

FOR PARTICIPANTS ONLY

Center for Alleviation of Poverty through Sustainable Agriculture
(CAPSA-ESCAP)

Seventh Governing Council Meeting
18 March 2011, Bangkok

INFORMATION NOTE FOR PARTICIPANTS

GENERAL

1. The seventh Governing Council (GC) meeting of the Center for Alleviation of Poverty through Sustainable Agriculture (CAPSA-ESCAP) is scheduled to be held at **Meeting Room F, 7th Floor B Block** of the United Nations Conference Centre (UNCC), Bangkok, on Friday 18 March 2011.

2. The GC meeting will be inaugurated at 09.00 hours on *Friday, 18 March 2011*, by H.E. Dr. Noeleen Heyzer, Under-Secretary-General of the United Nations and Executive Secretary, of ESCAP.

MEETING SCHEDULE

3. The tentative schedule for the seventh GC meeting is as per the attached agenda.

REGISTRATION OF PARTICIPANTS

4. Participants attending the meeting are required to register from 08:30 to 08.45 on Friday, 18 March 2011 at the registration desk of the main lobby, then proceed to Meeting Room, 7th Floor B Block UNCC. For reasons of security, meeting badges should be worn visibly at all times during the meeting.

IMMIGRATION REQUIREMENTS

5. Participants from countries whose citizens require a visa for Thailand should obtain appropriate entry visas to Thailand. The visa application procedures and requirements may differ for each country so please contact the Thai Embassy nearest to you for information.

ACCOMMODATION

6. Participants are advised to make their own hotel reservation. The following hotels are recommended and are relatively close to the United Nations Conference Centre and ESCAP.

Name and address	Driving distance to UNCC (min.)
Siam City Hotel (*****) 477 Si Ayuthaya Road, Phayathai, Bangkok Tel: (662) 247-0123, Fax: (662) 247-0165 E-mail: siamcity@siamhotels.com	15-25
Amari Watergate Hotel & Spa (*****) 847 Petchburi Road Bangkok Tel: (662) 653-9000, Fax: (662) 653-9045 E-mail: cc2@watergate.amari.com	20-30

Name and address	Driving distance to UNCC (min.)
Royal Princess Hotel (****) 269 Larnluang Road Bangkok Tel: (662) 281-3088, Fax: (662) 280-1314 E-mail: rsvn@royalprincesslarnluang.com	5-10
Grand China Princess (****) 215 Yaowarat Road, Bangkok Tel: (662) 224-9977, 224-7997 Fax: (662) 224-7999 E-mail: gcp@grandchina.com	15-20
Prince Palace Hotel (****) 488/800 Bo Bae Tower Damrongrak Road, Klong Mahanak, Bangkok Tel: (662) 628-1111, Fax: (662) 628-1000 E-mail: reservation@princepalace.co.th	10-15
Trang Hotel (***) 99/1 Wisutkasat Road, Bangkok Tel: (662)282-2141-4 Fax: (662)280-3610 E-mail: reservations@tranghotelbangkok.com	5-10
Hotel Dé Moc (former Thai Hotel) (***) 78 Prajatipatai Road Bangkok Tel: (662) 282-2833, Fax: (662) 280-1299 E-mail: booking@hoteldemoc.com	5-10

PAYMENT OF HOTEL ACCOUNTS

7. Before departure from Bangkok, **participants are expected to settle all accounts** directly with the respective hotels, including room charges and other expenses, such as for local and long-distance telephone calls, internet use, business center use, 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.

TRANSPORT FROM AND TO AIRPORT

8. Participants should make their own transportation arrangements from Suvarnabhumi Airport to their respective hotels. 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>.

9. 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. Participants may access public taxi counters by exiting gates 3 or 9 of the arrival zone in Survarnabhumi Airport. In addition to toll fees, there is a THB50 surcharge to be added to the meter charge from airport to the city.

TRANSPORT TO ATTEND SESSIONS

10. Participants will need to make their own transport arrangements for attending the meeting on Friday 18 March 2011.

OFFICERS CONCERNED WITH SERVICING THE MEETING

11. Names of Officers:

Dr. Katinka Weinberger Director/Head and Senior Economic Affairs Officer	CAPSA Jl. Merdeka No. 145, Bogor 16111 Indonesia Tel.: (+62-251) 8343-277/8356-813 Fax: (+62-251) 8336-290 Email: k.weinberger@uncapsa.org
Dr. Amitava Mukherjee	Senior Project Expert Special Unit on Countries with Special Needs UNESCAP – Bangkok Tel.: (+662) 288 – 1718 Fax.: (+662) 288 – 1090 Email: mukherjeea@un.org
Ann. C. M. Junadi	CAPSA Jl. Merdeka No. 145, Bogor 16111 Indonesia Tel.: (+62-251) 8343-277/8356-813 Fax: (+62-251) 8336-290 Email: ann.junadi@uncapsa.org
Sri Angkati Kardinan	CAPSA Jl. Merdeka No. 145, Bogor 16111 Indonesia Tel.: (+62-251) 8343-277/8356-813 Fax: (+62-251) 8336-290 Email: sriangkati@uncapsa.org

MEETING DOCUMENT

12. All related documents to the meeting will be sent to all participants via email as per the nomination form. Participants are kindly requested to bring this document to the meeting.

TRAVEL AND ADMINISTRATIVE ARRANGEMENTS

13. Participation/representation in this GC meeting is based on self-financing to cover your travel and accommodation costs. CAPSA-UNESCAP will not assume responsibility for any costs, including the following:

- (a) costs incurred by participants in respect of travel insurance, accident insurance, medical bills or hospitalization fees in connection with attending the meeting

- (b) Compensation in the event of death or disability of participants in connection with attending the meeting
- (c) Any loss of or damage to personal property of participants while attending the meeting or losses or damages claimed by third parties as a result of any negligence on the part of participants
- (d) Any other expenses.