



United Nations Centre for
Regional Development



Ministry of Natural Resources
and Environment, the Kingdom
of Thailand



Ministry of the Environment,
Government of Japan

As of 08 January 2019

General Information for Participants of Ninth Regional 3R Forum in Asia and the Pacific

1. VENUE

Royal Orchid Sheraton Hotel & Towers,
Bangkok, the Kingdom of Thailand
Address: 2 Charoen Krung Road Soi 30 (Captain Bush Lane), Siphya, Bangrak,
Bangkok 10500, the Kingdom of Thailand
Tel: +662-266-0123 & +662-665-3395; Fax: +662-639-5480
Email: hathaitip.devera@sheraton.com
Website: <https://www.royalorchidsheraton.com>

2. BANGKOK – SUVARNABHUMI AIRPORT

Royal Orchid Sheraton Hotel & Towers, Bangkok, is within 50 minutes – 1 hr. 20 minute (rush hours) drive from Suvarnabhumi Airport which is just 36.5 km. away from the Suvarnabhumi Airport.

Airport Address
999 Moo 1, RachaThewa, Bang Phli, SamutPrakarn 10540, Thailand
Call center 1722
Tel: 02-132-1888, 02-132-1111-2; Fax: 02-132-1889
Website: <https://airportthai.co.th/en/>

3. THAILAND CUSTOMS

To clear the Thailand Customs and Border Protection Service checkpoint you must complete and submit an incoming passenger card, and present a passport, visa (if applicable). To find out more visit Thailand Customs and Border Protection Service for important information for travelers.

After baggage claim, please walk through the green lane if there is nothing to declare.

For more information visit:

http://en.customs.go.th/content.php?ini_content=arriving_in_thailand&lang=en&left_menu=menu_arriving_in_thailand

4. REGISTRATION

The 3R Forum registration desk will be located in front of the Royal Orchid Ballroom, 2nd Floor. Participants are kindly asked to bring registration number on the registration desk to collect their identification badge (ID badge).

The registration desk is expected to be open at the following times:

- Sunday 3 March 2019 4:00 pm to 6:00 pm
- Monday 4 March, 2019 7:30 am to 8:30 am

Please note these times remain subject to change and will be confirmed in writing closer to the Forum.

It is essential that all delegates, for security purposes, always wear their ID badge provided.

5. SECURITY AT THE VENUE

****Due to the large number of Forum participants, we strongly recommend arriving at least 30 minutes before Forum begins to ensure you are in the plenary hall by 8:30 am on Day 1 and Day 2; and by 8:00 am on day 3.****

Before entering the premises all participants are required to go through a security check. You will need to show your Personal identification cards (ID) on the entrance of the hotel. Following the ID check, participants must go through metal detectors located at the entrance. Please note that all bags and suitcases will be searched. Thus, participants should not bring any large luggage or bags to the venue. We will distribute your badges at the check-in registration desk. You are kindly requested to have your badge visible at all times.

Please Remember:

- ***Carry personal ID with you at all times***
- ***Keep your badge visible***
- ***Arrive early enough to go through security***

6. DIETARY AND SPECIAL REQUIREMENTS

Please ensure that all special requirements are recorded in the nomination/registration form.

7. LOCAL INFORMATION

The Thailand Baht (THB) is the currency of Thailand. The THB to United States Dollar (USD) exchange rate is 1 USD = 32.92 THB*. The currency symbol is THB or ฿. United States Dollars and Thailand Baht are used interchangeably in the local market. Credit card facilities are generally limited to hotels, restaurants and larger vendors.

* Exchange rate on December, 2018, for more information, please visit: <https://www.bot.or.th>

The average temperature in Bangkok in March is warm at 30°C (86°F).

8. TRANSPORTATION FROM SUVARNABHUMI AIRPORT

Coaches will be provided to transport delegates from Suvarnabhumi Airport to their respective hotels (below 3 listed hotels only).

The meeting point at Arrival- Gate no. 10.

It is expected that appropriate transport will be available on the following days:

- Sunday 3 March, 2019
- Wednesday 6 March, 2019 (After 15:00)
- Thursday 7 March, 2019

A finalized transportation schedule will be provided to each delegate closer to the event when flight schedules are known and confirmed.

9. VISA APPLICATION

All delegates outside of Thailand must provide the following information when confirming their attendance:

- Passport Number
- Country of Issue
- Full Name as Listed on Passport
- Gender

Please note this information **MUST** be provided when RSVP'ing to attend the Forum and all information must be true and accurate.

Nationals of certain countries do not require a visa if they meet visa exemption requirements as follows:

1. They are nationals of countries which are exempted from visa requirements when entering Thailand for tourism purposes. Such nationals will be permitted to stay in the Kingdom for a period of not exceeding 30 days. For more information, please see Summary of Countries and Territories entitled for Visa Exemption and Visa on Arrival to Thailand. For more information, please visit:
<http://www.consular.go.th/main/contents/filemanager/VISA/Visa%20on%20Arrival/VOA.pdf>
2. They are nationals of countries which hold bilateral agreements with Thailand on the exemption of visa requirements. For more information, please see Summary of Countries and Territories entitled for Visa Exemption and Visa on Arrival to Thailand. For more information, please visit:
<http://www.consular.go.th/main/contents/filemanager/VISA/Visa%20on%20Arrival/VOA.pdf>
3. Nationals of certain countries may apply for visa upon arrival in Thailand. Travellers with this type of visa are permitted to enter and stay in Thailand for a period of not

exceeding 15 days. For more information, please see Summary of Countries and Territories entitled for Visa Exemption and Visa on Arrival to Thailand.

For more information, please visit:

<http://www.consular.go.th/main/contents/filemanager/VISA/Visa%20on%20Arrival/VOA.pdf>

4. Information on those who need visa to enter Thailand

Ordinary Passport		Diplomatic/ Official Passport	Any Passport
Visa on-arrival eligible countries 15 days	Visa Exempted Countries	Visa Exempted Countries	Countries Require Visa
Bhutan	Australia	Bangladesh (Diplomatic only)	Afghanistan
PR. China	Austria	Nepal	Azerbaijan
Fiji	Bahrain	Pakistan(Diplomatic only)	Bangladesh (ordinary)
India	Belgium	Sri Lanka	Cook Islands
Kazakhstan	Brunei	Tajikistan	Federated States of Micronesia
Maldives	Cambodia		Iran
Mauritius	Denmark		Kenya
Papua New Guinea	France		Kiribati
Uzbekistan	Germany		Kyrgyzstan
	Indonesia		Lebanon
	Lao PDR		Nauru
	Malaysia		Nepal (ordinary)
	Mongolia		Niue
	Myanmar		Northern Mariana Islands
	New Zealand		Pakistan (Ordinary)
	Qatar		Palau
	Republic of		Republic of the Marshall

Ordinary Passport		Diplomatic/ Official Passport	Any Passport
Visa on-arrival eligible countries 15 days	Visa Exempted Countries	Visa Exempted Countries	Countries Require Visa
	Korea		Islands
	Russian Federation		Samoa
	Singapore		Solomon Islands
	Spain		Sri Lanka (Ordinary)
	Sweden		Tajikistan (ordinary)
	Switzerland		Timor Leste
	The Philippines		Tokelau
	United Arab Emirates		Tonga
	United Kingdom		Turkmenistan
	USA		Tuvalu
	Viet Nam		Vanuatu

10. HOTEL RESERVATIONS

All hotel bookings must be made directly with the hotel.

These hotels are a short distance from the Venue of the Forum the Royal Orchid Sheraton Hotel & Towers.

Note 1: All Tariffs includes complimentary breakfast and free WI-FI services.

Note 2: Transport will be available to/from these listed below hotels during the Forum dates only. The pickup and drop up will be provided from hotels 30 minutes before the start of the programme and 15 minutes after the end of the programme, from the venue to the hotel during the Forum dates.

Note 3: The airport pick-up service will be arranged only to those who provide their detailed information on their arrival and departure of their flight earlier.

Note 4: The below rate is discounted rate and number of rooms is limited. You are requested to do the booking as early as possible as the hotel may run out of rooms due to peak season.

Note 5: All participants are responsible for the reservation and payment of their hotel accommodation. For any hotel cancellation, kindly inform the hotel management directly. Organizers are not able to take any responsibility to pay any form of cancellation fees or penalty, if any

I. Royal Orchid Sheraton Hotel & Towers, Bangkok (Venue of the Forum)

Hotel booking and reservation must be made directly with the hotel with the provided web link.

Type of Room	Room rate	Contact Person
Deluxe Room: Single	3,500 THB net (tax is included)	Mrs. Hathaitip De Vera
Deluxe Room: Double	4,000 THB net (tax is included)	Tel: 02-665-3395
Junior Suite: Single	5,000 THB net (tax is included)	Email: hathaitip.devera@sheraton.com
Junior Suite: Double	5,500 THB net (tax is included)	https://www.marriott.com/event-reservations/reservation-link.mi?id=1544101665475&key=GRP&app=resvlink
Executive Suite: Single	6,500 THB net (tax is included)	
Executive Suite: Double	7,500 THB net (tax is included)	

II. Mandarin Hotel– Bangkok

Hotel booking and reservation must be made directly with the hotel with the provided web link.

This hotel is about 10-15 minutes transport time to/from the Venue of the Forum; Royal Orchid Sheraton Hotel & Towers.

Type of Room	Room Rate	Contact Person
Deluxe Room	4,230 THB net (Tax is included)	Mr. Jun Castano Email: 3rforumthailand@gmail.com
Premier Room:	4,400 THB net (tax is included)	Hotel Email: mandarin@mandarin-bkk.com
Executive Room	4,550 THB net (tax is included)	http://www.mandarin-bkk.com/index.html

III. The Tawana Bangkok

Hotel booking and reservation must be made directly with the hotel with the provided web link. This hotel is about 10 minutes transport time to/from the Venue of the Forum; Royal Orchid Sheraton Hotel & Towers.

Type of Room	Room Rate	Contact Person
Suite Room	3,900 THB ++ (Tax is included)	Mr. Jun Castano Email: 3rforumthailand@gmail.com
Superior Room:	4,400 THB ++ (tax is included)	Hotel Email: booking@tawanabangkok.com
Junior Suite Room	Please check the rate online	http://www.tawanabangkok.com/
Deluxe Room:	Please check the rate online	http://www.tawanabangkok.com/

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