



**PARLIAMENTARY MEETING
ON THE OCCASION OF UNCTAD X
Bangkok (Thailand), 10 and 11 February 2000**

*Organised by the Inter-Parliamentary Union and the Thai National Assembly
in cooperation with the UNCTAD Secretariat*



INFORMATION NOTE FOR DELEGATES

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Date and venue

1. The Parliamentary Meeting on the occasion of UNCTAD X will be held on 10 and 11 February 2000 at the United Nations Conference Centre (UNCC) located on the premises of the United Nations Economic and Social Commission for Asia and the Pacific (ESCAP) in Bangkok.

2. The address of the ESCAP Secretariat is as follows:

Economic and Social Commission for Asia and the Pacific
The United Nations Building
Rajdamnern Nok Avenue
Bangkok 10200, Thailand
Tel.: +662 2881234
Fax: +662 2881000

3. The UNCC premises consist of a Plenary Hall, main committee rooms, medium-sized meeting rooms, small meeting rooms and a press briefing room. All official meetings will be held at the Conference Center.

4. The Inaugural Ceremony will take place at 9 a.m. on Thursday, 10 February 2000 in Conference Room 3 which will also be the venue of all working sessions. The working sessions are scheduled to take place from 10 a.m. to 12 p.m. in the morning and from 2 to 5 p.m. on the afternoon of Thursday, 10 February, and from 10 a.m. till noon on Friday, 11 February 2000

Meeting rooms and offices

5. Disposition of meeting rooms and offices at UNCC during the Parliamentary Meeting will be as follows:

Activity	Date	Venue
Registration	9 - 10 February	Registration desk, Ground floor
Preparatory Committee (in camera meeting)	9 February	MR-F (level 1)
Inaugural Ceremony	10 February	CR-1 (level 2) or CR-3 (level 1)
Plenary	10 - 11 February	CR-1 (level 2) or CR-3 (level 1)
Drafting Committee (in camera meeting)	10 February	MR-F (level 1)
Reception	10 February	To be confirmed by the Thai National Assembly
Closure of the Meeting	11 February	CR-1 (level 2) or CR-3 (level 1)
Delegates' working area	10 - 11 February	Space beside CR-2 (level 2)
Press briefing	9 - 11 February	Theatre Press Suite
Offices	8 - 11 February	Executive Office Suite Chairperson Office Suite

Registration, identification badges

6. IPU National Groups and Associate Members as well as observers are kindly requested to send the names of their delegates as well as other details concerning their delegations **by 15 December 1999 at the latest** using the enclosed registration form to be copied to both of the following addresses:

The National Assembly of Thailand
Inter-Parliamentary Organization Division
Secretariat of the House of Representatives
U-Thong Nai Road, Bangkok 10300
Thailand
Fax: +662 3573154, 357 3176
E-mail: ipo1@parliament.go.th

Inter-Parliamentary Union
Place du Petit-Saconnex
Case postale 438
CH-1211 Geneva 19
Switzerland
Fax: +4122 9194160, 7333141
E-mail: postbox@mail.ipu.org

Any modifications concerning the list of participants should likewise be communicated to both addresses.

7. Delegates are requested to register and obtain identification badges at the Registration Desk located on the ground floor at UNCC between 9 a.m. and 8 p.m. on Wednesday, 9 February 2000. It will also be possible to register on Thursday, 10 February from 8 a.m. to 5 p.m.

8. For identification and security reasons, all delegates are requested to wear their identification badges at all times during the meeting, at social functions and in the United Nations complex.

Immigration requirements

9. All delegates and accompanying persons should obtain appropriate entry visas to Thailand from Thai diplomatic or consular missions at their point of origin or en route to Thailand.

10. It is presumed that members of parliament participating in the Meeting will come to Bangkok as part of their national delegation to the UNCTAD X session and that visa questions will therefore be settled through governmental channels and the Conference Secretariat in advance.

11. Should an IPU National Group, Associate Member or an observer decide to send its representatives specifically to the Parliamentary Meeting (i.e. outside of the respective official delegation to UNCTAD X), it should inform the Thai National Assembly accordingly. In this case, arrangements will be made for the granting of visas to members of such delegations free of charge.

12. The Thai Government is considering granting special visa exemptions to government representatives attending UNCTAD X. Should the same arrangement be applicable to participants in the Parliamentary Meeting, IPU National Groups, Associate Members and observers will be notified additionally in due course.

13. Nationals of the following 58 countries may enter the Kingdom of Thailand for a maximum period of 30 days without visa. However, if the duration of their stay is expected to exceed 30 days, an appropriate entry visa must be obtained in advance from Thai diplomatic or consular missions in their respective countries :

Algeria, Argentina, Australia, Austria, Bahrain, Belgium, Brazil, Brunei Darussalam, Canada, Chile, China Denmark, Djibouti, Egypt, Fiji, Finland, France, Germany, Greece, Iceland, Indonesia, Ireland, Israel, Italy, Japan, Kenya, Kuwait, Luxembourg, Malaysia, Mauritania, Mexico, Morocco, Myanmar, Netherlands, New Zealand, Norway, Oman, Papua New Guinea, Philippines, Portugal, Qatar, Republic of Korea, Samoa, Saudi Arabia, Senegal, Singapore, Slovenia, South Africa, Spain, Sweden, Switzerland, Tunisia, Turkey, United Arab Emirates, United Kingdom, United States of America, Vanuatu, Yemen.

14. Nationals of the following 97 countries may be granted a permit to stay for a period of 15 days upon arrival by the Thai immigration authority at Bangkok International Airport, conditional on meeting certain requirements:

Albania, Andorra, Antigua and Barbuda, Armenia, Azerbaijan, Bahamas, Barbados, Belarus, Belize, Bhutan, Bolivia, Botswana, Bulgaria, Burkina Faso, Burundi, Cameroon, Cape Verde, Central African Republic, Chad, China, Colombia, Comoros, Costa Rica, Côte d'Ivoire, Croatia, Cyprus, Czech Republic, Dominica, Dominican Republic, Ecuador, Equatorial Guinea, Estonia, Ethiopia, Gabon, Gambia, Georgia, Grenada, Guatemala, Guinea, Guinea Bissau, Haiti, Holy See, Honduras, Hungary, India, Jamaica, Kazakhstan, Kiribati, Kyrgyzstan, Latvia, Lesotho, Liberia, Liechtenstein, Lithuania, Malawi, Maldives, Mali, Malta, Mauritius, Monaco, Nauru, Niger, Panama, Paraguay, Peru, Poland, Republic of Congo, Republic of Moldova, Romania, Russian Federation, Rwanda, Saint Lucia, Saint Vincent and the Grenadines, San Marino, Sao Tome and Principe, Seychelles, Sierra Leone, Slovakia, Solomon Islands, Somalia, Suriname, Swaziland, Tajikistan, Togo, Tonga, Trinidad and Tobago, Turkmenistan, Tuvalu, Uganda, Ukraine, United Republic of Tanzania, Uruguay, Uzbekistan, Venezuela, Zambia, Zimbabwe.

The requirements are :

- (a) must be in possession of a valid passport or an appropriate travel document recognized by Thailand;
- (b) must be in possession of an air ticket valid for return journey within 15 days;
- (c) two passport size photographs and visa fee of Baht 300.

15. Delegates from countries other than those mentioned above are requested to obtain information on entry visas from the Thai diplomatic or consular missions at the point of origin or en route prior to entering the Kingdom of Thailand.

16. Holders of United Nations laissez-passer are exempted from visa requirements for stays not exceeding 15 days.

17. In all cases, delegates are reminded that the transit visa granted on arrival is not extendable.

Personal effects and other articles

18. Participants may bring all personal effects into Thailand without paying customs duties. Personal effects are understood to include clothing, footwear, personal hygiene items, cameras, video cameras, laptop or notebook computer, and basic office materials, if required.

Health requirements

19. No international immunization certificate is needed when entering Thailand. The only inoculation requirement is a yellow fever vaccination certificate for travelers entering Thailand within six days of leaving an infected country. Visitors who travel through or disembark in these areas are advised to be inoculated against the disease before entering Thailand. The regulations of the Ministry of Public Health require those traveling from or through the countries listed below to provide an International Health Certificate showing yellow fever vaccination. Nationals of the countries listed below who have not traveled from/through those countries must possess concrete evidence showing that their domicile is not in an infected area in order to prevent undue inconvenience. The countries/territories which are yellow fever infected areas are the following:

Angola	Cote d'Ivoire	Guinea-Bissau	Senegal
Benin	Democratic Republic	Guyana	Sierra Leone
Bolivia	of the Congo	Kenya	Somalia
Brazil	Ecuador	Liberia	Sudan
Burkina Faso	Equatorial Guinea	Mali	Suriname
Burundi	Ethiopia	Mauritania	Togo
Cameroon	French Guyana	Niger	Uganda
Central African Republic	Gabon	Panama	United Republic of
Chad	Gambia	Peru	Tanzania
Columbia	Ghana	Nigeria	Rwanda
Congo	Guinea	Sao Tome and Principe	Venezuela

20. The International Health Certificate must be submitted together with visa application forms, as appropriate.

Climate and clothing

21. The climate in Bangkok is warm and humid. The average temperature is 28 degrees Celsius (83 degrees Fahrenheit). Light tropical clothing will be appropriate. Business in Thailand is conducted in formal attire. The conference room where the meeting is to be held is air-conditioned and the temperature is maintained in the range of 21 - 25.5 degrees Celsius (70 - 78 degrees Fahrenheit).

Currency

22. The currency in Thailand is the Thai Baht (Bht) which consists of notes (10, 20, 50, 100, 500, and 1,000) and coins (1, 5, 10). On 1 October 1999, the exchange rate was 40.92 Bht per \$US 1.00.

23. Delegates may bring with them into Thailand unrestricted sums of foreign currency in the form of traveler's checks, drafts, letter of credit or other banking instruments which may be exchanged for the Thai currency at the prevailing exchange rates.

24. Delegates may be required to declare the amount of traveler's checks or currency in their possession on arrival at Bangkok International Airport.

25. Most major international currencies can be exchanged at local banks and hotels in Bangkok, and major credit cards are widely accepted throughout the country. The Siam Commercial Bank, United Nations Branch, operates on ESCAP premises and is to be found on the first floor of the Service Building (telephone extensions 1313, 1314). It is open from 9.30 a.m. to 3.30 p.m. without a lunch break from Monday to Friday.

Voltage

26. The electricity voltage in Thailand is 220 volts AC throughout the country. There are many kinds of plugs and sockets in use. Travelers with shavers, tape recorders and other appliances should carry a plug-adaptor kit. Many hotels will make available 110 volt transformers.

Hotel Accommodation

27. It is presumed that members of parliament participating in the Meeting will come to Bangkok as part of their national delegation to the UNCTAD X session and that questions of their hotel accommodation in Bangkok will therefore be settled through governmental channels and the Conference Secretariat. Members of Parliament coming to Bangkok specifically for the Parliamentary Meeting (i.e. outside of the respective official delegation to UNCTAD X) can be accommodated at hotels specially recommended for participants in the Parliamentary Meeting.

28. The following hotels situated in the area surrounding ESCAP and the Queen Sirikit National Convention Center offer special rates and **are recommended by the Thai National Assembly for the participants in the Parliamentary Meeting on the occasion of UNCTAD X:**

HOTEL	ROOM RATE		COMMENT
	Bht	US\$	
The Dusit Thani *****			Web site: http://www.dusit.com
Superior (Single / Twin)		90	
Landmark Suite (Single / Twin)		150	
Thai Heritage Suite		250	
Extra bed		48	
Siam City Hotel and Resorts ****			Web site: http://www.siamhotels.com
Standard (Single)	1,900		
Standard (Double)	2,100		

- Note:
- All rates are subject to 10% service charge and 7% VAT
 - All rates are based on double occupancy
 - All rates include a full American style breakfast.

29. Each delegation will be responsible for providing the Thai National Assembly with information concerning their accommodation preferences including the required number of rooms. Duly completed accommodation forms should be sent to the Thai National Assembly **by 15 December 1999 at the latest**. In view of the expected high demand for hotel accommodation in Bangkok at the time of UNCTAD X, it is strongly recommended that hotel reservations be made by means of the attached accommodation and reservation forms as soon as participants receive the present information note.

30. Delegates will be responsible for their own hotel expenses. To choose a hotel of their preference, they may wish to visit the respective hotels' Web sites.

31. Should participants wish to stay at other UNCTAD X recommended hotels in Bangkok, they can choose from among the 26 hotels listed below. However, such reservations should be made directly via

the Accommodation Coordination Office of the Queen Sirikit National Convention Center and relevant information should be copied to the National Assembly of Thailand.

UNCTAD X recommended hotels

NAME	ROOM TYPE	RATES US\$	ROOMS	SUITES
Luxury Class				
Dusit Thani	Superior Double	100	530	*
Hilton International	Superior /Deluxe	120/135	338	*
JW Marriott Hotel	Deluxe Double	105	435	*
Le Royal Meridien	Deluxe Double	120	381	*
The Peninsula Bangkok	Superior/Suite	85/120	370	*
Regent Bangkok	Superior/Suite	140	356	*
Royal Orchid Sheraton	Superior/Suite	128/138	773	*
Shangri-La Hotel	Deluxe Double	130	866	*
Sheraton Grande Sukhumvit	Superior /Deluxe	125/135	445	*
Sukhothai Bangkok	Superior Double	139	226	*
Westin Banyan Tree	Suite	125	216	*
Deluxe Class				
Amari Atrium	Superior Double	55	577	*
Amari Boulevard	Standard/Superior	60/80	315	*
Amari Watergate	Superior/Exec	77/93	575	*
Fortune Hotel	Standard	64	406	*
Delta Grand Pacific Hotel	Deluxe/Exec	75/95	390	*
Imperial Queen's Park	Deluxe Double	70	1,400	*
Landmark Bangkok	Superior/Deluxe	75/90	415	*
Le Meridien President	Superior	80	758	*
Montien Riverside Hotel	Superior/Double	62	475	*
Rembrandt Hotel	Superior/Deluxe	81/89	407	*
Windsor Suites	Diplomat Suite	50	464	*
Standard Class				
Best Western Jade Pavilion	Deluxe Double	32	165	*
Imperial Tara	Deluxe Double	45	195	*
Tai-Pan Hotel	Deluxe Double	55	150	*
Zenith Sukhumvit Hotel	Superior Double	40	160	*

Address of the UNCTAD X hotel reservation service:

UNCTAD X: Hotel Accommodation
c/o NCC Queen Sirikit National Convention Center.
60 New Rachadapisake Road
Klongtoey, Bangkok 10110, Thailand
Phone : 662 229-3800-1
Fax: 662 229-3334-6
E-mail: unctadpco@qsncc.co.th

Arrival in Thailand

32. Upon arrival at Bangkok International Airport, delegations will be accorded appropriate facilities for their transfer to the hotels recommended for participants in the Parliamentary Meeting as well as to other officially recommended UNCTAD X hotels.

33. Ground personnel at the airport will be given special instructions to facilitate the reception of delegations on arrival and departure. The National Assembly of Thailand and the UNCTAD X Conference Secretariat will jointly designate a special area at the Bangkok International Airport to receive and assist participants in the Parliamentary Meeting with immigration and customs formalities.

34. All delegations staying at hotels recommended for participants in the Parliamentary Meeting will be provided with shuttle bus transportation from the airport to their respective hotels. Participants staying at other UNCTAD X recommended hotels will be provided with a shuttle bus service by the UNCTAD X Conference Secretariat.

35. The National Assembly of Thailand requests each delegation arriving as a group to entrust the care of its luggage to one person so as to facilitate the identification of the luggage at the terminal.

Local Transportation

36. A daily shuttle bus service will be provided for commuting between the United Nations Conference Center and the hotels recommended for participants in the Parliamentary Meeting (Dusit Thani Hotel and Siam City Hotels). Information on the timetable of this service will be available at the UNCC and in the hotels. Information on local public transport may be obtained from the Information Desk at UNCC as well as at hotel reception desks.

37. Possibilities for arranging a shuttle bus service between the Queen Sirikit National Convention Center to the United Nations Conference Center is currently being studied. Delegates will be notified of the final decision in due course.

38. In addition to public transport facilities, participants may avail themselves of city taxis, private cars with or without drivers, vans and buses available for hire upon request.

39. Delegates are encouraged to use registered taxis in Bangkok, all of which are equipped with taximeters.

Postal, telephone, cable, telex and facsimile services

40. Postal, telephone, cable, telex, and facsimile services are available at the Post and Telegraphic Office, UN Branch, Ground Floor, UNCC. It is open from 8 a.m. to 4 p.m. without a lunch break, Monday to Friday, except for official holidays.

41. Mail intended for delegates should be sent c/o the Secretariat of the Parliamentary Meeting on the occasion of UNCTAD X at the address indicated in paragraph 2 or via the Web site of the Parliamentary Meeting on the occasion of UNCTAD X. Delegates will be notified of the Parliamentary Meeting's Web site address in due course.

Typing pool for delegates

42. Two computers with English-language keyboards and one computer with a French-language keyboard, two printers and one photocopier will be available for use by delegates in a specially arranged typing pool for the duration of the Meeting.

Catering services

43. Food and beverage are served at the Delegates' Dining Room (level 1) at UNCC from 11.30 a.m. to 2 p.m. In addition, a snack bar serving sandwiches, pastries, coffee/tea and soft drinks is located at the Delegates' Lounge (level 1) at UNCC. It is open from 8 a.m. to 4 p.m.

44. Catering services are also available at the Cafeteria and Canteen on the fourth and ground floors of the Service Building respectively. They are open from 7 a.m. to 2 p.m.

Medical services

45. First-aid and medical services are available at the Medical Centre, fourth floor, Service Building, during weekdays. The ESCAP doctor is available from 7 a.m. to 3.15 p.m. Appointment should be made through the Nurse at extension 1352. Ambulance services will be on site, should transfer be required to the local hospital.

Travel services

46. Offices of the tourist and air travel agencies located within the United Nations Conference Center will assist delegates in making arrangements for local and international travel, and also for tours in Thailand. The Thai Government has decided to designate Thai Airways International as the official carrier of UNCTAD X. It is strongly recommended that pre and post-conference tours be booked well in advance in order to ensure availability. Delegates will be advised on tour options on Thailand in due course.

47. Delegates are advised to ensure that their return bookings are confirmed soon after their arrival in Bangkok. For this purpose, they should contact the travel agent located on the first floor, Secretariat Building, extensions 2173 and 2174.

Press office

48. A press office will be set up at the United Nations Conference Center for representatives of national and international press, radio and TV. It will organize press conferences and be responsible for press releases. Journalists wishing to cover the Meeting must be duly accredited through the registration desk.

Official reception

49. Delegates will be advised in due course of the exact time and venue of the official reception to be hosted by the Thai National Assembly on the evening of Thursday, 10 February 2000.

Parliamentary Organizing Committee

50. To ensure good preparation of the Parliamentary Meeting on the occasion of UNCTAD X, the Thai National Assembly has established a Parliamentary Organizing Committee which is working in consultation with the IPU Secretariat.

51. The Inter-Parliamentary Organizations Division of the Secretariat of the House of Representatives acts as the Secretariat of the Parliamentary Organizing Committee.

Requests for further information

52. Requests for further information concerning the Parliamentary Meeting on the occasion of UNCTAD X should be addressed to:

Mr. Sompol Vanigbandhu
Director, Inter-Parliamentary Organizations Division
Secretariat of the House of Representatives
U-Thong Nai Road, Bangkok 10300
Thailand
Tel.: 662 357-3176, 357-3177; 357-3100 ext. 3151, 3152, 3156, 3157
Fax: 662 357-3154, 357-3176, 357-3177
e-mail: ipo1@parliament.go.th



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*Organised by the Inter-Parliamentary Union and the Thai National Assembly
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REGISTRATION FORM

PLEASE FILL IN AND RETURN TO THE FOLLOWING ADDRESSES NO LATER THAN 15 DECEMBER 1999

The National Assembly of Thailand
Inter-Parliamentary Organization Division
Secretariat of the House of Representatives
U-Thong Nai Road, Bangkok 10300, Thailand
Fax: +662 3573154, 3573176
E-mail: ipo1@parliament.go.th

Inter-Parliamentary Union
Place du Petit-Saconnex
Case postale 438
CH-1211 Geneva 19, Switzerland
Fax: +4122 9194160, 7333141
E-mail: postbox@mail.ipu.org

COUNTRY / ORGANIZATION :

DELEGATES

Name (Mr./Mrs./Ms.)	Titles and functions*	UNCTAD X delegate (Yes/No)	Accompanied by

SECRETARIES AND ADVISERS

Name (Mr./Mrs./Ms.)	Titles and functions*	UNCTAD X delegate (Yes/No)	Accompanied by

**Please indicate titles and functions within National Parliaments as well as in the IPU*

Fax/E-mail

Date Signature



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HOTEL RESERVATION FORM

PLEASE FILL IN USING CAPITAL LETTERS AND RETURN TO THE FOLLOWING ADDRESS NO LATER THAN 15 DECEMBER 1999

The National Assembly of Thailand
Inter-Parliamentary Organization Division
Secretariat of the House of Representatives
U-Thong Nai Road, Bangkok 10300, Thailand
Fax: +662 3573154, 3573176
E-mail: ipo1@parliament.go.th

COUNTRY / ORGANIZATION:

The undersigned,

Last name (Mr./Mrs./Ms.) First name

Address

Postal code City Country

Telephone Fax E-mail

Wishes to make the following reservations:

Hotel: recommended for participants in the Parliamentary Meeting (Dusit Thani★★★★★ ou Siam City Hotel★★★★)
 recommended for UNCTAD X delegates
1st choice 2nd choice 3rd choice
Please fill in one row for each delegate. For reservations of more than 6 rooms, please make another copy of this form.

	Last name	First name	Type of room*	Date of arrival**	Date of departure	Arrival after 6 p.m.
1						
2						
3						
4						
5						
6						

* Please indicate type of room: "single", "double" or "suite" as suggested in the Information Note for delegates
** To guarantee availability of rooms upon check-in and of the shuttle bus transfer from the airport, flight details must be provided to the hosts no later than two weeks before the Parliamentary Meeting.

Please reserve **one delegation office** at our hotel from to February 2000

Method of payment:

- CASH (a one-night deposit to guarantee hotel reservation is required) BANK DRAFT TRAVELLERS' CHECK
 CREDIT CARD
 Visa Eurocard/Mastercard American Express Diners Club

Name of credit card holder

No: _____ / _____ / _____ Expiry date: _____ / _____

Signature of credit card holder

The undersigned accepts the booking terms as described in the Information Note for Delegates. In case of payment by credit card, he/she authorizes the hotel to debit his/her card according to these terms.

Date

Signature



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TRAVEL FORM

PLEASE FILL IN AND RETURN TO THE FOLLOWING ADDRESS NO LATER THAN 15 JANUARY 2000

The National Assembly of Thailand
Inter-Parliamentary Organization Division
Secretariat of the House of Representatives
U-Thong Nai Road, Bangkok 10300, Thailand
Fax: +662 3573154, 3573176
E-mail: ipo1@parliament.go.th

COUNTRY / ORGANIZATION:

Name (Mr./Mrs./Ms.)

Title

ARRIVAL DETAILS

Port of arrival:

Carrier / Flight No.:

Date of arrival:

Time of arrival:

DEPARTURE DETAILS

Port of departure:

Carrier / Flight No.:

Date of departure:

Time of departure:

Date

Signature