9th ASIA-PACIFIC CLIMATE CHANGE ADAPTATION FORUM
Resilience for all:
Catalyzing transformational adaptation

INFORMATION NOTE FOR PARTICIPANTS

SECTION A: General Information

General

The 9th Asia-Pacific Climate Change Adaptation Forum (APAN Forum) with the theme, "Resilience for All: Catalyzing Transformational Adaptation" is scheduled from 29 September to 3 October 2025 in United Nations Conference Centre, Bangkok, Thailand. The UN Economic and Social Commission for Asia and the Pacific (UNESCAP), the Asian Development Bank (ADB), and the Asia-Pacific Network for Global Change Research (APN) will co-host the Forum. It is organized by the APAN Secretariat, Regional Office for Asia and the Pacific of the UN Environment Programme (UNEP). A detailed programme will be available closer to the Forum.

(N.B. There are no registration fees to participate in the Forum. However, please be informed that all expenses incurred in participating in the Forum such as travel, food, and accommodation should be borne by the participants themselves. Due to limited resources, the Secretariat is unfortunately unable to provide any financial assistance or advice regarding possible funding.)

Registration and identification badges

Online registration and identification badge

In order to access the venue, participants are **REQUIRED** to register online at https://indico.un.org/event/1019400/ by the deadline of **19 September 2025 23:59 Bangkok Time (ICT)** to facilitate smooth coordination of the issuance of badges and the compilation of the participant list. Please note that prior online registration is mandatory in line with standard security procedures to facilitate security clearance and entrance to the premises.

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 Forum. Participants must present their passport/official photo ID and QR code received in the approval email at the registration counter to receive their meeting badges. ESCAP will provide participants with photo badges and clips, however lanyards will not be available.

Participants who are not able to register online prior to the meeting are requested to do so upon their arrival at UNCC and before going to the conference/meeting room. Only the names of duly registered 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 UNCC complex, which includes 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.

Meeting documents

Considering the carbon footprint involved in producing papers and printing documents, it is strongly recommended to utilize soft copies to the maximum extent. If hard copies are needed, participants are requested to bring with them their own copies of documents distributed by the event organizer prior to the session.

UNCC encourages sustainable meeting practices including the Paper-Smart Initiative. Meeting organizers are encouraged to use eco-friendly and innovative means to deliver information on their meetings including side events, instead of handing out hard copies of flyers, documents, newsletters, and/or other such materials.

Plastic free meeting

The meeting is plastic-free. Experts are strongly encouraged to bring their own water bottles and/or mugs to the meetings. Water dispensers for refilling will be provided. There will be no provision of disposable water cups nor coffee/tea mugs at the meetings venue.

SECTION B: Health/Vaccination

Health and vaccination

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, must provide an International Health Certificate proving they have received a valid Yellow Fever vaccination at the Health Control Office upon arrival before proceeding to immigration. 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. The list of countries/areas can be found here: declared yellow fever infected areas.

Zika virus
Zika is endemic in Thailand and cases have been reported amongst tourists. 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.

In addition to the above, Medical Services Division at UNHQs 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. For further information please refer to the Zika virus FAQ.

Information on other non-vaccine preventable diseases to watch out for while in Thailand can be found here: Thailand - Traveler view | Travelers' Health | CDC.

Air pollution and Health
Bangkok, like many metropolitan Asian cities in the world, is periodically affected by high levels of air pollution, with haze and high concentrations of PM2.5 particularly of concern for sensitive

groups.

The Tourism Authority of Thailand advises tourists to monitor Bangkok's air pollution and take precautions when necessary. People who have existing asthma or are particularly vulnerable to the effects of air pollution should consult their treating physician as to whether a trip to Bangkok is advisable at this time. Information on the Air pollution can be found at Air4Thai website, maintained by the government of Thailand with daily information on air pollution.

Insurance and emergency medical service
Disclaimer: The organizers disclaim all responsibility for medical, accident and travel insurance, for compensation for death or disability, for loss of, or damage to, personal property and for any other loss that may be incurred during travel time or the period of participation. In this context, it is strongly recommended to secure, prior to departure, international medical insurance for the period of participation in the Forum.

Participants attending the Forum are not covered by insurance for any illness or injury resulting from any situation or action not connected to their participation at the Forum. All participants are strongly encouraged to ensure that they have appropriate medical insurance coverage for the full duration of their stay in Thailand.

Travel Insurance is not provided by the United Nations and all participants are encouraged to arrange for their own travel health insurance, that covers both health and accident, prior to departure from the country of residence. The organizer will not be responsible for travel or health insurance coverage.

Delegates are strongly encouraged to subscribe to a travel or health insurance which is valid in the Kingdom of Thailand, in order to cover any medical bills or hospitalization fees. In case of medical emergency, please call 1669. The nearest hospital to the UNCC is Mission Hospital, which has English speaking medical support staff +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 guidance. In case of a medical emergency within the UNCC, they are advised to call UN Security at +66 2288 1102/1120 for assistance in calling an ambulance.

SECTION C: Visa and Entry Requirements, Travel/Hotel Information and Foreign currency declaration

(Latest update: May 2025)

Visa and Entry Requirements

Visa Requirements **(as of January 2025)**
Participants are **REQUIRED** to obtain an appropriate entry visa from the Royal Thai Embassy or the Royal Thai Consulate-General before entering Thailand, EXCEPT for those nationals entitled for visa exemption or visa on arrival (VOA). Please refer to the following lists.

1. List of Countries and Territories whose Nationals are entitled to Visa Exemption for Ordinary Passports

2. List of Countries and Territories having Bilateral Agreement with Thailand on Visa Exemption for Ordinary Passports
3. List of Countries and Territories having Bilateral Agreement with Thailand on Visa Exemption for Diplomatic/Official passports
4. List of Countries and Territories whose Nationals May Apply for Visa on Arrival (VOA)

Please note that participants holding UN Laissez-Passer (UNLP) travelling on official business to Thailand are also **REQUIRED** to obtain an appropriate visa before entering.

From 1 January 2025 onwards, Thailand started to implement its Thai e-Visa application system at all Royal Thai Embassies/Consulates-General (RTE/RTCG) where applicants submit their applications through Thai e-Visa Official website. It is important to note that an **applicant is required to be physically located in the jurisdiction of the respective RTE/RTCG where they are applying for the Thai entry visa**. You may explore the most updated information regarding visa application procedures and required documents at RTE/RTCG websites.

Please note that certain nationalities, for security reasons, may need to undergo security background check by relevant Thai authorities, which may take additional processing time to grant visa. Participants who may need further assistance from ESCAP on their visa application should contact the Secretary of the Commission, well in advance, for necessary action.

Participants who are eligible to apply for a visa on arrival at Suvarnabhumi International Airport or Don Muang International Airport should follow the below requirements:

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. QR code for online application is available at Visa On Arrival. Upon presentation of printed Transaction Reference Number, the applicant could obtain the visa at the Visa-on-Arrival counter at the airport before proceeding for immigration procedures.
4. Applicants must be able to provide proof they have adequate finances equivalent of up to at least THB 10,000 per person (around $350 USD) or THB 20,000 per family (around $700 USD). For further detail, please refer to section below '***Proof of Adequate Finances'***

Entry Requirements (as of May 2025)

Thailand Digital Arrival Card (TDAC)

The Immigration Bureau of Thailand recently introduced the use of **Thailand Digital Arrival Card (TDAC)** to facilitate foreigners entering Thailand. As of 1 May 2025, **ALL non-Thai nationals** are required to apply for a TDAC online **prior to entry** into the Kingdom of Thailand, regardless of their mode of entry into Thailand (land, air or sea). This new requirement also applies to UN personnel. For further guidance on applying for TDAC please refer to TDAC – Welcome Guide. To commence the process, refer to the following website at Thailand Digital Arrival Card.

Proof of Adequate Finances

According to the Thai Immigration Act, foreigners who fall into any of the 11 categories prohibited to enter Thailand, which includes 'having no appropriate means of living on entering the Kingdom', will be denied entry into Thailand. To avoid this, delegates are requested to make reference to the following requirements for entry into Thailand.

1. **Visa-on-arrival applicants must** be able to provide proof they have adequate finances, equivalent of up to at least THB 10,000 per person (around $350 USD) or THB 20,000 per family (around $700 USD).
2. **Holders of tourist visa or non-immigrant visa must** be able to provide proof they have adequate finances equivalent to at least THB 20,000 per person (around $700 USD) or THB 40,000 per family (around $1,400 USD).

For further detail on this requirement to enter the Kingdom of Thailand please refer to section 2.1 on 'Adequate Finances' at the website Guidelines to Enter Thailand.

Thai Department of Disease Control (DDC), Ministry of Public Health (MoPH) has implemented measures to monitor Monkey Pox at all Thailand's international airports for those travelling from 6 countries including Democratic Republic of Congo, Burundi, Kenya, Uganda, Rwanda and Côte d'Ivoire. Travelers will require to register on MoPH's system upon their arrival in Thailand. For more information, travelers can contact the **DDC Hotline 1422**.

Travel Information

Travel Advisory

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.

Transport from and to Airport

Participants need to make their own transportation arrangements from Suvarnabhumi International Airport or Don Mueang International Airport to their respective hotels. 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 https://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
EV Society Facebook

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

To use the airport limousine service, participants should only contact 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 taxis, 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 THB 50 surcharge to be added to the meter charge from the airport to the city. For more information, please click links below:

- Suvarnabhumi International Airport
- Don Mueang Airport

Transport to attend the Forum
Participants need to make their own transport arrangements to and from the UNCC. Metered taxis are readily available in the city, and you may also book your transportation via applications such as Grab, Bolt, and Taxi VIP EV Society for EV vehicles. Electric tuk-tuks (Muvmi) are available via an app, providing a sustainable option for participants commuting to and from the BTS Skytrain and around the neighborhood. Some hotels close to the UN building may provide complimentary transfer service on fixed schedule, to and from the UNCC, so please check with the hotel concierge.

Travel agent
The American Express Global Business Travel (AMEX-GBT), whose office is located on Level 1, UNCC, UNCC, and is open from 08:00 to 17:00 hours on Monday through Friday. AMEX-GBT can offer assistance in making reservations. Please feel free to send a request to escap_amextravel@un.org

Weather
The weather in Bangkok is usually warm and humid. Light tropical clothing would be appropriate. The conference and meeting rooms at the UNCC are air-conditioned and the temperature is maintained in the range of 23-24 degrees Celsius (73-75 degrees Fahrenheit).

Electric plug and socket
The electric power in Thailand is 230V 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.

Hotel accommodation

Hotels, located relatively close to ESCAP or by mass-transit routes, may be used by participants, should they choose to. The selection of hotels at a walking distance from the UNCC is encouraged to reduce participants' local travel emissions and their exposure to traffic. Click here for a list of hotels, with indicative prices.

NOTE: ESCAP cannot vouch for accuracy of the information or rates contained in the document. The list is meant purely for reference and for ease of participants. The special discount rates provided are subject to change without notice. Please confirm the room rates with the hotel directly.

Participants are responsible for booking their own rooms and are requested to contact the hotel well in advance. Any cancellations, postponements or other changes should be reported to the hotel. Rooms not occupied may be charged to the participants as per the hotel's policies.

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.

Foreign currency declaration

Any person who brings or takes an aggregate amount of foreign currency exceeding USD 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. For reference, participants may use – their discretion – an online currency conversion tool, such as https://freecurrencyrates.com for indicative currency conversion rates.

SECTION D: Safety & Security

Safety and Security

For security and safety reasons, participants are reminded NOT to leave their belongings unattended. Belongings left unattended within the UNCC may be removed to the nearest Lost and Found counter or the Security Operations Centre.

All drone unmanned aircrafts are prohibited from flying over the UNCC as per the security requirements.

All occupants of the UNCC MUST comply at all times with all lawful directions given by the officers of the United Nations Security and Safety Section. Failure to do so may lead to the participant's removal from the UNCC.

Contact numbers:
UN Security
Security Control Centre (24/7): +66.2.2881102
UN Security Emergency Number: +66.2.2881100
Mobile +66.81.8078471

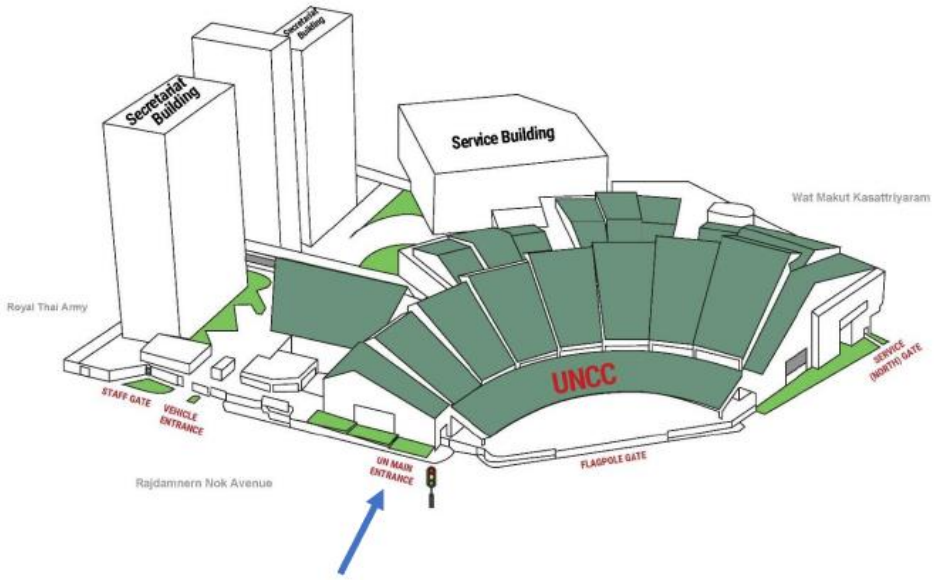
Thailand Emergency Numbers:
Police general emergency call: 191
Fire: 199
Ambulance and rescue: 1669/1554
Tourism Police: 1155

Zero Tolerance towards harassment
The UN 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 and report any incident to the Security and Safety Section either in person or by extension at 1102.

SECTION E: UNCC facilities and services

UNCC Building access

The United Nations Conference Centre (UNCC) is located at United Nations Building, Rajdamnern Nok Avenue Khwaeng Bang Khun Phrom, Phra Nakhon, Bangkok 10200, Thailand.



Participants may enter the venue through the UN Main Entrance

UNCC Floor plans

The UNCC floor plans are available at https://www.unescap.org/uncc/our-rooms. The UN buildings are smoke-free. Smoking is permitted only in the designated areas outside of the buildings and in the UNCC, the designated smoking area is outside of the Public Foyer.

Accessibility Centre and Support for persons with disabilities

The UNCC is fully wheelchair-accessible and houses the Accessibility Centre on Level 1. For more information, please visit the Accessibility Centre's webpages.

Prayer/meditation rooms

Prayer/meditation rooms are located in front of ESCAP Hall on Level 2, UNCC.

Catering services

Operating hours
Catering services are available at the following locations:

- International Cafeteria (Level 1, UNCC) serves international and Thai breakfast from 06:00 to 08:00 hours, and caters for a wide range of lunch options including Halal, Vegetarian and Vegan from 11:00 to 14:00 hours on Monday through Friday.
- Coffee Corner (Level 1, UNCC) serves an assortment of bakery pastries and beverages, from 07:00 to 17:00 hours on Monday through Friday.

- Rajapruek Lounge (Ground Level, UNCC), serves light meals and beverages from 07:00 to 17:00 hours on Monday through Friday.

In line with the Sustainable United Nations (SUN) and the ESCAP Environmental Management System (EMS) principles, no single-use plastic is available in the UNCC. ESCAP was the first UN Secretariat entity who implemented no single-use plastic policy in its catering facilities, so no single-use food/drink containers as well as plastic cutlery/straws are available within the compound. When purchasing coffee/tea at the Coffee Corner and Rajapruek Lounge, please pay a deposit of THB 100 for a cup, which will be returned upon return of the cup.

To reduce waste and support environmental protection, participants are encouraged to bring reusable water bottles. Water coolers are available on-site for convenient refills throughout the event.

Internet services

Free wireless internet access is available in all conference and meeting rooms and in the public areas of the UNCC. Please use UN-WiFi, no password is required. Internet usage at UNCC is governed by relevant Organizational policies and guidelines. Failure to adhere to policies may result in revoking of those services.

Banking facilities

Banking services are available at the Siam Commercial Bank (SCB), United Nations Branch, located on Level 1 of the Service Building, from 08:30 to 15:30 hours during weekdays. Siam Commercial Bank ATMs can be found in front of the above-mentioned SCB Branch and next to the Registration desk on the Ground Level of UNCC.

Library facilities

ESCAP Library is located on Level 1, Service Building (next to SCB Bank), and welcomes in-person visitors from 09:00 to 15:00, Tuesday to Thursday, or by appointment. For more details on using ESCAP Library resources, please visit https://www.unescap.org/library, call x.1360, or stop by and consult with staff on duty.

Lost and Found

Please contact the Security officer or call extension 1102.

Postal services

Postal services are available at the United Nations branch of Thailand Post, located on the Ground Level of UNCC. It is open from 08:00 to 16:00 hours, Monday through Friday.

Souvenir shop

The souvenir shop is located on Level 1 of UNCC. It is open from 09:00 to 16:00 hours, Monday through Friday.

Contact

APAN Secretariat apan.secretariat@un.org