOUTH-EAST ASIA AND THE PACIFIC

Bangkok, Thailand, 28 – 30 November 2017

### INFORMATION NOTE FOR PARTICIPANTS

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## 1. OPENING OF THE MEETING

The Regional Expert Workshop to Develop Training Materials on Gender Equality and Biodiversity for South-East Asia and the Pacific will be held in Bangkok, Thailand from Tuesday, 28 November to Thursday, 30 November 2017 (half day on 30 Nov).

The meeting will start at 8:30 a.m. on Tuesday, 28 November and registration will take place at 8:00 a.m. at the entry into UN ESCAP. As it will take some extra time to enter the venue (see details below), so you are kindly requested to arrive at 8:00 a.m. on 28<sup>th</sup> Tuesday.

## 2. VENUE

The meeting will be held at:

**United Nations Economic and Social Commission for Asia and the Pacific (UN ESCAP)  
THE UNITED NATIONS CONFERENCE CENTRE (UNCC)**

Meeting Room C+D

UNESCAP, Rajdamnern Nok Avenue

Bangkok 10200, Thailand

Tel: +(66) 0 2288 1899

Fax: +(66) 0 2280 3829

Web site: [www.unescap.org](http://www.unescap.org)

**Access to the UNCC:** Access the UNCC premises from the UN ESCAP main entrance and approach to UNCC Registration Counter on the ground floor of the UNCC. You will be requested to present **formal identification (ID card or National Passport/UNLP)** in order to issue the meeting photo-badge. To complete this process in advance, please send us as soon as possible, a head shot of yourself with your last name as file name.

## 3. WORKING LANGUAGE OF THE MEETING

The workshop will be held in English.

## 4. DOCUMENTS

Relevant documents will be provided via email and made available on the Secretariat's web site at:



<https://www.cbd.int/doc/?meeting=GBWS-2017-01>

## 5. GENERAL INFORMATION ON ACCESS TO BANGKOK, THAILAND



Bangkok is serviced by the Suvarnabhumi Airport - New Bangkok International Airport (BKK) (the airport is about 25 km outside of the city centre of Bangkok).

We recommend that you take a taxi from the airport directly to your hotel. Please take the taxi from the passenger building, first floor only, and pay by the meter. The fee will be about THB 300 (toll fee excluded). The fare will be charged according to the distance plus a fee of THB 50 for the driver.

## 6. VISA INFORMATION



Participants requiring a visa for Thailand and are strongly advised to contact the nearest Thailand diplomatic or consular mission **as soon as possible** in order to secure the required entry visa in a timely manner, prior to departure. A list of countries that may receive a visa upon arrival in Thailand can be found on the web site of the Ministry of Foreign Affairs of the Kingdom of Thailand, including visa procedures at following link: <http://www.mfa.go.th/main/en/services/4908>.

A list of relevant Thai diplomatic/consular missions abroad, is available on the following web site at: <http://www.thaiembassy.org/main/>

Thailand requires that your passport be valid for 6 months following the date of your arrival in Thailand. Even if you do not require visa to enter Thailand, you are advised to bring the invitation letter with you.

Except for ASEAN Members, all foreign visitors entering Thailand must be in possession of a valid visa. Visa on arrival is applicable for certain countries. If you plan to apply for visa on arrival, kindly check the official web site of the Royal Embassy of Thailand of your country and see if your country is listed under the countries eligible for visa on arrival. Visa on arrival is available in the Immigration Section of the Suvarnabhumi Airport (Bangkok). Please make sure that you have two passport photos and the required documents as listed by the Royal Thai Embassy. The visa fee on arrival is THB 1,900 which is equivalent to US \$64 approximately. However, kindly note that the rate can change without prior notice.

To facilitate the issuance of visas, the Secretariat will issue invitation letters to be attached to the visa applications when requested.

## 7. HEALTH INFORMATION

A yellow fever vaccination certificate is required from travellers arriving from or through countries with risk of yellow fever transmission. Details are provided on the website of the Ministry of Foreign of Thailand's webs site (as shown above). For more information, please consult a medical professional with regard to the vaccination requirements for your travel.

## 8. HOTEL INFORMATION



Participants are requested to make their own hotel reservations. A listing of hotels in the vicinity of the venue is available in Annex A below.

Information on Bangkok may be found on the web site of the Tourism Authority of Thailand at the following link: <http://www.tourismthailand.org/>

## 9. PAYMENT OF THE DAILY SUBSISTENCE ALLOWANCE (DSA)

Lunches and coffee breaks are included as part of the conference package. Funded participants will receive International Master Cards with full DSA on the first day of the workshop; participants are asked to arrange and pay for their own accommodation. In order to facilitate the payment of

subsistence allowance, sponsored participants are requested to bring with them to the first day of the workshop: original boarding passes of all in-coming flights, air ticket, and copy of the passport.

#### **10. OFFICIAL LANGUAGE IN THAILAND**

The official language in the Thailand is Thai. English is spoken in hotels and restaurants.

#### **11. WEATHER AND TIME ZONE INFORMATION**



In November, temperatures in Bangkok usually range between a maximum of 32°C in the daytime and a minimum of 23°C at night. Current weather conditions can be found at: <http://www.worldweather.org/089/c00233.htm>.

The standard time zone will be UTC/GMT + 7 hours.

#### **12. ELECTRICITY**

The electrical currents in use are 220 volts, 50 Hertz. There are two types of plugs in use and are shown below.



#### **13. CURRENCY**



The currency in Thailand is the Baht. The current exchange rate as of 3 November 2017 is US\$1 = THB 33.17 and €1 = THB 38.51 (source: [www.xe.com](http://www.xe.com), rates are subject to change). Currency exchange facilities are readily available in banks and hotels.

#### **14. DISCLAIMER**

The CBD Secretariat disclaims all responsibility for medical, accident and travel insurance, for compensation for death or disability compensation, 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 to secure international medical insurance for the period of participation prior to departure.

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## Annex A

The following hotels, located relatively close to UNCC, have been designated as recommended hotels.

Name and address	Driving distance to UNCC (min.)
<b>Nanda Heritage Hotel</b> 632 Wisut Kasat Road, Pranakorn, Bangkok Tel: +66 2282 2900 E-mail: <a href="mailto:info@nandaheritage.com">info@nandaheritage.com</a> Website: <a href="http://nandaheritage.com/contact.php">http://nandaheritage.com/contact.php</a>	5-10
<b>Royal Princess Larn Luang Hotel ****</b> 269 Larnluang Road, Bangkok Tel: +66 2281-3088/ Fax: +66 2280-1314 E-mail: <a href="mailto:benjarat@royalprincesslarnluang.com">benjarat@royalprincesslarnluang.com</a> Website: <a href="http://www.royalprincesslarnluang.com">http://www.royalprincesslarnluang.com</a>	10-15
<b>Prince Palace Hotel ****</b> 488/800 Bo Bea Tower Damrongrak Road, Klong Mahanak, Bangkok Tel: +66 2628-1111/ Fax: +66 2628-1000 E-mail: <a href="mailto:wannajit@princepalace.co.th">wannajit@princepalace.co.th</a> Website: <a href="http://www.princepalace.co.th">http://www.princepalace.co.th</a>	10-15
<b>Trang Hotel ***</b> 99/1 Wisutkasat Road, Bangkok Tel: +66 2282-2141-4/ Fax: +66 2280-3610 E-mail: <a href="mailto:reservations@tranghotelbangkok.com">reservations@tranghotelbangkok.com</a> Website: <a href="http://www.tranghotelbangkok.com">http://www.tranghotelbangkok.com</a>	5-10
<b>Hotel Dé Moc (former Thai Hotel) ***</b> 78 Prajatipatai Road, Bangkok Tel: +66 2629 2100/ Fax: +66 2280-1299 E-mail: <a href="mailto:rsvn@buddygrouphailand.com">rsvn@buddygrouphailand.com</a> cc: <a href="mailto:sales@buddygrouphailand.com">sales@buddygrouphailand.com</a> Website: <a href="http://www.hoteldemoc.com">http://www.hoteldemoc.com</a>	5-10
<b>Nouvo City Hotel ****</b> 2 Samsen 2, Samsen Road, Banglumphu, Pranakorn, Bangkok Tel: +66 2282-7500 Ext: 130/ Fax: +66 2282-2134 E-mail: <a href="mailto:dosm@nouvocityhotel.com">dosm@nouvocityhotel.com</a> Website: <a href="http://www.nouvocityhotel.com">http://www.nouvocityhotel.com</a>	5-10
<b>The Sukosol *****</b> 477 Si Ayuthaya Road, Phayathai, Bangkok Tel: +66 2247-0123/ Fax: +66 2247-0165 E-mail: <a href="mailto:reservations@siamhotels.com">reservations@siamhotels.com</a> Website: <a href="http://www.siamhotels.com/siamcity">http://www.siamhotels.com/siamcity</a>	15-25
<b>Amari Watergate Hotel &amp; Spa *****</b> 847 Petchaburi Road, Bangkok Tel: +66 2653-9000/ Fax: +66 2653-9045 E-mail: <a href="mailto:kanokwan.t@amari.com">kanokwan.t@amari.com</a> Website: <a href="http://www.amari.com/watergate">http://www.amari.com/watergate</a>	20-30

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