

2023 UNHCR Asia-Pacific Consultations with NGOs 'Promoting Inclusion for Sustainable Solutions'

14-15 September 2023

Grande Centre Point, Ploenchit, Bangkok, Thailand
Hybrid (in-person and online)

REGISTRATION AND TRAVEL NOTE

1. DATE AND VENUE

The **2023 UNHCR Asia-Pacific Consultations with NGOs** (the Consultations) will take place from 14-15 September 2023 at the [Grande Centre Point Hotel, Ploenchit, Bangkok, Thailand](#)

2. PARTICIPATION and REGISTRATION

As much as we would like the Consultations to accommodate all participants, due to limited space and desire to keep the session interactive, participants per organization will be capped. The number of delegates attending the Consultations in-person or online should not exceed **FOUR participants per organisation** (The country operation with the same organisation will be considered as one organisation) or **FIVE participants per NGO forums**.

Only those who have registered and received confirmation e-mail from UNHCR will be able to attend. Preference for confirmation will be considered based on following:

- be an **Implementing partner** of UNHCR in 2020/2022 and/or 2023.
- be an **operational partner** of UNHCR with a demonstrated interest in the solution to the problem of refugees, internally displaced persons and/or statelessness and/or in the theme of the Consultations.
- be member of **APRRN, APNOR** and/or **ICVA**.
- has engaged or coordinated with UNHCR country offices in Asia and the Pacific Region.
- has ability to contribute and demonstrated interest and/or expertise and experience in the main topics of discussion for this Regional Consultation (Promoting Inclusion for Sustainable Solutions) to the Consultation following the topics in English
- has substantial experiences working with forcibly displaced and stateless people
- be an organisation-led by forcibly displaced and stateless people
- have already made arrangement to attend in-person.

REGISTRATION: ALL participants are required to register **individually** for the Consultations hybrid event in September 2023. Group registration will not be considered.

Registration Link: <https://forms.microsoft.com/e/ZLLbcvC4WQ>

Kindly note:

- A registration form must be filled out for each individual participant.
- While sign language interpretation will be provided, no other interpretation services will be provided during the event. The Consultations will take place in English and participants are expected to be fluent in English.
- We strongly encourage organisations to decide representation within the organisation before proceeding with the registration.
- The registration for in-person and online participation will be open until Sunday 6th August 2023, 23.59 hrs (Bangkok time). **Participants selected to join in-person and online will receive confirmation from UNHCR by Friday 11st August 2023.**
- If you select to join in-person, kindly ensure that you will cover your travel expenses, including accommodations, meals (except lunch during the event), and daily expenses etc.

3. CRITERIA for prioritizing participants to receive travel assistance to attend the Consultations

Participants are responsible for their own travel and daily subsistence allowance to attend the Consultations. If participants are unable to allocate sufficient funds, financial assistance (hotel and flight costs) may be requested from UNHCR on an exceptional basis. UNHCR has limited funding available and therefore, will give priority to participants/organisations who meet the below criteria¹:

- Participants playing an active role in the Consultations, such as moderators, facilitators, or key resource persons.
- Refugees and forcibly displaced stateless individuals. To meet these criteria, the individual must be validated and recommended by UNHCR country offices. Consideration will be subject to the individual's protection and security situation, as well as potential risks associated with the travel.
- Local organisations who have demonstrated interest, expertise and/or experience in the main topics of discussion and have been recommended by UNHCR Country Offices in Asia and the Pacific Region.

Please send request for funding to the Partnership and Coordination unit, UNHCR Regional Office for Asia and the Pacific to Rachakorn SURABHAKDI at surabhak@unhcr.org, cc: Mahmoud AWAD at awadm@unhcr.org

4. VISAS

- Participants are **REQUIRED** to obtain an appropriate entry visa from the Royal Thai Embassy or the Royal Thai Consulate-General before entering to Thailand prior to your departure.
- To apply for an appropriate entry visa to Thailand, participants are required to contact the respective Royal Thai Embassy/Consulate-General for accurate information regarding visa application procedures and required documents. The list of Royal Thai Embassy/Consulate-General can be found at www.thaiembassy.org
- UNHCR can provide invitation letter to selected participants to serve as a supporting document for visa applications. However, UNHCR will NOT be able to assist with visa issues. If invitation letter is required, please send e-mail to Rachakorn SURABHAKDI at surabhak@unhcr.org
 - ✓ E-mail title: [NGOs Consultations] Request for Invitation Letter for Visa Application
 - ✓ Attach copy of your passport
 - ✓ Provide information in below form

Name:	Please provide your full name
Nationality:	Please indicate your nationality
Date of Birth:	Date Month Year
National Passport:	Please indicate number of your passport
Date of issue:	Date Month Year
Date of expiry:	Date Month Year

¹ Exceptions are at the discretion of the UNHCR Regional Office for Asia and the Pacific

5. TRAVEL AND ACCOMODATION

It is up to the participants to organise their travel and accommodation in Bangkok. See below suggestions for hotels. Participants may consider booking a hotel within walking distance from the venue.

Hotels in Ploenchit area

If you wish to stay at the venue, kindly reserve your room directly with the [Grande Centre Point Hotel, Ploenchit, Bangkok, Thailand](#). For the special rate, the participants must follow the instruction provided by the hotel in the attachment. Rooms are available to participants on a first-come, first-served basis. We cannot guarantee.

Other hotels walking distance from the Grande Centre Point include:

- [The Plaza Athenee Hotel, Bangkok](#)
- [The Novotel Bangkok Ploenchit Sukhumvit](#)
- [The Conrad Bangkok Hotel](#)
- [Hotel Indigo Bangkok Wireless Road](#)

6. CONTACT

Should you have further inquiries, please kindly reach out to the Partnership and Coordination unit, UNHCR Regional Office for Asia and the Pacific

1. Rachakorn SURABHAKDI, Assistant Inter-Agency Coordination Officer at surabhak@unhcr.org
2. Mahmoud AWAD, Inter-Agency Coordination Officer at awadm@unhcr.org

END

27 July 2023