



Stocktaking meeting on the work of the Least Developed Countries Expert Group

**Bangkok, Thailand
9–11 March 2015**

Twenty-seventh meeting of the Least Developed Countries Expert Group

**Bangkok, Thailand
12–14 March 2015**

LOGISTICS NOTE

1. Training Venue

The Stocktaking meeting on the work of the Least Developed Countries of Expert Group (LEG) and Twenty-seventh meeting of LEG will be held at the Landmark Hotel, Bangkok. The hotel is located on Sukhumvit Road, only 1 minute walk from BTS Sky Train Nana station.

The full address of the hotel is:

The Landmark Bangkok
138 Sukhumvit Road,
Bangkok, Thailand
Tel: +66 (0) 2254 0404
Fax: +66 (0) 2253 4259
Hotel website: www.landmarkbangkok.com

2. Note from the secretariat

Registration

Participants are requested to be at the venue on Monday, 9 March 2015 at 08.30 a.m. latest for registration. The secretariat staff is already available on Sunday, 8 February 2015, from 10:00 a.m. at the workshop venue.

Information for funded participants

Funded participants are kindly requested to bring their passports and boarding passes on the first day of the workshop in order to facilitate arrangements for the DSA payment. Travel for eligible funded participants to and from Bangkok is at the lowest cost and most direct economy fare. The UNFCCC secretariat will not be responsible for costs associated with any changes that the funded participants may wish to make to their tickets, for example upgrading, re-routing or stopovers.



Insurance

Participants are strongly advised to obtain international travel and medical insurance to cover the period of their departure for the workshop and/or meeting until the time of their return to their home country. The United Nations and the UNFCCC secretariat disclaim all responsibility for medical accident and travel insurance, for compensation, death or disability, loss or damage to personal property and for any other costs or losses that may be incurred during travel time or the period of participation at the workshop.

Passport

Participants are required to have their passport valid for six months beyond the date of planned departure. However, it is recommended that the passport should have sufficient space or number of blank pages for stamping by the Immigration authorities at the port of entry.

Visa to Thailand

Participants are responsible for making their own visa arrangements.

For UN Laissez Passez holders, please note that a visa needs to be obtained prior to your departure. Please check with the Thai Embassy/Consulate in your country about visa requirements. Upon request and as necessary, an invitation letter may be provided in support of your visa application to the relevant Embassy or consulate.

For national passport holders, please contact the nearest local Thai Embassy or Consulate for more information about the requirements and application process applicable to your country. Requirements and processes vary according to different countries. For more information, please access website <http://www.mfa.go.th/main/en/services/123>

Participant from/through Countries which have been declared Yellow Fever Infected Areas must acquire an International Health Certificate verifying the receiving of a Yellow Fever vaccination and must be submitted together with the visa application form. The traveler will also have to present the said certificate to the Immigration Officer upon arrival at the port of entry in the Kingdom. COUNTRIES WHICH ARE DECLARED YELLOW FEVER INFECTED AREAS include Angola, Benin, Bolivia, Brazil, Burkina Faso, Burundi, Cameroon, Central African Republic, Chad, Colombia, Congo, Cote d'Ivoire, Ecuador, Equatorial Guinea, Ethiopia, French-Guinea, Gabon, Gambia, Ghana, Guinea-Bissau, Guinea, Guyana, Kenya, Liberia, Mali, Mauritania, Niger, Nigeria, Panama, Peru, Rwanda, Sao Tome & Principe, Senegal, Sierra Leone, Somalia, Sudan, Suriname, Tanzania, Togo, Trinidad and Tobago, Uganda, Venezuela, Argentina and Paraguay

For more information, please access the website <http://www.mfa.go.th/main/en/services/123/15384-List-of-countries-which-are-declared-Yellow-Fever.html>

3. Airport Transfer

All participants are advised to arrange for their own transportation to/from the hotel and the use of an airport taxi is recommended. Taxi stands are located on the 1st Floor Gate 4 and 7 of Suvarnabhumi Airport. Taxis are plentiful and are all metered although some may agree to a fixed rate.

Taxi fare from the airport to town is about 300-350 bath (about 10 US\$).



4. Accommodation

All participants are responsible for making their own hotel reservations.

The following list is the hotels which offer the competitive rates (All rates are inclusive of daily buffet breakfast and in-room Wi-Fi). Participants are requested to make their bookings directly with the hotels. Please cite UNDP when making the reservation.

VIE Hotel (4 sky train stations away from the venue)

Tel: +66 2 309 3939

Email: chidchanok.s@viehotelbangkok.com

Website: www.viehotelbangkok.com

Room Category	THB	USD
Single	2,996	91
Double	3,371	103

Novotel Ploenchit (1 sky train station away from the venue)

Tel: +66 2 305 6000

Email: H7176@accor.com

Website: www.novotelbangkokploenchit.com

Room Category	THB	USD
Single	2,708	83
Double	2,708	83

Holiday Inn Ploenchit (2 sky train stations away from the venue)

Tel: +66 2 656 1555

Email: holidayinn@ihgbangkok.com

website: <http://www.ihg.com/holidayinn/hotels/us/en/bangkok/bkkpc/hoteldetail>

Room Category	THB	USD
Single	2,650	81
Double	2,950	90



InterContinental Bangkok (2 sky train stations away from the venue)

Tel: +66 2 656 0444

Email: intercon@ihgbangkok.com

Website: <http://www.icbangkok.com>

Room Category	THB	USD
Single	4,600	140
Double	5,100	156

Centara Grand at Central World (2 sky train stations away from the venue)

Tel: +66 2 769 1234

Email: cgcw@chr.co.th

Website: <http://www.centarahotelsresorts.com/centaragrand/cgcw/>

Room Category	THB	USD
Single	3,000	92
Double	3,300	101

5. Currency

Baht is the local currency in Thailand with the current exchange rate is approximately 33THB per 1USD. Major credit cards are widely accepted with a 3-5 percent surcharge. Foreign currency can be exchanged at various places, the best among them being banks which have the best rates and are operational from 8:30 am to 3:30 pm from Monday to Friday, but you can also get currency exchanged at big hotels, tourist areas and also from bureaux de change, open daily from as early as 7am to as late as 9pm. There are plenty ATMs in Bangkok accepting both credit cards and regular debit cards. ATMs dispense Thai Baht notes.

6. Laptops and Internet Connection

Please bring your own laptop to the training. Wi-Fi connection will be provided in the meeting venue.



7. Contact Information

Name	Organization	Email	Mobile phone
Komson Jeaburaheng	UNDP, BRH	komson.jeaburaheng@undp.org	+66-89-465-3047
Eve Kolasa	UNFCCC	ekolasa@unfccc.int	

8. General Information about Bangkok and Thailand

Bangkok is the largest city in Thailand, as well as being its capital and main port. It is the cultural, educational, political and economic center of Thailand, and its only metropolis. Bangkok has expanded to include the area of Thon Buri, which had at one point been the capital of Siam, and the combined area is commonly known as Krung Thep Mahanakhorn. Bangkok's weather is hot and humid year round with temperatures ranging from 26 to 31 degrees C (78 - 90 degrees F)

Most residents of Thailand are native Thais, although there is an influx of Chinese immigrants as well as Indians, Arabs, Malays and Europeans. Most Thais are welcoming and friendly to visitors to Bangkok, as it is one of the most highly visited cities in Southeast Asia. In addition, Bangkok has an important influence on Southeast Asia's industrial and financial sectors.

In Bangkok, numerous beautiful temples can be found featuring traditional Thai architecture. The old sections of Bangkok are immensely popular tourist spots, particularly the royal Grand Palace. Bangkok is an interesting blend of traditional buildings and modern skyscrapers.

Language: English is fairly widely understood and spoken in most tourist areas of Bangkok. Bilingual Thai / English road signs are found on all road signs, Sky train stations (BTS), subways (MRT), and some local buses.

Climate: A tropical city known for its hot climate and plentiful sunny weather, temperatures in Bangkok regularly stay well above 30°C / 86°F all through the year. Bangkok is at its driest between November and February and consequently at its busiest, when many tourists choose to visit the city. The humidity levels also increase during this dry period, being especially sticky in April and May. The climate in Bangkok is at its hottest from March to August, while the rainy season tends to fall between June and October.

Clothing: For business activity, formal dress is worn at many large hotels. It's important to dress neatly. Women should avoid wearing anything sleeveless. For casual events, light and loose dresses in natural fibers or blends are the best. Sunglasses and hats are essential as is an umbrella during rainy season. **Please note that shorts are prohibited when visiting temples and mosques.** Please also note that shoes must be removed before entering any temple building.

Local Time: UTC/GMT +7 hours



Business Hours: Government offices (including branch post offices) are open Monday to Friday 8:30am to 4:30pm, with a lunch break between noon and 1pm. Businesses are generally open 8:00am to 5:00pm. Shops often stay open from 8:00am until 7:00pm or later seven days a week. Department stores are generally open 10:00 am to 9:00 pm everyday.

Tipping: Tip porters and hotel staff if you've been given good personal service - the amount varies with the type of hotel. In restaurants around a 10 % - 15% tip is usually the norm, but you don't need to tip in small roadside eating places. Taxi fares should be rounded up to the nearest 5 or 10 Baht.

Electricity supply: 220V, 50Hz. Devices from other countries may require adaptors and/or transformers to accommodate these connections and current types.

Telephone: To make a telephone call to numbers in Thailand, your family/colleagues will need to dial with their country's international access code, followed by 66 (for Thailand), followed by 2 for Bangkok, and followed by the target number. To call from Thailand abroad, you will need to dial 001 followed by the country code (e.g. for Nepal 00197) followed by the city code and target number.