



United Nations  
Global Geodetic Centre of Excellence

**UN-GGCE - Geodesy Capacity Development Workshop for Asia-Pacific  
on Transitioning to a Modern Geospatial Reference System**  
**UN ESCAP Bangkok, Thailand**  
*30 June – 4 July 2025*

**Logistical and Information Note**

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**SECTION A: Event General Information and Registration**

**Preamble**

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In this logistical and information note, you will find all relevant details regarding the logistics and arrangements for the United Nations Global Geodetic Centre of Excellence (UN-GGCE) Geodesy Development Workshop for Asia-Pacific on Transitioning to a Modern Geospatial Reference System. This includes essential information about the venue, visa requirements, accommodation, and general information about Bangkok, Thailand.

**Administrative arrangements for the meeting**

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The UN-GGCE Workshop for Asia-Pacific will be held from 30 June – 4 July 2025 at the United Nations Economic and Social Commission for Asia and the Pacific (ESCAP), headquartered in Bangkok, Thailand. The meeting will be from 9:00 a.m. to 5:00 p.m. However, for Friday, 4 July the meeting is expected to end at 15:00 p.m.

**Venue**

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The UN-GGCE Workshop will take place in Meeting Room G (MR-G), located on Level 1 of the United Nations Conference Centre (UNCC), United Nations Building (ESCAP) on Rajadamnern Nok Avenue, Bangkok 10200, Thailand.



For detailed information about the venue, please refer to [Section E](#)

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## Language

The working language of the Workshop is English.

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## Registration

Participation is by invitation only. We would be grateful if invited participants could provide confirmation of participation preferably before **Wednesday, 16 April 2025** by email to Ms. Walaa Allahham at the UN-GGCE Secretariat (Email: [Walaa.allahham@un.org](mailto:Walaa.allahham@un.org)). Only confirmed participants will appear on the participant list. Further, in line with UN security procedures, **prior online registration is mandatory**. Participants must register online provided website no later than **COB Thursday 26 June 2025** Thailand Time.

Participants unable to collect badges during these hours should do so **upon arrival** before proceeding to the meeting room. Please note that, badges must be **worn visibly at all times** on UN premises. Any **loss of badge** should be reported immediately to the registration desk or UN security.

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## Security and Access

As the meeting is held within the **United Nations campus**, security screening is required at entry.

- Arrive early to allow time for screening.
- Carry a **valid government-issued photo ID**, such as a **passport**.
- Avoid carrying items that are not permitted through **airport-style security**.

A participant list (including full name and institution) will be submitted in advance to UN security for access facilitation.

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## SECTION B: Health/Vaccination

(Latest update: November 2022)

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### Health and vaccination

Upon arrival at the port of entry in Thailand, participants who are nationals of or have traveled from/through **countries listed below**, which have been **declared Yellow Fever infected areas**, must **provide an International Health Certificate proving that they have received a valid Yellow Fever**

**vaccination** at the Health Control Office upon arrival before proceeding to immigration. A valid vaccination certificate means that the vaccine was administered at least 10 days prior to travel to the affected country. The International Health Certificate must also be submitted together with the visa application form.

The countries/areas listed below have been declared yellow fever infected areas (Source: [Ministry of Foreign Affairs, Thailand](#) dated 30 November 2022):

1. Angola
2. Argentina
3. Benin
4. Bolivia
5. Brazil
6. Burkina Faso
7. Burundi
8. Cameroon
9. Central African Republic
10. Chad
11. Colombia
12. Congo
13. Republic of the Congo
14. Cote d'Ivoire
15. Ecuador
16. Equatorial Guinea
17. Ethiopia
18. French Guiana
19. Gabon
20. Gambia
21. Ghana
22. Guinea
23. Guinea-Bissau
24. Guyana
25. Kenya
26. Liberia
27. Mali
28. Mauritania
29. Niger
30. Nigeria
31. Panama
32. Paraguay
33. Peru
34. Rwanda
35. Sao Tome & Principe
36. Senegal
37. Sierra Leone
38. Somalia
39. Sudan
40. Suriname
41. Tanzania
42. Togo
43. Trinidad & Tobago
44. Uganda
45. Venezuela

### ***Zika virus***

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Zika is endemic in Thailand and cases have been reported amongst tourists. All travelers are advised to protect themselves from mosquito bites while in Thailand. Given possible transmission of the disease to unborn babies, pregnant women should consider postponing travel to Thailand or talk to their doctor about the implications of traveling to Thailand during this time.

In addition to the above, Medical Services Division at UNHQs advises that pregnant UN personnel should not undertake duty travel or be relocated to countries/areas where local transmission of Zika virus is known to occur. Women who are seeking pregnancy should obtain individual advice from their medical practitioner on risk management regarding their plans to travel into a Zika-affected area. [For further information, please refer to the Zika virus FAQ.](#)

Information on other non-vaccine preventable diseases to watch out for while in Thailand can be found here: [Thailand - Traveler view | Travelers' Health | CDC.](#)

## *Air pollution and Health*

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Bangkok, like many metropolitan Asian cities in the world, is periodically affected by high levels of air pollution, with haze and high concentrations of PM2.5 particularly of concern for sensitive groups.

The Tourism Authority of Thailand advises tourists to monitor Bangkok's air pollution and take precautions when necessary. People who have existing asthma or are particularly vulnerable to the effects of air pollution should consult their treating physician as to whether a trip to Bangkok is advisable at this time. Information on the Air pollution can be found on the [Air4Thai website](#), maintained by the government of Thailand with daily information on air pollution.

## *Insurance and emergency medical service*

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Delegates are strongly encouraged to subscribe to a travel or health insurance which is valid in the Kingdom of Thailand, in order to cover any medical bills or hospitalization fees. In case of medical emergency, please call 1669. The nearest hospital to the UNCC is Mission Hospital, which has English speaking medical support staff +662-282-1100.

When feeling unwell while in the UNCC: Anyone who feels unwell while already within the UNCC is advised to call any medical service staff at +66 2288 1352/1353/1761 during business hours, for further guidance. After business hours, they are advised to call the UN Medical Officer at +66 2288 1353 for further guidance. In case of a medical emergency within the UNCC, they are advised to call UN Security at +66 2288 1102/1120 for assistance in calling an ambulance.

## **SECTION C: Visa and Entry Requirements, Travel/Hotel Information, and Foreign Currency Declaration**

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Last Updated: July 2024

### **1. Visa and Entry Requirements**

All participants attending the United Nations Workshop at the **UNCC in Bangkok, Thailand**, must comply with the Kingdom of Thailand's visa and entry regulations. Participants are **REQUIRED** to obtain an appropriate visa **before travel**, unless they are nationals of countries eligible for **visa exemption** or **Visa on Arrival (VoA)**.

#### **Visa Exemption and VoA Eligibility**

Participants should refer to the following official lists to determine if they are exempt from visa requirements:

- 1) [List of Countries and Territories whose Nationals are entitled to Visa Exemption for Ordinary Passports](#)
- 2) [List of Countries and Territories having Bilateral Agreement with Thailand on Visa Exemption for Ordinary Passports](#)
- 3) [List of Countries and Territories having Bilateral Agreement with Thailand on Visa Exemption for Diplomatic/Official passports](#)
- 4) [List of Countries and Territories whose Nationals May Apply for Visa on Arrival \(VOA\)](#)

For all official lists and updates: <https://www.mfa.go.th>

UN personnel traveling on official business with a **UN Laissez-Passer (UNLP)** are also **required to obtain a Thai visa** in advance.

## 2. Visa Application Process

Participants must apply for a Thai visa at the **Royal Thai Embassy or Consulate-General** in their country of residence.

### Typical documents required:

- Valid passport (minimum 6 months validity)
- Completed visa application form
- UN event invitation letter
- Proof of accommodation (e.g. hotel booking)
- Flight itinerary
- One passport-sized photograph

**Directory of Thai Embassies/Consulates:** <https://www.thaiembassy.org>

**Note:** Participants who need to apply for a visa outside their country of residence or who reside where no Thai Embassy exists should consult the meeting organizer in advance.

## 3. Visa on Arrival (VoA) Requirements

Participants from eligible countries may apply for a VoA at designated airports (e.g. **Suvarnabhumi, Don Mueang**) under the following conditions:

- Passport must be valid for **at least 30 days** and have **one blank page**
- Must present a **return ticket** with departure within 15 days of entry
- VoA form (available at airport)
- **One passport-sized photo**
- **Visa fee:** THB 2,000 (cash only)
- **Proof of funds:** The applicant must provide proof of means of living expenses at the amount of THB 10,000 per person or THB 20,000 per family.

**Optional:** Submit an online pre-application at <https://www.evisathailand.com> and present the **Transaction Reference Number (TRN)** for faster processing.

## 4. Entry Health Measures (as of October 2024)

As part of communicable disease monitoring, the **Department of Disease Control (DDC), Ministry of Public Health**, requires travellers arriving from the following countries to **register on arrival** due to Monkeypox surveillance:

- Democratic Republic of Congo
- Burundi
- Kenya
- Uganda
- Rwanda
- Côte d'Ivoire

For more information, travellers can contact the **DDC Hotline 1422**.

**Foreign currency declaration** Any person who brings or takes an aggregate amount of foreign currency exceeding USD 20,000 or its equivalent into or out of the Kingdom of Thailand shall declare such amount of foreign currency to a Customs Official. Failure to make such a declaration or making any false declaration to a Customs official is a criminal offence. For reference, participants may use – at their discretion – online currency conversion tool, such as <https://freecurrencyrates.com> for indicative currency conversion rates.

## Travel Advisory

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Visitors are advised to be respectful of Thai customs at all times. Please note that **Thailand has laws against making negative comments** about the institution of the monarchy. Such laws are strictly enforced and are applicable to spoken, written, gestures and electronic communication, including social media.

## Transportation

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**Participants need to make their own transportation arrangements** from Suvarnabhumi International Airport or Don Mueang International Airport to their respective hotels.

For more information, please click links below:

- [Suvarnabhumi International Airport](#)
- [Don Mueang Airport](#)

Participants are responsible for arranging their own transportation to and from the United Nations Conference Centre (UNCC).

- **Metered taxis** are widely available throughout Bangkok.
- **Ride-hailing apps** such as **Grab**, **Bolt**, and **Taxi VIP EV Society** (for electric vehicles) are convenient and reliable.
- **Electric tuk-tuks (Muvmi)**, available via the **Muvmi app**, offer a sustainable transport option for short trips, including connections from **BTS Skytrain stations** and nearby neighborhoods.
- Some hotels located near the UNCC may offer **complimentary shuttle services** on a fixed schedule. Participants are encouraged to check with their **hotel concierge** for availability.

Terminal expenses are provided for these purpose.

### Public Transportation

- **MRT (Subway) Blue Line:** Disembark at: **Sam Yot Station (Exit 1)** or **Hua Lamphong Station**  
From either station, the UNCC is a **10–15-minute taxi or tuk-tuk ride** away.
- **By Public Bus:**  
Several city buses serve **Rajadamnern Nok Avenue**, including routes: **2, 10, 12, 15, 42, 47, 59, 70, 79, 157, and 171**  
Check current schedules at: [www.bmta.co.th](http://www.bmta.co.th)

When using public or app-based transport, please use destination keywords: **“United Nations Building, Rajadamnern Nok Avenue”** or **“UN ESCAP”**

## Accommodation

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**Hotels**, located relatively close to ESCAP or by mass-transit routes, may be used by participants, should they choose to. The selection of hotels at a walking distance from the UNCC is encouraged to reduce participants’ local travel emissions and their exposure to traffic. [Click here for a list of hotels, with indicative prices.](#)

**NOTE:** UN-GGCE/ESCAP **cannot vouch for accuracy** of the information or rates contained in the document. The list is meant purely for reference and for ease of participants. The special discount rates provided are subject to change without notice. Please confirm the room rates with the hotel directly.

**Participants are responsible for booking their own rooms and are requested to contact the hotel well in advance.** Any cancellations, postponements or other changes should be reported to the hotel. Rooms not occupied may be charged to the participants as per the hotel's policies.

Before departure from Bangkok, participants should settle directly with the respective hotels all accounts, including room charges and other expenses, such as for local and long-distance telephone calls, Internet usage, business center usage, laundry, room and hotel transportation services, mini-bar items, as well as restaurant and bar services. Participants are also responsible for any charges incurred with respect to rooms remaining vacant owing to late arrival or rescheduled departure for which inadequate prior notice is given.

## Weather

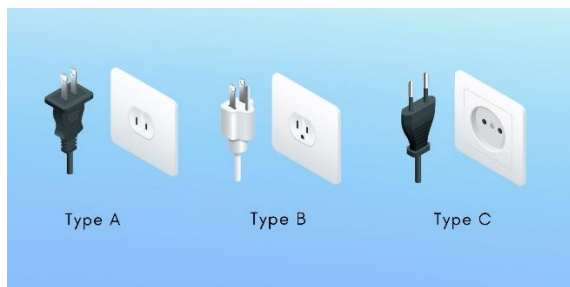
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The weather in Bangkok is usually warm and humid. Light tropical clothing would be appropriate. The conference and meeting rooms at the UNCC are air-conditioned and the temperature is maintained in the range of 23-24 degrees Celsius (73-75 degrees Fahrenheit).

## Electricity

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The electric power in Thailand is 230V running at 50Hz and the plug types used are either Type A, Type B, or Type C. A hybrid socket is almost universally found, which accepts a combination of the above plug types. Participants are strongly encouraged to carry their own adapters for use with laptops and other electrical appliances as the Secretariat will not be able to provide these. In case of need, adapters can be purchased from shops in the city dealing in electronic and electrical items.



## SECTION D Safety and Security

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For security and safety reasons, participants are reminded NOT to leave their belongings unattended. Belongings left unattended within the UNCC may be removed to the nearest Lost and Found counter or the Security Operations Centre.

All drone unmanned aircrafts are prohibited from flying over the UNCC as per the security requirements.

All occupants of the UNCC **MUST comply** at all times with all lawful directions given by the officers of the United Nations Security and Safety Section. Failure to do so may lead to the participant's removal from the UNCC.



### *Contact numbers:*

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#### **UN Security**

Security Control Centre (24/7): +66.2.2881102  
UN Security Emergency Number: +66.2.2881100  
Mobile +66.81.8078471

#### **Thailand Emergency Numbers:**

Police general emergency call: 191  
Fire: 199  
Ambulance and rescue: 1669/1554  
Tourism Police: 1155

### *Zero Tolerance towards harassment*

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The United Nations has a zero-tolerance policy for any form of harassment, including sexual misconduct, sexual harassment and sexual exploitation and abuse, and will deal with such complaints promptly. Please refer to the [United Nations Code of Conduct](#) and report any incident to the respective Event Organizer and/or Security and Safety Section either in person or by extension at 1102.

### *Security protocols for UN personnel*

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In line with security procedures for UN staff, travel notification through the Travel Request Information Process (TRIP) is required prior to any official travel. Upon notification of travel on TRIP, UN staff members will automatically receive an updated security advice for UN visitors to Thailand. Please visit <https://dss.un.org> to apply for this travel notification.

In addition, the UN Department of Safety and Security requires all UN personnel, including interns and consultants, to complete the mandatory BSAFE Security Awareness Training. These security certifications are required to be completed, prior to having commenced official travel.

## **SECTION E: UNCC facilities and services**

### **UNCC Floor plans**

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The UNCC floor plans are available at <https://www.unescap.org/uncc/our-rooms>. The UN buildings are smoke-free. Smoking is permitted only in the designated areas outside of the Asia-Pacific Foyer, Ground Floor, UNCC.

### **Accessibility Centre and Support for persons with disabilities**

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The UNCC is fully wheelchair-accessible and houses the Accessibility Centre on Level 1. For more information, please visit the [Accessibility Centre's webpage](#).

### **Prayer/meditation rooms**

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Prayer/meditation room is located in front of ESCAP Hall on Level 2, UNCC.



## Catering services

### Operating hours

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Catering services are available at the following locations:

- **International Cafeteria** (Level 1, UNCC), which serves international and Thai breakfast from 06:00 to 08:00 hours, and caters for a wide range of lunch options including Halal, Vegetarian and Vegan from 11:00 to 14:00 hours on Monday through Friday.
- **Coffee Corner** (Level 1, UNCC), which serves assortment of bakery pastries and beverages, is open from 07:00 to 17:00 hours on Monday through Friday.
- **Rajapruek Lounge** (Ground Level, UNCC), which serves light meals and beverages, is open from 07:00 to 17:00 hours on Monday through Friday.

In line with the Sustainable United Nations (SUN) and the ESCAP Environmental Management System (EMS) principles, no single use plastic is available in the UNCC.

ESCAP was the first UN Secretariat entity who implemented no single-use plastic policy in its catering facilities, so no single-use food/drink containers as well as plastic cutlery/straws are available within the compound. When purchasing coffee/tea at the Coffee Corner and Rajapruek Lounge, please pay a deposit of THB 100 for a cup, which will be returned upon return of the cup.

To reduce waste and support environmental protection, participants are encouraged to bring reusable water bottles. Free water fountains are available on-site for convenient refills throughout the event.

### Internet services

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Free wireless internet access is available in all conference and meeting rooms and in the public areas of the UNCC. Please use UN-WiFi, no password is required. Internet usage in UNCC is regulated by the organization's policies and guidelines. Failure to comply may lead to the revocation of these services.

### Banking facilities

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Banking services are available at the Siam Commercial Bank (SCB), United Nations Branch, located on Level 1 of the Service Building, from 08:30 to 15:30 hours during weekdays. Siam Commercial Bank ATMs can be found in front of the above-mentioned SCB Branch and next to the Registration desk on the Ground Level of UNCC.

### Library facilities

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ESCAP Library is located on Level 1, Service Building (next to SCB Bank), and welcomes in-person visitors from 09:00 to 15:00, Tuesday to Thursday, or by appointment. For more details on using ESCAP Library resources, please visit <https://www.unescap.org/library>, call x.1360, or stop by and consult with staff on duty.

Participants are also encouraged to visit the [ESCAP Repository](#) to access the full-text of ESCAP publications from 1947-present, and [ESCAP iSearch](#) to explore the Library's full research collections, including full-text articles, journals, and e-books. Official UN Documents can be found on the UN Official Document System (ODS).

## Lost and Found

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Please contact the Security officer or call extension 1102.

## Postal services

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Postal services are available at the United Nations branch of Thailand Post, located on the Ground Level of UNCC. It is open from 08:00 to 16:00 hours, Monday through Friday.

## Souvenir shop

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The souvenir shop is located near the Sustainability and Innovation Centre on Level 1 of UNCC. It is open from 09:00 to 16:00 hours, Monday through Friday.

## Currency and Exchange

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The official currency is the Thai Baht (THB).

For reference, the Bank of Thailand publishes daily official exchange rates.

[https://www.bot.or.th/english/statistics/\\_layouts/application/exchangerate/exchangerate.aspx](https://www.bot.or.th/english/statistics/_layouts/application/exchangerate/exchangerate.aspx)

## Time Zone

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Bangkok operates on Indochina Time (ICT), which is UTC+7. Thailand does not observe daylight-saving time.

## Enquiries

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For questions related to the local logistical arrangements, please contact:

Ms. Walaa Allahham

United Nations Global Geodetic Centre of Excellence

Email: [Walaa.allahham@un.org](mailto:Walaa.allahham@un.org)