



General Assembly

23 April 2009

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Asia and Pacific Regional Preparatory Meeting for the Twelfth United Nations Congress on Crime Prevention and Criminal Justice Bangkok, 1-3 July 2009

Information note for participants

1. Date and venue

1. The Asia and Pacific Regional Preparatory Meeting for the Twelfth United Nations Congress on Crime Prevention and Criminal Justice will be held at the United Nations Conference Centre (UNCC) in Bangkok from 1-3 July 2009.
2. The address of the United Nations Conference Centre is:
Economic and Social Commission for Asia and the Pacific,
The United Nations Building,
Rajdamnern Nok Avenue,
Bangkok 10200,
Thailand
Facsimile: +(66) (2) 288-3022
3. The opening session will be convened on Wednesday, 1 July 2009, at 10 a.m. The daily meeting schedule for all subsequent sessions will be 10 a.m.-1 p.m. and 3-6 p.m.

2. Registration

4. All participants are requested to be at the Registration Counter, located on the ground floor of the United Nations Conference Centre, on 1 July between 8 and 9.45 a.m. for registration and issuance of identification badges. Participants should wear their badges at all times during their participation in the meeting and while they remain on United Nations premises.

3. Documentation

5. Documents may be downloaded from the web site of the United Nations Office on Drugs and Crime (<http://www.unodc.org/unodc/en/crime-congress-preparatory-meetings/index.html>). 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.

4. Immigration requirements

6. Participants are advised to obtain appropriate entry visas to Thailand from a Thai diplomatic or consular mission at their point of origin or en route to Thailand.

5. Foreign exchange

7. Participants who brings or takes an aggregate amount of foreign currency exceeding US\$20,000 or its equivalent into or out of the Kingdom of Thailand shall declare the amount of foreign currency to a Customs Officer. Failure to declare upon bringing foreign currency that exceeds the amount restricted by law or its equivalent into or out of the Kingdom of Thailand or making any false declaration to a Customs Officer is a criminal offence.

8. Currency exchange facilities are available at hotels and at the Siam Commercial Bank, United Nations Branch, located on the first floor of the Service Building (telephone extensions 2159 and 2160). It is open from 8.30 a.m. to 3.30 p.m., with no lunch break, from Monday to Friday.

6. Arrival at the airport and return bookings

9. 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>. Please note that the Don Muang Airport, the former Bangkok International Airport, currently handles domestic flights only. Participants may access public taxi counters by exiting gates 3 or 9 of the arrival zone in Survarnabhumi Airport. In addition to toll fees, there is a THB50 surcharge to be added to the meter charge from airport to the city.

10. 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 which is open from 7.30 a.m. to 4.30 p.m. during weekdays and is located on the first floor of the Service Building, adjacent to the Siam Commercial Bank.

7. Hotels

11. Participants are required to make their own arrangements for accommodation. The following hotels have been designated as recommended hotels for which the room rates indicated below are inclusive of service charge and value added tax and are relatively close to ESCAP (prices quoted are in baht, inclusive of American breakfast, and are correct at the time of going to print).

12. The hotels indicated below provide complimentary transport, according to fixed schedules, between the hotels and UNCC. Otherwise, participants would have to make their own transport arrangements for attending meetings.

<i>Hotel</i>	<i>Address</i>	<i>Contact details</i>	<i>Single</i>	<i>Double</i>
Siam City Hotel (*****)	477 Si Ayuthaya Road, Phayathai	Tel: (662)247-0123 Fax: (662)247-0165 E-mail: siamcity@siamhotels.com <i>Contact person:</i> Ms. Udomporn Prasittithanyakarn (udomporn@siamhotels.com)	2,800	3,000
Royal Princess Hotel (****)	269 Larnluang Road	Tel: (66-2)281-3088 Fax: (66-2)280-1314 E-mail: rsvnplb@dusit.com <i>Contact persons:</i> Ms. Pranee Rungnauvarat Ms. Duangjai Kamonchaiwanich	2,675	2,889
Prince Palace Hotel (****)	88/800 Bo Bae Tower Damrongrak Road, Klong Mahanak	Tel: (662)628-1111 Fax: (662)628-1000 E-mail: reservation@princepalace.co.th <i>Contact person:</i> Ms. Siriporn Pinitsub	1,700	1,900
Hotel Dé Moc (former Thai Hotel) (***)	78 Prajatipatai Road	Tel: (662)282-2833 Fax: (662)280-1299 E-mail: booking@hoteldemoc.com <i>Contact person:</i> Mr. Supap Satiyod	1,050	1,250

8. Officers concerned with servicing the meeting

12. The United Nations Office on Drugs and Crime is responsible for the substantive servicing of the meeting (contact numbers in Vienna: facsimile +(43) (1) 26060-5841; e-mail: reg.prep.mtg@unodc.org).

13. The Administrative Services Division of ESCAP is responsible for the administrative and logistic arrangements for the meeting. Daily conference services are the responsibility of Yang Yafei, Chief, Conference Management Unit (room G090, ground floor, United Nations Conference Centre, extensions 2571 and 1174).

14. Simultaneous interpretation services in Chinese, English, French and Russian will be provided at the meeting.

9. Postal facilities

15. Postal services are available at the Post Office, UN Branch, ground floor, UNCC. It is open from Monday to Friday, from 8 a.m. to 4 p.m., without a lunch break.

10. Catering services

16. Catering services are available at the Cafeteria on the fourth floor of the Service Building from 11 a.m. to 2 p.m. Rajapruek Lounge on the ground floor of the UNCC is open from 7 a.m. to 5 p.m. on Monday to Thursday, and from 7 a.m. to 8 p.m. on Friday. The Canteen on the ground floor of the Service Building is open

from 7 a.m. to 1 p.m. In addition, a Coffee Corner serving sandwiches, pastries, coffee/tea and soft drinks, located on level 1, UNCC, is open from 7 a.m. to 5 p.m.

11. First-aid facilities

17. First-aid and emergency medical service is available at the Medical Centre, fourth floor, Service Building, during weekdays. The ESCAP Medical Officer and Nurse are available from 7.30 a.m. to 3.45 p.m., with the exception of noon to 12.45 p.m.

12. Weather

18. 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).
