



UNITED NATIONS - NATIONS UNIES
ECONOMIC AND SOCIAL COMMISSION FOR ASIA AND THE PACIFIC

STATISTICAL INSTITUTE FOR ASIA AND THE PACIFIC (SIAP)
JETRO IDE Bldg., 2-2 Wakaba 3-chome, Mihama-ku, Chiba-shi, Chiba 261-8787, Japan

Regional Workshop on Gender Statistics and SDG Indicators 5.a.1 and 5.a.2

10-13 December 2018
Bangkok, Thailand

INFORMATION NOTE FOR SIAP-FUNDED PARTICIPANTS

(Updated on 8 November 2018)

I. Regional Workshop-related Information

Venue and opening session

1. *Regional Workshop on Gender Statistics and SDG Indicators 5.a.1 and 5.a.2*, will be conducted from Monday, 10 December to Thursday, 13 December 2018 at the Ibis Hotel, Bangkok, jointly organized by the Statistical Institute for Asia and the Pacific (SIAP), the Regional Office of the Global Strategy to Improve Agricultural and Rural Statistics, and the Food and Agriculture Organization of the United Nations (FAO).

Hotel Address:

Ibis Styles Bangkok Khaosan Viengtai, Bangkok
42 Rambuttri Road Banglumpu Bangkok 10200
Phone: +66 (0)2 280 5434
Fax : +66 (0)2 281 8153
www.ibisstylesbangkokkhaosan.com

2. The opening ceremony for the Course will be held at 09:00 hours on Monday, 10 December 2018 in the room where the course is held.

Registration and identification badges

3. Registration will occur between 08:15-08:45 on Monday 10 December 2018 in **Khaosan I** meeting room, 2nd Floor, Ibis Hotel.

Working languages of the Workshop

4. The Regional Workshop will be conducted in English and all documentation will be in English.

Contacts of FAO and SIAP for Regional Workshop Coordinators

JETRO IDE Bldg., 2-2 Wakaba 3-chome, Mihama-ku, Chiba-shi, Chiba 261-8787, Japan
Central Tel: (81 43) 299 9782 • Central Fax: (81 43) 299 9780 • Cable: ASTAINST TOKYO
Director's Office Tel: (81 43) 299-9796 • Fax: (81 43) 299-2521 • Email: escap-siap@un.org
• Website: www.unsiap.or.jp • UNESCAP Website: www.unescap.org

5. For any information regarding the course, participants may contact the as follows:

Ms. Sangita Dubey, FAO Bangkok (Sangita.Dubey@fao.org)

Ms. Shaina Hasan, FAO Bangkok (Shaina.Hasan@fao.org)

Mr. Shuji Fukuyama, SIAP Office (shuji.fukuyama@un.org)

II. Travel and Accommodation Arrangements

Travel arrangements

6. SIAP will make arrangements to issue the most economical air tickets for SIAP-funded participants to travel from the country of their residence to Suvarnabhumi or Don Mueang International Airport and return. The arrangements will be made to arrive at Suvarnabhumi or Don Mueang International Airport on Sunday, 9 December 2018 and depart for their respective countries on Friday, 14 December 2018.

Participants are not allowed from changing their travel dates without prior consent from SIAP.

Accommodation

7. Rooms are blocked at Ibis Hotel for workshop participants at special rates under the reference booking “**The Regional Workshop on Gender Statistics**”. Please provide this reference booking when you check-in. Please refrain from making alternative arrangement as your DSA include an amount that will enable you to cover the accommodation costs under this booking. The participants are required to pay their own room charges by check-out time. Credit card guarantee may be required during check in as a standard practise.

Ibis Styles Bangkok Khaosan Viengtai, Bangkok

Tel: +66 (0)2 280 5434

Fax: +66 (0)2 281 8153

Check in Time : from 1400hrs

Check out Time : latest 1200hrs

Daily Subsistence Allowance (DSA)

8. Participants will be provided with DSA and additional terminal fees by SIAP, in accordance with the United Nations regulations. **If, for any reason, a participant fails to attend the course or is unable to attend the full duration of the course, the appropriate portion of the allowance must be returned to SIAP. Participants are requested to carry sufficient funds with them to cover expenses for transit/stopover and stay in Bangkok until they receive their DSA.**

9. DSA and terminal fees will be paid in cash at the course venue during the course.

10. SIAP-funded Participants are requested to **bring their passports and inbound boarding passes** with them to the Regional Workshop venue on the first day of the workshop (10 December 2018) to receive DSA and terminal fee.

11. No other allowances will be provided except when stopovers/early arrival/extended stay in Chiba are unavoidable due to the unavailability/cancellation of flights. In such cases, claims for DSA and other reimbursements for actual stopovers, etc. **must be made with proof, including boarding passes, copies of air tickets and hotel receipts after the travel is completed.** The various receipts and documents must be sent by email to Mr Shuji Fukuyama, Programme Management Assistant (shuji.fukuyama@un.org; escap-siap@un.org) **within two weeks after completion of the travel.**

12. SIAP and FAO will not assume responsibility for any expenditure, such as:

- (i) Salary and related allowances for participants during the period of the course;
- (ii) Costs incurred by participants in respect of travel insurance, accident insurance, medical or dental bills or hospitalization fees in connection with their attending the course;
- (iii) Compensation in the event of death or disability of participants in connection with their attending the course;
- (iv) Any loss or damage to personal property of participants while attending the course or losses or damages claimed by third parties as a result of negligence on the part of the participants; and
- (v) Any other expenses.

Visa requirements

13. **Participants are required to obtain their own visa. It is requested that participants check with the relevant diplomatic or consular mission of the Government of Thailand on visa requirements and, where required, obtain appropriate entry visas. Participants who need to stopover in other countries should also obtain appropriate transit visas. The list of Thai Embassies/Consulates can be found at www.thaiembassy.org.**

14. **Participants who need further assistance on their visa application should contact the meeting organizer for more details.**

15. List of countries and territories entitled for visa exemption and visa on arrival are provided in the attached PDF.

16. Participants who wish to apply for visa on arrival at Suvarnabhumi International Airport should follow the requirements below:

- a. The applicant must be in possession of a passport with a validity of at least six months or an appropriate travel document recognized by the Government of Thailand.
- b. The applicant must be in possession of a confirmed onward or return air ticket, which is usable within 15 days from the date of entry.
- c. The applicant must fill out an application form, which is available at the Visa-on-Arrival counter at the airport, supply one recent passport-sized photograph and pay a fee of 1,000 baht.

III. Other Arrangements/Information

17. Foreign Exchange -- The Suvarnabhumi or Don Mueang International Airport provides foreign currency exchange service. There are ATMs from which currency can be withdrawn at competitive rates.

18. Weather and Clothing -- The weather in Bangkok in December will be hot. Participants are advised to check the Internet on the weather forecast of Bangkok 2-3 days before departure.

19. Lunch-- Please let us know as soon as possible if you have any special dietary requirements so we can plan meals accordingly. Please note that we can only provide food choices for vegetarian if you notify us in advance.
20. Electricity voltage -- The voltage for all electric appliances used in the Bangkok is 220 Volts. It would be advisable to bring an adapter plug which fits into with three-pin power points.
21. **TRANSPORT FROM AND TO AIRPORT-** Participants should make their own transportation arrangements from Suvarnabhumi International Airport to their hotel. 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>.
22. To avail themselves of the limousines and public metered-taxis services as indicated above, **it is strongly recommended that participants contact only the authorized officials at the counters located in the airport arrival zone.** The officials, upon contact, will issue a ticket for the assignment of either a limousine or a public metered-taxi for transporting passengers to the desired destination.
23. Participants may access public taxi counters by exiting gates 3 or 9 of the arrival zone in Suvarnabhumi Airport and following the public taxi directions. The public taxi stand is located on level 1. The following are the prevailing rates:
- a) Public taxi's operate on meters. There is a 50 Baht surcharge for public taxis from the meter, and highway toll fees are additional.
 - b) Normally, the one-way fare from the airport to **Ibis Hotel** by public metered-taxi is approximately 500-550 Baht plus 50 Baht surcharge and highway toll charge of around 75 Baht. Please note only **cash** is accepted in public taxis. For more information, please visit <http://suvarnabhumiairport.com/en/117-taxi>
24. Further supplementary information will be provided on the first day of the course.
25. **For logistic and travel arrangements, please contact:**
Mr Shuji Fukuyama, Programme Management Assistant
SIAP
Chiba 10200
Japan
Tel: (662) 697-4106
E-mail address: shuji.fukuyama@un.org; escap-siap@un.org

Venue and Hotel Address in Thai

LATITUDE: 13.759851 - LONGITUDE: 100.4974443

<https://www.ibisstylesbangkokkhaosan.com/our-hotel/location/>

โรงแรม ไอบิส สไตล์ กรุงเทพฯ ข่าวสาร เวียงใต้

42 ถนนรามบุตรี บางลำภู กรุงเทพฯ 10200

โทร: 02 280 5434

