



**Regional Conference
on Social Development**
in Latin America and the Caribbean
Lima, 2-4 November 2015

**REGIONAL CONFERENCE ON SOCIAL DEVELOPMENT
IN LATIN AMERICA AND THE CARIBBEAN**

LIMA, 2 - 4 NOVEMBER 2015



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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 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

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 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.

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:

Laís Abramo (+56) 2 2210 2529 lais.abramo@cepal.org	Chief Social Development Division
Luis Fidel Yáñez (+56) 2 2210 2275 luis.yanez@cepal.org	Officer-in-Charge Office of the Secretary of the Commission
María Elisa Bernal (+56) 2 2210 2297 mariaelisa.bernal@cepal.org	Social Affairs Officer Social Development Division
Guillermo Acuña (+56) 2 2210 2488 guillermo.acuna@cepal.org	Legal Advisor and Chief of Protocol Office of the Executive Secretary
María Eugenia Johnson (+56) 2 2210 2667 Mariaeugenia.johnson@cepal.org	Supervisor Conference Services Unit
Paula Warnken (+56) 2 2210 2651 paula.warnken@cepal.org	Protocol Assistant Office of the Secretary of the Commission
Valerie Biggs (+56) 2 2210 2525 valerie.biggs@cepal.org	Programme and Project Assistant Social Development Division (for operational queries)

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_CIU DADANOS_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-equipo-filmico.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 work spaces 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 <input type="checkbox"/>	Delegate <input type="checkbox"/>	Observer <input type="checkbox"/>	Special guest <input type="checkbox"/>
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*) <input type="checkbox"/> Las Begonias 450, San Isidro Tel: (+51) 1 201 5000 Deluxe single room <input type="checkbox"/> US\$ 180 (includes buffet breakfast and Internet) Deluxe double room <input type="checkbox"/> 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*) <input type="checkbox"/> Vía Central 150, Centro Empresarial Real San Isidro Tel: (+51) 1 421 4400 Classic single room <input type="checkbox"/> US\$ 170 (includes buffet breakfast and Internet) Classic double room <input type="checkbox"/> 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*) <input type="checkbox"/> Av. Jorge Basadre 595, San Isidro Tel: (+51) 1 208 1225 Standard single room <input type="checkbox"/> 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*) <input type="checkbox"/> Av. Víctor Andrés Belaúnde 198, San Isidro Tel: (+51) 1 315 9999 Standard single room <input type="checkbox"/> 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 <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 **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.

LOCATION OF HOTELS

