



Thirty-fifth
session of
ECLAC

2014 Lima, 5-9 May

GENERAL INFORMATION



UNITED NATIONS

ECLAC



Ministerio de
Relaciones Exteriores

INTRODUCTION

The thirty-fifth session of the Economic Commission for Latin America and the Caribbean (ECLAC) will be held in Lima from 5 to 9 May 2014. By resolution 661(XXXIV), adopted at the thirty-fourth session of ECLAC (San Salvador, 27 to 31 August 2012), member States agreed that Peru would host the meeting.

The session is the most important event of each biennium for ECLAC. It provides a forum for the consideration of issues of importance for the development of the countries of the region and an opportunity to review the progress of the Commission's activities.

The purpose of this document is to provide delegates attending the session with useful background information and logistical support to facilitate their work at the thirty-fifth session of ECLAC.

Session coordinators will be pleased to answer any questions concerning the logistics or organization of the event, whether before or during the session.

1. Basic information on Peru

Location

The Republic of Peru is located at the western tip of South America. With a surface area of 1,285,215.6 km² and an estimated 29 million inhabitants, Peru is the twentieth largest country in the world in terms of surface area and the thirty-ninth in terms of population. Peru shares borders with five other South American countries.

Climate

Unlike other countries close to the equator, Peru is not exclusively tropical but has a variety of climates. Lima has a very particular climate, with practically no precipitation and warm temperatures averaging 19°C throughout the year.

Useful information for your stay

Local currency Nuevo sol (S/.)	The currency unit is the nuevo sol (plural nuevos soles) and Peru maintains a floating exchange rate. The current rate of exchange against the dollar is approximately 2.8 nuevos soles. There are no restrictions on currency exchange in Peru. Money may be exchanged in hotels, banks and authorized bureaux de change. Normal banking hours are 9 a.m. to 6 p.m. Monday to Friday and 9 a.m. to 1 p.m. on Saturdays.
Local time	UTC or GMT – 5 hours.
Electricity	220 volts (60 cycles), but most hotels have 110-volt (60 cycle) connections or transformers.
Airport tax	Airport tax for both domestic and international flights is included in the ticket price.

Tipping	A percentage service charge is added to hotel bills. In restaurants, general sales tax (IGV) is added automatically by law. It is not usual to tip taxi drivers.
Taxis	Many taxis are not attached to firms or agencies and in general do not use meters. Visitors are therefore advised to use the services of agencies authorized by hotels and airports.

Official website of the Ministry of Foreign Affairs: <http://www.rree.gob.pe/>

2. Venue of the meeting

The thirty-fifth session of ECLAC will be held in the convention centre of the Westin Hotel.

THE WESTIN LIMA HOTEL & CONVENTION CENTER

Address: Las Begonias 450
San Isidro, Lima
Telephone: (51-1) 201-5000
E-mail: reservaswestin@libertador.com.pe
Website: <http://www.westin.com/lima>

The session will be attended by approximately 200 government representatives and 100 representatives of United Nations agencies, non-governmental organizations and special guests.

3. Coordination of the session

The session will be organized by ECLAC and the Ministry of Foreign Affairs of Peru. The contact persons are listed below:

Luis Yáñez

Officer-in-Charge
Office of the Secretary of the Commission
ECLAC, United Nations
Santiago
Telephone: (56-2) 2210-2275
E-mail: luis.yanez@cepal.org

María Eugenia Johnson

Supervisor
Conference Services Unit
ECLAC, United Nations
Santiago
Telephone: (56-2) 2210-2667
E-mail: mariaeugenia.johnson@cepal.org

Marcela López Bravo

Ambassador

Director General for Economic Affairs

Ministry of Foreign Affairs of Peru

National coordination office for the thirty-fifth session of ECLAC

Lima

Telephone: (51-1) 204-3163

E-mail: mlopez@rree.gob.pe**Miguel Alemán Urteaga**

Minister

Deputy Director, International Economic and Financial Organizations

General Directorate for Economic Affairs

Ministry of Foreign Affairs of Peru

National coordination office for the thirty-fifth session of ECLAC

Lima

Telephone: (51-1) 204-3182

E-mail: maleman@rree.gob.pe**4. Hotel reservations**

The ECLAC Conference Services Unit has reserved a limited number of rooms at special rates in the following hotels:

- **The Westin Lima Hotel & Convention Center (5*)**

Las Begonias 450, San Isidro

Telephone: (51-1) 201-5000

www.westin.com/Lima

Deluxe single room: US\$ 210*

Deluxe double room: US\$ 225*

*Rates do not include 18% general sales tax (IGV) and 10% service charge. Foreign visitors are exempt from the 18% general sales tax. Buffet breakfast and wireless internet are included.

- **Hotel Atton (4*)**

Av. Jorge Basadre 595, San Isidro

Telephone: (51-1) 208-1225

<http://sanisidro.atton.com/>

Standard single room: US\$ 156.60*

Junior suite: US\$ 178.20*

*Rates include 8% service charge, a buffet breakfast and wireless Internet in rooms and public areas. Foreign visitors are exempt from the 18% general sales tax (IGV).

- **Hotel Novotel (4*)**

Av. Víctor Andrés Belaunde 198, San Isidro

Telephone: (51-1) 315-9999

www.novotel.com

Standard single room: US\$ 135*

Standard double room: US\$ 145*

* Rates do not include 18% general sales tax (IGV) and 10% service charge. Foreign visitors are exempt from the 18% general sales tax. Buffet breakfast and wireless Internet are included.

Requests for reservations should be addressed directly to the hotel selected by **16 April 2014**. After that date, the hotel reserves the right to change the rates and cannot guarantee that rooms will be available. Please use the attached form to request reservations.

Delegates are responsible for their own reservations, and are advised to check that the hotel has processed their reservations and to request a reservation number or confirmation code.

A credit card number is required in order to make a reservation. Hotels in Peru apply a no-show policy. All delegates must settle their own hotel bill at the end of their stay.

A map has been attached showing the location of each hotel.

5. Entry and exit requirements

Citizens of member countries of ECLAC do not require a visa to enter Peru, with the exception of the following:

COUNTRY	DIPLOMATIC/OFFICIAL PASSPORT	REGULAR PASSPORT	
CANADA	YES	NO	Please contact the Peruvian embassy to apply for a visa.
COSTA RICA	NO	YES	
CUBA	NO	YES	
DOMINICAN REPUBLIC	NO	YES	
EL SALVADOR	YES	NO	
GUATEMALA	NO	YES	
HAITI	NO	YES	Please contact ECLAC (Paula Warnken, e-mail: paula.warnken@cepal.org)
HONDURAS	NO	YES	Please contact the Peruvian embassy to apply for a visa.
NICARAGUA	NO	YES	
UNITED KINGDOM	YES	NO	
ANGUILLA	VISA REQUIRED	VISA REQUIRED	<p>These territories have links to France, the Netherlands, the United Kingdom and the United States. Holders of passports from the above-mentioned countries may enter Peru as tourists and do not need a visa.</p> <p>Holders of other passports should contact ECLAC (Paula Warnken, e-mail: paula.warnken@cepal.org)</p>
ARUBA			
BERMUDA			
CURAÇAO			
GUADELOUPE			
CAYMAN ISLANDS			
TURKS AND CAICOS ISLANDS			
BRITISH VIRGIN ISLANDS			
UNITED STATES VIRGIN ISLANDS			
MARTINIQUE			

MONTSEERRAT			paula.warnken@cepal.org)
PUERTO RICO			

For all other visa queries, please contact:

- Paula Warnken, e-mail: paula.warnken@cepal.org
- Tatiana Mego, e-mail: tmego@rree.gob.pe
- Doris Santana, e-mail: dsantana@rree.gob.pe

Visas for journalists

All foreign journalists require a visa to enter Peru. There is no fee to pay. Please contact the nearest Peruvian embassy or consulate:

http://www.rree.gob.pe/elministerio/Paginas/Directorio_de_Misiones_en_el_Exterior.aspx

Media representatives should submit their visa applications to the Peruvian embassy or consulate, together with this form regarding the temporary admission of professional equipment free of tax:

<http://www.rree.gob.pe/noticias/Paginas/Internamiento-temporal-de-material-y-equipo-filmico.aspx>

Questions relating to visas for journalists should be addressed to:

- Susana Fernández, e-mail: sfernandez@rree.gob.pe
Telephone: (51-1) 2042679; 2042664. Fax: (51-1) 2042668; 2042667

6. Arrival at the airport

The Government of Peru will have officials at Lima International Airport to meet and assist official delegations as they arrive.

7. Local transport

Participants will be responsible for their own transport between the airport and the hotel. There are taxi services at the international airport. Participants are advised to use official taxi services. **A taxi ride from the airport to the city centre should cost approximately US\$ 30.**

During the session, transport will be provided to and from the venue for participants staying at the Atton and Novotel hotels. Timetables will be available from the hotels upon check-in.

Participants whose transportation will be provided by their countries' diplomatic missions should contact them directly.

8. Registration of participants

An online registration system will be available on the ECLAC website (<http://periododesesiones.cepal.org/>) with effect from **11 March** 2014.

Registration of participants will take place from 3 p.m. on Sunday, **4 May** in the lobby of the Westin Hotel convention centre (third floor). Participants will be given identification badges which, for security purposes, must be shown at all meetings.

Further information on accreditation may be requested from Paula Warnken by e-mail (paula.warnken@cepal.org) or telephone ((56-2) 2210-2651).

Online registration **does not exempt** delegations from the requirement to send an official note indicating the names of the head of delegation and accompanying members. This information must be provided to both ECLAC and the Ministry of Foreign Affairs of Peru.

9. Opening session

The opening session of the thirty-fifth session of ECLAC will commence at 9 a.m. on Tuesday, 6 May in the Limatambo meeting hall in the Hotel Westin convention centre.

10. Internet

The offices set aside for the session and the conference rooms will have wireless Internet access.

11. Languages

The official language of the session will be Spanish. Simultaneous interpretation into English and French will be provided.

12. Medical service

The Government of Peru will arrange for first-aid services to be available during session hours and an ambulance will be stationed at the venue. Patients are liable for all expenses incurred. All heads of delegation, delegates and participants should therefore ensure they are covered by an international health insurance policy.

Heads of delegation, delegates or participants wishing to provide information on any customary or health-related dietary restrictions, or on any physical or health condition for which special provisions may be needed, should contact:

Health and Safety Commission

Official: Counsellor María del Rosario Botton Girón

E-mail: rbotton@ree.gob.pe

Telephone: (51-1) 204 3176

13. International press centre

In order to facilitate press coverage at the thirty-fifth session of ECLAC, an international press centre will be set up in an office close to the conference rooms. Journalists wishing to cover the

session must first register online at <http://periododesesiones.cepal.org/> and obtain accreditation from the press centre, which will be open on a daily basis from 9 a.m.

The centre will have a meeting room, an information and documentation office and work spaces for accredited journalists and media representatives.

Questions relating to media coverage of the session should be addressed to María Amparo Lasso, Chief of the ECLAC Public Information Section, by telephone ((56-2) 2210-2664), fax ((56-2) 2210-1947) or e-mail (mariaamparo.lasso@cepal.org).



**UNITED NATIONS
THIRTY-FIFTH SESSION OF THE ECONOMIC COMMISSION
FOR LATIN AMERICA AND THE CARIBBEAN (ECLAC)**

Lima, 5-9 May 2014

HOTEL RESERVATION REQUEST FORM

First name		Surname	
Head of delegation	Delegate	Observer	Special guest
Title:			
Agency or institution:			
Address:			
City:		Country:	
Telephone:	Fax:	E-mail:	

I request a reservation at:

<p>THE WESTIN LIMA HOTEL & CONVENTION CENTER (5*) <input type="checkbox"/></p> <p>Las Begonias 450, San Isidro Tel: (51-1) 201-5000</p> <p>Deluxe single <input type="checkbox"/> US\$ 210 (includes buffet breakfast and internet)</p> <p>Deluxe double <input type="checkbox"/> US\$ 225 (includes buffet breakfast and internet)</p> <p>E-mail: reservaswestin@libertador.com.pe Contact: Shirley Loo</p> <p>Rates do not include 18% general sales tax (IGV) or 10% service charge. Foreign visitors are exempt from the 18% general sales tax.</p>	<p>HOTEL ATTON LIMA (4*) <input type="checkbox"/></p> <p>Av. Jorge Basadre 595, San Isidro Tel: (51-1) 208-1225</p> <p>Standard single <input type="checkbox"/> US\$ 156.60 (includes buffet breakfast and Internet)</p> <p>Junior suite <input type="checkbox"/> US\$ 178.20 (includes buffet breakfast and Internet)</p> <p>E-mail: spinglo@atton.pe Contact: Sandra Pinglo</p> <p>Rates include 8% service charge. Foreign visitors are exempt from the 18% general sales tax (IGV).</p>	
<p>HOTEL NOVOTEL LIMA (4*) <input type="checkbox"/></p> <p>Av. Víctor Andrés Belaúnde 198, San Isidro Tel: (51-1) 315-9999</p> <p>Standard single <input type="checkbox"/> US\$ 135 (includes buffet breakfast and Internet)</p> <p>Standard double <input type="checkbox"/> US\$ 145 (includes buffet breakfast and Internet)</p> <p>E-mail: h6339-re2@accor.com Contact: Luis Alarcón</p> <p>Rates do not include 18% general sales tax (IGV) or 10% service charge. Foreign visitors are exempt from the 18% general sales tax.</p>		
Date of arrival in Peru:	Flight number:	Approx. time:
Date of departure from Peru:	Flight number:	Approx. time:

I authorize the use of my credit card to guarantee my hotel reservation:

American Express <input type="checkbox"/>	MasterCard <input type="checkbox"/>	Visa <input type="checkbox"/>	Other <input type="checkbox"/>
Card number/security code:			Expiry date:

Requests for reservations should be addressed directly to the hotel selected by **16 April 2014**. Delegates are responsible for their own reservations. It is advisable to check that the hotel has processed your reservation and to request a reservation number or confirmation code.

LOCATION OF HOTELS

