



United Nations
Environment
Programme



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Regional Seas Indicators Working Group Meeting
Thailand, Bangkok, 4-6 November 2025
United Nations Conference Centre

Logistics Note

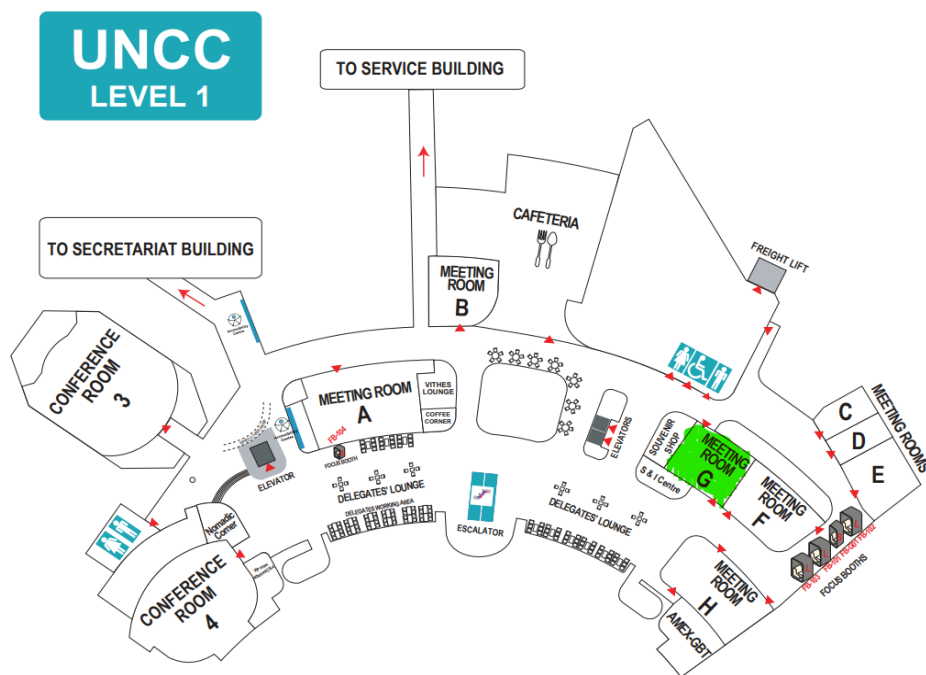
Schedule Overview

Date	Time	Activity	Room/Remarks
3 Nov MON	Arrivals		
4 Nov TUE	8.30	Registration	Ground Floor, UNCC
	9.00 – 17.00	Regional Seas Indicators Working Group Workshop	Meeting Room-G, Level 1, UNCC
5 Nov WED	9.00 – 17.00	Regional Seas Indicators Working Group Workshop	Meeting Room-G, Level 1, UNCC
6 Nov THU	08.15 – 16.30	Field Trip to DMCR Site (tbc) More details will be shared in due course	Transport & lunch provided by organizer
7 Nov FRI	Departures		

Workshop Venue

United Nations Conference Centre (UNCC), Bangkok, Thailand at MEETING ROOM G, Level 1

<https://www.unescap.org/uncc>

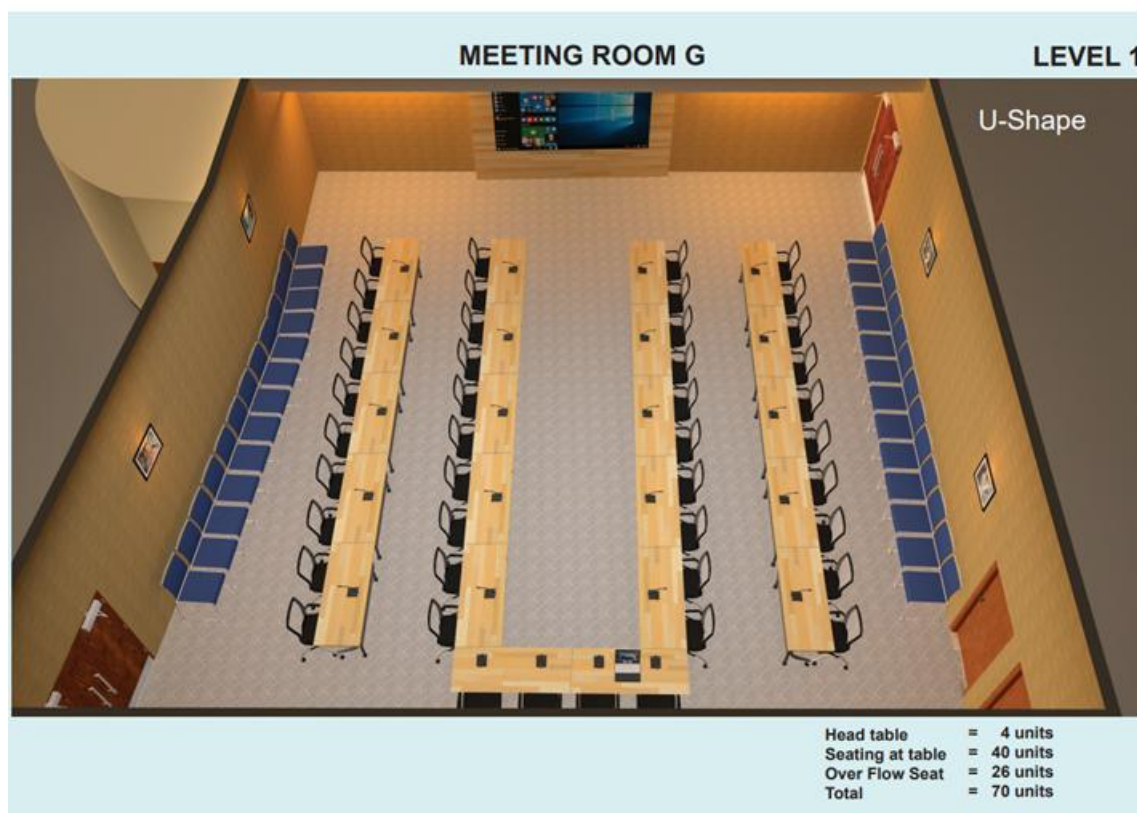


Workshop address with Google Maps

United Nations Building
Rajdamnern Nok Avenue
Khwaeng Bang Khun Phrom, Phra Nakhon, Bangkok 10200
Phone: +662 288 1807

Google Map: <https://www.google.com/maps/UNCC/Thailand>

Meeting Venue: UNCC, Meeting Room G



Flight arrangements

For UNEP sponsored participants, Ms Dinah Korir will liaise with you on your flight itinerary and e-tickets. Any changes to your flight itinerary will have to be covered by personal account. For self-sponsored participants, please share your flight itinerary with Ms Nonglak Kasemsant at COBSEA (kasemsant@un.org)

Entry and Visa

All foreigners entering Thailand must fill-in the [Thailand Digital Arrival card](#) in advance of arrival in Thailand. The following documents must be presented at the immigration/health officers on arrival:

1. Passport with more than 6 months validity
2. Valid visa, if required
3. Return ticket
4. Proof of Accommodation

All participants are responsible for applying their own entry visa for Thailand, unless their country is exempt from Thai visa requirements. [List of Countries entitled for Visa Exemption and Visa on Arrival.](#)

Participants who wish to apply for a visa on arrival at Suvarnabhumi International Airport or Don Muang International Airport should be aware of the following:

1. The applicant must possess a passport from the list of countries whose nationals are eligible to apply for visa on arrival ([List of countries entitled for Visa on Arrival](#)) with the validity of more than 30 days, at least one completely blank page, and be in possession of a valid return ticket with date of departure within 15 days of the date of entry.
2. The applicant must fill out an application form, which is available at the Visa-on-Arrival counter at the airport, supply one recent passport-sized photograph and a fee of Thai Baht (THB) 2,000.
3. Advanced online application is available at [Visa on Arrival](#). Upon presentation of printed Transaction Reference Number (TRN), the applicant could obtain the visa at the Visa-on-Arrival counter at the airport before proceeding for immigration procedures.
4. 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.

Further information on visas can be found on the website of the Ministry of Foreign Affairs of Thailand: <https://www.mfa.go.th/en/index> or please consult the nearest Royal Thai Embassy or Consulate for requirements.

Health and vaccination

Upon arrival at the port of entry in Thailand, participants who are nationals of or have travelled 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 indicates that the vaccine was administered at least 10 days before travel to the affected country. The International Health Certificate must also be submitted together with the visa application form.

List of countries according to [the Ministry of Foreign Affairs, Thailand \(published 30 November 2022\)](#):

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

Transportation

Bangkok is serviced by **Suvarnabhumi International Airport (BKK)** and **Don Mueang International Airport (DMK)**. Taxis, airport shuttles, and the Airport Rail Link are available for transfers into the city.

For the Suvarnabhumi Airport Terminal Map, please visit: <https://suvarnabhumi.airportthai.co.th/>

For the Airport Rail Link, an express and commuter rail connecting to Makkasan Station (MRT subway Petchaburi Station) and Phayathai Station (BTS Skytrain), passengers should go to Level B. Detailed information can be found at www.srtet.co.th/index.php/en/.



Electric taxis (EVSociety/VIP) are currently available at the Suvarnabhumi International Airport. The counter is located next to the main taxi area. The service is available 24 hours and can be pre-booked via:

- Line ID: @evsociety
- Phone: +66 2039 8888
- Email: taxivip@evsociety.co.th
- Facebook: [EV Society](#)

Metered-taxi and bus services are readily available at the airport. More information is available at www.bangkokairportonline.com

Participants need to make their own transport arrangements to and from your accommodation and the UN Conference Center (UNCC). Please note that airport transfer expenses are part of the Terminal Expenses that UNEP/Regional Seas will provide for sponsored participants. Metered taxis are readily available in the city, and you may also book your transportation via applications such as [Grab](#) and [Bolt](#).

Money Changer and FOREX (Foreign Exchange)

There are 24-hour ATM machines in several places on arrivals. Please note that all banks charge 200-250 Baht or US\$4-5 for foreign cards.

There is also a large foreign currency exchange in the arrivals section just in case you need Baht to get to your hotel. Or you can also choose to exchange your currency in your hotel or with any branch of [SuperRich Currency Exchange](#).

Hotel accommodation

Sponsored participants are responsible for booking their own rooms in Bangkok using the DSA received from UNEP. The recommended hotel is the **Centara Life Hotel Bangkok Phra Nakhon** which is within walking distance of the workshop venue. Participants are recommended to make direct bookings via email, while referring to the **Regional Seas Indicators Meeting**

- **Sales Department:** salemgrcbp@chr.co.th
- **Reservation Department:** cbp@chr.co.th

Recommended Hotel Room Rate and Details

Centara Life Hotel Bangkok Phra Nakhon	Size (Sqm)	Preferential Rate per Night (THB, Net)	Preferential Rate per Night (THB, Net)
		Breakfast for 1 person	Breakfast for 2 persons
Superior Room	27 sqm	THB 2,100 (approx. \$64)	THB 2,300 (approx.\$70)
Deluxe Room	29 sqm	THB 2,500 (approx. \$76)	THB 2,700 (approx. 83)
Premium Deluxe Room	38 sqm	THB 3,000 (approx. \$91)	THB 3,200 (approx. \$97)

The Hotel's official check-in time is 15:00 hours and check-out time is 12:00 hours.

Requests for early check-in and late check-out are subject to availability with following charges:

Check-in before 10 am: 1 night room charge

Check-in between 10 am – 2 pm: 50% of the room charge

Check-out between 12 noon – 6 pm: 50% of the room charge

Check-out after 6 pm: 1 night room charge

Remarks:

Rates quoted above include daily breakfast.

Rates are quoted in Thai Baht, per room per night.

Rates include 10% service charge and 7% government tax.

Payment Terms: Full payment on check in date.

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.

[Click here for a list of additional hotels, with indicative prices.](#)

Daily Subsistence Allowance (DSA) and terminal expenses

UNEP will provide delegates with DSA and terminal expenses to cover travel to and from the airport, based on applicable rates and guidelines. Please keep your boarding passes, airport transfer tickets, and submit them to Ms. Dinah Korir (dinar.korir@un.org) upon arrival and registration at the workshop venue to claim your DSA and terminal expenses.

The DSA will cover cost of accommodation and food throughout your stay for the duration of the meeting. Delegates are expected to pay for their hotel room, using DSA provided.

Meeting Registration

Prior online registration is mandatory in line with standard security procedures to facilitate security clearance and entrance to the premises. Please register here: <https://indico.un.org/event/1020878/>

Participants who have registered online can obtain photo badges at the registration counter, located on the Ground Level, UNCC, from 08:00 to 11:00 and 13:00 to 15:00 hours during the event.

Photo badges are used at the United Nations Conference Centre (UNCC).

Only the names of duly registered and approved participants will be included in the list of participants.

For identification and security reasons, all participants are REQUIRED to wear their meeting badges at all times while they are in the UN complex, which include meetings and social functions.

Loss of a meeting badge should be immediately communicated to the registration counter or the UN security, so that the incident could be recorded, and a new badge can be issued.

Insurance and emergency medical service

Delegates are strongly encouraged to subscribe to a travel or health insurance that is valid in the Kingdom of Thailand to cover any medical bills or hospitalization fees. In case of a medical emergency, please call 1669. The nearest hospital to UNCC is Bangkok Adventist (Mission) Hospital, which offers English-speaking medical support staff at +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 advice. In the event of a medical emergency within the UNCC, individuals are advised to contact UN Security at +66 2288 1102/1120 for assistance in calling an ambulance.

Meals

Day 1 (4 Nov)

- Tea/coffee/snacks will be available in the morning and afternoon breaks.
- Lunch and dinner expenses are to be covered through DSA

Day 2 (5 Nov)

- Tea/coffee/snacks will be available in the morning and afternoon breaks.
- Lunch and dinner expenses are to be covered through DSA.

Day 3 (6 Nov)

- Lunch will be covered during the d visit (tbc).

House rules

1. **Please be on time.** We will ask everyone to sign the attendance sheet for the morning and afternoon sessions. Registration on Days 1 starts at 8 a.m. please do be in the room by 8.50 a.m.
2. **Be present and interactive.** We will all benefit from this workshop with your active engagement and participation.
3. **Follow the agenda.** Refer to the workshop agenda for the schedule and programme flow. You may send your questions in advance based on the session topics to Valeriia Vakhitova at valeriia.vakhitova@un.org. All presentations shared during the sessions will be shared after the workshop through the Regional Seas email regionalseas@un.org.
4. **Attire.** Please, **wear neutral colours** due to the Thailand's mourning of Her Majesty Queen Sirikit. Workshop attire on Days 1-2 is business attire. Dress for warm weather, though at the times the meeting rooms can get quite cold.
5. **Water tumblers.** Please bring your own water tumbler. You will be able to refill these in the hotel. We will not have disposable water bottles.

Departures

Please arrange your airport transfers. Please note that your terminal expenses should cover this cost and thus must be paid directly. You may choose your mode of transportation either via hotel vehicle or Grab, depending on your preference.

You must be at the airport at least three (3) hours before your scheduled departure to be able to go through all security and check-in procedures.

Electric plug and socket

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 above plug types.



Delegates 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.

Zero Tolerance towards harassment

The United Nations has a zero-tolerance policy for any form of harassment, including sexual harassment, and will deal with such complaints promptly. Please refer to the United Nations Code of Conduct.

Focal Points

On technical matters:

Valeriia Vakhitova
Ocean Governance Specialist
Email: valeriia.vakhitova@un.org

On administrative matters:

Dinah Korir
Senior Administrative Assistant
Email: dinah.korir@un.org

In Bangkok, after arrival:

Ms. Nonglak Sueboh
COBSEA Senior Administrative Assistant
Email: kasemsant@un.org