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## **Economic and Social Commission for Asia and the Pacific**

Committee on Information and Communications Technology,  
Science, Technology and Innovation

### **First session**

Bangkok, 5-7 October 2016

## **Information for participants \***

### **I. General**

1. The first session of the Committee on Information and Communications Technology, Science, Technology and Innovation is scheduled to be held at the United Nations Conference Centre (UNCC), in Bangkok, from 5 to 7 October 2016.

2. The session will be opened by the Executive Secretary of the Economic and Social Commission for Asia and the Pacific (ESCAP) at 0900 hours on Wednesday, 5 October 2016, in Conference Room 3, 1st floor, UNCC. All subsequent joint plenary meetings and parallel meetings of the subcommittee on information and communications technology and the subcommittee on science, technology and innovation will be held at Conference Rooms 3 and 4, 1st floor, UNCC from 0830 hours to 1200 hours and 1330 hours to 1700 hours.

3. The session will be preceded by expert group meetings and workshops. The eleventh session of the Governing Council of the Asian and Pacific Training Centre for Information and Communication Technology for Development (APCICT) will be held on 5 and 6 October 2016 at UNCC. Information on these meetings will be made available online at [www.unescap.org/events/committee-information-and-communications-technology-and-science-technology-and-innovations](http://www.unescap.org/events/committee-information-and-communications-technology-and-science-technology-and-innovations).

### **II. Registration and identification badges**

4. In order to enable more effective access control and speed up the screening by security personnel, ESCAP uses photo badges for meeting participants. Participants are requested to register and obtain meeting badges with photo at the registration counter, located on the ground floor, UNCC, from 0730 hours to 0900 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 before going to the conference room. Only the names of duly registered participants will be included in the list of participants.

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\* This document has been issued without formal editing.

### **Online registration**

5. Participants are requested to register online at <http://meetings.unescap.org> well in advance, but no later than 9 September 2016, to facilitate smooth coordination of the issuance of photo badges and compilation of the list of participants. Participants are encouraged to submit their photo in advance in order to speed up the registration process. Furthermore, kindly note that prior online registration is mandatory in line with the standard United Nations security procedures to facilitate security clearance.

6. For identification and security reasons, all participants are requested to wear their meeting badges at all times during meetings, social functions and in the United Nations complex. The loss of a meeting badge should be communicated to the Conference Management Unit, located on the ground floor of UNCC behind the registration counter, so that a new one can be issued immediately.

### **III. Visa requirements**

7. Participants are **REQUIRED** to obtain an appropriate entry visa from a Thai Embassy or Thai Consulate before entering Thailand, **EXCEPT** for nationals of countries listed below.

#### **List of countries and territories entitled for visa exemption and visa on arrival**

##### **A. Ordinary passport**

##### **Visa exemption for a maximum of 14 days**

1. Cambodia
2. Myanmar (international airports only)

##### **Visa exemption for a maximum of 30 days**

- |                      |                          |
|----------------------|--------------------------|
| 1. Australia         | 27. Malaysia             |
| 2. Austria           | 28. Monaco               |
| 3. Bahrain           | 29. Mongolia             |
| 4. Belgium           | 30. Netherlands          |
| 5. Brunei Darussalam | 31. New Zealand          |
| 6. Canada            | 32. Norway               |
| 7. Czech Republic    | 33. Oman                 |
| 8. Denmark           | 34. Philippines          |
| 9. Estonia           | 35. Poland               |
| 10. Finland          | 36. Portugal             |
| 11. France           | 37. Qatar                |
| 12. Germany          | 38. Russian Federation   |
| 13. Greece           | 39. Singapore            |
| 14. Hong Kong, China | 40. Slovakia             |
| 15. Hungary          | 41. Slovenia             |
| 16. Iceland          | 42. South Africa         |
| 17. Indonesia        | 43. Spain                |
| 18. Ireland          | 44. Sweden               |
| 19. Israel           | 45. Switzerland          |
| 20. Italy            | 46. Turkey               |
| 21. Japan            | 47. United Arab Emirates |

- |                                      |  |
|--------------------------------------|--|
| 22. Kuwait                           | 48. United Kingdom of Great Britain and Northern Ireland |
| 23. Lao People's Democratic Republic | 49. United States of America                             |
| 24. Liechtenstein                    | 50. Viet Nam   |
| 25. Luxembourg                       |  |
| 26. Macao, China                     |  |

**Visa exemption for a maximum of 90 days**

- |              |                      |
|--------------|----------------------|
| 1. Argentina | 4. Peru              |
| 2. Brazil    | 5. Republic of Korea |
| 3. Chile     |                      |

**B. Diplomatic/Official Passport**

**Visa exemption for a maximum of 30 days**

- |                                     |   |
|-------------------------------------|---|
| 1. Brunei Darussalam                | 8. Macao, China                         |
| 2. Cambodia                         | 9. Mongolia                             |
| 3. China                            | 10. Myanmar                             |
| 4. Ecuador                          | 11. Oman                                |
| 5. Hong Kong, China                 | 12. Pakistan (diplomatic passport only) |
| 6. Indonesia                        | 13. Singapore                           |
| 7. Lao People's Democratic Republic | 14. Viet Nam                            |

**Visa exemption for a maximum of 90 days**

- |  |  |
|--|--|
| 1. Albania                             | 23. Mexico                             |
| 2. Argentina                           | 24. Montenegro (as of 31 October 2015) |
| 3. Austria                             | 25. Nepal                              |
| 4. Belgium                             | 26. Netherlands                        |
| 5. Bhutan                              | 27. Panama                             |
| 6. Brazil                              | 28. Peru                               |
| 7. Chile                               | 29. Philippines                        |
| 8. Colombia                            | 30. Poland                             |
| 9. Costa Rica                          | 31. Republic of Korea                  |
| 10. Croatia                            | 32. Romania                            |
| 11. Czech Republic                     | 33. Russian Federation                 |
| 12. Estonia (diplomatic passport only) | 34. Slovakia                           |
| 13. France (diplomatic passport only)  | 35. South Africa                       |
| 14. Germany                            | 36. Spain (diplomatic passport only)   |
| 15. Hungary                            | 37. Sri Lanka                          |
| 16. India                              | 38. Switzerland                        |
| 17. Israel                             | 39. Tajikistan                         |
| 18. Italy                              | 40. Tunisia                            |
| 19. Japan                              | 41. Turkey                             |
| 20. Liechtenstein                      | 42. Ukraine                            |
| 21. Luxembourg                         | 43. Uruguay                            |
| 22. Malaysia                           |  |

**C. Visa on arrival (for a maximum of 15 days)**

- |             |                              |
|-------------|------------------------------|
| 1. Andorra  | 11. Maldives                 |
| 2. Bhutan   | 12. Malta                    |
| 3. Bulgaria | 13. Mauritius                |
| 4. China    | 14. Romania                  |
| 5. Cyprus   | 15. San Marino               |
| 6. Ethiopia | 16. Saudi Arabia             |
| 7. India    | 17. Taiwan Province of China |

- |               |                |
|---------------|----------------|
| 8. Kazakhstan | 18. Ukraine    |
| 9. Latvia     | 19. Uzbekistan |
| 10. Lithuania |                |

Updated as of 26 October 2015 by the Department of Consular Affairs, Ministry of Foreign Affairs of Thailand

8. Participants holding UN Laissez-Passer (UNLP) travelling on official business to Thailand are **REQUIRED** to obtain appropriate visa before entering.

9. To apply for an appropriate entry visa to Thailand, participants are required to contact the respective Thai Embassy/Consulate for accurate information regarding to their visa application procedures and required documents. The list of Thai Embassies/Consulates can be found at [www.thaiembassy.org](http://www.thaiembassy.org).

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

11. Participants who may need further assistance from ESCAP on their visa application should contact their meeting organizer in order to coordinate with the Visa and Shipment Unit, Division of Administration, ESCAP for necessary actions.

12. Participants who wish to apply for a visa on arrival at Suvarnabhumi International Airport or at Don Mueang International Airport should follow the requirements below:

(a) The applicant must be in possession of a passport with the validity of at least six months and 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 the airport, supply one recent passport-sized photograph and a fee of 1,000 baht.

*NOTE: The information provided above is accurate as of December 2015. 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.*

13. Furthermore, in line with security procedure for United Nations staff, travel notification through the Travel Request Information Process (TRIP) is required prior to any official travel to a non-phase area. Upon notification of travel on TRIP, United Nations staff members will automatically receive an updated security advice for United Nations visitors to Thailand. Please visit <https://dss.un.org> to apply for this travel notification. United Nations staff are required to complete the “BASIC SECURITY IN THE FIELD” training before travelling.

#### IV. Weather

14. The weather in Bangkok is usually warm and humid. Light tropical clothing would be appropriate. The conference rooms where the meetings are to be held are air-conditioned and the temperature is maintained in the range of 23-24 degrees Celsius (73-75 degrees Fahrenheit).

#### V. Health and vaccination

15. Upon arrival at the port of entry in Thailand, participants who are nationals of or have traveled 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.

16. The countries/areas listed below have been declared yellow fever infected areas:

- |                                      |                           |
|--------------------------------------|---------------------------|
| 1. Angola                            | 24. Guyana                |
| 2. Argentina                         | 25. Kenya                 |
| 3. Benin                             | 26. Liberia               |
| 4. Bolivia                           | 27. Mali                  |
| 5. Brazil                            | 28. Mauritania            |
| 6. Burkina Faso                      | 29. Niger                 |
| 7. Burundi                           | 30. Nigeria               |
| 8. Cameroon                          | 31. Panama                |
| 9. Central African Republic          | 32. Paraguay              |
| 10. Chad                             | 33. Peru                  |
| 11. Colombia                         | 34. Rwanda                |
| 12. Congo                            | 35. Sao Tome and Principe |
| 13. Cote d'Ivoire                    | 36. Senegal               |
| 14. Democratic Republic of the Congo | 37. Sierra Leone          |
| 15. Ecuador                          | 38. Somalia               |
| 16. Equatorial Guinea                | 39. Sudan                 |
| 17. Ethiopia                         | 40. Suriname              |
| 18. French Guiana                    | 41. Tanzania              |
| 19. Gabon                            | 42. Togo                  |
| 20. Gambia                           | 43. Trinidad and Tobago   |
| 21. Ghana                            | 44. Uganda                |
| 22. Guinea                           | 45. Venezuela             |
| 23. Guinea-Bissau                    |                           |

17. Thailand is currently experiencing ongoing sporadic transmission of the mosquito-borne Zika virus. All travelers are advised to protect themselves from mosquito bites while in Thailand. Given possible transmission of the disease to unborn babies, pregnant women should consider postponing travel to Thailand or talk to their doctor about the implications of traveling to Thailand during this time.

18. In addition to the above, Medical Services Division at headquarters advises that pregnant United Nations personnel should not undertake duty travel or be relocated to countries/areas where local transmission of Zika virus is known to occur. Women who are seeking pregnancy should obtain

individual advice from their medical practitioner on risk management regarding their plans to travel into a Zika-affected area. For further information, please read the attached Zika virus FAQ.

19. First-aid and emergency medical service is available at the Medical Centre, which is located on the ground floor of UNCC, during weekdays. The ESCAP Medical Officer and Nurse are available from 0730 to 1545 hours, with the exception of lunch time from 1200 to 1245 hours. Appointments may be made through extensions 1352 or 1761.

20. The United Nations buildings are smoke-free areas. Smoking is permitted only in the designated areas outside of the buildings.

## VI. Foreign currency declaration

21. Any person who brings into or takes out of Thailand an aggregate amount of foreign currency exceeding US\$ 20,000 or its equivalent shall declare the amount to a customs official. Failure to make such a declaration or making any false declaration to a customs official is a criminal offence.

22. Currency exchange facilities are available at hotels and all over Bangkok. Such services are also available at the Siam Commercial Bank, United Nations Branch, which is located on the 1st floor of the Service Building (telephone extension 2168). The branch is open from 0830 to 1530 hours, with no lunch break, from Monday to Friday.

## VII. Airline reservations

23. Many international airlines operate regular services to and from Bangkok. Participants are advised to secure their return bookings prior to their departure for Bangkok. If this is not possible, they should make firm return bookings immediately upon arrival in Bangkok. Travel services are available through the American Express office located on the 4th floor of the Service Building.

## VIII. Hotel accommodation

24. The following hotels, located relatively close to ESCAP, have been designated as recommended hotels for which the room rates indicated below are inclusive of service charge and value added tax.

Name and address	Driving distance to UNCC (min.)	Room type	Daily room rates (Baht)	
			Single	Double
<b>Shangri-La Hotel*****</b> 89 Soi Wat Suan Plu, New Road Bangkok Tel: +66.2.2367777 Fax: +66.2.2368579 E-mail: <a href="mailto:thiptera.tanthasri@shangri-la.com">thiptera.tanthasri@shangri-la.com</a> Website: <a href="http://www.shangri-la.com">www.shangri-la.com</a> <i>Contact person:</i> Ms. Thiptera Tanthasri	30-40	Deluxe room	3,600 <sup>a/c</sup>	4,100 <sup>a/c</sup>

Name and address	Driving distance to UNCC (min.)	Room type	Daily room rates (Baht)	
			Single	Double
<b>The Sukosol*****</b> 477 Si Ayuthaya Road, Phayathai Bangkok Tel: +66.2.2470123 Fax: +66.2.2470165 E-mail: ratchanikrit@sukosolhotels.com Website: www.sukosolhotels.com <i>Contact person:</i> Ms. Ratchaneekrit Khankath	15-25	Deluxe	2,700 <sup>a/c</sup>	2,900 <sup>a/c</sup>
<b>Amari Watergate Hotel &amp; Spa*****</b> 847 Petchaburi Road Bangkok Tel: +66.2.6539000 Ext. 5122 Fax: +66.2.6539045 E-mail: sutrapat.k@amari.com Website: www.amari.com/watergate <i>Contact person:</i> Ms. Sutrapat Kumwan	20-30	Deluxe	3,000 <sup>a/c</sup>	3,200 <sup>a/c</sup>
<b>Pullman Bangkok Kingpower*****</b> 8 Rangnam Road, Kweang Thanon-Phayathai Rachathewi, Bangkok Tel: +66.2.6809999 Ext. 2529 Fax: +66.2.6809998 E-mail: sm@pullmanbangkokkingpower.com Website: www.pullmanbangkokkingpower.com <i>Contact person:</i> Ms. Orawan Jirathanasin	20-25	Superior Deluxe Executive Executive suite	3,055 <sup>a/c</sup> 3,376 <sup>a/c</sup> 4,018 <sup>a/c</sup> 5,088 <sup>a/c</sup>	3,269 <sup>a/c</sup> 3,590 <sup>a/c</sup> 4,232 <sup>a/c</sup> 5,302 <sup>a/c</sup>
<b>Anantara Siam Bangkok Hotel*****</b> 155 Rajadamri Road Bangkok Tel: +66.2.1268866 Fax: +66.2.2539195 E-mail: sarochinee_na@anantara.com Website: http://siam-bangkok.anantara.com/ <i>Contact person:</i> Ms. Sarochinee Napapong	30	Deluxe	3,900 <sup>a/c</sup>	4,600 <sup>a/c</sup>
<b>Crowne Plaza Bangkok Lumpini Park Hotel*****</b> 952 Rama 4 Road Bangkok Tel: +66.2.6329000 Fax: +66.2.6329001 E-mail: chalita.chokvanit@ihg.com Website: www.crowneplaza.com <i>Contact person:</i> Ms. Chalita Chokvanit	30	Superior	3,700 <sup>a/c</sup>	3,700 <sup>a/c</sup>

Name and address	Driving distance to UNCC (min.)	Room type	Daily room rates (Baht)	
			Single	Double
<b>Novotel Bangkok on Siam Square****</b> 392/44 Siam Square Soi 6 Rama 1 Road, Pathumwan Bangkok Tel: +66.2.2098888 Fax: +66.2.2551824 E-mail: h1031-sl1@accor.com Website: www.novotelbkk.com/unitednations/ <i>Contact person:</i> Ms. Jarunun Sripromma	30	Standard  Superior  Executive Premier Floor	3,414 <sup>a/c</sup>  4,002 <sup>a/c</sup>  5,179 <sup>a/c</sup>	3,767 <sup>a/c</sup>  4,355 <sup>a/c</sup>  5,179 <sup>a/c</sup>
<b>Royal Princess Larn Luang Hotel****</b> 269 Larnluang Road Bangkok Tel: +66.2.2813088 Fax: +66.2.2801314 E-mail: benjarat@royalprincesslarnluang.com Website: www.royalprincesslarnluang.com <i>Contact person:</i> Ms. Benjarat Rusakul	5-10	Superior  Deluxe	2,800 <sup>a/b/c</sup>  3,400 <sup>a/b/c</sup>	3,000 <sup>a/b/c</sup>  3,600 <sup>a/b/c</sup>
<b>Grand China Hotel****</b> 215 Yaowarat Road Bangkok Tel: +66.2.2249977, +66.2.2247997 Fax: +66.2.2247999 E-mail: phetanong@grandchina.com Website: www.grandchina.com <i>Contact person:</i> Ms. Phet-Anong Naksuthi	15-20	Deluxe	2,500 <sup>a/b/c</sup>	2,700 <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: wannajit@princepalace.co.th Website: www.princepalace.co.th <i>Contact person:</i> Ms. Wannajit Chulamakorn	10-15	Superior	1,700 <sup>a/b</sup>	1,900 <sup>a/b</sup>
<b>Siam @ Siam Design Hotel****</b> 865 Rama 1 Road, Wangmai, Patumwan Bangkok Tel: +66.2.2173000 Ext. 1103 Fax: +66.2.2173030 E-mail: assist.dos2@siamatsiam.com Website: www.siamatsiam.com <i>Contact person:</i> Ms. Natkhanit Chirawacharanant	15-20	Superior	3,200 <sup>a/c</sup>	3,500 <sup>a/c</sup>



Name and address	Driving distance to UNCC (min.)	Room type	Daily room rates (Baht)	
			Single	Double
<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: adam@nouvocityhotel.com Website: www.nouvocityhotel.com <i>Contact person:</i> Mr. Adam Phadungsilp	5-10	Superior	1,600 <sup>a/b/c</sup>	1,800 <sup>a/b/c</sup>
		Deluxe	1,900 <sup>a/b/c</sup>	2,100 <sup>a/b/c</sup>
		Grand Deluxe	2,200 <sup>a/b/c</sup>	2,400 <sup>a/b/c</sup>
<b>Riva Surya – Bangkok****</b> 23 Phra Arthit Road Bangkok Tel: +66.2.6335000 Fax: +66.2.6335050 E-mail: info@rivasuryabangkok.com Website: www.rivasuryabangkok.com <i>Contact person:</i> Ms. Thannaree Ketkaew	10-15	Urban	3,340 <sup>a/c</sup>	3,630 <sup>a/c</sup>
		Riva	3,902 <sup>a/c</sup>	4,222 <sup>a/c</sup>
		Deluxe	4,347 <sup>a/c</sup>	4,667 <sup>a/c</sup>
		Premium	4,647 <sup>a/c</sup>	5,027 <sup>a/c</sup>
<b>Trang Hotel***</b> 99/1 Wisutkasat Road Bangkok Tel: +66.2.2822141-4 Fax: +66.2.2803610 E-mail: reservations@tranghotelbangkok.com Website: www.tranghotelbangkok.com <i>Contact person:</i> Ms. Thongtem Lerknawapairoj	5-10	Superior	1,400 <sup>a/b</sup>	1,400 <sup>a/b</sup>
		Superior Premium	1,600 <sup>a/b</sup>	1,600 <sup>a/b</sup>
		Deluxe	1,800 <sup>a/b</sup>	1,800 <sup>a/b</sup>
<b>Hotel Dé Moc (former Thai Hotel)***</b> 78 Prajatipatai Road Bangkok Tel: +66.2. 6292100-5 Fax: +66.2.2801299 E-mail: sales@buddygroupthailand.com Website: www.hoteldemoc.com <i>Contact person:</i> Ms. Chalita Sombutboon	5-10	Standard	1,300 <sup>a/b*</sup>	1,500 <sup>a/b*</sup>
		Superior	1,500 <sup>a/b*</sup>	1,700 <sup>a/b*</sup>

<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.

\* Hotel Dé Moc has one way transfer from hotel to UNCC.

25. Participants are requested to contact the hotel directly at least 10 working days in advance and provide the participant's full name, date and time of check-in and check-out, flight numbers and contact details.

26. Rooms are available to participants on a first-come, first-served basis. Any cancellations, postponements or other changes should be notified to the hotel at least 48 hours in advance. Rooms not occupied in accordance with the latest advice will be held for 24 hours at the participant's expense and then released.

27. The rates provided in the table are as of December 2015 and subject to change without notice. Please confirm the room rates with the hotel directly.

## **IX. Payment of hotel accounts**

28. Before departure from Bangkok, participants should settle directly with the respective hotels all accounts, including room charges and other expenses, such as for local and long-distance telephone calls, Internet use, business center use, laundry, room and hotel transportation services, mini-bar items, as well as restaurant and bar services. Participants are also responsible for any charges incurred with respect to rooms remaining vacant owing to late arrival or rescheduled departure for which inadequate prior notice is given.

## **X. Transport from and to Airport**

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

30. To avail themselves of the limousines and public metered-taxi services as indicated above, **it is strongly recommended that participants contact only the staff at the official counters located in the airport arrival zone.** The officials, upon contact, will issue a ticket for the assignment of either a limousine or a public metered taxi for transporting passengers to the desired destination. Participants may access public taxi counters by exiting gates 3 or 9 of the arrival zone in Suvarnabhumi Airport. In addition to toll fees, there is a 50 baht surcharge to be added to the meter charge from airport to the city.

## **XI. Transport to attend meetings**

31. Most hotels indicated in paragraph 24 provide complimentary transport, according to fixed schedules, to and from UNCC. Otherwise, participants must make their own transport arrangements in order to attend meetings.

## **XII. Internet services**

32. Free wireless internet access is available in all conference and meeting rooms and in the public areas of UNCC. Password is not required.

## **XIII. Catering services**

33. Catering services are available at the cafeteria, which is located on the 1st floor of UNCC, from 1100 to 1400 hours for lunch. Rajapruek Lounge, on the ground floor of UNCC, is open from 0700 to 1700 hours from Monday to Thursday, and from 0700 to 1900 hours on Friday. The canteen, on the

ground floor of the Service Building, is open from 0700 to 1300 hours. In addition, a Coffee Corner, which serves sandwiches, pastries, coffee, tea and soft drinks, is located on the 1st floor of UNCC and is open from 0700 to 1700 hours.

#### **XIV. Communications**

34. Mail intended for participants during the session should be addressed as follows:

*(Name of delegate)*  
 c/o Ms. Atsuko Okuda, Chief, ICT and Development Section  
 ICT and Disaster Risk Reduction Division  
 ESCAP secretariat  
 United Nations Building  
 Rajdamnern Nok Avenue  
 Bangkok 10200  
 Thailand  
 Fax: +66.2.2881085, +66.2.2883012  
 E-mail address: [escap-idd@un.org](mailto:escap-idd@un.org)

#### **XV. Meeting documents**

35. Participants are requested to bring with them copies of the meeting documents distributed by the ESCAP secretariat to their Governments/agencies/organizations prior to the session. Only one printed set of meeting documents will be distributed to each delegation during the Committee session. Delegations needing more than one copy are kindly requested to bring their own additional copies. Documents may also be reproduced for an additional fee at the self-service copy centre located in UNCC. To facilitate downloading and access to documents, meeting rooms and public areas will be fully equipped with Wi-Fi connections and power sources. A limited number of laptop computers and notepads will also be available for loan to member State delegations on a first-come, first-served basis. The relevant documentation for the Committee session is available from [www.unescap.org/events/committee-information-and-communications-technology-and-science-technology-and-innovations](http://www.unescap.org/events/committee-information-and-communications-technology-and-science-technology-and-innovations).

36. Documents for circulation or distribution at the session should be handed to Mr. Siope Vakataki 'Ofa, Economic Affairs Officer, ICT and Development Section, ICT and Disaster Risk Reduction Division, Secretariat Building, extension no. 1523, email: [escap-ids@un.org](mailto:escap-ids@un.org). In accordance with the United Nations regulations for the control and limitation of documentation, the secretariat cannot undertake to process and/or reproduce documents or statements submitted by individual delegations, unless the Commission specifically takes a decision to that effect and approves the financial implications thereof.

#### **XVI. Accessibility support for persons with disabilities**

37. In order to enhance accessibility to 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, 1st floor, UNCC. For more information please email [escap-conference-management@un.org](mailto:escap-conference-management@un.org) or call +66.2.2881806.

## **XVII. Library facilities**

38. ESCAP Library facilities are available on the 1st floor, Service Building from 0730 to 1600 hours, Monday to Friday. For details on the use of the ESCAP Library facilities, please consult the staff on duty at the Library or call extensions 1329 and 1360. Further information about the ESCAP Library can be found at [www.ESCAP.org/unis/library](http://www.ESCAP.org/unis/library).

## **XVIII. Banking facilities**

39. Banking services are available at the Siam Commercial Bank, United Nations branch, located on the 1st floor of the Service Building, from 0830 to 1530 hours during weekdays (telephone extension 2168).

## **XIX. Postal services**

40. Postal services are available at the Post Office, United Nations branch, located on the ground floor of UNCC. It is open from 0800 to 1600 hours, Monday to Friday. The Post Office can be contacted at extensions 1260 and 2911.

## **XX. Souvenir shop**

41. The souvenir shop is located on the 1st floor of UNCC.

## **XXI. Travel agent**

42. The American Express Travel office is located on the 4th floor of the Service Building. It is open from 0800 to 1700 hours weekdays and can be contacted at extensions 2820, 2821, 2822 and 2823.

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