REGIONAL CONFERENCE ON SOCIAL DEVELOPMENT
IN LATIN AMERICA AND THE CARIBBEAN
LIMA, 2 - 4 NOVEMBER 2015
INTRODUCTION

The Regional Conference on Social Development in Latin America and the Caribbean will be held in Lima from 2 to 4 November 2015.

This document is intended to provide delegates with useful information to facilitate their work at the Conference.

The Conference coordinators will be available to answer any questions concerning logistical or organizational matters that you may wish to ask before or during the event.

1. General information on Peru

Location

Peru, whose official name is the Republic of Peru, is located at the western tip of South America. With a surface area of 1,285,215.6 km$^2$ 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

Situated on the Peruvian coast, Lima has a dry climate; with the exception of light morning drizzle during the months of April to December, it experiences practically no precipitation. Temperatures vary according to the season and the humidity.

Average temperatures in Lima during spring (October to December) range from a low of 16°C to a high of 24°C (61°F-75°F).

Useful information

| Local currency | The currency unit is the nuevo sol (plural nuevos soles). Peru maintains a floating exchange rate. The current exchange rate can be found here: [http://www.sbs.gob.pe/app/stats/tc-cv.asp](http://www.sbs.gob.pe/app/stats/tc-cv.asp) |
| 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. |
2. Venue

The Regional Conference on Social Development in Latin America and the Caribbean will be held at the Lima Convention Centre.

LIMA CONVENTION CENTRE
Address:   Av. Arqueología 160
San Borja, Lima

3. Meeting coordination

The Conference is being organized by the Economic Commission for Latin America and the Caribbean (ECLAC) and the Government of Peru, through the Ministry of Development and Social Inclusion (MIDIS).

Questions on substantive and logistical matters relating to the meeting may be addressed to the following staff at ECLAC:

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laís Abramo</td>
<td>Chief Social Development Division</td>
<td>(+56) 2 2210 2529 <a href="mailto:lais.abramo@cepal.org">lais.abramo@cepal.org</a></td>
</tr>
<tr>
<td>Luis Fidel Yáñez</td>
<td>Officer-in-Charge Office of the Secretary of the Commission</td>
<td>(+56) 2 2210 2275 <a href="mailto:luis.yanez@cepal.org">luis.yanez@cepal.org</a></td>
</tr>
<tr>
<td>María Elisa Bernal</td>
<td>Social Affairs Officer Social Development Division</td>
<td>(+56) 2 2210 2297 <a href="mailto:mariaelisa.bernal@cepal.org">mariaelisa.bernal@cepal.org</a></td>
</tr>
<tr>
<td>Guillermo Acuña</td>
<td>Legal Advisor and Chief of Protocol Office of the Executive Secretary</td>
<td>(+56) 2 2210 2488 <a href="mailto:guillermo.acuna@cepal.org">guillermo.acuna@cepal.org</a></td>
</tr>
<tr>
<td>María Eugenia Johnson</td>
<td>Supervisor Conference Services Unit</td>
<td>(+56) 2 2210 2667 <a href="mailto:mariaeugenia.johnson@cepal.org">mariaeugenia.johnson@cepal.org</a></td>
</tr>
<tr>
<td>Paula Warnken</td>
<td>Protocol Assistant Office of the Secretary of the Commission</td>
<td>(+56) 2 2210 2651 <a href="mailto:paula.warnken@cepal.org">paula.warnken@cepal.org</a></td>
</tr>
<tr>
<td>Valerie Biggs</td>
<td>Programme and Project Assistant Social Development Division (for operational queries)</td>
<td>(+56) 2 2210 2525 <a href="mailto:valerie.biggs@cepal.org">valerie.biggs@cepal.org</a></td>
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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$ 180*
Deluxe double room: US$ 195*

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

**Swissotel - Lima (5*)**
Vía Central 150
Centro Empresarial Real, San Isidro
Telephone: (+51) 1 421 9888
http://www.swissotellima.com.pe/

Classic single room: US$ 170*
Classic double room: US$ 185*

*Rates do not include 18% general sales tax (IGV) or 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$ 150*

  *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$ 130*

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

Reservations should be made directly with the hotel by 9 October 2015 using the attached form. After this date, the hotel cannot guarantee the special rate or the availability of rooms.

Delegates are responsible for making their own reservations and are advised to make sure that their reservation has been processed by the hotel and to request a confirmation number or code.

A credit card number is required in order to make a reservation. Hotels in Peru apply a no-show policy: cardholders may cancel reservations up to 24 hours before they are due to
check in, failing which they will be charged for the first night. All delegates must settle their own hotel bill at the end of their stay.

5. Entry and exit requirements

Citizens of most member countries of ECLAC do not require a visa to enter Peru. Participants are advised to consult the following website to check whether they need to obtain a visa:

http://rree.gob.pe/servicioalciudadano/Documents/REQUERIMIENTOS_DE_VISAS_PARA_CIUDADANOS_EXTRANJERO.pdf

For all other visa queries, please contact Paula Warnken (paula.warnken@cepal.org).

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-equipos-filminicos.aspx

6. Local transport

Participants are responsible for their own transportation 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 Conference, transport will be provided to and from the venue for participants staying at the selected 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.

7. Registration of participants

An online registration system will be available on the ECLAC website (http://crds.cepal.org). from 21 September 2015.

Registration of participants will take place from 8 a.m. on Monday, 2 November in the lobby of the Convention Centre. 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.

8. Opening session

The Conference will begin at 10 a.m. on Monday, 2 November.

9. Internet

The offices and rooms set aside for the Conference will have wireless Internet access (Wi-Fi).

10. Languages

The official language of the Conference will be Spanish. Simultaneous interpretation into English will be provided.

11. Medical services

The Government of Peru will provide first aid services in case emergency medical assistance is required at the Conference venue.

12. International press centre

In order to facilitate press coverage of the Regional Conference on Social Development in Latin America and the Caribbean, an international press centre will be set up in an office close to the conference rooms. Journalists wishing to cover the Conference must register online beforehand at (http://crds.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, information and documentation office, and workspaces for accredited journalists and media representatives.

Questions relating to media coverage of the Conference should be addressed to María Amparo Lasso, Chief of the Public Information Unit of ECLAC (mariaamparo.lasso@cepal.org, (+56) 2 2210 2664).
UNITED NATIONS
REGIONAL CONFERENCE ON SOCIAL DEVELOPMENT IN LATIN AMERICA
AND THE CARIBBEAN
Lima, 2-4 November 2015
HOTEL RESERVATION REQUEST FORM

First name: ___________________________ Last name: ___________________________

Head of delegation [ ] Delegate [ ] Observer [ ] Special guest [ ]

Official title: ___________________________

Agency or institution: ___________________________

Address: ___________________________

City: ___________________________ Country: ___________________________

Telephone: ___________________________ Fax: ___________________________ E-mail: ___________________________

I hereby request a reservation at:

THE WESTIN LIMA HOTEL & CONVENTION CENTER (5*)
Las Begonias 450, San Isidro
Tel: (+51) 1 201 5000

Deluxe single room [ ]
Deluxe double room [ ]

US$ 180 (includes buffet breakfast and Internet)
US$ 195 (includes buffet breakfast and Internet)

E-mail: reservaswestin@libertador.com.pe
Contact: Shirley Loo

Rates do not include 18% general sales tax (IGV) or 10% service charge. Foreign visitors are exempt from the 18% general sales tax.

SWISSOTEL - LIMA (5*)
Via Central 150, Centro Empresarial Real
San Isidro
Tel: (+51) 1 421 4400

Classic single room [ ]
Classic double room [ ]

US$ 170 (includes buffet breakfast and Internet)
US$ 185 (includes buffet breakfast and Internet)

E-mail: reservations.lima@swissotel.com / Mariela.vasquez@swissotel.com
Contact: Mariela Vásquez

Rates do not include 18% general sales tax (IGV) or 10% service charge. Foreign visitors are exempt from the 18% general sales tax.

HOTEL ATTON LIMA (4*)
Av. Jorge Basadre 595, San Isidro
Tel: (+51) 1 208 1225

Standard single room [ ]

US$ 150 (includes buffet breakfast and Internet)

E-mail: spinglo@atton.pe
Contact: Sandra Pinglo

Rates include 8% service charge. Foreign visitors are exempt from the 18% general sales tax (IGV).

HOTEL NOVOTEL LIMA (4*)
Av. Víctor Andrés Belaúnde 198, San Isidro
Tel: (+51) 1 315 9999

Standard single room [ ]

US$ 130 (includes buffet breakfast and Internet)

E-mail: h6339-re@accor.com
Contact: Gloria Pauca

Rates do not include 18% general sales tax (IGV) or 10% service charge. Foreign visitors are exempt from the 18% general sales tax.

Date of arrival in Peru: ___________________________
Flight number: ___________________________
Time (approx.): ___________________________

Date of departure from Peru: ___________________________
Flight number: ___________________________
Time (approx.): ___________________________

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

American Express [ ] MasterCard [ ] Visa [ ] Other [ ]

Card number/security code: ___________________________
Expiry date: ___________________________

Requests for reservations should be addressed directly to the hotel selected by 9 October 2015. 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.