International Women’s Conference on Preventing the Proliferation of Weapons of Mass Destruction to non-State Actors

Co-hosted by the United Nations Office for Disarmament Affairs (UNODA) and the Organization for Security and Co-operation in Europe (OSCE)

AIDE-MÉMOIRE

CONFERENCE INFORMATION

VENUE

1. The conference will be held at the United Nations Economic and Social Council for Asia and the Pacific (ESCAP) Conference Center.

Address:

United Nations Conference Centre
United Nations Building
Rajdamnern Nok Avenue
Bangkok 10200
Thailand

Telephone: (66-2) 288-1181 and (66-2) 288-1206
Fax: (66-2) 288-3022

1 Funded from the UN Trust Fund for Global and Regional Disarmament Activities, with the grants from the European Union, Norway and the United States of America
REGISTRATION AND SECURITY

2. Participants are requested to register and obtain badges at the conference venue from 8:00 – 9:00 AM at the registration counter, located on the ground floor of the UNCC on 25 February 2020. Participants without badges will not be allowed to enter the UN Compound until the UNCC registration counter is open and functional.

3. All occupants of the UNCC are requested to comply at all times with every lawful direction given by the officers of the Security and Safety Section. For identification and security reasons, all participants are requested to visibly wear their badges at all times while they are within the UNCC. The loss of a meeting badge should be promptly communicated to the registration counter or the Security officers on the ground floor of UNCC.

4. Participants should make their own transport arrangements to and from the UNCC. Metered-taxis are readily available in the city. Some hotels close to the United Nations building may provide complimentary transport to and from the UNCC according to fixed schedules. Please check directly with the hotel.

COURSE WEBSITE

5. A dedicated website has been established to allow easy access to relevant documents. For additional or updated information please refer to the website of the conference:

URL: https://www.un.org/disarmament/1540womensconference/

WORKING LANGUAGE

6. The working language of the conference will be English.

TRAVEL RELATED INFORMATION

TRAVEL ADVISORY

7. 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.

TRANSFER BETWEEN HOTEL/AIRPORT

8. Participants should make their own transportation arrangements from Suvarnabhumi Airport or Donmuang International Airport to their respective hotels. Limousine, metered-taxi and bus services are readily available at the airport. Detailed information about the airports can be found at <https://airportthai.co.th/en/>.

9. To avail themselves of the airport limousine service, it is strongly recommended that participants contact only the authorized officials at the counters located in the airport
arrival zone. These officials will issue a ticket for the assignment of a limousine for transporting passengers to the desired destination, upon request. The Suvarnabhumi International Airport limousine service counters are located on Level 2 at Baggage Claim and Arrival Hall exits, channels A, B and C. For public taxi, participants are advised to proceed to Level 1 of the Passenger Terminal, between exit doors 4 and 7, outdoor area, where they will find automatic dispensing machines from which they can collect a queuing ticket for a public taxi. In addition to toll fees, there is a 50 Baht surcharge to be added to the meter charge from airport to the city. Please refer to the airport website noted above for details.

10. Participants are advised to contact the hotel directly in advance and provide the participant’s full name, date and time of check-in and check-out, flight numbers and contact details. Participants may consider booking a hotel within a walking distance from the UNCC to avoid traffic and help reduce CO².

VISA

11. All participants are responsible for obtaining their entry visa for Thailand, if required. Please submit your visa application, together with all required documents, in person at the nearest Embassy/Consulate responsible for your place of residence. Please consult the website of the respective mission well in advance of your departure date for visa procedure and required documentation to be submitted. You are advised to apply for your visa as early as possible as the processing time could take several weeks.

FOREIGN CURRENCY DECLARATION

12. Any person who brings or takes an aggregate amount of foreign currency exceeding US$ 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.

13. Currency exchange facilities are available at hotels and all over Bangkok. Such services are also available at the Siam Commercial Bank, United Nations Branch, which is located on the first floor of the Service Building (telephone extension 2168). The Bank opens from 0830 to 1530 hours, with no lunch break, from Monday to Friday.

HEALTH AND VACCINATION

14. 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. Travelers must provide an International Health Certificate at the Health Control Office upon arrival before proceeding to immigration, proving that they have received a valid Yellow Fever vaccination. 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.

15. The countries/areas listed below have been declared yellow fever infected areas:
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<tr>
<th></th>
<th>Country</th>
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<tr>
<td>1</td>
<td>Angola</td>
<td>24</td>
<td>Guyana</td>
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<td>2</td>
<td>Argentina</td>
<td>25</td>
<td>Kenya</td>
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<td>3</td>
<td>Bolivia</td>
<td>26</td>
<td>Liberia</td>
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<td>4</td>
<td>Brazil</td>
<td>27</td>
<td>Mali</td>
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<td>5</td>
<td>Benin</td>
<td>28</td>
<td>Mauritania</td>
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<td>6</td>
<td>Burkina Faso</td>
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<td>Niger</td>
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<td>7</td>
<td>Burundi</td>
<td>30</td>
<td>Nigeria</td>
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<td>8</td>
<td>Cameroon</td>
<td>31</td>
<td>Panama</td>
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<td>9</td>
<td>Central African Republic</td>
<td>32</td>
<td>Paraguay</td>
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<td>10</td>
<td>Chad</td>
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<td>Peru</td>
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<td>11</td>
<td>Colombia</td>
<td>34</td>
<td>Rwanda</td>
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<td>12</td>
<td>Republic of Congo</td>
<td>35</td>
<td>Sao Tome &amp; Principe</td>
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<td>13</td>
<td>Cote d’Ivoire</td>
<td>36</td>
<td>Senegal</td>
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<td>14</td>
<td>Democratic Republic of Congo</td>
<td>37</td>
<td>Sierra Leone</td>
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<td>15</td>
<td>Ecuador</td>
<td>38</td>
<td>Somalia</td>
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<td>16</td>
<td>Equatorial Guinea</td>
<td>39</td>
<td>South Sudan</td>
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<td>17</td>
<td>Ethiopia</td>
<td>40</td>
<td>Sudan</td>
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<td>18</td>
<td>French Guiana</td>
<td>41</td>
<td>Suriname</td>
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<td>19</td>
<td>Gabon</td>
<td>42</td>
<td>Tanzania</td>
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<td>20</td>
<td>Gambia</td>
<td>43</td>
<td>Togo</td>
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<td>21</td>
<td>Ghana</td>
<td>44</td>
<td>Trinidad &amp; Tobago</td>
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<tr>
<td>22</td>
<td>Guinea</td>
<td>45</td>
<td>Uganda</td>
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<tr>
<td>23</td>
<td>Guinea-Bissau</td>
<td>46</td>
<td>Venezuela</td>
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16. Thailand is currently experiencing ongoing sporadic transmission of the mosquito-borne Zika virus. 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.

17. In addition to the above, Medical Services Division at UNHQ 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.

18. Participants are strongly encouraged to subscribe, to a travel or health insurance plan which is valid in the Kingdom of Thailand, in order to cover any medical bills or hospitalization fees.

19. The United Nations buildings are smoke-free areas. Smoking is permitted only in the designated areas outside of the buildings. The one nearest to UNCC is located outside of Public Foyer as shown in the layout below:
ELECTRIC PLUG AND SOCKET

20. The electric power in Thailand is 220V 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 aforementioned 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.

ACCOMMODATION HOTEL/LUNCH/DINNER

21. Coffee breaks will be provided by the organizers throughout the Training. Lunch can be purchased at the UNCC Cafeteria.

22. A networking session planned for the evening of the 25th will provide food and non-alcoholic drinks.

LIABILITY
23. The United Nations assumes that all participants are in good health and fit to travel. Participants are responsible for obtaining the related medical clearances, required immunizations and insurance. **Participants are also recommended to purchase their own travel/medical insurance for the duration of their travel.**

24. The United Nations will not assume responsibility for including but not limited to the following:

   a. Expenses in the participant’s home country for travel abroad, including passports, visa applications, medical examinations, immunizations, airport expenses such as baggage handling, airport taxes, etc.;

   b. Salaries and related allowances of participants during the period of the Training Course;

   c. Expenses for excess baggage (additional baggage exceeding the authorized weight/volume established by each individual airline);

   d. Expenses incurred for the travel, hotel accommodation and other costs incurred by accompanying dependents;

   e. Expenses with respect to travel insurance, accident and medical insurance, medical bills and hospital fees incurred by participants in connection with their attendance at the Training Course;

   f. Loss or damage to personal property while attending the Training Course.

**DEATH, INJURY OR ILLNESS**

25. The conditions governing compensation for death, injury or illness attributable to the performance of services on behalf of the United Nations are explained in document ST/SGB/103/Rev.1, available at the United Nations on request.

**EMERGENCY NUMBERS**

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

**CONTACTS**

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