



ASIA-PACIFIC NDC CLINIC DIALOGUES FOR AMBITION AND IMPLEMENTATION

LOGISTICAL NOTE

Dates

Wednesday and Thursday, 10-11 September 2025

Venue

United Nations Conference Center (UNCC)
Rajdamnern Nok Avenue
Khwaeng Bank Khun Phrom, Phra Nakhon
Bangkok, Thailand

[Website](#) | [E-mail](#) | [Google Maps](#)

Accommodation

The accommodation for all **funded participants** of the Asia-Pacific NDC Clinic has been arranged by GIZ in the **Royal Princess Larn Luang Hotel** from 9-12 September 2025 (3 nights). The area is generally regarded as safe. The hotel meets international standards with a 4-star rating, 24-hour front desk and security as well as concierge service. Participants who will stay in Bangkok on nights other than 9-12 September will have to book their own accommodation.

Address: 269 Larn Luang Road, Khwaeng Wat Sommanat, Pom Prap Sattru Phai, Bangkok 10100.

Check-in time: 9 September 2025 from 14:00 hrs.

Check-out time: 12 September 2025 before 12:00 hrs.

Taxis are available at the airport to the hotel, which is roughly 30 kilometers away. Participants may also choose public transportation options, which include a train, or bus and short walk to the hotel. Participants may also wish to utilize ride hailing apps such as “Grab”. Note that shuttles are not provided by the hotel for the airport, Taxi and transportation expenses are covered by Terminal Expenses covered for all Clinic participants.

The hotel is located near the UN Conference Centre (approx. 4 minutes by car). **Shuttle buses between the hotel and UNCC will run in the mornings and late afternoons on 10 and 11 September.**

Breakfast is provided. Please note that no additional charges for the room (minibar, restaurant, etc.) will be covered by the organizers and that any additional charges must be paid directly by the participant at the hotel.

Please direct questions regarding the arranged accommodation for the duration of the NDC Clinic to Ms. Mara Bieler from GIZ at mara.bieler@giz.de.

Clinic participants who are also attending the 20th Policy Consultation Forum of the Seoul Initiative Network for Green Growth (SINGG) will receive daily subsistence allowance from UNESCAP for their participation in the SINGG Forum, which will include room allocation for you to book and pay for your own accommodation. This allowance is coordinated with other partners supporting the NDC Clinic. You are encouraged to book your stay at the Royal Princess Larn Luang Hotel so that you do not have to move hotels on 9 September 2025. The hotel will try to ensure that participants do not have to change their rooms. **Please inform the hotel that you are staying on for the NDC Clinic (GIZ event booking) when making your booking.**

Participants joining the NDC Partnership In-country Facilitators Convening on 12 September 2025 will receive a full daily subsistence allowance from the NDC Partnership Support Unit for the night of 12-13 September. **You will have to arrange your accommodation for 12-13 September on your own.** If you wish to extend your stay at the Royal Princess Larn Luang Hotel, kindly make your own booking, informing the hotel that you are an NDC Clinic participant (GIZ event booking).

Daily subsistence allowance (DSA) and Terminal Expenses (TE)

DSA has been adjusted accordingly given that accommodation is provided by the organizers. The support for **Terminal Expenses** (TE) will be included in your DSA.

For participants whose DSA and TE are funded by the UNFCCC secretariat, the amount corresponding to the NDC Clinic dates will be transferred to your bank account as follows: 75% before the meeting and the remaining 25% upon completion of the meeting and receipt of a copy of your boarding passes. The UNFCCC DSA disbursement is subject to the submission of a **complete and accurate Banking Form** upon registration. Please note that late Banking Form submissions may result in travel expenses being received only after the event's conclusion.

Please direct questions regarding UNFCCC funded DSA and TE to the NDC Technical Support Unit at NDC-TSU@unfccc.int. For participants whose DSA and TE are funded by the NDC Partnership Support Unit /

UNOPS (NDC Partnership In-country Facilitators and delegates from Brunei), the disbursement of the funds will be facilitated at the UNCC for your applicable funded days only. The DSA and TE will be disbursed in the form of a debit card.

The information of the exact location of the DSA office will be clearly indicated during your arrival at the UNCC.

Kindly note that participants will need to show their boarding pass and passport for the organizers to distribute the DSA. Please make sure to keep them and bring them with you when coming for the DSA distribution office, or send a copy to the organizers.

Meals

Complimentary breakfast during the paid stay in the Royal Princess Larn Luang Hotel will be provided for funded participants. Lunches will be provided during the Clinic days at the UN Conference Center venue. Your DSA is adjusted to cover the costs of lunch, dinner, and incidentals.

Flight tickets

Flight tickets for funded participants have been issued by either UNESCAP, UNEP, UNFCCC Secretariat, or NDC Partnership Support Unit / UNOPS.

Kindly note that you will need to present your boarding pass when collecting DSA as specified in the DSA section above.

Transportation from/to the UN Conference Center

A **shuttle service** will be provided for participants to transfer from Royal Princess Larn Luang Hotel to the UNCC and back on the days of the NDC Clinic.

The time and place of the pick-up in the morning from the hotel and in the afternoon/evening from the UNCC respectively will be communicated by the organizers closer to the event.

Entry Visa

1. Nationals from 93 countries are entitled to visa exemption, while nationals from 31 countries can apply for Visa on Arrival.
2. Please check in the following website if you need to apply for an e-visa to come to Thailand: <https://www.thaievisa.go.th/> Scroll down to the “Do I need a tourist visa” section and enter your nationality and number of days of stay.
3. If you need to apply for a visa, apply through the same website: <https://www.thaievisa.go.th/>.

4. Choose the visa type: Tourism (MICE – Meetings, Incentives, Conventions, Exhibitions).
5. Please refer to the full manual on how to set up your account and apply for your Tourism (MICE) visa: <https://www.thaievisa.go.th/static/English-Manual.pdf>.

Please note that visa application, if needed, is the responsibility of the participant. The co-organizers have sent a personalized letter to all participants who need to apply for a visa, indicating the accommodation details and DSA support to assist in the visa application process. Visa application fee will not be refunded by the co-organizers.

Estimated Visa Processing Time

- a. **e-Visa / Tourist Visa (MICE):** 5 – 10 working days after submission of a complete application.
- b. **Visa on Arrival:** Issued **immediately upon arrival** at the port of entry.

e-Visa Requirements as taken from the above website:

1. Biodata page of Passport or Travel Document
2. Photograph taken within the last six months
3. Document indicating current location
4. Travel booking confirmation
5. Proof of accommodation in Thailand (e.g., accommodation bookings, **invitation letters** from family/friends in Thailand)
6. Financial evidence: an amount of no less than 20,000 THB (e.g., bank statements for the last three months, **sponsorship letter**)

Please check with the Thai embassy or consulate in your country for more information on the required documents.