

International Anti-Corruption Academy

**2nd Assembly of Parties
9 - 11 December 2013**

Information for Participants

Date and Venue

The 2nd session of the Assembly of Parties of the International Anti-Corruption Academy (IACA) will be held at the United Nations Conference Centre (UNCC) in Bangkok, Conference Room 2, from 9 to 11 December 2013.

Address:

United Nations Conference Centre
UNESCAP Rajdamnern Nok Avenue
Bangkok 10200
Thailand

Telephone: +66 (0) 2288 2006, +66 (2) 2288 1140, +66 (0) 2288 1601

Fax: +66 (0) 2288 3022

Registration

The Registration Form, attached in Annex I, should be returned by e-mail to IACA's Secretariat by Friday, 8 November 2013 at the latest. Any later change in the composition of the delegation should also be communicated to the Secretariat. The address of the Secretariat is as follows:

International Anti-Corruption Academy (IACA)
Muenchendorfer Str. 2
2361 Laxenburg
Austria
Telephone: +43 2236 710 718 100
Fax: +43 2236 710 718 311
E-mail: assembly2013@iaca.int

Please indicate those members of the delegation who are already in possession of a UNCC grounds pass.

As part of the security arrangements, all participants are required to present their invitations or official communications identifying them as delegates, together with their passports or other official photograph-bearing identity documents, when proceeding to the registration area and obtaining their grounds passes for the session. Grounds passes must be worn visibly at all times in the UNCC Complex. All persons and their bags and briefcases will be screened at the entrance to the UNCC Complex.

The registration will be open from 14:00 to 18:00 on Friday, 6 December, from 9:00 to 14:00 on Monday, 9 December, from 08:00 to 10:00 on Tuesday, 10 and Wednesday, 11 December 2013. All delegates are requested to confirm their attendance at the registration desk. Given the large number of participants expected, delegates are encouraged to register at the registration desk as early as possible.

Credentials

All delegations must be properly accredited. According to Rule 18 of the Rules of Procedure for the Assembly of Parties of the International Anti-Corruption Academy (RoP), credentials shall be issued by the Head of State or Government, by the Minister for Foreign Affairs, or by the Permanent Representative of the Party in accordance with its domestic law. In the case of an international organization, credentials shall be issued by the competent authority of that organization. Parties are invited to submit the credentials of their delegation for the Assembly to the Executive Secretary at their earliest convenience, however, if possible not later than 24 hours in advance of the opening of the session.

Visas

Participants who require a visa for Thailand should contact the Thai Embassy or Consulate in their respective country and are advised to consult the latest applicable immigration requirements prior to their departure. IACA will not be responsible for visas.

The summary of countries and territories entitled to visa exemption and visa on arrival in Thailand can be obtained from the Department of Consular Affairs. The list is attached in Annex II.

Participation will be on the delegations' own expense and arrangements. However, delegates who may require a visa and do not have a Thai Embassy or Consulate in their country, are invited to submit their registration form and a copy of their passport to IACA's Secretariat at their earliest convenience, preferably no later than Friday 15 November 2013. The host government will provide assistance for entering Thailand.

Vaccinations

Vaccination requirements for traveling to Thailand can be obtained from the Thai Department of Consular Affairs. Please consult Annex III for the list of countries whose nationals or residents have the obligation to present the International Health Certificate on Yellow Fever Vaccination.

Language

The official and working language of the Assembly of Parties is English. Interpretation services are to be organized individually. Please note that there are limited interpretation facilities which will be allotted to delegations on a "first come, first served" basis.

Delegations requiring interpretation should inform IACA's Secretariat as early as possible. Please keep in mind that IACA does not bear any costs for interpretation services (for details please consult the Assembly's Rules of Procedure, Chapter X.).

Evening Programme

On 9 and 10 December there will be an official evening event, including a cocktail reception and dinner, starting at 19:00. The dress code at both events is formal.

Excursion

The excursion will take place on the afternoon of 11 December. It aims to introduce participants to the historic landmarks of the Kingdom of Thailand and provide an opportunity to enjoy the centuries-old arts, culture, and history of the country. Spaces are limited and the programme operates on a "first come, first served" basis. Please indicate your participation in the Registration Form, and also note that the dress code is smart casual.

Accommodation

IACA does not cover the costs of accommodation nor does it make hotel reservations on behalf of delegations. For organizational purposes, the organizers have negotiated preferential conference rates for the two hotels below, which are in proximity to UNCC. Please note that only these hotels will be on the route of the shuttle service. Delegations staying at other hotels in Bangkok will have to arrange for their transport to and from the UNCC Complex as well as to the cocktail reception and dinner themselves.

(1) *The Sukosol Hotel Bangkok*

477 Si Ayuthaya Road, Phayathai, Bangkok 10400

Telephone: +66 (0) 2247-0123

Fax: +66 (0) 2247-0165

E-mail: thesukosol@sukosolhotels.com

Participants are invited to book their rooms at the Sukosol through the web link below in order to register and automatically benefit from the preferential rates.

<https://bookings.ihotelier.com/bookings.jsp?groupID=1106424&hotelID=6378>

(2) *Pullman Bangkok King Power*

8/2 Rangnam Road, Thanon-Phayathai, Ratchathewi, Bangkok 10400

Telephone: +66 (0) 2680 9999

Fax: +66 (0) 2680 9998

Participants are kindly asked to fill in the form attached in Annex IV and return it to rsvnmgr@pullmanbangkokkingpower.com.

Transportation

Participants are kindly asked to make their own arrangements for transportation to and from Bangkok/Thailand. Please note that IACA does not reimburse travel costs.

From Bangkok International Airport to the city centre

The Suvarnabhumi International Airport – BKK – is located 31 kilometres (19 miles) from downtown Bangkok. Passengers can conveniently travel from the airport to the city centre via Airport Rail Link, public taxi, limousine, and rental car. Please access the following link for more details, www.suvarnabhumiairport.com/passenger_en.php.

Access to the United Nations Conference Centre

Shuttle bus service to and from the UNCC are only provided for participants staying at the above recommended hotels. For those staying at other hotels, please consult the UNCC map attached in Annex V.

Facilities at the United Nations Conference Centre

Wireless network connection

Located next to the Coffee Corner on the first floor, the Internet Café offers computers with internet connection for delegates' use free of charge. Free wireless internet is available in the entire UNCC.

Postal services

Postal services are available at the Post Office, UN Branch, ground floor, UNCC from 8:00 to 16:00, without lunch break, Monday to Friday, except for UN holidays. The Post Office can be contacted at extensions 1260 and 2114.

Health services

First aid and emergency medical services are available at the Medical Centre, fourth floor, Service Building, during weekdays. A Medical Officer and nurse are available from 7:30 to 15:45, with the exception of between 12:00 and 12:45. Appointments may be made through the receptionist at extensions 1761 or 1352.

The United Nation buildings are smoke-free. Smoking is permitted only in the designated areas outside of the building.

Foreign exchange and banks

Any person who brings or takes an aggregate amount of foreign currency exceeding 20,000 USD or the equivalent into or out of the Kingdom of Thailand must declare the amount of foreign currency to a Customs Officer. Failure to declare bringing foreign currency that exceeds the amount restricted by law into or out of the Kingdom of Thailand or making any false declaration to a Customs Officer is a criminal offence.

Currency exchange facilities are available at hotels and at the Siam Commercial Bank, United Nations Branch, located on the first floor of the Service Building (telephone extensions 2159 and 2160). They are open from 08:30 to 15:30, with no lunch break, from Monday to Friday.

Catering services

Lunches will be provided at UNCC. A Coffee Corner serving sandwiches, pastries, coffee/tea and soft drinks, located on level 1, UNCC, is open from 7:00 to 17:00.

Souvenir shop

A souvenir shop is located on the ground floor of the UNCC.

Electricity

Electrical power in Thailand is supplied at 220 volts/50 hertz alternating current. Hotels usually provide for round and flat plugs.

First Aid and Emergency Numbers in Thailand

Police (General emergency call): 191

Tourism Police: 1155

Ambulance and Rescue: 1554

Medical Emergency Call: 1669

Fire Brigades: 199

IACA Contact Details

International Anti-Corruption Academy (IACA)

Muenchendorfer Str. 2

2361 Laxenburg

Austria

Telephone: +43 2236 710 718 100

Fax: +43 2236 710 718 311

E-mail: assembly2013@iaca.int

www.iaca.int

Please consult the Assembly of Parties 2013 section of our website regularly for updates (including for downloads of relevant documents).

Annex I

**IACA
2nd Session of ASSEMBLY OF PARTIES
9–11 December 2013, Bangkok, Thailand**

REGISTRATION FORM

COUNTRY	
AGENCY OR ORGANIZATION	
VISA NEEDED	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Request for assistance* <small>(only in case no Thai embassy or consulate in the country)</small>
FAMILY NAME <small>(exactly as it appears on passport)</small>	
GIVEN NAME (s) <small>(exactly as it appears on passport)</small>	
PASSPORT	Type: No.
Date of Birth (DD/MM/YY)	
Gender	
Nationality	
Title/Function	



Telephone		Fax	
E-mail			

Accommodation during your stay in Thailand	<input type="checkbox"/> The Sukosol Hotel Bangkok <input type="checkbox"/> Pullman Bangkok King Power <input type="checkbox"/> Other:
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EXCURSION (spaces are limited and on a first-come first-served basis)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<input type="checkbox"/> with companion:	person(s)

FLIGHT DETAILS			
ARRIVAL DATE		Flight	
Arrival time		Airline	
DEPARTURE DATE		Flight	
Departure time		Airline	

**Please use a separate form for each participant.
Please e-mail this registration form to IACA's Secretariat (assembly2013@iaca.int)
by Friday, 15 November 2013 at the latest.**



Annex II – Summary of Countries and Territories entitled for Visa Exemption and Visa on Arrival

Summary of Countries and Territories entitled for Visa Exemption and Visa on Arrival to Thailand

Ordinary Passport							Diplomatic/Official Passport		
Nationals of the following countries may apply for Visa on Arrival	Nationals of the following countries may enter Thailand without a visa						Nationals of the following countries may enter Thailand without a visa		
	Tourist Visa Exemption Scheme			Bilateral Agreement			Bilateral Agreement		
Period of stay	Period of stay			Period of stay			Period of stay		
15 days	** 30 days			14 days	30 days	90 days	30 days	90 days	
Andorra	Australia	Oman	* Brazil	Cambodia	Hong Kong	Argentina	Cambodia	Argentina	The Philippines
Bulgaria	Austria	The Philippines	* Korea (ROK)		Laos	Brazil	China	Austria	Poland
Bhutan	Belgium	Poland	* Peru		Macau	Chile	Hong Kong	Belgium	Romania
China	Bahrain	Portugal			Mongolia	Korea (ROK)	Laos	Bhutan	Russia
Cyprus	Brunei	Qatar			Russia	Peru	Macau	Brazil	Singapore
Czech Republic	Canada	Singapore			Vietnam		Mongolia	Chile	Slovakia
Estonia	Czech Republic	Slovak					Myanmar	Costa Rica	South Africa
Ethiopia	Denmark	Slovenia					Oman	Croatia	Spain
Hungary	Finland	Spain					Vietnam	Czech Republic	(Diplomatic only)
India	France	South Africa						Estonia	(Diplomatic only)
Kazakhstan	Germany	Sweden						(Diplomatic only)	Switzerland
Latvia	Greece	Switzerland						France	Tunisia
Liechtenstein	Hong Kong	Turkey						(Diplomatic only)	Turkey
Lithuania	Hungary	UAE						Germany	Ukraine
Maldives	Iceland	UK						Hungary	Uruguay
Malta	Indonesia	USA						India	
Mauritius	Ireland	Vietnam						Israel	
Oman	Israel							Italy	
Poland	Italy							Japan	
Romania	Japan							Korea (ROK)	
Russia	Kuwait							Liechtenstein	
San Marino	Liechtenstein							Luxembourg	
Saudi Arabia	Luxembourg							Malaysia	
Slovakia	Malaysia							Mexico	
Slovenia	Monaco							The Netherlands	
Taiwan	The Netherlands							Nepal	
Ukraine	New Zealand							Panama	
Uzbekistan	Norway							Peru	

Department of Consular Affairs, July 2013

Source: www.consular.go.th/main/contents/files/services-20130806-160000-198379.pdf

Annex III – Vaccinations

Participants who are the nationals of or reside in the countries on the following list have the obligation to present the International Health Certificate on Yellow Fever Vaccination:

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

Source: www.consular.go.th/main/th/services/1287/19773-

[หลักเกณฑ์การตรวจลงตราแก่คนต่างด้าวที่เดินทางมาจากป.](#)



INTERNATIONAL
ANTI-CORRUPTION
ACADEMY

PULLMAN BANGKOKKING POWER
 6 (0) 2680 9998 F. +66 (0) 2680 9998
 WWW.PULLMANBANGKOKKINGPOWER.COM



Accommodation for International Anti-Corruption Academy Group

Group Reservation form	Confirmed	<input type="checkbox"/>
ATTN: K. Parichart Reservation Manager	Amendment	<input type="checkbox"/>
CC Sales	Tentative	<input type="checkbox"/>
Le Club No.	Cancellation	<input type="checkbox"/>

Guest Name (s) /Group Name:						
					Total Pax:	
Company/Agent/Government Organization:				Contact Tel. No		
				E-mail.		
Arrival Date:		Flight:		ETA:		
Departure Date:		Flight:		ETD:		
Room Type Requested	SGL	DBL	TWN	Rates (Baht)	ABF	Special Requests
Superior room				THB. 3,649.-	Included	
Deluxe room				THB. 4,355.-		
Executive room				THB. 5,473.-		
Suite room				THB. 6,650.-		
Credit Card <i>(Required)</i>	Card number :			Expiry date:		
Payment:						
Airport Transfer	Payment:					
Remarks:	<ul style="list-style-type: none"> - Room reservation must be booked and confirmed within 31 October 2013. - Hotel required credit card to guarantee the reservation and in the event of no show, one night cancellation charge will be applied. - Cancellation can be made 14 days before arrival date, after that the hotel reserves the right to do one night penalty charge. - The above rates are inclusive of tax and service charge. - For reservation, please send email to rsvnmgr@pullmanbangkokkingpower.com 					

Name: _____ Date: _____ Sending time: _____

Position: _____

Company: _____

8/2 RANGNAM

แผนที่แสดงที่ตั้ง ศูนย์ประชุมสหประชาชาติ
UNITED NATIONS CONFERENCE CENTRE



องค์การสหประชาชาติ
ถ.ราชดำเนินนอก แขวงบางขุนพรหม
เขตพระนคร กรุงเทพฯ 10200

Source: www.unescap.org/uncc/images/UNCC-map.gif