

**80th session of the Commission**

**22 – 26 April 2024**

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**Protocol Arrangement Form**

ESCAP provides the following protocol arrangements for delegates **at the ministerial level** **and above from**  **a member state which does not have a diplomatic mission in Thailand**:

1. Airport transfer on arrival and departure
2. Transfer between the hotel in the list of the recommended hotels and the meeting venue, United Nations Conference Centre, Bangkok, while the meeting is on session

Note: Delegations are encouraged to discuss with the Ministry of Foreign Affairs of the Royal Thai Government additional protocol courtesies and necessary arrangements for Head of State/Head of Government, including police escort and airport VIP lounge usage.

Delegates are responsible for securing hotel reservations and the cost of their accommodation.

Please provide us with the following documents of all members of delegation travelling with VIP:

1. Copy of **cover and bio page of** **passport with validity of more than 6 months**
2. Detailed flight itinerary

Request should be sent to [escap-da-hcru@un.org](mailto:escap-da-hcru@un.org) with copy to [escap-oes-acpr@un.org](mailto:escap-oes-acpr@un.org) by **Friday, 29 March 2024** at the latest.

**Delegation of:**

**Full name (as appeared in passport):**

**Functional Title:**

**Organization:**

**Food restrictions (if any):**

**Flight Details**

|  |  |
| --- | --- |
| **Arrival details:** | From (City):  Airline:  Flight number:  Date:  Time: |
| **Departure details:** | To (City):  Airline:  Flight number:  Date:  Time: |

**Accommodation Details**

|  |  |
| --- | --- |
| **Hotel name:** |  |
| **Hotel Address:** |  |
| **Booking no.** |  |

**Details of accompanying person(s)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Title** | **Nationality** | **Passport no.** | **Accommodation**  **Booking no.** |
|  |  |  |  |  |
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|  |  |  |  |  |

**Firearm** (if accompanying security personnel will be carrying firearm)

**Name of security personnel:**

**Specification of firearm:**

**Amount of ammunition:**