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**United Nations  
Environment  
Programme**

**Open-ended Working Group of the Parties to the  
Montreal Protocol on Substances that  
Deplete the Ozone Layer  
Thirty-fifth meeting  
Bangkok, 22–24 April 2015**

**Workshop on hydrofluorocarbon management  
Bangkok, 20 and 21 April 2015**

## **Information note for participants**

### **I. Venue**

1. The thirty-fifth meeting of the Open-ended Working Group of the Parties to the Montreal Protocol on Substances that Deplete the Ozone Layer will be held in Bangkok from Wednesday, 22 April to Friday, 24 April 2015. The meeting will be preceded by a two-day workshop on hydrofluorocarbon (HFC) management, to be held on Monday, 20 April and Tuesday, 21 April 2015. The meeting and the workshop will be held at the following venue:

**United Nations Conference Centre**  
United Nations Economic and Social Commission  
for Asia and the Pacific (UNESCAP)  
Rajadamnoen Nok Avenue  
Bangkok 10200  
Thailand  
Tel: +66 2 – 2881234/2882112/2882571/2881174  
Fax: +66 2 – 2883022

### **II. Visa information for Thailand**

2. The following information is based on information available on the official website of the Ministry of Foreign Affairs of the Government of Thailand: [www.mfa.go.th/main/en/services/123](http://www.mfa.go.th/main/en/services/123).

3. Nationals of certain countries are required to apply for a visa at the Royal Thai Embassy or the Royal Thai Consulate-General in the applicant's country of residence, or at the Royal Thai Embassy that has jurisdiction over his or her country of residence. Travellers are advised to enquire about visa issuance at the Royal Thai Embassy or Royal Thai Consulate-General nearest to them **well before** their proposed date of departure. Information on visa issuance as well as locations of Royal Thai embassies and Royal Thai consulates worldwide is available from: [www.mfa.go.th/main/en/services/123/15398-Issuance-of-Visa.html](http://www.mfa.go.th/main/en/services/123/15398-Issuance-of-Visa.html) and [www.thaiembassy.org](http://www.thaiembassy.org). Participants will need to submit the following documents: duly completed visa application form, passport or travel document that is valid for at least six months, photograph (4 cm x 6 cm) of the applicant taken within the past six months and an official

letter stating the objective of the visit to Thailand. Please note that the consular officers reserve the right to request additional documentation as deemed necessary. Nationals of countries who are required to have a visa to enter Thailand are urged to adhere strictly to the requirement and ensure that they have obtained the appropriate and valid visa **before** leaving their countries of residence in order to avoid problems such as being detained at airports.

4. Nationals of countries listed in section 1 of annex I to the present note holding ordinary passports may enter and stay in Thailand for a period not exceeding 14 days, 30 days and 90 days respectively without a visa.

5. Nationals of countries listed in section 2 of annex I holding a valid diplomatic or official passport may enter and stay in Thailand for a period of 30 days and 90 days respectively without a visa.

6. Nationals of countries listed in section 3 of annex I holding valid ordinary passports may, on arrival at Suvarnabhumi International Airport, apply for a visa for a period not exceeding 15 days, conditional on meeting the following requirements:

(a) The applicant must possess a passport that is valid for at least six months and a valid return ticket with a 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 Suvarnabhumi International Airport, and supply one recent passport-sized photograph. A fee of Baht 1,000 will apply.

7. Nationals of countries who are required to apply for a visa at the Royal Thai Embassy in another country that has jurisdiction over his or her country are strongly advised to contact the relevant Royal Thai Embassy **well in advance** of their proposed travel date and contact the Ozone Secretariat (kathleen.creavalle@unep.org) if any additional supporting documentation is required by the embassy). Section 4 of annex I sets out the list of embassies with jurisdictions over other countries.

8. United Nations staff members travelling on official business with a United Nations Laissez- Passer are **required** to obtain the appropriate visa before travelling to Thailand. Furthermore, in line with security procedures for United Nations staff, travel notifications through the Travel Request Information Process (TRIP) are required prior to any official travel. Upon notification of travel on TRIP, United Nations staff members will automatically receive updated security advice for United Nations visitors to Thailand. Please visit <https://dss.un.org> to apply for travel notification. United Nations staff members are required to complete the “Basic security in the field” training before travelling.

### **III. Health requirements and medical facilities**

9. The Ministry of Public Health, Thailand, has issued a regulation requiring that applicants who have travelled from or through a country that has been declared a “yellow fever infected area” must provide an international health certificate proving that they have received a yellow fever vaccination. Annex II sets out the list of countries that have been declared yellow fever infected areas.

10. The International Health Certificate must be submitted together with the visa application form. The traveller will also have to present the said certificate to the Immigration Officer upon arrival at the port of entry in the Kingdom. For any national of a country listed below who has not travelled from or through that country, such a certificate is not required. However, he or she should possess concrete evidence showing that his or her domicile is not in a yellow fever infected area, so as to prevent unnecessary inconvenience.

11. Participants are also advised to have vaccinations against food-borne diseases such as hepatitis A, tetanus and typhoid.

12. Travellers from countries affected by the Ebola Virus Disease and yellow fever are also requested to fill in a health declaration form at the Health Control Centre prior to proceeding to immigration. Any traveller who fails to follow this protocol will be denied entry to Thailand (as per the Communicable Disease Act B.E.2523 and Immigration Act B.E. 2522). All participants from the Ebola Virus Disease-affected areas will be registered in the Thai Ministry of Public Health surveillance system. Participants who have been in the affected countries within 21 days of their arrival in Thailand

will be contacted on a regular basis by the local public health authority while staying in Thailand. If any traveller develops any symptom that could possibly be related to the Ebola Virus Disease (such as fever, weakness, muscle pain, headache, sore throat, vomiting, diarrhoea, rash or bleeding) while staying in Thailand, he or she should seek medical attention as soon as possible and inform the physician or other health official of his or her recent travel history immediately. This is for the benefit of all participants and public health as a whole. Your cooperation in complying with this regulation is highly appreciated. For more information please contact the Ministry of Public Health, Department of Disease Control either on the hotline telephone number: 1422, or by e-mail: vichpw@health2.moph.go.th.

13. On weekdays, first-aid and medical services are available at the UNESCAP medical centre, located on the fourth floor of the Service Building. The doctor is available from 7.30 a.m. to 12 p.m. and from 12.45 p.m. to 3.45 p.m. Appointments should be made by telephone through the nurse on extensions 1352 and 1761.

14. The United Nations buildings are smoke-free areas. Participants may only smoke in the designated areas outside buildings.

#### **IV. Movements in and around Bangkok**

15. Participants are encouraged to make their own arrangements with their respective hotels for an airport pick-up. If this service is not available, taxis, car rentals and bus or rail services are available from the Bangkok International Airport (Suvarnabhumi). Limousines are available at the “arrivals” level (level 2). The metered public taxi stand is located on level 1 (ground level), near entrances 3, 4, 7 and 8. Please note that the metered taxis charge 50 Baht airport surcharge as well as expressway fees on top of the metered charges. For more information on transport in and around Bangkok please see: <http://www.bangkokairportonline.com/>.

16. Movement within the city is facilitated by commuter taxis and tuk-tuks, both safe and readily available outside most hotels.

#### **V. Hotel accommodation**

17. A list of recommended hotels located near the meeting venue can be found in annex III to the present information note. Participants are responsible for making their own bookings for hotel accommodation directly with the hotels and as soon as possible in order to take advantage of preferred accommodation. To qualify for special UN rates, delegates should indicate at the time of booking that they are participating in a United Nations meeting.

#### **VI. Local currency and payment facilities**

18. Participants may bring unrestricted sums of foreign currency into Thailand in the form of travellers cheques, drafts, letters of credit or other banking instruments which may be exchanged for Thai currency at the prevailing exchange rates. However, participants may be required to declare the value of such instruments or currency in their possession on arrival at the Suvarnabhumi Airport.

19. Currency exchange facilities are available at hotels as well as at the Siam Commercial Bank, United Nations Branch, located on the first floor of the Service Building (telephone extensions 2168 and 2169), which is open from 8.30 a.m. to 3.30 p.m., with no lunch break, from Monday to Friday.

20. International ATMs are available around Bangkok and credit cards, such as American Express, MasterCard and Visa, are accepted in major hotels and shopping malls.

#### **VII. Weather and local time information**

21. The climate in Bangkok in April averages between 26 and 33 degrees Celsius. Light clothing will be appropriate, although the evenings can be cooler.

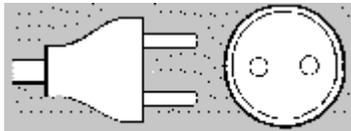
22. The conference room where the meeting is to be held is air-conditioned and the temperature is maintained in the range of 23–24 degrees Celsius (72–73 degrees Fahrenheit).
23. The standard time zone in Thailand is UTC/GMT +7 hours.

## VII. Other practical information

24. Thai is the main language in Thailand. Other languages spoken are Chinese, Lao, Malay and Mon-Khmer, while the use of English is becoming more prevalent in Government and businesses. English is also taught as a second language in secondary schools and universities, which may enable English-speaking visitors in Thailand to converse. However, taxi and tuk-tuk drivers generally have a very limited knowledge of English; participants are therefore encouraged to carry the address of their hotel in Thai script should the need arise.
25. In terms of security, the crime rate in Bangkok is low; however, basic security measures and precautions should always be taken, such as locking valuables in the hotel safe and paying particular attention to laptops, cameras and phones.
26. The electric power in Thailand is 220V running at 50Hz and the plug type used is a C-2 parallel prongs “French” type (see figure below). Delegates are strongly encouraged to carry their own adapters for use with laptops and other electrical appliances as the Secretariat will not be able to provide these. In case of need, adapters can be purchased from shops in the city dealing in electronic and electrical items.

Figure

**Illustration of the C-2 parallel prongs “French” type plug.**



Plug Type C

27. Special cellular line (SIM card) offers are easily attainable and roaming agreements exist with almost all national and international operators. In addition, an extensive network of public telephones exists with affordable prepaid cards which can be used for local, national and international calls.
28. Postal services are available at the Post Office, United Nations Branch, ground floor, United Nations Conference Centre, which is open from 8 a.m. to 4 p.m., without lunch break, Monday to Friday, except on official holidays. The Post Office can be contacted on extensions 1260 and 1269.
29. Most shops, including those in malls and department store complexes, are generally open from 10 a.m. to 10 p.m., although opening hours are typically longer in tourist areas than in smaller local towns. Some shops close on Sundays, although most major stores in Bangkok and in tourist towns are generally open seven days a week. Night markets typically begin at dusk and close at around midnight.
30. Restaurants, fast food outlets and food stands can be found on most streets in the city, offering a wide variety of international culinary choices almost 24 hours a day.

## VIII. Tourism

31. For tourist information on Bangkok and Thailand, please visit the following official website: <http://www.tourismthailand.org/>.
32. Every hotel will have tourist information packages and should be able to advise participants on this matter.

## **IX. Pre-registration, on-site registration and identification name badges**

33. To facilitate the issuance of identification badges and avoid unnecessary delays at the meeting venue, participants are strongly encouraged to pre-register online from Monday, 9 February 2015, through the Secretariat's website, at the following link:

<https://registration.unon.org/ozone>. The meeting registration code is **OEWGAPRIL**. Pre-registered participants are encouraged to collect their badges at the United Nations Conference Centre from 10 a.m. on Sunday, 19 April 2015. Participants are requested to present a valid passport or identification card for entry into the Conference Centre and for collection of a meeting badge. Please note that for security reasons, the display of a name badge is mandatory for admission to the conference venue, as well as to the meeting rooms.

34. On-site registration for the meeting and the workshop will begin at 10 a.m. on Sunday, 19 April 2015, and at 8 a.m. on Monday, 20 April 2015, and continue until Friday, 24 April 2015.

## **X. Financial assistance to developing countries**

35. Limited funds are available to assist the participation of representatives from developing countries and countries with economies in transition. Should your Government require such assistance, please submit an official request via e-mail ([ozoneinfo@unep.org](mailto:ozoneinfo@unep.org)) by no later than Friday, 6 March 2015, providing the name and details of the participant to be assisted.

36. Financial assistance can only be provided for one Government representative from each eligible country. For further enquiries regarding financial assistance, please contact Ms. Kathleen Creavalle (e-mail: [kathleen.creavalle@unep.org](mailto:kathleen.creavalle@unep.org) or telephone: +254 20 762 4032).

## **XI. Workshop on hydrofluorocarbon management**

37. The workshop on HFC management is expected to open at 10 a.m. on Monday, 20 April and close at 6 p.m. on Tuesday, 21 April. Morning sessions will be held from 10 a.m. to 1 p.m., while afternoon sessions will be held from 3 p.m. to 6 p.m., unless otherwise specified during the meetings.

## **XII. Opening of the thirty-fifth meeting of the Open-ended Working Group meeting**

38. It is expected that the thirty-fifth meeting of the Open-ended Working Group meeting will be opened at 10 a.m. on Wednesday, 22 April 2015, and that the morning sessions will be held from 10 a.m. to 1 p.m. and afternoon sessions from 3 p.m. to 6 p.m., unless otherwise specified during the meetings.

## **XIII. Paperless system and meeting documents**

39. The Secretariat will once again be using the paperless system to process conference room papers and provide access to meeting documents and other general information during the meetings. As for previous meetings, participants are strongly urged to bring a laptop to the meeting and the workshop if possible.

40. Please note that the paperless system is web-based, which means that the only requirement for access to the system is a laptop that has wireless capability (to connect to the WiFi network at the conference venue) and a browser (to access the paperless system, e.g., Internet Explorer or Mozilla Firefox or Netscape); no software will be installed on the laptops at the meeting venue, so administrator access to the laptop is not required.

41. Delegations participating in closed contact groups will be assigned passwords to access the private shared workspace of that contact group. Support staff will be on hand during the registration process and throughout the meeting and the workshop to provide assistance as necessary.

42. All pre-session documents will be available on the respective meeting portals of the Secretariat: <http://conf.montreal-protocol.org/meeting/owg/owg-35/> and [http://conf.montreal-protocol.org/meeting/workshops/hfc\\_management-02/](http://conf.montreal-protocol.org/meeting/workshops/hfc_management-02/).

#### **XIV. Side events, exhibitions and promotional material**

43. Requests for side events should be made by completing the attached form (see annex IV), which should then be sent to the Secretariat by e-mail to [dan.tengo@unep.org](mailto:dan.tengo@unep.org) with a copy to [jacqueline.gitau@unep.org](mailto:jacqueline.gitau@unep.org). Kindly note that this form can also be downloaded from the following link: [http://conf.montreal-protocol.org/meeting/owg/owg-35/General information page](http://conf.montreal-protocol.org/meeting/owg/owg-35/General%20information%20page).

44. Please be informed that all costs related to the rental of equipment for side events or exhibitions will be borne by the requesting organization.

45. Delegations that plan to set up an exhibition should ship the promotional material and publications only, addressed as follows:

46. Consignee address should read:

Economic and Social Commission for Asia and the Pacific (ESCAP)  
United Nations Building  
Rajadamnoen Nok Avenue,  
Bangkok 10200, Thailand

Attention: Ms. Chetna Lakhoo-Verbeek (For the delegation of .....at the thirty-fifth meeting of the Open-ended Working Group)  
Chief, Conference Management Unit, UNESCAP

Tel: +66 2 – 2881976

Fax: +66 2 - 288 3022

The package should be clearly marked: **(No commercial value - for conference distribution only)**.

## Annex I

### Visa information

#### 1. Visa exemption

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

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1. Cambodia

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

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1. Australia	25. Malaysia
2. Austria	26. Monaco
3. Bahrain	27. Mongolia
4. Belgium	28. Netherlands
5. Brunei Darussalam	29. New Zealand
6. Canada	30. Norway
7. Czech Republic	31. Oman
8. Denmark	32. Philippines
9. Estonia	33. Poland
10. Finland	34. Portugal
11. France	35. Qatar
12. Germany	36. Russian Federation
13. Greece	37. Singapore
14. Hungary	38. Slovakia
15. Iceland	39. Slovenia
16. Indonesia	40. South Africa
17. Ireland	41. Spain
18. Israel	42. Sweden
19. Italy	43. Switzerland
20. Japan	44. Turkey
21. Kuwait	45. United Arab Emirates
22. Liechtenstein	46. United Kingdom of Great Britain and Northern Ireland
23. Lao People's Democratic Republic (the)	47. United States of America
24. Luxembourg	48. Viet Nam

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

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1. Argentina	4. Republic of Korea (the)
2. Brazil	5. Peru
3. Chile	

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**2. Visa exemption: holders of diplomatic or official passports**

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

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1. Cambodia	6. Mongolia
2. China (Peoples Republic of )	7. Myanmar
3. Ecuador	8. Oman
4. Indonesia	9. Pakistan (diplomatic passports only)
5. Lao People's Democratic Republic (the)	10. Viet Nam

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

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

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**3. Visa on arrival for a maximum of 15 days**

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1. Andorra	10. Lithuania
2. Bulgaria	11. Maldives
3. Bhutan	12. Malta
4. China (Peoples Republic of)	13. Mauritius
5. Cyprus	14. Romania
6. Ethiopia	15. San Marino
7. India	16. Saudi Arabia
8. Kazakhstan	17. Ukraine
9. Latvia	18. Uzbekistan

<b>4. List of countries that do not have a Thai Embassy or diplomatic representation and therefore require delegates from these countries to travel to another country to apply for an entry visa:</b>	
<b>A. African countries</b>	
<b>Countries covered by Royal Thai Embassy in Nairobi, Kenya</b>	
Burundi	Seychelles
Comoros	Somalia
Democratic Republic of the Congo	Uganda
Eritrea	United Republic of Tanzania
Rwanda	
<b>Countries covered by Royal Thai Embassy in Dakar, Senegal</b>	
Burkina Faso	Guinea-Bissau
Cabo Verde	Liberia
Côte d'Ivoire	Mali
Gabon	Sierra Leone
Gambia	Togo
Guinea	
<b>Countries covered by Royal Thai Embassy in Cairo, Egypt</b>	
Djibouti	Sudan
Ethiopia	
<b>Countries covered by Royal Thai Embassy in Pretoria, South Africa</b>	
Angola	Mozambique
Botswana	Namibia
Lesotho	Swaziland
Malawi	Zambia
Mauritius	Zimbabwe
<b>Countries covered by Royal Thai Embassy in Rabat, Morocco</b>	
Mauritania	
<b>Countries covered by Royal Thai Embassy in Abuja, Nigeria</b>	
Benin	Equatorial Guinea
Cameroon	Ghana
Central African Republic	Sao Tome & Principe
Congo (the)	
<b>Countries covered by Royal Thai Embassy in Tripoli, Libya</b>	
Tunisia	
<b>Countries covered by Royal Thai Embassy in Paris, France</b>	
Algeria	Monaco
Contact point for Chad and Niger	

<b>B. Latin American and Caribbean countries</b>	
<b>Countries covered by Royal Thai Embassy in Buenos Aires, Argentina</b>	
Paraguay	Uruguay
<b>Countries covered by Royal Thai Embassy in Brasilia, Brazil</b>	
Guyana	Suriname
<b>Countries covered by Royal Thai Embassy in Santiago, Chile</b>	

Costa Rica	Panama
El Salvador	
<b>Countries covered by Royal Thai Embassy in Mexico City, Mexico</b>	
Belize	Honduras
Cuba	Nicaragua
Guatemala	
<b>Countries covered by Royal Thai Embassy in Lima, Peru</b>	
Bolivia	Ecuador
Colombia	Venezuela (Bolivarian Republic of)
<b>Countries covered by Royal Thai Embassy in Ottawa, Canada</b>	
Antigua and Barbuda	Grenada
Bahamas	Jamaica
Barbados	St. Lucia
Dominican Republic	Trinidad and Tobago
<b>Countries covered by Permanent Mission of Thailand to the United Nations in New York, United States</b>	
Haiti	St. Vincent and the Grenadines
St. Kitts and Nevis	

<b>C. Asia and the Pacific</b>	
<b>Countries covered by Royal Thai Embassy in Canberra, Australia</b>	
Fiji	Vanuatu
Papua New Guinea	Contact point for Kiribati
Solomon Islands	
<b>Countries covered by Royal Thai Embassy in Wellington, New Zealand</b>	
Samoa	Tonga
Contact point for Cook Islands and Niue	
<b>Countries covered by Permanent Mission of Thailand to the United Nations in New York, United States</b>	
Contact point for Nauru, Tuvalu and Marshall Islands	
<b>Countries covered by Royal Thai Embassy in Manila, Philippines</b>	
Palau	
<b>Countries covered by Royal Thai Embassy in Tokyo, Japan</b>	
Contact point for Micronesia (Federated States of)	
<b>Countries covered by Royal Thai Embassy in Beijing, China (Peoples Republic of)</b>	
Democratic People's Republic of Korea (the)	Mongolia
<b>Countries covered by Royal Thai Embassy in Dhaka, Bangladesh</b>	
Bhutan	
<b>Countries covered by Royal Thai Embassy in Islamabad, Pakistan</b>	
Afghanistan	
<b>Countries covered by Royal Thai Embassy in Colombo, Sri Lanka</b>	
Maldives	
<b>Countries covered by Royal Thai Embassy in Amman, Jordan</b>	
Iraq	
<b>Countries covered by Royal Thai Embassy in Muscat, Oman</b>	

Yemen	
<b>Countries covered by Royal Thai Embassy in Riyadh, Saudi Arabia</b>	
Syria	Lebanon

<b>D. Europe</b>	
<b>Countries covered by Royal Thai Embassy in Vienna, Austria</b>	
Slovakia	Slovenia
<b>Countries covered by Royal Thai Embassy in Brussels, Belgium</b>	
Luxembourg	
<b>Countries covered by Royal Thai Embassy in Copenhagen, Denmark</b>	
Iceland	Lithuania
<b>Countries covered by Royal Thai Embassy in Athens, Greece</b>	
Cyprus	Malta
<b>Countries covered by Royal Thai Embassy in Budapest, Hungary</b>	
Bosnia and Herzegovina	Croatia
<b>Countries covered by Royal Thai Embassy in Rome, Italy</b>	
Albania	San Marino
Malta	
<b>Countries covered by Royal Thai Embassy in Oslo, Norway</b>	
Latvia	
<b>Countries covered by Royal Thai Embassy in Moscow, Russian Federation</b>	
Armenia	Tajikistan
Georgia	Ukraine
Kyrgyzstan	Uzbekistan
Moldova	
<b>Countries covered by Royal Thai Embassy in Madrid, Spain</b>	
Andorra	
<b>Countries covered by Royal Thai Embassy in Bern, Switzerland</b>	
Lichtenstein	
<b>Countries covered by Royal Thai Embassy in Stockholm, Sweden</b>	
Estonia	
<b>Countries covered by Royal Thai Embassy in Ankara, Turkey</b>	
Azerbaijan	Turkmenistan

## **Annex II**

### **Countries declared yellow fever infected areas**

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

## Annex III

### Hotel accommodation

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 (mins.)	Room type	Daily room rates (Baht)	
			Single	Double
<p><b>Shangri-La Hotel *****</b>            89 Soi Wat Suan Plu, New Road            Bangkok            Tel: (662) 236-7777            Fax: (662) 236-8579            E-mail: kussarin.amonthakonsuwet@shangri-la.com            Website: <a href="http://www.shangri-la.com">http://www.shangri-la.com</a>            Contact person:            Ms. Kussarin Amonthakonsuwet</p>	30–40	Deluxe Room  Deluxe River View Room	5,300 <sup>a/c</sup>  5,500 <sup>a/c</sup>	5,900 <sup>a/c</sup>  6,100 <sup>a/c</sup>
<p><b>The Sukosol *****</b>            477 Si Ayuthaya Road, Phayathai            Bangkok            Tel: (662) 247-0123            Fax: (662) 247-0165            E-mail: ratchanikrit@sukosolhotels.com            Website: <a href="http://www.sukosolhotels.com">http://www.sukosolhotels.com</a>            Contact person:            Ms. Ratchanikrit Khankath</p>	15–25	Deluxe	2,980 <sup>a/c</sup>	3,050 <sup>a/c</sup>
<p><b>Amari Watergate Hotel &amp; Spa *****</b>            847 Petchaburi Road            Bangkok            Tel: (662) 653-9000            Fax: (662) 653-9045            E-mail: kanokwan.t@amari.com            Website: <a href="http://www.amari.com">http://www.amari.com</a>            Contact person:            Ms. Kanokwan Tangkiattrakul</p>	20–30	Deluxe	3,600 <sup>a/b/c</sup>	4,100 <sup>a/b/c</sup>
<p><b>Pullman Hotel and Resort *****</b>            8 Rangnam Road, Kweag Thanon-Phayathai,            Rachathewi            Bangkok            Tel: (662) 680-9999            Fax: (662) 680-9998</p>	20–25	Superior	3,030 <sup>a/c</sup>	3,560 <sup>a/c</sup>

Name and address	Driving distance to UNCC (mins.)	Room type	Daily room rates (Baht)	
			Single	Double
E-mail: ados-corp@pullmanbangkokkingpower.com Website: http://www.pullmanbangkokkingpower.com Contact person: Ms. Ranithsorn Nitinopparatt				
<b>Royal Princess Larn Luang Hotel ****</b> 269 Larnluang Road Bangkok Tel: (662) 281-3088 Fax: (662) 280-1314 E-mail: benjarat@royalprincesslarnluang.com Website: http://www.royalprincesslarnluang.com Contact person: Ms. Benjarat Rusakul	5–10	Superior Deluxe Suite 1 bed Room	2,500 <sup>a/b/c</sup> 2,800 <sup>a/b/c</sup> 7,500 <sup>a/b/c</sup>	2,700 <sup>a/b/c</sup> 3,000 <sup>a/b/c</sup> 7,500 <sup>a/b/c</sup>
<b>Grand China Hotel ****</b> 215 Yaowarat Road Bangkok Tel: (662) 224-9977, 224-7997 Fax: (662) 224-7999 E-mail: sale@grandchina.com Website: http://www.grandchina.com Contact person: Ms. Phet-Anong Naksuthi	15–20	Deluxe	2,700 <sup>a/b/c</sup>	2,900 <sup>a/b/c</sup>
<b>Prince Palace Hotel ****</b> 488/800 Bo Bea Tower Damrongrak Road, Klong Mahanak Bangkok Tel: (662) 628-1111 Fax: (662) 628-1000 E-mail: wannajit@princepalace.co.th Website: http://www.princepalace.co.th Contact person: Ms. Wannajit Chulamakorn	10–15	Superior	1,700 <sup>a/b</sup>	1,900 <sup>a/b</sup>

Name and address	Driving distance to UNCC (mins.)	Room type	Daily room rates (Baht)	
			Single	Double
<p><b>Siam @ Siam Design Hotel &amp; Spa ****</b>  865 Rama 1 Road,  Wangmai, Patumwan  Bangkok  Tel: (662) 217-3000  Fax: (662) 217-3030  E-mail: dos@siamatsiam.com  Website: http://www.siamatsiam.com  Contact person:  Ms. Prapaphan Chanapokakul</p>	15–20	Leisure Class	3,000 <sup>a/c</sup>	3,300 <sup>a/c</sup>
<p><b>Nouvo City Hotel ****</b>  2, Samsen Road,  Banglumphu, Pranakorn  Bangkok  Tel: (662) 282-7500 Ext: 130  Fax: (662) 282-2134  E-mail: dosm@nouvocityhotel.com  new_lodge@hotmail.com  Website: http://www.nouvocityhotel.com  Contact person:  Ms. Papatsara Sintanaporn</p>	5–10	Deluxe Grand Deluxe	2,100 <sup>a/b/c</sup>	2,300 <sup>a/b/c</sup>
<p><b>Riva Surya Bangkok Hotel ****</b>  23 Phra Arthit Road, Pranakorn  Bangkok  Tel: (662) 633-5000  Fax: (662) 633-5050  E-mail: stay@rivasuryabangkok.com  Website: http://www.rivasuryabangkok.com  Contact person:  Ms. Onanong Sutthanee</p>	5–10	Urban Room  Riva Room  Deluxe Riva  Premium Riva	4,000 <sup>a/c</sup>  3,580 <sup>a/c</sup> 3,810 <sup>a/c</sup> 4,250 <sup>a/c</sup>	4,300 <sup>a/c</sup>  4,750 <sup>a/c</sup> 5,110 <sup>a/c</sup> 4,550 <sup>a/c</sup>
<p><b>Golden Tulip Essential Vasu Hotel ***</b>  (Trang Hotel)  99/1 Wisutkasat Road  Bangkok  Tel: (662) 282-2141-4  Fax: (662) 280-3610  E-mail: reservations@tranghotelbangkok.com  Website: http://www.tranghotelbangkok.com</p>	5–10	Superior  Premium Superior  Deluxe	1,400 <sup>a/b</sup>  1,600 <sup>a/b</sup> 1,800 <sup>a/b</sup>	1,400 <sup>a/b</sup>  1,600 <sup>a/b</sup> 1,800 <sup>a/b</sup>

Name and address	Driving distance to UNCC (mins.)	Room type	Daily room rates (Baht)	
			Single	Double
<p><i>Contact person:</i> Mr. Prasarn Thaitae</p>				
<p><b>Hotel Dé Moc (former Thai Hotel) ***</b> 78 Prajatipatai Road Bangkok Tel: (662) 282-2833 Fax: (662) 280-1299 E-mail: rsvn@buddygroupthailand.com cc: chaloem@buddygroupthailand.com Website: <a href="http://www.hoteldemoc.com">http://www.hoteldemoc.com</a> <i>Contact person:</i> Mr. Chaloe Phiranont</p>	5–10	Standard  Superior	1,300 <sup>a/b</sup>  1,500 <sup>a/b</sup>	1,500 <sup>a/b</sup>  1,700 <sup>a/b</sup>

- a. Inclusive of daily American breakfast, service charge and government tax.
- b. Complimentary transport services provided according to fixed schedules, from the hotel to the United Nations Conference Centre in the morning and back to the hotel in the evening. Hotel Dé Moc and Golden Tulip Essential Vasu Hotel, Bangkok (Trang Hotel) have one-way transfer from the hotel to the Conference Centre.
- c. Free Internet access.

*Note:* Other charges for additional services in the hotels are subject to a 10 per cent service charge and 7 per cent VAT. The hotel room rates are subject to change without prior notice.

## Annex IV

### Application form for side events and exhibitions



UNITED NATIONS ENVIRONMENT PROGRAMME

Programme des Nations Unies pour l'environnement    Programa de las Naciones Unidas para el Medio Ambiente  
Программа Организации Объединенных Наций по окружающей среде    برنامج الأمم المتحدة للبيئة



联合国环境规划署  
**Thirty-fifth meeting of the Open-ended Working Group of the Parties to the Montreal Protocol on  
Substances that Deplete the Ozone Layer, 22–24 April 2015 and  
workshop on hydrofluorocarbon management, 20 and 21 April 2015**

**Venue: United Nations Conference Centre**

UNESCAP, Rajadamnoen Nok Avenue

Bangkok 10200

Thailand

Tel: +66 2 – 2881234/2882112/2882571/2881174

Fax: +66 2 – 2883022

Please complete this form and send it by e-mail it to Mr. Dan Teng'o (dan.tengo@unep.org), with a copy to Ms. Jacqueline Gitau (jacqueline.gitau@unep.org), by **Friday, 27 March 2015**.

**1. Name of organization:**

**2. Address:**

**3. Contact person:**

**Phone number:**

**E-mail:**

**4. Type of side event (please select with a tick mark):**

(i) Briefing (  ); workshop (  ); panel discussion (  ); exhibition (  )

(ii) Number of participants expected:

(iii) Title of side event or exhibition:

(iv) Brief description of side event:

(v) Technical services/equipment/materials required\* (please select with a tick mark):

PC (  ); LCD projector (  ); screen (  ); microphones (  ); VCR (  ); TV (  ); DVD player (  );  
poster panels (  ); exhibition booth (  ); other – please specify: (  )

**5. Date preference - circle one (April 20, 21, 22, 23, 24)\*\*:**

**6. Time preference for side-events – circle one (8 a.m.-10 a.m.; 1 p.m.-3 p.m.; 6 p.m.-8 p.m.)\*\*:**

**7. Will catering be provided? \*\*\***

\* Please note that delegations or organizations holding exhibitions or convening side-events will bear the costs related to the rental of equipment and materials, as well as technical services fees. The list of equipment will be provided to organizers on request.

**\*\* The Ozone Secretariat will endeavour to accommodate all requests, taking into consideration prior bookings and space availability, as well as the timing of plenary sessions which are normally held from: 10 a.m. – 1 p.m. and 3 p.m. – 6 p.m. The Secretariat also reserves the right to alter bookings, in consultation with the organizers, to facilitate the meetings of contact groups.**

\*\*\* Organizers must organize and pay for catering directly with the catering services by sending an email to [jongmu.unescap@un.org](mailto:jongmu.unescap@un.org).

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