



# UNODC

United Nations Office on Drugs and Crime

## **Open-ended Intergovernmental Expert Group Meeting to develop supplementary rules specific to the treatment of women in detention and in custodial and non-custodial settings, Bangkok, Thailand 23 – 26 November 2009**

### **INFORMATION FOR PARTICIPANTS**

#### **1. Date and venue**

The Open-ended Intergovernmental Expert Group Meeting to develop supplementary rules specific to the treatment of women in detention and in custodial and non-custodial settings will be held at Radisson Hotel & Resort in Bangkok from 23 to 26 November 2009

The address of Radisson Hotel & Resort is:

92 Soi Saengcham, Rama 9 Road,  
Huay Kwang Bangkok 10320  
Thailand  
Telephone: + (66) (2) 641-4777  
Fax: + (66) (2) 641-4884  
E-mail: [rsvn@radissonhotelbangkok.com](mailto:rsvn@radissonhotelbangkok.com)  
<http://www.radisson.com/bangkokth>

#### **2. Contact persons**

1) United Nations Office on Drugs and Crime:

Ms. Olympia Revel,  
Organized Crime and Criminal Justice Section, Division for Treaty Affairs,  
Tel: (0043-1) 26060 4344  
Fax: (0043-1) 26060 74344  
E-mail address: [olympia.revel@unodc.org](mailto:olympia.revel@unodc.org)

2) Ministry of Justice of Thailand

Ms. Chontit Chuenurah,  
ELFI Secretariat, Office of Justice Affairs, Ministry of Justice  
Telephone: + (66) (2) 141-3716  
Fax: + (66) (2) 143-8934  
E-mail: [c.chuenurah@gmail.com](mailto:c.chuenurah@gmail.com)

#### **3. Registration**

All participants are requested to be at Wassana Room, located on the third floor of Radisson Hotel & Resort, on 23 November between 08.00 and 8.45 a.m. for registration and issuance of identification badges. Participants should wear their badges at all time during their participation in the Meeting.

#### **4. Documentation**

Documents may downloaded from the website of the United Nations Office on Drugs and Crime (<http://www.unodc.org/unodc/en/justice-and-prison-reform/expert-group-meetings.html>).

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Participants are urged to bring their copies with them to Bangkok. Only a limited number of copies of such documents will be available during the Meeting.

## 5. Visa requirements

Participants who need an entry visa for Thailand are kindly invited to make their own arrangements. They can secure the appropriate visas at the nearest Thai diplomatic or consular mission.

## 6. Arrival at the airport and return bookings

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 <http://www.airportsuvarnabhumi.com>. Participants may access public taxi counters by exiting gates 3 and 9 of the arrival zone in Suvarnabhumi Airport. In addition to toll fees, there is a THB 50 surcharge to be added to the meter charge from airport to the city.

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.

## 7. Hotels

Participants are required to make their own arrangements for accommodation. The following hotels have been designated as recommended hotels for the Meeting. The room rates indicated below are special only for participants of the Meeting and are inclusive of breakfast, service charges, and value added tax. (prices quoted are in Baht, and are correct at the time of going to print)

These designates hotels provide complimentary shuttle bus to and from Radisson Hotel & Resort according to fixed schedules. Otherwise, participants would have to make their own transport arrangements to and from the venue of the Meeting.

<i>Hotel</i>	<i>Address</i>	<i>Contact details</i>	<i>Single</i>	<i>Double/Twin</i>
Radisson Hotel (****)	92 Soi Saengcham, Rama 9 Road, Huay Kwang	Tel: (662)-641-4777 Fax: (662)-641-5029 <i>Contact person:</i> Mr.Pornchai Sungsungwan (Pornchai@rdsbkk.com)	2200	2500
Grand Mercure Fortune Hotel (****)	No.1 Ratchadaphisek Rd. Fortune Town Building	Tel: (662)-641-1500 Ext 2729 Fax: (662)-641-1510 <i>Contact person:</i> Ms. Napa Vatcharothai (sales6@grandmercurefortunebkk.com)	1800	2000
Chaophya Park Hotel (****)	247 Rachadapisek Rd. Dindaeng	Tel: (662)-290-0125 Ext. 7154 Fax: (662)-275-8577 <i>Contact person:</i> Ms. Suwimol. Wanchai (suwimol@chaophyapark.com)	1600	1600

In order to acquire the special rates at these recommended hotels, participants must complete and send a hotel reservation form to the contact person at the respective hotel, preferably via e-mail.

The hotel reservation forms will be posted on the website of the United Nations Office on Drugs and Crime (<http://www.unodc.org/unodc/en/justice-and-prison-reform/expert-group-meetings.html>).

## 8. Foreign exchange

At the time of going to print, the currency rate is at 1 USD for 33.52 Thai Baht. Currency exchange facilities are available at the Suvarnabhumi Airport, designated hotels for this meeting, and at the Siam Commercial Bank, Rama 9 Branch, located on Rama 9 Road, approximately 5 minutes walk from Radisson Hotel &

Resort (telephone number (66)2 247 9461-3, or ask the front desk for direction). It is open from 8.30 a.m. to 15.30 p.m., with no lunch break, from Monday to Friday.

#### **9. Catering services**

During the dates of the Meeting, all participants are invited for complimentary buffet lunch (Thai and International) to be arranged by the Ministry of Justice of Thailand at Wassana Room from 13.00 – 14.30 hrs.

#### **10. First-aid facilities**

First-aid and medical service is available in front of the meeting room (Chaturathit) during the period of the Meeting. Also, the emergency unit of Rama 9 Hospital will be prepared and stand by in case of emergency.

#### **11. Weather**

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).

#### **12. Postal facilities**

Postal services are available at the front desk of Radisson Hotel & Resort on its service hours.