



## **1<sup>st</sup> GFMD 2016 Thematic Workshop**

### **Migration, Connectivity and Business**

#### **Administrative Note for Participants**

(as of 22 March 2015)

#### **1) Venue of Thematic Workshop**

The **Thematic Workshop will be held at Conference Room (CR-4)** on level one of the **United Nations Conference Centre (UNCC)** (United Nations Building, Rajdamnern Nok Avenue, Bangkok 10200 Thailand; <http://www.unescap.org/uncc>). Attached is the copy of the [UNCC Building floor plan](#) .

#### **2) Security Requirements at UNCC**

In order to enable more effective access control and speed up the screening by security personnel, ESCAP uses **photo badges for meeting participants**. Thus, you are required to send a copy of your **photo** (electronic copy of passport size) by **Friday March 25** to [info@gfmd.org](mailto:info@gfmd.org). Participants who are not able to do so are requested to register and obtain meeting badges with photo at the registration counter upon their arrival at UNCC before going to the conference room. The organizers, however, cannot guarantee the time required to complete this process. Hence, advance submission of photo is strongly encouraged to avoid any delay.

For identification and security reasons, all participants are requested to wear their meeting badges at all times during meetings, social functions and in the United Nations complex. The loss of a meeting badge should be communicated to the Conference Management Unit located on the ground floor of the UNCC behind the registration counter so that a new one can be issued immediately.

#### **3) Local Transportation**

Please click here for Google map showing location of UNCC vis-à-vis the airport: <https://goo.gl/maps/xAEB6kf7rbx>

Commercial metered taxis are available from taxi stands at the airport, located on the first floor. Airport Rail Link service between Suvarnabhumi Airport station and city center (Phayatai BTS Skytrain station) runs daily from 06h00 to midnight.

#### **4) Simultaneous interpretation**

During the opening and closing plenary sessions and break-out session 1 (CR-4), simultaneous interpretation services will be provided in Arabic, French, English and Spanish. Please note, however, that there will only be English and French simultaneous interpretation in break-out session 2 (MR-G).

#### **5) Program**

The [Thematic Workshop program](#) has been updated as of today, 22 March. The [concept note](#) is attached for your easy reference. Any updates will be posted on the GFMD web portal: <http://www.gfmd.org/meetings/bangladesh2016/calendar>

#### **6) Thematic contributions**

Participation of capital-based experts from developing countries is facilitated by the GFMD Chair to promote the sharing of experiences and lessons learned in policy-making. In this regard, feel free to bring copies of relevant presentations, programs or practices that you may wish to share with other participants during the meeting. We are also eager to hear your intervention from the floor during open discussions.

#### **7) Meals**

Lunch will be served to all participants at 13h00 and coffee will be offered at the venue of the workshop.

#### **8) Communications**

International direct dial (IDD) telephone calls can be made from most hotel rooms or on public telephones which can be found at most shopping centres and BTS sky train stations. Stored-value phone cards are available at the airport, post office and most convenience stores.

Thailand's country dialling code is 66. To make an international call from Thailand, please dial 001 or 009 followed by the country code, area code and phone number respectively.

For emergencies the Tourist Police telephone number is 1155. The Tourist Service Center number is 1672.

#### **9) Climate**

Bangkok has a hot, tropical climate with daytime temperature reaching the mid-30s Celsius throughout the year. November to February is the driest time of year and the most popular with tourists. March, April and May are the hottest months, and the rainy season runs from May to October. During the wet season short showers are likely during the afternoon, though some days it will rain all day.

#### **10) Currency**

The acceptable currency is Thai Baht (THB). The current conversion rate is approximately 35 THB = USD\$1 (as of 22 March). US Dollars can be converted to local currency at the airport, hotel and currency exchange outlets. An online currency converter is available at <http://www.xe.com/>.

Bank notes: 20, 50, 100, 500, 1,000 baht.


Coins: 25 satang, 50 satang, 1 baht, 2 baht, 5 baht, and 10 baht.


Thai Baht is the only acceptable currency in all shopping centres and department stores.

Major credit and charge cards like American Express, Visa, Diners and Master Card are widely accepted in Bangkok. Foreign currencies can be changed at banks, hotel and licensed money changers in shopping centres.

### **11) Electricity**

The standard electricity supply in Thailand is 220 volts AC, 50 cycles per second. Two types of power plugs are used in Thailand:

1. European plug with two circular metal pins 

2. Japanese-style plug with two parallel flat blades 

### **12) Local time**

Thailand Standard time is GMT +7. Thailand does not observe daylight savings.

### **13) Drinking Water**

It is advisable to only drink bottled water in Thailand.

### **14) Smoking**

Smoking is not permitted in indoor public places, including public service vehicles, museums, libraries, lifts, theatres, cinemas, air-conditioned restaurants, non air-conditioned eating houses, outdoor restaurants and markets, hair salons, supermarkets, department stores and government offices. In line with efforts to improve the nightlife experience for all, there are smoking restrictions on entertainment outlets. Smoking is no longer allowed in all pubs, discos, karaoke bars and nightspots, unless within approved smoking rooms or smoking corners. Offenders can be fined up to THB20,000.

### **15) Tipping**

Tipping is not generally expected in Thailand. At many hotel restaurants or other upmarket eateries, a 10% service charge will be added to your bill. When this is the case, tipping is not expected. [Bangkok](#) has adopted some standards of tipping, especially in restaurants frequented by foreigners.

#### **16) Emergency contact in Bangkok**

Should you require emergency assistance at the airport (visa) or hotel or the other related logistic issues in Bangkok, please call **Ms. Woranun Rangcha-em** (+66) 89 228 3003 of the IOM Regional Office in Bangkok.

For any question re the GFMD thematic workshop, please call **Ms. Estrella Lajom** (+41) 79 513 93 23. You may also send an email [to: supportunit@gfmd.org](mailto:supportunit@gfmd.org) for any other information or assistance that you may need.

We thank you for your attention and look forward to welcoming you soon in Bangkok!



**Ms Estrella LAJOM**  
Head, GFMD Support Unit