



General Assembly

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Chinese, English, French and
Russian only

Asia and Pacific Regional Preparatory Meeting for the Fifteenth United Nations Congress on Crime Prevention and Criminal Justice

Bangkok, 21–23 January 2025

Information note for participants

1. Date and venue

1. The Asia and Pacific Regional Preparatory Meeting for the Fifteenth United Nations Congress on Crime Prevention and Criminal Justice will be held at the United Nations Conference Centre (UNCC) in Bangkok from 21 to 23 January 2025.
2. The address of UNCC is:
Economic and Social Commission for Asia and the Pacific
The United Nations Building
Rajadamnern Nok Avenue
Bangkok 10200
Thailand
3. The 1st meeting will be opened on Tuesday, 21 January 2025, at 10 a.m. The daily schedule for all subsequent meetings will be 10 a.m.–1 p.m. and 3–6 p.m.

2. Registration and access badges

4. Participants are required to register through the Indico system using the following link: <https://indico.un.org/event/1014727>; registration will open on 16 December 2024. Participants representing Member States should ensure that a note verbale has been issued by their permanent mission accredited to the United Nations Office at Vienna. For participants representing organizations, an official letter must be issued by the head of the organization. The note verbale or official letter must be uploaded to Indico at the time of registration and must include a list of all the members of the delegation participating in the event and indicate which of them is the head of delegation.
5. The secretariat will review each registration against the uploaded note verbale or official letter issued by the permanent mission or organization.
6. After registering online and being approved for participation in the Meeting, participants will receive a QR code at the email address that they provided during the registration process. Participants are required to have the QR code available for presentation at the time of collecting their access badges.
7. A guide on the use of Indico (www.unodc.org/documents/commissions/Secretariat/General_profile_creation_registration_guide.pdf) and a collection of



frequently asked questions (www.unodc.org/documents/commissions/Secretariat/INDICO_FAQs_July_2024.pdf) are available to guide the registration process.

8. Access badges for confirmed registered participants will be available for collection at UNCC on the day before the Meeting and on the first day of the Meeting, at the following designated times:

Monday, 20 January 2025, from 8 to 11 a.m. and from 1 to 3 p.m.

Tuesday, 21 January 2025, from 8 to 11 a.m.

9. Participants are required to present their QR codes and their invitations or official communications identifying them as members of a delegation, together with their passports or other official photograph-bearing identity documents. For security reasons, all participants are requested to wear their meeting badges visibly at all times while on United Nations premises.

3. Documentation

10. Documents may be downloaded from the website of the United Nations Office on Drugs and Crime (UNODC) (see www.unodc.org/unodc/en/crimecongress/regional/asia-pacific.html). As part of the secretariat's efforts to reduce expenditure and limit environmental impacts, no printed copies of pre-session documents will be available at the venue. Participants are therefore kindly requested to download the electronic versions of the documents prior to the Meeting and to bring their own printed copies if they wish.

4. Immigration and visa requirements

11. Participants who require an entry visa for Thailand should contact their nearest Royal Thai Embassy or Consulate-General to obtain the most up-to-date information regarding visa application procedures and required documents. The locations of Royal Thai Embassies and Consulates-General can be found at <https://thaiembassy.org>.

12. The list of nationalities exempted from visa requirements for entry into Thailand is available from the website of the Ministry of Foreign Affairs of Thailand (see <https://image.mfa.go.th/mfa/0/zE6021nSnu/%E0%B9%80%E0%B8%AD%E0%B8%81%E0%B8%AA%E0%B8%B2%E0%B8%A3/VOA.pdf>).

13. Participants holding a United Nations laissez-passer and travelling on official business to Thailand are also required to obtain an appropriate visa before entering the country.

5. Foreign exchange

14. Any person bringing into or taking out of Thailand foreign currency exceeding \$20,000 or its equivalent must declare it to a customs official. Failure to do so (or making a false declaration) is a criminal offence.

15. Currency exchange services are available in hotels and elsewhere throughout Bangkok. Banking services are available at Siam Commercial Bank, United Nations branch, which is located on level 1 of the Service Building (extension 2168). The bank is open from 8.30 a.m. to 3.30 p.m., Monday to Friday.

6. Airline reservations

16. 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 that is not possible, they should make firm return bookings immediately upon their arrival in Bangkok. Travel services are available through the American Express Global Business Travel office, located on level 1 of UNCC.

7. Hotel accommodation

17. Participants are responsible for arranging their accommodation in Bangkok. A list of hotels located relatively close to the Meeting venue that offer special rates for meeting participants can be found at www.unescap.org/uncc/accommodation-and-transportation. Please note that the rates at the time of booking may differ depending on what the United Nations operational exchange rate is at that time. A list of the current United Nations operational exchange rates is available at <https://treasury.un.org/operationalrates/OperationalRates.php#T>.

8. Transportation

18. Participants should make their own arrangements for transportation from Suvarnabhumi International Airport or Don Mueang International Airport to their hotel and the Meeting venue.

9. Internet services

19. Wireless Internet access is available free of charge in all conference and meeting rooms and public areas of UNCC. To gain access, please use the network named "UN-WiFi"; no password is required. The use of the Internet at the premises is governed by relevant policies and guidelines of the United Nations. Failure to adhere to the policies may result in the revoking of access to those services.

10. Catering services

20. Catering services are available in UNCC at the following locations and times:

(a) The International Cafeteria, located on level 1, serves breakfast from 6 to 8 a.m. and lunch, featuring Thai, halal and international menus, from 11 a.m. to 2 p.m.;

(b) The Coffee Corner, located on level 1, which serves an assortment of baked goods and beverages, is open from 7 a.m. to 5 p.m.;

(c) Rajapruek Lounge, located on the ground level, which serves light meals and beverages, is open from 7 a.m. to 5 p.m.

21. In line with the principles of the Sustainable United Nations facility and the environmental management system in operation at the premises, no single-use plastic food and drink containers are available at UNCC, as the sale of such containers within the Centre has been banned. When purchasing coffee or tea at the Coffee Corner, customers are asked to pay a deposit of 100 baht for a cup, which is refunded when the cup is returned.

11. Servicing of the Meeting

22. UNODC is responsible for the substantive servicing of the Meeting (contact number in Vienna: +43 1 26060 4280; email: unodc-sgb@un.org).

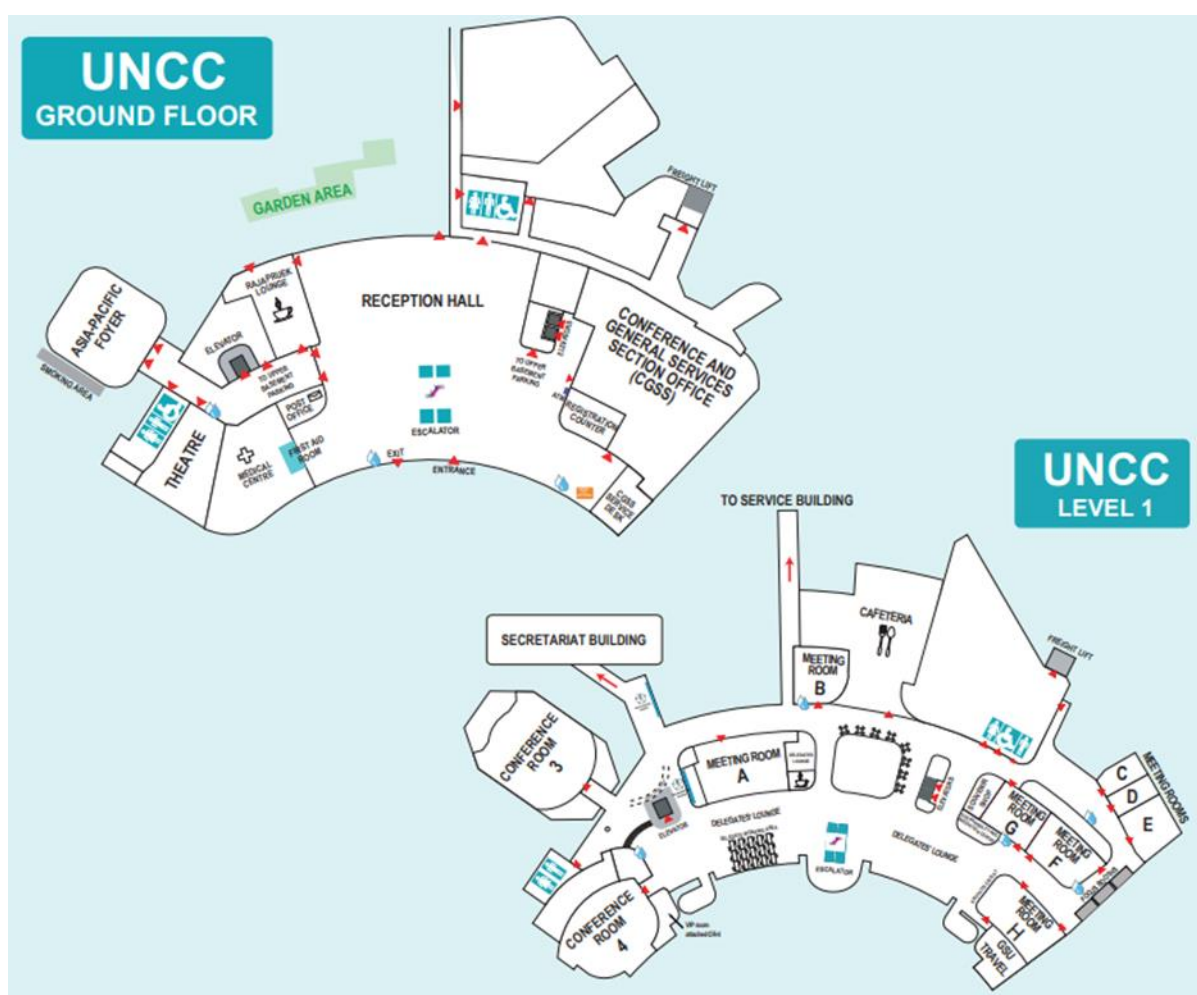
23. The Division of Administration of the Economic and Social Commission for Asia and the Pacific (ESCAP) is responsible for the administrative and logistical arrangements for the Meeting. Daily conference services are the responsibility of the Conference Management Unit (ground floor, UNCC; tel.: +66 2288 1181).

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

12. Other facilities available

25. ESCAP Library facilities are available on level 1 of the Service Building from 7.30 a.m. to 4 p.m., Monday to Friday. For details on the use of the facilities, please consult the staff on duty at the library or call extension 1329 or 1360. Further information about the ESCAP Library can be found at www.unescap.org/library.

26. Banking services are available at Siam Commercial Bank, United Nations branch, located on level 1 of the Service Building, from 8.30 a.m. to 3.30 p.m., Monday to Friday.
27. Postal services are available at the United Nations branch of Thailand Post, which is located on the ground floor of UNCC and is open from 8 a.m. to 4 p.m., Monday to Friday. The post office can be contacted at extension 2911.
28. A souvenir shop is located on level 1 of UNCC. It is open from 8 a.m. to 4 p.m., Monday to Friday. The shop can be contacted at extension 1295.
29. The American Express Global Business Travel office is located on level 1 of UNCC and is open from 8 a.m. to 5 p.m., Monday to Friday.
30. A prayer and meditation room is located on level 2 of UNCC, near ESCAP Hall.
31. To locate the services and facilities available in UNCC, please see the information and maps available at www.unescap.org/uncc/our-rooms.



13. Matters related to medical services

32. Medical costs incurred in Thailand are directly borne by the participant. It is therefore strongly recommended that participants, prior to departure from their country of residence, arrange for their own travel health insurance covering the costs of medical treatment and hospitalization while in Thailand.
33. In case of any medical emergency outside the UNCC premises, please call 1669. The nearest hospital to UNCC is the Bangkok Adventist (Mission) Hospital, which has English-speaking medical support staff and can be reached at +66 2282 1100.

34. Any participant feeling unwell while on the UNCC premises is advised to contact the medical service staff at +66 2288 1352/1353/1761 (during business hours) or the United Nations Medical Officer at +66 2288 1353 (after business hours) for further guidance. In case of a medical emergency within UNCC, participants are advised to call United Nations Security at +66 2288 1102/1120 for assistance in calling for an ambulance. The Medical Centre is located on the ground floor of UNCC.

35. Thailand is currently experiencing ongoing sporadic transmission of the mosquito-borne Zika virus. All travellers are advised to protect themselves from mosquito bites while in Thailand. Pregnant women should consider postponing travel to Thailand or should talk to their doctor about the implications of travelling to Thailand, given the potential risk of contracting the Zika virus there and transmitting it to their unborn babies. Information on other diseases that cannot be prevented by means of vaccines and that may pose risks to participants while in the country can be found at <https://wwwnc.cdc.gov/travel/destinations/traveler/none/thailand>.

36. United Nations buildings are smoke-free areas. Smoking is permitted only in the designated areas outside the buildings. At UNCC, the designated smoking area is located outside of the public foyer.

14. Travel advisory

37. Visitors are advised to be respectful of Thai customs at all times. Please note that Thailand has laws against making negative comments about the institution of the monarchy. Such laws are strictly enforced and are applicable to speech, writing, gestures and electronic communications, including by means of social media.
