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Conference
on Trade and
Development**

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12-19 February 2000

INFORMATION FOR PARTICIPANTS

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1. DATE AND VENUE OF THE CONFERENCE

1. The General Assembly, by its resolution 51/167 of 16 December 1996, welcomed the generous offer made by the Government and people of Thailand to host the tenth session of the United Nations Conference on Trade and Development (UNCTAD X). The Conference is to be convened from 12 to 19 February 2000, and it will be preceded by a half-day briefing of delegations on organizational matters on 11 February 2000.

2. Both the Conference and the briefing will be held at the Queen Sirikit National Convention Center. Contact information for the Center is:

Address: Queen Sirikit National Convention Center
60 New Rachadapisek Road, Klongtoey
Bangkok 10110, Thailand
Telephone: (662) 229 3800-1
Facsimile: (662) 229-3334-6
Email: unctdpco@qsncc.co.th

2. PARTICIPATION IN THE CONFERENCE

3. Participation in the Conference will be open to the following:

- (a) Representatives of States members of the Conference;
- (b) Representatives of organizations that have received a standing invitation from the General Assembly to participate in the sessions and the work of all international conferences convened under its auspices in the capacity of observers;
- (c) Representatives of the specialized agencies and organizations institutionally linked to the United Nations;
- (d) Representatives of intergovernmental organizations in consultative status with the Conference;
- (e) Representatives of non-governmental organizations in consultative status with the Conference;
- (f) Officials of the United Nations Secretariat;
- (g) Representatives of other interested intergovernmental and non-governmental organizations and civil society at large invited by the Secretary-General of UNCTAD;
- (h) Other persons invited by the Secretary-General of UNCTAD.

3. VISA REQUIREMENTS AND IMMUNITIES

4. The Thai Government is considering granting special visa exemption to government representatives attending UNCTAD X . Member States will be notified in due course.

5. Other participants, including NGOs, press and all family members, can obtain visas from Royal Thai Embassies/Consulates-General in their respective countries/areas of jurisdiction.

6. Holders of *ordinary passports* of the following States/territories are exempted from visas for stays not exceeding 30 days:

Argentina	Greece	Netherlands	Switzerland
Australia	Hong Kong, China	New Zealand	Tunisia
Austria	Iceland	Norway	Turkey
Bahrain	Indonesia	Oman	United Arab Emirates
Belgium	Ireland	Papua New Guinea	United Kingdom of Great Britain and Northern Ireland
Brazil	Israel	Philippines	United States of America
Brunei Darussalam	Italy	Portugal	Vanuatu
Canada	Japan	Qatar	Yemen
Chile	Kenya	Republic of Korea	South Africa
Denmark	Kuwait	Samoa	
Djibouti	Luxembourg	Saudi Arabia	
Egypt	Malaysia	Senegal	
Fiji	Mauritania	Singapore	
Finland	Mexico	Slovenia	
France	Morocco	Spain	
Germany	Myanmar	Sweden	

7. Holders of *ordinary passports* of the following States require visas that can be obtained at the point of entry for stays not exceeding 15 days:

Albania	Burkina Faso	Croatia	Guinea
Andorra	Burundi	Czech Republic	Guinea-Bissau
Antigua and Barbuda	Cameroon	Dominica	Haiti
Armenia	Cape Verde	Dominican Rep.	Holy See
Azerbaijan	Central African Republic	Ecuador	Honduras
Bahamas	Chad	Equatorial Guinea	Hungary
Barbados	China	Estonia	India
Belarus	Colombia	Ethiopia	Jamaica
Belize	Comoros	Gabon	Kazakhstan
Bhutan	Congo	Gambia	Kiribati
Bolivia	Costa Rica	Georgia	Kyrgyzstan
Botswana	Côte d'Ivoire	Grenada	Latvia
Bulgaria		Guatemala	

Lesotho	Paraguay	Sao Tome and Principe	Tuvalu
Liberia	Peru	Sierra Leone	Uganda
Liechtenstein	Poland	Slovakia	Ukraine
Lithuania	Romania	Solomon Islands	United Republic of Tanzania
Malawi	Russian Federation	Somalia	Uruguay
Maldives	Rwanda	Suriname	Uzbekistan
Mali	Saint Kitts And Nevis	Swaziland	Venezuela
Malta	Saint Lucia	Tajikistan	Zambia
Mauritius	Saint Vincent and The Grenadines	Togo	Zimbabwe
Moldova	San Marino	Tonga	
Monaco	Seychelles	Trinidad and Tobago	
Nauru		Turkmenistan	
Niger			
Panama			

8. All persons attending the Conference will enjoy the appropriate privileges, immunities and facilities so as to exercise their functions independently.

4. HEALTH REQUIREMENTS

9. No international immunization certificate is needed when entering Thailand. The only inoculation requirement is a yellow fever vaccination certificate for travellers entering Thailand within six days of leaving an infected country. Visitors who travel through or disembark in these areas are advised to be inoculated against the disease before entering Thailand. The regulations of the Ministry of Public Health require those travelling from or through the countries listed below to provide an *International Health Certificate* showing *yellow fever* vaccination. Nationals of the countries listed below who have not travelled from/through those countries must possess concrete evidence showing that their domicile is not in an infected area in order to prevent undue inconvenience. The countries/territories which are yellow fever infected areas are the following:

Angola	Côte d'Ivoire	Guinea-Bissau	Senegal
Benin	Democratic Republic of the Congo	Guyana	Sierra Leone
Bolivia	Ecuador	Kenya	Somalia
Brazil	Equatorial Guinea	Liberia	Sudan
Burkina Faso	Ethiopia	Mali	Suriname
Burundi	French Guyana	Mauritania	Togo
Cameroon	Gabon	Niger	Uganda
Central African Republic	Gambia	Panama	United Republic of Tanzania
Chad	Ghana	Peru	Rwanda
Colombia	Guinea	Nigeria	Venezuela
Congo		Sao Tome and Principe	

10. The International Health Certificate must be submitted together with visa application forms, as appropriate.

5. CLIMATE AND CLOTHING

11. Thailand enjoys a tropical climate with three distinct seasons - summer from March through May, a rainy season with plenty of sunshine from June to September, and cool weather from October through February. The average annual temperature is 28° C (83° F). Light, loose cotton clothing is best. Business in Thailand is conducted in formal attire.

6. VOLTAGE

12. The electricity voltage in Thailand is 220 volts AC throughout the country. There are many kinds of plugs and sockets in use. Travellers with shavers, tape recorders and other appliances should carry a plug-adaptor kit. Many hotels will make available 110 volt transformers.

7. PERSONAL EFFECTS AND OTHER ARTICLES

13. Participants may bring all personal effects into Thailand without paying customs duties. Personal effects are understood to include clothing, footwear, personal hygiene items, camera, video camera, laptop or notebook computer, and basic office materials, if required.

8. CURRENCY

14. The monetary unit is the Thai baht (with the international symbol "Bht"). Bank notes are issued in denominations of Bht 10, 20, 50, 100, 500 and 1,000. Most major credit cards are accepted, as well as travellers' cheques in the principal currencies. Travellers' cheques and foreign currency notes of all major currencies can be exchanged at any commercial bank. Most hotels have exchange facilities for their guests. There are also banking facilities available at the Convention Center, including currency exchange, international cash withdrawal machines and a commercial bank.

9. HOTEL ACCOMMODATION

15. Accommodation at special rates is being made available to UNCTAD X participants at recommended hotels in the area surrounding the Queen Sirikit National Convention Center. A list of hotels with special rates for all UNCTAD X participants is attached to this document. It is strongly recommended that accommodation be booked as soon as participants receive their Delegates' Handbook with the accommodation reservation form. The Accommodation Co-ordination Office of the Queen Sirikit National Convention Center will co-ordinate reservations for hotel accommodation and car hire requests.

UNCTAD X: Hotel Accommodation
c/o NCC
Queen Sirikit National Convention Center
60 New Rachadapisek Road,
Klongtoey, Bangkok 10110, Thailand
Phone: (66-2) 229-3800-1
FAX:(66-2) 229-3334-6
E-mail: unctdpc@qsncc.co.th

16. All participants must bear the costs of their own air transportation, car rental and accommodation (including food, alcoholic and non-alcoholic beverages, telephone calls, room service, laundry, etc.).

10. ARRIVAL IN THAILAND

17. Upon arrival at Bangkok International Airport, delegations will be accorded appropriate facilities for their transfer to the recommended hotels. VIP facilities will be available for dignitaries. *Luggage labels* will be sent with the accommodation confirmation letters, to allow easier identification of delegates' luggage.

18. Ground personnel at the airport will be given special instructions to facilitate the reception of delegations on arrival and departure. The National Committee for UNCTAD X will designate a special area at Bangkok International Airport to receive and assist participants with immigration and customs formalities.

19. All delegations staying at recommended hotels will be provided with transportation from the airport to their hotel by a shuttle bus service. For participants staying at other hotels, an affordable airport taxi service will be available.

20. The National Committee would also request each delegation arriving in a group to entrust the care of its luggage to one person so as to facilitate the identification of the luggage at the terminal.

11. LOCAL TRANSPORTATION

21. A daily shuttle service will be provided for commuting between the Queen Sirikit National Convention Center and the recommended hotels. Information on the timetable of this service will be available at the Center and the hotels. Information on local public transport may be obtained at the Information Desk at the Queen Sirikit National Convention Center and at hotel reception desks.

22. In addition to public transport facilities, participants may avail themselves of city taxis, private cars with or without drivers, vans and buses available for hire upon request.

23. Delegates are encouraged to use registered taxis in Bangkok, all of which are metered.

12. CAR PARKS

24. A number of parking places will be reserved for delegations and the accredited press in the Queen Sirikit National Convention Center area.

25. Security stickers will be provided to participants with private vehicles upon registration at the Queen Sirikit National Convention Center.

13. CONFERENCE PREMISES

26. The conference premises of the Queen Sirikit National Convention Center consist of the Plenary Hall, main committee rooms, medium-sized meeting rooms, small meeting rooms and a press briefing room. All official meetings will be held at the Convention Center.

27. Some of the pre-Conference and parallel events may take place at the United Nations Conference Center (ESCAP), United Nations Building, Rajadamnean Ave., Bangkok 10200, Thailand (telephone: (662) 288-1234).

14. OFFICE SPACE FOR DELEGATIONS

28. Limited office space is available for rental during the Conference. Space will be rented on a first-come, first-served basis. Interested parties should contact the Queen Sirikit National Convention Center as soon as possible for more information:

UNCTAD X: Office Space Rental
c/o NCC
60 New Rachadapisek Road
Klongtoey, Bangkok, 10110
Thailand
Phone: (662) 229 3800-1
Fax: (662) 229 3334-6
Email: unctdpc@qsnc.co.th

15. ACCREDITATION AND REGISTRATION

29. For purposes of formal accreditation, the preparation of the official list of participants of the Conference, and the issuance of security badges, the credentials of representatives and the names of alternate representatives and advisers of delegations should be communicated, in writing at an early date and if possible by **10 January 2000**, to:

The Secretary-General of UNCTAD
Palais des Nations
Geneva, Switzerland
Fax: (41-22) 907-00-56

As from **1 February 2000**, all communications relating to registration and accreditation should be addressed to:

UNCTAD X: Registration and Accreditation
c/o Registration
Queen Sirikit National Convention Center
Bangkok, Thailand
Phone: (66-2) 229 3531
Fax: (66-2) 229 3005

30. The attention of Governments of States members of the Conference is drawn to rule 13 of the rules of procedure of the Conference, which provides that credentials of their representatives are to be issued either by the Head of State or Government or by the Minister of Foreign Affairs of the country concerned.

31. Registration at the Queen Sirikit National Convention Center will take place daily as of 9 February 2000, from 8.30 a.m. to 6.30 p.m. Participants must show their passports when registering. Registration of non-governmental organizations and of the press will also begin at the Queen Sirikit National Convention Center as from 9 February 2000.

32. Civil society participants attending parallel events at the Conference should send their acceptance of their invitation in writing at an early date and if possible *by 10 January 2000* to:

UNCTAD X: Parallel Events

Palais des Nations
Geneva, Switzerland
Fax: (41-22) 907 00 56)

and *after 1 February 2000* to:

UNCTAD X: Parallel Events

c/o Parallel Events
Queen Sirikit National Convention Center
Bangkok, Thailand
Fax: (66-2) 229 3004
Email: unctdpco@qsnc.co.th

16. UNCTAD X PROTOCOL OFFICE

33. The UNCTAD X Protocol Office for the Conference will be located in the Queen Sirikit National Convention Center as from 1 February 2000.

34. The dates of arrival and departure and flight numbers of *Heads of State or Government and Heads of Delegation* should be communicated directly to the UNCTAD X: National Committee (Protocol) and UNCTAD Office. This information should be forwarded *before 1 February 2000* to:

UNCTAD X: National Committee (Protocol)

Ministry of Foreign Affairs
443 Sri Ayuthaya Road
Phayathai
Bangkok, Thailand
Tel: (662) 634-5000
Email: div0302@mfa.go.th

and **UNCTAD X: UNCTAD Protocol Office**

Palais des Nations
Geneva, Switzerland
Tel: (4122) 907-00-56
Fax: (4122) 907-57-27

And *after 1 February 2000* to:

UNCTAD X: Protocol

Queen Sirikit National Convention Center
Bangkok, Thailand
Fax: (66-2) 229 3004
Email: unctdpco@qsnc.co.th

17. NATIONAL COMMITTEE

35. The Royal Government of Thailand has established a National Committee for UNCTAD X, which is responsible, in consultation with the Secretary-General of the Conference, for all the arrangements required for the functioning of the Conference.

36. The Secretariat of the National Committee is the Department of Economic Affairs in the Ministry of Foreign Affairs.

18. DELEGATES' MAIL

37. Delegations are advised to have their personal mail addressed to their hotels. Any personal mail addressed to UNCTAD X will be distributed by the Conference Registration Desk. To facilitate such distribution, participants are requested to arrange that such communications are clearly marked with:

- The name of the person; and
- The name of the delegation or international organization;

and addressed as follows:

UNCTAD X: Delegates' Mail
Queen Sirikit National Convention Center
60 New Rachadapisek Road,
Klongtoey, Bangkok 10110, Thailand

19. POSTAL, TELEPHONE, CABLE, TELEX AND FACSIMILE SERVICES

38. A post office service will be available at the Queen Sirikit National Convention Center for postal, cable, telex and facsimile services. Sufficient telephones operated by both card and cash will be available on site at the Convention Center. The Business Center of the Queen Sirikit National Convention Center will operate for delegates requiring secretarial services. All of the above services will be for each delegate's own account. It is recommended that advance notice be given to the Business Center in the event that extensive services are required. Please forward all requests to:

UNCTAD X: Secretarial Services
c/o NCC
Queen Sirikit National Convention Center
60 New Rachadapisek Road
Klongtoey, Bangkok 10110
Thailand
Phone: (662) 229 3800-1
FAX: (662) 229 3334-6
Email: unctdpc@qsnc.co.th

20. PRESS AND INFORMATION MEDIA

39. The press facilities, which are available exclusively for accredited correspondents of the information media, include a Media Centre on the ground floor of Zone D at the Queen Sirikit National Convention Center. The Media Centre will be equipped with appropriate electrical power outlets for personal laptops, typewriters, telephones, fax facilities, closed-circuit television and a documentation desk. Accredited media correspondents will also have allocated seating in meeting rooms during public sessions.

40. Media accreditation forms can be obtained from *United Nations Headquarters in New York (see address below) or from:*

UNCTAD Press Unit
Palais des Nations, Office E-9010
1211 Geneva 10, Switzerland
Tel.: (41 22) 907 5816
Fax: (41 22) 907 00 43
E-mail: press@unctad.org.

41. Completed application forms must be accompanied by a letter of assignment issued on official headed paper and carrying the original signature of the Editor or Bureau Chief. They should be mailed or faxed *before 1 February 2000* to:

UNCTAD X: Media Accreditation and Liaison Unit
Department of Public Information
United Nations - Room S-250
New York, N.Y. 10017, U.S.A.
Fax: (1 212) 963 46 42

And *after 1 February 2000* to:

UNCTAD X: Media Accreditation Unit
c/o Media Unit
Queen Sirikit National Convention Center
Bangkok, Thailand
Fax: (66-2) 229 3010

42. For those who have applied by mail, security badges will be issued at the Queen Sirikit National Convention Center upon presentation of two forms of photo ID (passport, official national press pass, driver's license, work ID, etc.). Accreditation to United Nations Conferences is free of charge. Those applying at the Conference site must fill out an application form and present a letter of assignment on headed paper, carrying an original signature.

43. UNCTAD's External Relations/Press Service can also assist Government delegations in:

- Convening press conferences and briefings;

- Distributing texts of statements and background material to accredited correspondents (provided that copies in sufficient numbers and appropriate languages are delivered in time to the UNCTAD Press Unit by the delegations concerned);
- Announcing meetings to which accredited media correspondents are invited;
- Conveying important messages to individual accredited correspondents.

44. Delegations should address their requests to the Chief of the UNCTAD Press Unit in the Press Center. Copies of all press releases will be included among the documents distributed to delegations.

21. SEATING ARRANGEMENTS

45. In the Plenary Hall, it will be possible to provide nine seats for each member State, of which three at the table and six immediately behind. Representatives of the specialized agencies and designated intergovernmental organizations and observers for non-governmental organizations will have one seat at the table and two behind.

46. In the Main Committee rooms, there will be one seat at the table and two behind for each member State. Seats will also be available for the representatives of the specialized agencies and intergovernmental organizations.

47. Delegations will be seated in English alphabetical order, beginning with the country drawn by lot during the forty-sixth session of the Trade and Development Board.

22. REQUESTS FOR MEETINGS

48. Within the limits of the space and services available, every effort will be made to accommodate regional groups and other delegations which may wish to meet informally. Requests for such meetings should be made to the Meetings Programming Office at the Convention Center (C2-18).

23. INTERPRETATION

49. Simultaneous interpretation will be provided in Arabic, Chinese, English, French, Russian and Spanish for all official meetings.

50. Any representative may, in accordance with rule 71 of the rules of procedure of the Conference, make a speech in a language other than the above six languages. In this case, the representative must provide either interpretation services or a written text of the speech in one of those six languages. Interpretation into the other five languages of the Conference may be based on the interpretation or translation supplied by the representative.

51. It would assist the interpreters if copies of statements to be delivered in Plenary could be provided in advance to the Conference Room Officer assigned in each of the meeting rooms.

24. SOUND RECORDINGS

52. Sound recordings will be made of the meetings of the Plenary in the original language. Delegations may, on a cost basis, obtain copies of recordings of statements they have made in public meetings. Enquiries should be addressed to the Meetings Programming Office located within the Convention Center (Room C2-18).

25. ADMISSION OF THE PUBLIC TO MEETINGS

53. Plenary meetings of the Conference will be public, unless otherwise decided. There will be seats for the press and public in designated areas in the Plenary Hall.

54. Admission passes for visitors may be obtained on personal application to the Registration Desk upon presentation of two forms of ID (passport, national ID card or work ID, driver's license, etc.).

26. DOCUMENTATION

55. The documentation of the Conference, which will be issued in Arabic, Chinese, English, French, Russian and Spanish, consists of:

- (a) *Pre-session documents*, which will be distributed before the opening of the Conference. All delegations should bring their copies with them, as in conference venues away from headquarters, participants are entitled to receive only up to five complete sets of these documents in the language of their choice per delegation. Subsequent requests for copies will be met as long as stocks permit. A limited number of copies relevant to the agenda item under discussion will also be made available in the meeting room.
- (b) *In-session documents*, which will, in accordance with instructions received from delegations, be distributed to them in the number of copies and the language of their choice through the "pick-up boxes" at the Documents Distribution Counter.

27. DISTRIBUTION OF STATEMENTS DELIVERED IN THE GENERAL DEBATE

56. Texts of statements delivered in the general debate which are remitted to the secretariat will be reproduced and distributed during the Conference in the language version(s) in which they are provided to the secretariat. There will be no facilities within the secretariat for typing, translation or reproduction in the other working or official languages of the Conference.

28. FIRST AID AND HEALTH SERVICES

57. An on-site clinic will provide all first aid facilities at the Queen Sirikit National Convention Center. Ambulance services will be on site, should transfer be required to the local hospital. Helicopter evacuation will also be possible for participants, should the need arise for an emergency transfer to the local hospital. All costs incurred at hospitals or for other medical care will be at each delegates' own expense.

58. All modern medical services are available in Thailand. Visitors are advised to secure medical cover through their medical insurance before arriving in Thailand. Major hotels can

contact medical personnel in the event of illness or emergency. Visitors are advised to bring their own supplies of any specialized medication which they may require. Medicine can be purchased at pharmacies.

29. LOST PROPERTY

59. Enquiries regarding lost property should be addressed to the Information Desk within the Queen Sirikit National Convention Center.

30. TRAVEL SERVICES

60. Offices of the tourist and air travel agencies located within the Queen Sirikit National Convention Center will assist delegations in making arrangements for local and international travel, and also for tours in Thailand. The Thai Government has decided to designate Thai Airways International as the official carrier of UNCTAD X. It is strongly recommended that pre- and post-conference tours be booked well in advance in order to ensure availability. Please refer to the Delegates Handbook for more information.

31. CONFERENCE PROGRAMME

61. The detailed programme of the Conference will be issued in a separate document. A daily *Journal*, which will include announcements of other events, will be issued during the Conference.

32. PROVISIONAL AGENDA AND ANNOTATIONS

62. The annotated provisional agenda for the tenth session of the Conference is circulated in document TD/379.

33. ADDITIONAL INFORMATION

63. Requests for further clarification and/or additional information should be addressed to:

Mr. Karoon Ruechuyothin
Deputy Director General
Department of Economic Affairs
Ministry of Foreign Affairs
443 Sri Ayuddhaya Road
Phayathai
Bangkok, Thailand
Tel: (662) 225 7384
(662) 634-5000 (from 1 August 1999 onwards)
e-mail: div0503@mfa.go.th

or to:

Mr. Awni Behnam
Secretary of the Conference
UNCTAD
Palais des Nations
Geneva, Switzerland
Fax: (41 22) 907 00 56
Tel: (41 22) 907 57 27
E-mail: awni.behnam@unctad.org

64. Additional information can be accessed via the internet at ***<http://www.unctad10.org>***
