



## **Capacity Building Workshop on Information Society Statistics: Infrastructure and Household Indicators**

**6-8 November 2007  
UN ESCAP Building**

### **INFORMATION NOTE FOR PARTICIPANTS**

#### **GENERAL**

1. The Capacity Building Workshop on Information Society Statistics: Infrastructure and Household Indicators is scheduled to be held at the United Nations Conference Centre (UNCC), Bangkok, from 6 to 8 November 2007.
2. The meeting will be inaugurated at 9:30 on Tuesday 6 November 2007 in Conference Room 4, UNCC, where all subsequent sessions will also be held.

#### **REGISTRATION & IDENTIFICATION BADGES**

3. Participants are requested to register and obtain meeting badges at the Registration Counter, located on the ground floor, UNCC, between 9:00 and 9:30 on the opening day of the meeting. Participants who are not able to register during the specified time are requested to do so on subsequent days, to ensure that they meet the security requirement and that their names will appear on the list of participants. Without registration, names of participants will not be included in the list.
4. For identification and security reasons, all participants are requested to wear the meeting badges at all times during the meeting, social functions and in the United Nations complex. Loss of meeting badges should be reported personally to the Chief, Conference Management Unit so that new ones can be issued without delay.

#### **IMMIGRATION REQUIREMENTS**

5. For Visas, the participants **are requested to contact the Thai diplomatic or consular missions at the point of origin or en route prior to entering Thailand.**

#### **WEATHER**

6. The weather in Bangkok is warm and humid. Light tropical clothing will be appropriate. 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).

### **FOREIGN EXCHANGE**

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

8. Participants may be required to declare the amount of traveller's cheques or currency in their possession on arrival at the Suvarnabhumi Airport.

9. 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). It is open from 0830 to 1530 hours, with no lunch break, from Monday to Friday.

### **ADDRESS & TELEPHONE NUMBER OF ESCAP SECRETARIAT**

10. The address of the ESCAP secretariat is as follows:

United Nations Economic and Social Commission for Asia and the Pacific  
The United Nations Building  
Rajdamnern Nok Avenue  
Bangkok 10200, Thailand  
Telephone numbers: (662) 2881234  
Facsimile number: (662) 2881000

The address of the ITU Regional Office contact is as follows

### **OFFICERS CONCERNED WITH SERVICING THE MEETING**

11. The substantive division concerned with the meeting is the Information, Communication and Space Technology Division. Mr. Siva Thampi is the Chief of the Division.

12. The Administrative Services Division is responsible for the administrative and logistic arrangements for the meeting. Mr. Peter Van Laere is the Chief of the Division. The daily conference services are the responsibility of Mr. Yang Yafei, Chief, Conference Management Unit (room G090, ground floor, UNCC, extensions 2571 and 1174).

13. The office of language services is located on the first floor, block A, Secretariat Building, Mr. Christian De Sutters is the Chief of the Conference Services Section, extension 1110. The Section is responsible for the translation of meeting documents and

the provision of simultaneous interpretation at the meeting.

14. The office of the United Nations Information Services (UNIS) is located on the ground floor, block A, Secretariat Building. Mr. Hak-Fan Lau is the Chief of UNIS, extension 1866.

### HOTEL ACCOMMODATION

15. Accommodation may be reserved at the request of participants at the following hotels which are close to ESCAP and offer special rates.

Name and address	Driving distance to UNCC (minutes)	Daily room rates (Baht)	
		Single	Double
Grand China Princess Hotel 215 Yaowarat Road Bangkok  Tel: (662) 224-9977, 224-7997 Fax: (662) 244-7999	15-20	1,800	2,000
Prince Palace Hotel 488/800 Bo Bae Tower Damrongrak Road, Klong Mahanak Bangkok  Tel: (662) 628-1111 Fax: (662) 628-1000	10-15	1,500	1,700
Royal Princess Hotel 269 Larn Luang Road Bangkok  Tel: (662) 281-3088 Fax: (662) 2801314	5-10	2,000	2,400
Siam City Hotel 477 Si Ayuthaya Road, Phayathai Bangkok  Tel: (662) 247-0123 Fax: (662) 247-0165	15-25	3,000	3,000
Trang Hotel 99/1 Wisutkasat Road Bangkok  Tel: (662) 282-2141-4 Fax: (662) 280-3610	5-10	1,000	1,200
Viengtai Hotel 42 Tanee Road Bangkok  Tel: (662) 280-5434-5 Fax: (662) 281-8153	10-15	1,200	1,400
Hotel Dé Moc 78 Prajatipatai Road Bangkok	5-10	950	1,250

Tel: (662) 282-2833 Fax: (662) 280-1299			
Century Park Hotel 9 Ratchaprarop Road, Pratunam-Victory Monument Bangkok  Tel. (662) 246 7800-9 Fax. (662) 246 4583	20-25	1,800	2,200

16. The rates quoted above represent group room rates, inclusive of daily American breakfast, service charge and government tax. Other charges for additional services in the hotels are subject to a 10 per cent service charge and 7 percent VAT. The hotel room rates are subject to alteration without prior notice.

### **ARRIVAL AT THE AIRPORT**

17. 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. Further detailed information about the new airport can be found at <http://www.airportsuvarnabhumi.com/>. Please note that the Don Mueang Airport, the old Bangkok International Airport, currently handles Thai domestic flights only.

18. For participants who avail themselves of the services of limousine and public metered-taxi, **it is strongly recommended that they contact only the officials who are authorized to man the counters located at the airport's arrival lounge.** The officials, upon contact, will issue a ticket for the assignment, as preferred, of either a limousine or a metered-taxi for transporting participants to the desired destination. Participants are advised that the charge of a limousine is fixed and that of a metered-taxi is as per shown on the meter with additional 50 Baht fee. If a toll-highway is used, the fee is additional to the charge.

### **LOCAL TRANSPORTATION**

19. It will not be possible for ESCAP to provide transportation for participants between hotels and ESCAP. Metered-taxis are generally available. The hotels listed in paragraph 20 generally offer free shuttle service between the hotel and UNCC. Participants can check directly with the hotel management on the provision of the shuttle service.

### **MEETING ROOM**

20. All the microphones on the tables in the meeting room are automatically operated. Before speaking, participants are requested to press the button on their microphones until the red light is on. At the end of each intervention, participants are requested to turn off their microphones by press the same button. The red light will be off.

### **STATEMENTS BY PARTICIPANTS**

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21. In order to assist in the preparation of the draft report and press release, the secretariat would appreciate receiving the pre-written text of all statements before delivery. **Copies of such statements could be given to the Conference Officer on duty in the conference room.** If necessary, the conference assistants will make photo copies and return the origin to the speaker before delivery.

### **MEETING DOCUMENTS**

22. Since the number of copies of meeting documents is limited, participants are requested to bring with them to Bangkok all documents distributed to them in advance by the APT/ITU/ESCAP secretariat.

### **PAPER/LITERATURE FOR DISTRIBUTION**

23. Participants wishing to circulate any papers or literature at the meeting are requested to consult (name of official, office location and extension number). In this regard, participants are requested to bring sufficient copies for distribution at the meeting, as document reproduction services will not be available for this purpose.

### **ESCAP WORKING HOURS**

24. The normal working hours of the ESCAP secretariat are from 0730 to 1545 hours, with a lunch break of 45 minutes, from Monday to Friday. However, staff members concerned with the meeting will be on duty during meeting hours.

### **MEDICAL SERVICES**

25. First-aid and medical services are available at the Medical Centre, fourth floor, Service Building, during weekdays. The ESCAP doctor is available from 0730 to 1545 hours with lunch break from 1200 to 1245 hours. Appointment should be made through the nurse at extensions 1352 and 1761. The United Nations buildings are smoke-free areas. Participants are allowed to smoke only in the designated areas outside buildings. Yellow fever vaccination is required for participants from endemic countries. Participants are recommended to have had vaccinations against food-borne diseases such as, hepatitis A, tetanus and typhoid.

### **POSTAL SERVICES**

26. Postal services are available at the Post Office, UN Branch, ground floor, UNCC. It is open from 0800 to 1600 hours, without lunch break, Monday to Friday, except for official holidays. The Post Office can be contacted at extensions 1260 and 2114.

### **CATERING SERVICES**

27. Catering services are available at the Cafeteria on the fourth floor of the Service

Building from 0800 to 1600 hours. Rajapruek Lounge on the ground floor of UNCC is open from 0700 to 1700 hours on Monday to Thursday, and from 0700 to 2000 hours on Friday, and the Canteen on the ground floor of the Service Building, from 0700 to 1400 hours. In addition, a snack bar serving sandwiches, pastries, coffee/tea and soft drinks is located at the Coffee Corner, level 1, UNCC. It is open from 0700 to 1600 hours.

### **RECONFIRMATION OF RETURNING FLIGHT**

28. Participants are advised to ensure that their return bookings are confirmed soon after their arrival in Bangkok. For this purpose, they should contact American Express Travel Agent, located on the first floor, Service Building next to Siam Commercial Bank. It is open from 0730 to 1630 hours, extensions 2820, 2821, 2822, 2823 and 2824. Airport tax in Bangkok Airport has been included into the airfare.

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