



THE ASIAN-AFRICAN LEGAL CONSULTATIVE ORGANIZATION (AALCO)
ADMINISTRATIVE ARRANGEMENTS
FOR THE SIXTY-SECOND ANNUAL SESSION
HOSTED BY THE GOVERNMENT OF THE KINGDOM OF THAILAND
8th - 13th SEPTEMBER 2024

NOTE: For latest updates, please refer to <http://www.aalco.int>

1. TIME AND VENUE

The Sixty-Second Annual Session of AALCO will be hosted by the Government of the Kingdom of Thailand from 8th to 13th September 2024 in Bangkok, Thailand.

The Venue for the Sixty-Second Annual Session would be:

Bangkok Marriott Marquis Queen's Park

199 Sukhumvit Alley 22, Khlong Tan, Khlong Toei, Bangkok 10110 Thailand

Tel: +66 (0) 2059 5555

Website: <https://www.marriott.com/en-us/hotels/bkkqp-bangkok-marriott-marquis-queens-park/overview/>

2. CONTACT INFORMATION OF THE GOVERNMENT OF THE KINGDOM OF THAILAND

AALCO Thailand 2024 Team
Ministry of Foreign Affairs
Department of Treaties and Legal Affairs
443 Sri Ayudhya Rd., Bangkok 10400 Thailand
Email: aalcoinfo@mfa.go.th

CONTACT INFORMATION AT THE AALCO SECRETARIAT IN NEW DELHI

Ms. Geetika Sharma
AALCO Secretariat
29-C, Rizal Marg, Diplomatic Enclave, Chanakyapuri, New Delhi
Tel: 00 91 11 26117641/42
Email: as62@aalco.int

3. INVITATIONS

- a) The Government of the Kingdom of Thailand will send invitations to the Ministers of Justice/Ministry of Foreign Affairs/Attorneys General of Member States.
- b) The Secretary-General of AALCO will also send invitations to the Heads of Diplomatic Missions of the Member States in New Delhi.

- c) The Secretary-General of AALCO will send invitations together with details of the Administrative Arrangements, Provisional Agenda, Explanatory Memorandum, and the Schedule of Meetings to all Member States and Observers (Non-Member States and International Organizations) as and when they are ready.

4. REGISTRATION

- a) An online registration system will be operational from **22nd July to 30th August 2024** on the official website of AALCO: www.aalco.int
- b) All the delegates are requested to fill out the online registration form.
ALTERNATIVELY: If one encounters technical problems in accessing the registration system, delegates may also fill out the registration form which can be downloaded from the above-mentioned websites, and send it to as62@aalco.int
- c) The online registration will remain open until **30th August 2024**. All registrations are required to be submitted by that date.

5. Heads of Delegations Meeting

- a) The Heads of Delegations meeting will take place on **Sunday, 8 September 2024 at 04:00 P.M.**
- b) Following Rules 11(3) of the Statutory Rules of AALCO, the Heads of Delegations attending the Session will meet to consider the Provisional Agenda for the said Session. They may, at their discretion, include a new item or delete any item included in the provisional agenda.
- c) The provisional agenda upon its approval by the Heads of Delegations shall be adopted as the agenda of the Session.

6. INAUGURAL SESSION

- a) The Inaugural Session will be held on Monday, 9th September 2024 at **10:00 A.M.** at the **Thai Chitlada 1 - 2 Room**. All delegates are requested to be present and seated by **09:45 A.M.**
- b) The Minister of Foreign Affairs of the Kingdom of Thailand will be the Chief Guest for the Inaugural Session.

7. VIP DELEGATES

“VIP Delegates” status will be accorded by the Government of the Kingdom of Thailand to those bearing the position of Ministers and Solicitors/Attorneys General of the Member States of AALCO. The same status is accorded to the Secretary-General of AALCO. VIP Delegates bearing the position of Minister will be accompanied by security officer and lead car.

8. TRANSPORTATION AND PROTOCOL

- a) Arrival and Departure – Suvarnabhumi International Airport (BKK), Bangkok
- b) The Government of the Kingdom of Thailand will provide transportation from and to Suvarnabhumi International Airport for **all the delegates** on the following dates:

Arrival: 7th - 8th September 2024

Departure: 13th - 14th September 2024

- c) Local Transportation: The host government will provide transportation to the delegates from and to designated hotels to the conference venue. Delegates who stay at hotels other than those in the designated list will be responsible to arrange transportation between their hotels and the conference venue.
- d) Local transportation for VIP Delegates will be provided by the Government of the Kingdom of Thailand.
- e) All delegates are responsible for their air travel bookings.

9. LIAISON OFFICERS

A Liaison Officer will be assigned to each VIP delegates during the meeting and only at the conference venue. The Liaison Officer will not escort the delegates outside the conference venue.

10. ACCOMODATION

- a) The host government will cover the cost of the VIP delegates' accommodation at Bangkok Marriott Marquis Queen's Park Hotel. Their reservation should be done through the Government of the Kingdom of Thailand. VIP Delegates may be requested to cover their incidental charges at the hotel.
- b) The host government has partnered with several hotels to offer special rates to the conference delegates. The delegates, other than the VIP, are requested to make their hotel accommodation booking directly with the hotel and pay for their accommodation.

Annex A below provides the details of the designated hotels, where participants are advised to make their reservations. However, the participants may book other hotels of their choice through their Embassy/Missions in Thailand. Please be kindly reminded that transportation services between non-designated hotels and the conference venue may not be provided.

- c) Member of the Secretariat will stay at Bangkok Marriott Marquis Queen's Park Hotel. Other delegates are requested to pay for their accommodation. Booking should be made directly with the hotel with:

Visaruda Satachandra (GADE)
 Cluster Senior Sales Manager
 T: +66 (0) 813343093 Email: Visaruda.S@marriott.com

The rooms will be based on the 'first come, first served' principle. The delegates are strongly recommended to make reservations at the earliest opportunity to ensure room availability.

Room rates (per night) at Bangkok Marriott Marquis Queen's Park Hotel

Deluxe room (including breakfast)	Single occupancy	-	5,800 THB
	Double occupancy	-	6,800 THB

11. MEETING ARRANGEMENTS

a) **Registration upon Arrival**

- Registration desks will be open on the ground (G) floor of the conference venue on Sunday, 8th September 2024 from **10:00 A.M. - 06:00 P.M.** and will continue on Monday, 9th September 2024 from **08:00 A.M. - 10:00 A.M.**

- Delegates attending the session should register their arrival and pick up the meeting badges and materials.
- b) Venue Facilities**
- The conference venue is equipped with audio and video arrangements for the meeting such as microphones, projectors, equipment for PowerPoint presentations, etc. Other equipment and facilities include:
 - Name plates for the delegations, which will mention only name of countries or organizations with no individual delegate name.
 - National Flags
 - A prayer room for Muslim delegates located at the Thai Boromphimarn 1 - 2 room, located on the third (3rd) floor.
 - A dedicated space/business center with desktop/laptop computers and printers for the delegations.
 - Booth for Translators
 - Lunch will be provided for all delegates at **Goji Kitchen & Bar** located on the ground (G) floor of the conference venue during 9th - 13th September 2024 from 12:00 P.M - 02.30 P.M. Soft drinks and refreshments will also be available for all delegates at the conference rooms.
 - Official photography and video recording will be done for the event.
- c) Working Language**
- The working language will be English and Arabic, and all key documentation will be in English and Arabic.
 - The Secretariat's reports on the deliberated agenda items will be translated into Arabic as well.
 - There will be simultaneous interpretation during the session from English to Arabic and vice versa.
 - Delegations are encouraged to provide hard and soft copies of their statements in advance.
- d) Dress Code**
- Business attire or national dresses are required for delegates attending the meetings and the dinner hosted by the host government on Monday, 9th September 2024.
- e) Distribution of Documents**
- The documents of the session will be available on the AALCO website: www.aalco.int. The Secretariat will be distributing an official set of meeting documents to all Member States during the registration upon arrival (only one set per delegation). Delegates are reminded to bring their downloaded meeting documents with them as no additional copies will be distributed during the session. One set of the documents in Arabic would also be distributed to the Arab Member States at the session.
 - Observer delegations will also receive one set of documents at the time of registration upon arrival.

f) **Secretariat and Help Desk**

- There will be a Secretary-General's Office located at the conference venue for bilateral consultations and other administrative issues. The office will have a working computer (with internet) and a printer.
- The AALCO Secretariat will be located at **the Thai Chakkraphat 2** room on the second (2nd) floor of the conference venue. The Secretariat will be provided with printing and photocopying facilities. Working computers and/or laptops (with internet) will be provided at the Secretariat office.
- A summary report of all deliberations and outcomes will be prepared by the Secretariat and presented to the plenary at the concluding session.
- A Help Desk for all delegates will be available during 8th - 13th October 2024 on the ground (G) floor of the conference venue. Delegates can also communicate with their assigned Liaison Officer for necessary information.
- Delegations wishing to reserve a bilateral meeting room for their bilateral meetings with other delegations are advised to submit the reservation form ([Annex C](#)) via email at aalcobilateral@mfa.go.th. The **Thai Chakkraphat 1** room, which will serve as a bilateral meeting room, will be reserved on a first come, first served basis.

12. HEALTH AND SAFETY REGULATIONS

- Since 1st October 2022, travelers are no longer required to present COVID-19-related documents such as certificates of vaccination and COVID-19 test result upon arrival in Thailand.
- In the event of illness during the session, the host government would refer the delegate concerned to the nearest hospital or clinic for evaluation and treatment. All expenses would be borne by the respective delegate. Delegates are encouraged to purchase travel and health insurance.
- Foreign nationals travelling from/through countries which have been declared as **Yellow Fever Infected Areas** must acquire an International Health Certificate verifying the receiving of a Yellow Fever vaccination. Please see list of countries which require International Health Certificate for Yellow Fever Vaccination at <https://www.mfa.go.th/en/page/list-of-countries-which?menu=5e1ff729c4281a00c95bd753>. Upon arrival at a port of entry, you are required to present the certificate at the health control counter located before the Immigration checkpoints.
- **Designated Health Care Facilities:** All designated hotels and conference venues are monitored to ensure hygiene and food safety. For medical emergencies, delegates should contact their assigned Liaison Officer or the Medical Team at the medical center, which will be located at **the Thai Boromphimarn 3** room on the third (3rd) floor.

Hospitals near the conference venue include:

Hospital	Address	Contact
Public Hospital		

King Chulalongkorn Memorial Hospital	The Thai Red Cross Society (Phor Por Ror Building) 1873 Rama 4 Road, Pathumwan District, Bangkok 10330	(+66) 0 2256 4000
Benchakitti Park Hospital	184 Rama IV Road, Khlong Toei Subdistrict, Khlong Toei District, Bangkok 10110	(+66) 0 2656 4500 (+66) 0 2656 4551 (+66) 0 2656 4549
Police General Hospital	492/1 Rama I Rd, Pathumwan District, Bangkok 10330	(+66) 0 2207 6000
Private Hospital		
MedPark Hospital	3333 Rama IV Road, Khlong Toei Subdistrict, Khlong Toei District, Bangkok 10110	(+66) 0 2023 3333
Samitivej Hospital	133 Sukhumvit 49, Klongtan Nua, Vadhana, Bangkok 10110	(+66) 0 2022 2222
Bangkok Hospital	2 Soi Phetchaburi 47 Yaek 10, Bang Kapi, Huai Khwang, Bangkok 10310	(+66) 0 2310 3000
Bumrungrad International Hospital	552/29 Phetchaburi Rd, Makkasan, Ratchathewi, Bangkok 10400	(+66) 0 2066 8888 (+66) 0 2011 4100

13. PASSPORT AND VISA REQUIREMENTS

- To enter Thailand, foreign nationals are required to have in their possession passports with at least six (6) months of validity and appropriate visas.
- Delegates from all countries are advised to obtain necessary advice from the Royal Thai Embassy in/with accreditation to their respective countries for all information and applications relating to their travel visa to Thailand.
- Information regarding the AALCO's annual session will be notified to all the Royal Thai Embassy in/with accreditation to the AALCO member states.
- In case there is no representation of a Thai diplomatic/consular post in that particular AALCO member state. The Note Verbale from the Ministry of Foreign Affairs of that AALCO member state requesting the issuance of visa on arrival would be required. A scanned copy of the note verbale should be forward to aalcologistic@mfa.go.th for advance coordination. The note verbale must include names of the delegates with a copy of their passport's photo page and their flight information and estimated arrival time.
- Bearers of passports from ASEAN countries do not require a visa to enter Thailand.
- The bearer of the diplomatic and official passports of the following countries (**Annex B**) does not require a visa to enter Thailand. The other delegates are, however, expected to apply for the necessary visa to attend the session.

14. OTHER USEFUL INFORMATION

- **Weather:** The average of temperature for Bangkok in September is 25°C - 34°C
- **Time:** Thailand Local Time is GMT +7.
- **Electricity/Voltage:** Thailand's voltage is 220-240 AC, 50 Hertz, Electric plugs in Thailand are of two different types, with two pins and with three pins, thus it is suggested to bring a universal adapter.



- **Currency and Business Hours:** The Thai Baht (THB) is the currency of Thailand. Major credit cards, including American Express, MasterCard, and VISA, are widely accepted. Automated Teller Machines (ATMs) are widely available and compatible with major credit cards and ATM cards.
- Currency Exchange is available at the airport, banks, and exchange service counters elsewhere in the city. The exchange rate as of September 2024 is approximately 38 THB per 1 USD.
- Government offices and tourists attractions usually operate from 08:30 A.M. to 04:30 P.M. Banking hours are 08:30 A.M. - 03:30 P.M. (Monday - Friday). However, some branches in the department stores open daily from 10:30 A.M. to 07:30 P.M.
- Thailand Postal Services operate between 08:00 A.M. - 08:00 P.M. on Monday - Friday between 09:00 A.M. - 12:00 P.M. on Saturday - Sunday.
- Shopping malls, department stores, and supermarkets open daily from 10:30 A.M. to 09:00 P.M. Convenience stores usually open 24/7.
- Useful Telephone Numbers

Emergency Call Service	Phone Number
Police	191
Tourism Police	1155, 1111
Immigration Bureau	1178, (+66) 0 2287 3101
Ambulance	1669, 1554
Fire Brigade	199
Tourism Authority of Thailand (TAT)	1672
Suvarnabhumi International Airport	(+66) 0 2132 1888, (+66) 0 2132 1111-2
Don Mueang International Airport	(+66) 0 2535 1192
Airport Taxi (Suvarnabhumi International Airport)	(+66) 0 2132 0360
Airport Taxi (Don Mueang International Airport)	(+66) 0 2535 1246

15. LIST OF ROOM FOR REACH FUNCTION

Room	Function	Floor
Hotel Lobby	Registration/ Shuttle Bus/ Help Desk	Ground (G) Floor
Goji Kitchen & Bar	Working Lunch	Ground (G) Floor
THAI CHITLADA 1 - 2	Main Meeting Venue	Second (2 nd) Floor
THAI CHITLADA 3	Side Events/ Meeting of Heads of Delegation/ Drafting Committee Room	Second (2 nd) Floor
The foyer in front of THAI CHITLADA 1	Exhibition/ Coffee Breaks	Second (2 nd) Floor
THAI CHAKKRAPHAT 1	Bilateral Meeting Room	Second (2 nd) Floor

THAI CHAKKRAPHAT 2	AALCO Secretariat	Second (2 nd) Floor
THAI CHAKKRAPHAT 3	Thai Secretariat	Second (2 nd) Floor
THAI BOROMPHIMARN 1	Prayer Room	Third (3 rd) Floor
THAI BOROMPHIMARN 2	Prayer Room	Third (3 rd) Floor
THAI BOROMPHIMARN 3	Medical Room	Third (3 rd) Floor
THAI BOROMPHIMARN 4	Thai Security Room	Third (3 rd) Floor
THAI BOROMPHIMARN 5	AALCO Secretary-General's Office	Third (3 rd) Floor

* The functions of the room may be subject to change during the session, as deemed appropriate by the host government.

ANNEX A

Hotel	Contact Details
<u>Bangkok Marriott Marquis Queen's Park</u> 5-star hotel conference venue	199 Sukhumvit Alley 22, Khlong Tan, Khlong Toei, Bangkok 10110 Tel: (+66) 0 2059 5555 https://www.marriott.com/en-us/hotels/bkkqp-bangkok-marriott-marquis-queens-park/overview/?scid=f2ae0541-1279-4f24-b197-a979c79310b0
<u>Holiday Inn Bangkok Sukhumvit, an IHG Hotel</u> 4-star hotel 700m	1 Sukhumvit Alley 22, Klongton, Khlong Toei, Bangkok 10110 Tel: (+66) 0 2683 4888 https://www.ihg.com/holidayinn/hotels/us/en/bangkok/bkkhi/hoteldetail?cm_mmc=GoogleMaps--HI--TH--BKKHI
<u>Courtyard Bangkok Sukhumvit 20</u> 4-star hotel 1km	10, 10/3 Sukhumvit 20 Alley, Khlong Tan, Khlong Toei, Bangkok 10110 Tel: (+66) 0 2127 5900 https://www.marriott.com/en-us/hotels/bkkct-courtyard-bangkok-sukhumvit-20/overview/?scid=f2ae0541-1279-4f24-b197-a979c79310b0
<u>Novotel Bangkok Sukhumvit 20</u> 4-star hotel 1km	19/9 Sukhumvit 20 Alley, Khwaeng Khlong Toei, Khlong Toei, Bangkok 10110 Tel: (+66) 0 2009 4999 https://www.novotelbangkoksukhumvit20.com/

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

Ordinary Passport					Diplomatic/Official Passport		
Visa on Arrival	Passport holders of the following countries/ territories may enter Thailand without a visa				Visa Exemption for Business Trip	Passport holders of the following countries/ territories 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	Period of stay	
15 days	30 days	14 days (airports only)	30 days	90 days	30 days	30 days	90 days
Bulgaria, Bhutan, China, Cyprus, Ethiopia, Fiji, Georgia, India, Kazakhstan, Malta, Mexico, Nauru, Papua New Guinea, Romania, Russia, Saudi Arabia, Taiwan, Uzbekistan, Vanuatu	Andorra, Australia, Austria, Belgium, Bahrain, Brunei, Canada, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, India (11 May 24 - 11 Nov 24), Indonesia, Ireland, Israel, Italy, Japan, Kazakhstan (1 Mar 24 - 31 Aug 24), Kuwait, Latvia, Liechtenstein, Lithuania, Luxembourg, Malaysia, Maldives, Mauritius, Monaco, The Netherlands, New Zealand, Norway, Oman, The Philippines, Poland, Portugal, Qatar, San Marino, Saudi Arabia, Singapore, Slovak, Slovenia, Spain, South Africa, Sweden, Switzerland, Taiwan (11 May 24 - 11 Nov 24), Turkey, Ukraine, UAE, UK, USA Brazil*, Korea (ROK)*, Peru*, Hong Kong**, Vietnam**	Cambodia, Myanmar	China, Hong Kong**, Laos, Macau, Mongolia, Russia, Viet Nam**	Argentina, Brazil*, Chile, Korea, (ROK)*, Peru*	Japan (1 Jan 24 - 31 Dec 26)	Bangladesh, (diplomatic pp. only), Brunei, Bosnia and Herzegovina, Cambodia, China, Ecuador, Hong Kong, Indonesia, Kazakhstan, Laos, Macau, Malaysia, Mongolia, Mozambique, Myanmar, Oman, Pakistan, (diplomatic pp. only), Singapore, Timor-Leste, Viet Nam	Albania, Argentina, Austria, Belarus, Belgium, Bhutan, Brazil, Bulgaria, Chile, Colombia, Costa Rica, Croatia, Czech Republic, El Salvador, Estonia, Finland, France, Germany, Georgia, Greece, (diplomatic pp. only) Hungary, India, Israel, Italy, Japan, Korea (ROK), Kosovo, Kuwait, Latvia, Liechtenstein, Luxembourg, Mexico, Montenegro, Morocco, The Netherlands, Nepal, Panama, Peru, The Philippines, Poland, Romania, Russia, Saudi Arabia, Serbia, Seychelles, Slovakia, South Africa, Spain, (diplomatic pp. only), Sri Lanka, Switzerland, Tajikistan, Tunisia,

						Turkey, Ukraine, UAE, Uruguay,
<p>Department of Consular Affairs, 9 May 2024</p> <p>Remarks</p> <p>* Passport holders of Brazil, Korea (ROK), and Peru are entitled to a tourist visa exemption scheme. Meanwhile, Thailand also holds bilateral agreements on visa exemption for holders of diplomatic, official, and ordinary passports for a visit of not exceeding 90 days with Brazil, Korea (ROK), and Peru.</p> <p>** Passport holders of Vietnam and Hong Kong are entitled to a tourist visa exemption scheme. Meanwhile, Thailand also holds bilateral agreements on visa exemption for holders of diplomatic, official, and ordinary passports for a visit of not exceeding 30 days with Vietnam and Hong Kong.</p>						

ANNEX C BILATERAL MEETING ROOM RESERVATION FORM

Requesting Country / Organisation Information	
Country / Organisation	
Name of Contact Person	
Ministry / Department	
Email	
Head of Delegation of the Bilateral Meeting	
Participating Country / Organisation Information	
Country/ Organisation	
Name of Contact Person	
Email	
Head of Delegation of the Bilateral Meeting	

Meeting Room Request Details			
Date	_____ September 2024		
Preferred Time	<input type="radio"/> 09.15 – 09.45 <input type="radio"/> 10.00 – 10.30 <input type="radio"/> 10.45 – 11.15 <input type="radio"/> 11.30 – 12.00	<input type="radio"/> 12.30 – 13.00 <input type="radio"/> 14.00 – 14.30 <input type="radio"/> 14.45 – 15.15 <input type="radio"/> 15.45 – 16.15	<input type="radio"/> 16.30 – 17.00 <input type="radio"/> 17.15 – 17.45 <input type="radio"/> 18.00 – 18.30
Number of Seats (Max 1+10)	Format Preference* <input type="radio"/> Armchair format <input type="radio"/> Boardroom (I-shape) format		

Note:

- A Bilateral Meeting Room, located on the second (2nd) floor, will be available from 9 - 13 September 2024 during 09.15 - 18.30 hrs. They will be allocated on a first-come, first-served basis.
- The time slot given for each meeting is 30 minutes, with a 15-minute interval for room setup and adjustment.
- Please submit a completed reservation form to aalcobilateral@mfa.go.th. The Bilateral Meeting Room must be reserved at least 2 hours in advance.