



**Regional Conference
on Women**
in Latin America and the Caribbean
1977–2022



**Special meeting of
the Presiding Officers
of the Regional
Conference on Women**
in Latin America and the Caribbean
Santiago, 22–23 June 2022

SPECIAL MEETING OF THE PRESIDING OFFICERS OF THE REGIONAL CONFERENCE ON WOMEN IN LATIN AMERICA AND THE CARIBBEAN

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Briefing note for participants

I. INTRODUCTION

The Special meeting of the Presiding Officers of the Regional Conference on Women in Latin America and the Caribbean will be held in hybrid format (in-person and virtual) at the headquarters of the Economic Commission for Latin America and the Caribbean (ECLAC) in Santiago, from 22 to 23 June 2022.

This document is intended to provide in-person participants with useful information to facilitate their work at the meeting. Visit the website <https://www.cepal.org/en/events/special-meeting-presiding-officers-regional-conference-women-latin-america-and-caribbean> for more information.

The meeting coordinators will be available to answer any questions concerning logistical or organizational matters that you may have, before or during the event.

II. GENERAL CONSIDERATIONS IN THE CONTEXT OF COVID-19

The practical arrangements for the meeting will be affected by the coronavirus disease pandemic (COVID-19), which will condition whether or not certain events take place, how they are held, and the number of attendees permitted. Any changes made will be in response to the risk assessments and advice provided by the Occupational Safety and Health Committee at ECLAC headquarters. These assessments are based, in turn, on host city and host country guidance, the stage of the plan for the return to on-site work in the ECLAC headquarters complex, the risks posed by the pandemic to participants and United Nations staff at any given time.

Requirements for foreign nationals entering Chile as of 12 April 2022

- A PCR test is *recommended* before entry into Chile.
- Diagnostic tests are conducted at random upon entry.
- Sworn electronic statement (C19 “immunity passport”). The form will generate a QR code which will be used for verification purposes. The form is available at www.c19.cl
- Proof of medical insurance, including coverage related to COVID-19.
- Voluntary validation of proof of vaccination to access the Mobility Pass (consult the <https://mevacuno.gob.cl/> website).
- Travellers are advised to read the Protected Border Plan (Plan de Fronteras Protegidas) (<https://www.minsal.cl/plan-fronteras-protegidas/>) before travelling, as provisions are subject to change.

Access to and movement within ECLAC headquarters

For admittance to ECLAC headquarters, all persons must confirm that they have not had symptoms of or been diagnosed with COVID-19 in the previous 14 days or have been in close contact with someone who has had symptoms of COVID-19 or has been diagnosed with COVID-19. Attendees who have travelled from other countries must comply with the local requirements for incoming travellers regarding COVID-19.

Personal protective equipment

All attendees are expected to wear a medical mask (surgical, FFP2, KN95 or equivalent) that fully covers the nose and mouth at all times while indoors, except when speaking directly at a meeting. Physical contact should be avoided in greetings and interactions and individuals should keep a distance of at least 1 metre from others.

All attendees will be required to uncover their faces upon entry to ECLAC premises or when passing through other security checkpoints, if requested to do so by United Nations security officers, in order to confirm identity with the photograph on their credential.

In order to reduce the risk of infection, hand-sanitizing stations will be provided, and intensified cleaning will be performed between meetings and on high-touch surfaces.

Everyone is encouraged to wash their hands frequently with soap and water.

Attendees are asked to kindly respect the meeting room capacity at all times, as well as the distribution and assignment of seats, which have been established to ensure the safety of all.

Reporting in case of illness

Attendees are strongly advised not to enter ECLAC premises if, at any time before or during the meeting, they present symptoms associated with COVID-19, including fever or body temperature above 37.5°C, or if they have been in contact with another person presenting such symptoms or in preventive isolation for such symptoms in the 14 days prior to the meeting. If an attendee develops symptoms while at ECLAC, he/she should immediately leave the premises, isolate and seek medical care, and report the situation to the ECLAC medical service as outlined in the paragraph below.

Attendees who have been diagnosed with COVID-19 or who develop symptoms of COVID-19 after attending an event at the ECLAC complex are urged to immediately notify the medical service by telephone (+56 2 2210 2333) or by email (servicio.medico@cepal.org) to facilitate contact tracing.

III. MEETING AND COUNTRY INFORMATION

1. General information on Chile

Geographical location

Chile is located in the extreme south-west of South America. Its capital city is Santiago, and the country has a total population of about 17 million. Chile lies between the Pacific Ocean and the Andes mountains, and its long, thin territory is divided into 16 administrative regions.

The capital

Santiago is the capital of the Republic of Chile and is home to six million inhabitants. It has a Mediterranean climate and well-defined seasons, with rainy winters with temperatures as low as 0°C (from May to September) and dry summers, when daytime temperatures hover around 30°C (from November to March). Relative humidity is low, and evenings are cool.

Visitors are advised to drink bottled water, since tap water, although safe to drink, may not agree with those not accustomed to it.

As in all big cities, for safety reasons it is advisable to avoid wearing expensive jewellery and to be careful with handbags and briefcases.

Useful information

LOCAL CURRENCY	The national currency is the Chilean peso (\$). The exchange rate is approximately 820 pesos to the dollar (June 2022).
LOCAL TIME	UTC/GMT -4 hours (at the date of the meeting).
ELECTRICITY	220 volts, 50 Hertz (AC).

2. Meeting venue

The Special meeting of the Presiding Officers of the Regional Conference on Women in Latin America and the Caribbean will take place, in hybrid format, in the Raúl Prebisch conference room at the headquarters of ECLAC, located at Av. Dag Hammarskjöld 3477, Vitacura, Santiago.

3. Meeting coordination

The meeting will be organized by the Economic Commission for Latin America and the Caribbean (ECLAC).

Questions on substantive matters relating to the meeting may be addressed to Nicole Bidegain, Division for Gender Affairs (tel. (+56) 2 2210 2292; email: nicole.bidegain@un.org).

Operational queries should be addressed to Carolina Jara (tel. (+56) 2 2210 2330 email: carolina.jara@un.org).

4. Hotel reservations

The ECLAC Conference Services Unit has reserved a limited number of rooms with special rates for ECLAC at the following hotels located close to the headquarters:

- **Hotel Pullman Santiago Vitacura** (****), Av. Vitacura 3201, Vitacura
Tel: (+56) 2 2944 7800

Superior single room: US\$ 112 (includes breakfast and Internet)
Superior double room: US\$ 122 (includes breakfast and Internet)
Attn: Francisco Pereira, Reservations Department
Email: Francisco.PEREIRAVASQUEZ@accor.com

- **Hotel NH Collection Casacostanera** (****), Av. Nueva Costanera 3900, Vitacura
Tel: (+56) 2 2433 9000

Single room: US\$ 115 (includes breakfast)
Attn: Fabiola Rivera Lagos, Reservations Department
Email: fa.rivera@nh-hotels.com and nhcollectioncasacostanera@nh-hotels.com

These rates do not include value added tax (VAT) of 19%. Visitors paying in dollars or with international credit cards are exempt from VAT.

To maintain the special ECLAC rate, hotel reservations must be requested personally, not through agencies or other means. Delegates are responsible for their own reservations. You are advised to check that the hotel has processed your reservation and to request a reservation number or confirmation code.

The hotel requires your flight number and date of arrival in and departure from Chile, as well as credit card details, in order to secure the reservation. Please complete the attached reservation form, with all the required details, in full.

5. Visa and entry requirements for Chile

Participants must be in possession of a passport valid for at least six months beyond the date of entry into Chile.

Delegates from countries whose citizens require a visa to enter Chile should apply for one in advance at their nearest Chilean embassy or consulate.

To find out whether you require a visa, go to the website of the Ministry of Foreign Affairs of Chile (<https://chileabroad.gov.cl/consulados>) and click on the country of your nationality.

6. Transport from the airport to Santiago

Taxis may be used for transfer from the airport to the city. Travellers are advised to use the firms Taxi Oficial or Transvip, which are located at the airport; fares to the city vary between US\$ 40 and US\$ 45 depending on the destination.

7. Registration

Participants must register online through the meeting website <https://eventos.cepal.org/event/72/overview> which will be available from 23 May to 21 June 2022. Online registration does not exempt delegations from the requirement to send an official note from governments indicating the name of the head of delegation and all accompanying members.

Once online registration is complete, the accreditation system will send a confirmation letter that must be presented along with participants' identification documents when they pick up their credentials.

Participants will be able to pick up their credentials as of Wednesday, 22 June from 8 a.m. at the main entrance to ECLAC headquarters (Av. Dag Hammarskjöld 3477, Vitacura) upon presentation of the registration confirmation email. Participants will receive an identification badge which, for security purposes, must be kept visible and shown at all meetings. Participants must collect their badges in person and must present identification for this purpose.

United Nations agency staff are not required to register online and may enter meetings with their existing United Nations credentials, which must be validated for this purpose by sending a photocopy of both sides of the credential to the following e-mail addresses: ricardo.freitas@un.org and eduardo.barahona@un.org.

Participants are advised to arrive at least 30 minutes before the start of meetings in order to complete the accreditation process and United Nations security protocols.

For any further information on participant accreditation, please contact María Eugenia Barozzi (mariaeugenia.barozzi@un.org, (+56) 2 2210 2520) or Carolina Jara (carolina.jara@un.org, (+56) 2 2210 2330).

8. Opening session

The opening session of the Special meeting of the Presiding Officers of the Regional Conference on Women in Latin America and the Caribbean will start at 9.00 a.m. on Wednesday, 22 June (Chilean time, GMT-4)

9. Internet

Delegates will have access to a wireless Internet connection (Wi-Fi) in the conference rooms and in open areas.

10. Languages

The official language of the meeting will be Spanish. Simultaneous interpretation into English will be provided. Sign language interpretation will also be provided.

11. Documents

This will be a paper-smart meeting. All official documents and statements will be made available to read or download at the website <https://www.cepal.org/en/events/special-meeting-presiding-officers-regional-conference-women-latin-america-and-caribbeann#section-documents>. Participants are advised to bring their laptop computer, tablet or other mobile device to the meeting, since only a limited number of printed documents will be available.

12. Facilities and services at ECLAC

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| Bank | There is a branch of Banco de Chile in the basement of the ECLAC building. It is open to the public from 9 a.m. to 2 p.m. Foreign currency may be exchanged from 10 a.m. to 12.30 p.m. |
| Meals | ECLAC has a cafeteria and a canteen, which are open from 9 a.m. until 5 p.m. Participants must pay directly for their own consumption at these facilities. |
| Medical services | The ECLAC Medical Service (office number Z-210, ext. 2333) will be available to participants for first aid only. It is open from 9 a.m. to 1 p.m. and from 2.30 p.m. to 6 p.m. |



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HOTEL RESERVATION REQUEST

SPECIAL MEETING OF THE PRESIDENT OFFICERS OF THE REGIONAL CONFERENCE ON WOMEN IN LATIN AMERICA AND THE CARIBBEAN

Santiago, 22 – 23 June 2022

Nombre/Name:		Apellido/Last name:	
Dirección/Address:			
Ciudad/City:		País/Country:	
Teléfono/Phone:	Fax:	Correo electrónico/Email:	
SELECT HOTEL			
Hotel Pullman Santiago Vitacura, (****) <input type="checkbox"/> Av. Vitacura 3201, Vitacura Tel: (+56) 2 2422 7902 Single room: US\$ 112 <i>(includes breakfast and Internet)</i> Attn: Francisco Pereira, Reservations Department francisco.pereiravasquez@accor.com Group code: 189992 Block expiry date: 14 June 2022		Hotel NH Collection Casacostanera (****) <input type="checkbox"/> Av. Nueva Costanera 3900, Vitacura Tel: (+56) 2 2433 9000 Single room: US\$ 115 <i>(includes breakfast and Internet)</i> Attn: Fabiola Rivera Lagos, Reservations Department Fa.rivera@nh-hotels.com Group code: CEPAL Block expiry date: 17 June 2022	
Fecha de llegada al país: <i>Date of arrival:</i>		Núm. de vuelo: <i>Flight No:</i>	
Fecha de salida del país: <i>Date of departure:</i>		Núm. de vuelo: <i>Flight No:</i>	
Autorizo el uso de la siguiente tarjeta de crédito a fin de garantizar mi reserva de hotel / <i>I authorize the use of my credit card to guarantee my hotel reservation:</i>			
American Express	Mastercard	Visa	Otra/Other
Núm. de tarjeta de crédito/Credit card No.:			
Fecha de vencimiento: Date of expiration:			

Please complete this form and send it by email to the hotel selected. Visitors paying in dollars or with international credit cards are exempt from VAT.