
Guide for delegates to the Conference of the Parties

1. The second session of the Conference of the Parties will be held at the United Nations Conference Centre (UNCC), United Nations Building, Rajdamnern Nok Avenue, Bangkok 10200, Thailand, in ESCAP Hall. It will open at 16:00 on Saturday, 30 June 2007, and will close no later than 18:00 on Friday, 6 July 2007. Regional consultations will be held on Saturday, 30 June 2007.

CREDENTIALS

2. Delegates are reminded that credentials must be issued by the Head of State, Minister for Foreign Affairs, Minister of Health or other appropriate authority. Credentials should be communicated to the WHO Office of Governing Bodies by fax at (+41) 22 791 4173 by **Monday, 25 June 2007**. Original credentials should be delivered upon registration at the UNCC in Bangkok.

REGISTRATION

3. Delegates are requested to register at the registration desk located at the UNCC. Upon registration, badges will be issued to delegates and other participants, which will allow them entry into the sessions. Only delegates and other participants wearing appropriate badges issued by the registration desk will be allowed access to meeting rooms.

4. For security and identification purposes, all participants, including press and mass media correspondents, are requested to wear meeting badges at all times while in the conference area, whether attending meetings or social functions.

5. The registration desk, which will be to the right of the main entrance on the ground floor of the UNCC, will be open according to the following schedule:

Friday	29 June 2007	13:00–18:00
Saturday	30 June 2007	09:00–18:00
Monday to Friday	2–6 July 2007	08:00–18:00

WORKING HOURS

Saturday, 30 June 2007

09:00–10:30	Regional consultations (African Region, Region of the Americas, South-East Asia Region)
10:30–12:00	Regional consultations (European Region, Eastern Mediterranean Region, Western Pacific Region)
16:00–19:00	Plenary session (ESCAP Hall)

Monday, 2 July 2007

09:00–10:00	Regional consultations (African Region, Region of the Americas, South-East Asia Region)
10:00–13:00	Plenary session/Committees A and B
14:00–15:00	Regional consultations (European Region, Eastern Mediterranean Region, Western Pacific Region)
15:00–18:00	Plenary session/Committees A and B

Tuesday to Friday (3–6 July 2007)

10:00–13:00
15:00–18:00

SITE VISITS

6. The Thai government will be hosting a number of cultural and topical excursions on Sunday, 1 July 2007. Information on signing up for them will be provided in advance.

FORUM FOR NONGOVERNMENTAL ORGANIZATIONS

7. A forum for nongovernmental organizations, covering topics of interest to all participants and attendees of the second session of the Conference of the Parties, is scheduled to be held at the UNCC on Saturday, 30 June 2007 from 13:00 to 15:30. The forum is open to all Party and Observer delegates, as well as the public. For more information on the location and schedule of the forum, please contact Ms Sangduean Suwanratsamee, Manager, Action on Smoking and Health Foundation (tel: (+66) 0 2278 1828; fax: (+66) 0 2278 1830; e-mail: sangduean@ashthailand.or.th).

LUNCHTIME SEMINARS

8. There will be a lunchtime seminar each day from Monday to Friday that will be open to participants, observers and the public. A schedule of these seminars will be available in advance.

UNCC ON-SITE FACILITIES

9. **Travel Agency:** Participants are advised to ensure that their return bookings are confirmed soon after their arrival in Bangkok. Should participants require any changes in the bookings or tickets, they should contact the travel agent located on the first floor of the UNCC Service Building.

10. **Communication:** The hotel list provides addresses and telephone and fax numbers, should delegates need to be contacted. However, during office hours, delegates can be reached in case of emergency by fax or telephone through the UNCC at the following numbers: tel: (+66) 0 2288 2571, fax: (+66) 0 2288 3022.

11. Coin and card-operated public telephones for domestic and international calls are available on the ground floor and Level 1 of the UNCC.

12. **Cybercafé:** There are several internet booths available on the first floor of the UNCC for Internet, e-mails and word processing. The UNCC is also equipped with a wireless fidelity (WI-FI) system.

13. **Postal Services:** A full range of postal services is available at the Post Office located on the ground floor of the UNCC; the Post Office is open from 08:00 to 16:00 between Monday and Friday. Facilities include letter-posting, stamps, facsimile transmission and phone cards for use with public overseas/local phones installed at the UNCC.

14. **Medical:** First-aid and medical services are available Monday through Friday at the Medical Centre on the fourth floor of the Service Building from 07:00 to 15:30. Appointments should be made through the nurse at extension x1352 or x1761. In addition, a nurse and paramedic services will be available during all working hours of the conference. Vaccinations against diseases such as hepatitis A, tetanus and typhoid are recommended for all participants.

15. **Library Facilities:** The ESCAP Library is located on the first floor of the Service Building and is open from 07:00 to 16:00, Monday through Friday.

16. **Bank/Currency Exchange Facilities:** Delegates are encouraged to exchange foreign currency upon arrival in the baggage claim area of the airport. Foreign currency exchange services are available at the Siam Commercial Bank, United Nations Building Branch, on the first floor of the Service Building, from 08:30 to 15:30, Monday through Friday. The bank is closed on Saturday and Sunday.

DOCUMENTS

17. A documents distribution centre will be available at the UNCC. It is situated on the second floor, between ESCAP Hall and Conference Room 1. Delegates may collect in-session documents at the documents desk. Documents may also be accessed at the following web site: <http://www.who.int/gb/fctc/>.

18. WHO regrets that it will *not* be possible for the Secretariat to dispatch documents on behalf of participants at the conclusion of the session.

HOTEL RESERVATION ARRANGEMENTS

19. If you are a representative of a Party receiving travel support, registration is limited to the Prince Palace Hotel. Participants whose travel is supported by WHO will be provided with additional information upon issuance of their tickets and advance per diem through the WHO country office.

20. For all other participants, delegates are requested to fill in the Hotel Accommodation Form attached to this document (Annex 1) and return it by e-mail at **ftchotel@gmail.com** (for hotel reservations only) or by fax no. ((+66) 0 2591 8562, (+66) 0 2590 1374)) no later than **8 June 2007**. (Any reservation received after the deadline will not be accepted.)

21. The rates quoted in the Hotel List (Annex 2) include a daily American breakfast, as well as the service charge and government tax. Charges for additional services in the hotels are subject to a 10% service charge and 7% VAT.

22. For cancellation, revision of dates or any other changes to hotel reservations, please contact your hotel directly. Rooms not occupied in accordance with the latest advice will be held for 24 hours at the participant's expense and then released. All rooms will be assigned according to information furnished on the enclosed forms and on a first-come, first-served basis.

TRANSPORTATION

23. **Arrival at the Airport:** 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. More information on services available at Suvarnabhumi Airport can be found at the following website: <http://www2.airportthai.co.th/airportnew/sun/>.

24. **Local Transportation:** Metered taxis are available. In addition, some hotels on the attached list may offer free shuttle service between the hotel and the UNCC at the beginning and end of the day. Participants are requested to check directly with hotel reception for information on the availability and schedule of shuttle services.

VISA REQUIREMENT

25. Participants are requested to ensure that they are in possession of a valid passport or an appropriate travel document recognized by the Government of Thailand and to obtain, as appropriate, an entry visa from the Thai embassy at the point of origin or en route prior to entering Thailand. For more information on Thailand's passport and visa requirements, please contact a Thai diplomatic or consular office or visit <http://www.mfa.go.th>.

26. Participants are also advised to obtain a transit visa, where necessary, for travel en route to Bangkok.

DEPARTURE TAX

27. Please note that all international passengers departing Thailand are required to pay a Passenger Service Charge of 500 baht per person.

PERSONAL SECURITY

28. Like all major cities, there are incidents of robbery and assault involving visitors to Bangkok. Delegates are advised to observe normal safety precautions when moving around the city. In particular:

- stay alert: watch your luggage and briefcase;
- avoid walking alone at night – keep to well-lit areas;
- beware of individuals posing as police – always ask for proper identification before surrendering your passport or wallet;
- always carry the address of your hotel and the UNCC written in Thai. This will be helpful should you need to take a taxi.

29. WHO cannot be held responsible for the loss of personal objects left unattended at meetings.

30. In case of an emergency, please contact the appropriate number below:

- Police: 191, 02 246 1338-42
- Fire Brigade: 1667
- Tourist Police: 1155
- Ambulance: Narenthorn EMS Center 1669
- Hospital:
 1. Mission Hospital Tel: 02 282 1100
 2. Huachiew General Hospital Tel: 02 223 1351
 3. Vachira Hospital Tel: 02 243 0150

31. Smoking is not permitted at the UNCC.

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WORLD HEALTH ORGANIZATION
 CONFERENCE OF THE PARTIES TO THE WHO
 FRAMEWORK CONVENTION ON TOBACCO CONTROL
 Second session – Bangkok, 30 June to 6 July 2007

ORGANISATION MONDIALE DE LA SANTE
 CONFERENCE DES PARTIES A LA
 CONVENTION-CADRE DE L'OMS POUR LA
 LUTTE ANTITABAC
 Deuxième session –
 Bangkok, 30 juin au 6 juillet 2007

Annex 1 Hotel Accommodation Form Chambres d'hôtel

This form should be completed by travellers who wish the Thai Organizing Committee to make hotel reservations on their behalf. The form should be completed and returned to the address listed below. WHO is not responsible for hotel expenses.
Les voyageurs qui souhaitent que le Comité Organisateur de Thaïlande leur réserve une chambre d'hôtel sont priés de remplir la présente fiche et de la renvoyer à l'adresse ci-dessous, Initiative pour un monde sans tabac. Les frais d'hôtel ne sont pas pris en charge par l'OMS.

Name/Nom : _____

Country/Pays : _____

Tel n°/N° de tél. : _____ Fax N°/N° de fax : _____ E-mail/Courrier électronique : _____

*Arrival date & time/Date et heure d'arrivée : _____ Departure date/Date de départ : _____

Hotel Preference (Rooms are reserved on a first-come, first-served basis)

First choice: _____

Room category: _____ Room type: _____ Price: _____

Second choice: _____

Room category: _____ Room type: _____ Price: _____

Total nights: _____

Should the room be guaranteed for late arrival? *La réservation doit-elle être maintenue en cas d'arrivée tardive?*

Yes/Oui No/Non

*Late arrival: Please check with your hotel regarding their policy on late arrivals.

**Arrivée tardive (Veuillez svp demander à l'hôtel de votre préférence concernant la réglementation d'arrivée tardive.)*

Your credit card will be charged by the hotel with the cost of the first night in the case of late cancellation (see attached Hotel List for additional details) or no show.

En cas d'annulation tardive ou si vous ne vous présentez pas, l'hôtel ne débitera votre carte de crédit que du montant correspondant à la première nuit.

Visa MasterCard/Eurocard American Express Diners

Credit card N°/Carte de crédit N° : _____ Expiry date/Date d'expiration : _____

I hereby authorize the hotel to debit my card for the cost of the first night in case of late cancellation or no show.

J'autorise l'hôtel à débiter ma carte de crédit du montant de la première nuit de séjour en cas d'annulation tardive ou si je ne me présente pas.

SIGNATURE: _____ DATE: _____

Please return this form to Bureau of International Health, Ministry of Public Health, Thailand

by e-mail: ftchotel@gmail.com (for hotel reservation only) or

by fax no.: (66) 2591 8562, (66) 2590 1374

Deadline: 8 June 2007 (Any reservation received after this date will not be accepted.)

ANNEX 2

Hotel List

**The second session of the Conference of the Parties to the WHO Framework Convention on Tobacco Control (COP2)
30 June–6 July 2007 at the United Nations Conference Centre (UNCC), Bangkok, Thailand**

Hotel De' Moc

Category	Hotel Contact	Accommodation			Driving Distance to UNCC (minutes)
**	78 Prajatipatai Road Bangkok 10200 www.hoteldemoc.com Tel. (+66 2) 629 2100-5 (+66 2) 282 2831 Fax. (+66 2) 280 1299	Room Category	Room Type	Room Rate (Baht)	5 to 10
		Standard	Single	800	
			Double	1 000	
			3 persons	1 200	
		Superior	Single	1 200	
			Double	1 400	
			3 persons	1 700	
* Cancellations must be made 3 days prior to expected arrival ** Free shuttle bus service from the hotel to UNCC					

Trang Hotel

Category	Hotel Contact	Accommodation			Driving Distance to UNCC (minutes)
**	99/1 Wisutkasat Rd. Bangkok 10200 www.tranghotelbangkok.com Tel. (+66 2) 282 7100 Fax. (+66 2) 280 3610	Room Category	Room Type	Room Rate (Baht)	5 to 10
		Standard	Single	1 000	
			Double	1 200	
		Deluxe	Single	1 200	
			Double	1 400	
* Cancellations must be made 3 days prior to expected arrival ** Free shuttle bus service from the hotel to UNCC					

Viengtai Hotel

Category	Hotel Contact	Accommodation			Driving Distance to UNCC (minutes)
**	42 Rambutry Rd. Bangkok 10200 www.viengtai.co.th/ Tel. (+ 66 2) 280 5434-45 Fax. (+ 66 2) 281 8153	Room Category	Room Type	Room Rate (Baht)	10 to 15
		Standard	Single	1 200	
			Double	1 400	
		Deluxe	Single	1 500	
			Double	1 700	
* Cancellations must be made 3 days prior to expected arrival ** Free shuttle bus service from the hotel to UNCC					

Grand China Princess Hotel

Category	Hotel Contact	Accommodation			Driving Distance to UNCC (minutes)
***	215 Yaowarat Rd. Bangkok 10100 www.grandchina.com/ Tel.(+ 66 2) 224 9977, 224 7997 Fax. (+ 66 2) 224 7999	Room Category	Room Type	Room Rate (Baht)	10 to 15
		Deluxe	Single	1 800	
			Double	2 000	
* Cancellations must be made 3 days prior to expected arrival ** Free shuttle bus service from the hotel to UNCC					

Prince Palace Hotel

Category	Hotel Contact	Accommodation			Driving Distance to UNCC (minutes)
****	488/800 Boo Bae Tower Damrongrak Rd. Klong Mahanak Pomprab, Bangkok 10100 www.princepalace.co.th Tel. (+66 2) 628 1111 Fax. (+66 2) 628 1000	Room Category	Room Type	Room Rate (Baht)	10 to 15
		Superior	Single	1 500	
			Twin	1 700	
		Executive Suite with Living room		1 800	
* Cancellations must be made 3 days prior to expected arrival ** Free shuttle bus service from the hotel to UNCC					

Royal Princess Hotel

Category	Hotel Contact	Accommodation			Driving Distance to UNCC (minutes)
****	269 Larn Luang Rd. Bangkok 10100 www.royalprincess.com www.dusit.com Tel. (+66 2) 281 3088 Fax. (+66 2) 280 1314	Room Category	Room Type	Room Rate (Baht)	5 to 10
		Standard	Single	2 200	
			Twin	2 400	
* Cancellations must be made one month prior to expected arrival ** Free shuttle bus service from the hotel to UNCC					

Siam City Hotel

Category	Hotel Contact	Accommodation			Driving Distance to UNCC (minutes)
****	477 Si Ayuthaya Rd. Phayathai Bangkok 10400 www.siamhotels.com Tel. (+66 2) 247 0123 Fax. (+66 2) 247 0165	Room Category	Room Type	Room Rate (Baht)	15 to 25
		Deluxe	Single	3 000	
			Twin	3 200	
		Executive Suite	Single	6 500	
			Twin	7 000	
		* Cancellations must be made 14 days prior to expected arrival ** Free shuttle bus service from the hotel to UNCC			

Century Park Hotel

Category	Hotel Contact	Accommodation			Driving Distance to UNCC (minutes)
****	9 Ratchaprarop Rd. Pratunam Din Daeng, Bangkok 10400 www.centuryparkhotel.com Tel. (+62 2) 246 7800-9 Fax. (+66 2) 246 7197	Room Category	Room Type	Room Rate (Baht)	30
		Executive Deluxe	Single	2 750	
			Twin	3 250	
		Junior Suite	Single	5 300	
			Twin	5 800	
* Cancellations must be made 3 days prior to expected arrival					

Pathumwan Princess Bangkok Hotel

Category	Hotel Contact	Accommodation			Driving Distance to UNCC (minutes)
****	444 Phayathai Rd. Wangmai Pathumwan, Bangkok 10330 www.pprincess.com Tel. (+66 2) 216 3700 Fax. (+66 2) 216 3730	Room Category	Room Type	Room Rate (Baht)	20 to 25
		Superior	Single	3 237	
			Double	3 590	
			Extra bed	1 589	
		Deluxe	Single	3 472	
			Double	3 825	
			Extra bed	1 589	
		Execuplus Suite	Single	5 061	
			Double	5 473	
			Extra bed	2 177	
* Cancellations must be made 3 days prior to expected arrival					

Montien Riverside Hotel

Category	Hotel Contact	Accommodation			Driving Distance to UNCC (minutes)
****	372 Rama III Bangklo Bangkok 10120 www.montien.com/riverside/ Tel. (+66 2) 292 2999 (+66 2) 292 2888 Fax. (+66 2) 292 2962-3	Room Category	Room Type	Room Rate (Baht)	30 to 40
		Deluxe	Single	2 800	
			Twin	3 200	
		Executive Suite	Single	7 000	
			Twin	7 500	
* Cancellations must be made 3 days prior to expected arrival					

Imperial Queen's Park Hotel

Category	Hotel Contact	Accommodation			Driving Distance to UNCC (minutes)
****	199 Sukhumvit Soi 22 Bangkok 10110 www.imperialhotels.com Tel. (+66 2) 261 9000 Fax. (+66 2) 261 9530-4	Room Category	Room Type	Room Rate (Baht)	45 to 50
		Deluxe	Single	3 531	
			Twin	3 884	
		Premier	Single	3 884	
			Twin	4 237	
		Premier Suite		7 062	
* Cancellations must be made 15 days prior to expected arrival					

Novotel Siam Square Hotel

Category	Hotel Contact	Accommodation			Driving Distance to UNCC (minutes)
****	Siam Square Soi 6 Rama 1 Rd. Bangkok 10330 www.novotelbkk.com Tel. (+66 2) 209 8888 Fax. (+66 2) 255 2445	Room Category	Room Type	Room Rate (Baht)	45
		Superior	Single	4 000	
			Double	4 300	
		Deluxe Suite	Single	5 000	
			Double	5 300	
Roll-away bed (with breakfast) per bed per night			1 919		
* Cancellations must be made 3 days prior to expected arrival					

Grand Hyatt Erawan Hotel Bangkok

Category	Hotel Contact	Accommodation			Driving Distance to UNCC (minutes)
*****	494 Rajdamri Rd. Bangkok 10330 www.bangkok.grand.hyatt.com Tel. (+66 2) 254 1234 Fax. (+66 2) 254 6308, 254 6336	Room Category	Room Type	Room Rate (Baht)	45
		Grand	Single	7 300	
			Double	7 800	
		Grand Deluxe	Single	8 000	
			Double	8 500	
		Grand Club	Single	9 900	
			Double	11 770	
		Grand Suite	Single	14 500	
Double	16 250				
* Cancellations must be made 3 days prior to expected arrival					

Conrad Hotel Bangkok

Category	Hotel Contact	Accommodation			Driving Distance to UNCC (minutes)
*****	87 Wireless Rd. Phatumwan Bangkok 10330 www.bangkok.conradmeetings.com Tel. (+66 2) 690 9999 Fax. (+66 2) 690 9000	Room Category	Room Type	Room Rate (Baht)	45
		Classic	Single	6 500	
			Double	7 200	
		Deluxe Corner	Single	7 500	
			Double	8 200	
		Executive Suite	Single	14 000	
Double	14 600				
* Cancellations must be made 3 days prior to expected arrival					

Plaza Athenee Hotel Bangkok, A Royal Meridien Hotel

Category	Hotel Contact	Accommodation			Driving Distance to UNCC (minutes)
*****	Wireless Road Bangkok 10330 www.lemeridien.com/bangkok www.starwoodhotels.com Tel. (+66 2) 650 8800 Fax. (+66 2) 650 8500	Room Category	Room Type	Room Rate (Baht)	50
		Deluxe Room	Single	5 800	
			Double	6 300	
		Deluxe Junior Suite	Single	6 600	
			Double	7 000	
		Royal Club	Single	7 400	
			Double	7 800	
		Deluxe Suite	Single	9 800	
Double	9 800				
* Cancellations must be made 3 days prior to expected arrival					

- Note:**
- The above room rates are net price per room per night, inclusive of breakfast, service charges and government tax.
 - For all hotels, the check-in time will be 14:00 and the check-out time will be 12:00.
 - Failure to show on the arrival date will result in a one night room charge.