



Regional Conference
on Social Development
in Latin America and the Caribbean

Montevideo, 25-27 October 2017

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

Montevideo, 25-27 October 2017

GENERAL INFORMATION



INTRODUCTION

The second Regional Conference on Social Development in Latin America and the Caribbean will be held in Montevideo from 25 to 27 October 2017.

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

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

1. General information on Uruguay

The country

Uruguay, officially the Eastern Republic of Uruguay, is a South American country situated in the eastern part of the Southern Cone subregion. It is bound by Brazil to the north, Argentina to the west, and has a coastline stretching from River Plate in the south to the Atlantic Ocean in the south-east.

The country is subdivided into 19 departments and has a population of 3.4 million. The capital and largest city, Montevideo, has 1.4 million inhabitants and a metropolitan area of almost 2 million inhabitants, accounting for 58.8% of the national total.

Climate

Uruguay has a temperate, wet climate (average temperature 17o C), with warm summers and more or less constant precipitation levels throughout the year.

Useful information for your visit

Local currency	The local currency is the Uruguayan peso. The exchange rate fluctuates at around 28 pesos to the US dollar. Most hotels, restaurants and large department stores accept major credit cards such as MasterCard, Visa, Diners Club and American Express. Automated teller machines (ATMs) are readily available in Montevideo. Bank opening hours are from 1 p.m. to 5 p.m., with some banks remaining open until 6 p.m.
Local time	The time zone in Uruguay from March to October is UTC/GMT-3, while summer time (UTC/GMT-2) runs from the first Sunday in October to the second Sunday in March.
Electricity	220V, 50 Hz. Two types of plugs are used: with two round pins or three flat pins, two of which are angled in an inverted V-shape.
Airport tax	Airport tax is US\$40 for international flights at Carrasco airport in Montevideo.
Tippling	The tip is not included in hotel or restaurant bills. It is customary to leave a tip of 10% of the total.
Taxis	Visitors are advised to use radio taxis and taxi services such as those found at hotel entrances. All taxis in Montevideo charge according to the meter and the associated fare schedule. There are also unmarked taxis (remises), which charge on the basis of distance or time. The average fare from the airport to the hotel and meeting venue is approximately US\$ 45.

Source: Ministry of Foreign Affairs of Uruguay [online] <http://www.mrree.gub.uy>.

2. Meeting venue

The second Regional Conference on Social Development in Latin America and the Caribbean will be held at the secretariat of the Southern Common Market (MERCOSUR).

MERCOSUR building

Address: Dr. Luis Piera 1992
11200, Montevideo, Uruguay
Tel.: (+598) 2412 9024

3. Meeting coordination

The meeting is being organized by the Economic Commission for Latin America and the Caribbean (ECLAC) and the Government of Uruguay, through the Ministry of Social Development (MIDES).

Questions on substantive or logistical matters related to the meeting may be addressed to the following members of staff:

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
Rodrigo Martínez (+56) 2 2210 2309 rodrigo.martinez@cepal.org	Social Affairs Officer Social Development Division
Guillermo Acuña (+56) 2 2210 2488 guillermo.acuna@cepal.org	Legal Adviser and Chief of Protocol Office of the Executive Secretary
María Eugenia Johnson (+56) 2 2210 2667 mariaeugenia.johnson@cepal.org	Supervisor Conference Services Unit, ECLAC
Paula Warnken (+56) 2 2210 2651 paula.warnken@cepal.org	Protocol Assistant secretariat of the Commission
Margot Rovira (+56) 2 2210 2285 margot.rovira@cepal.org	Assistant Social Development Division (for questions regarding operational aspects of the meeting)

4. Hotel reservations

The ECLAC Conference Services Unit has secured a limited number of rooms with special rates for ECLAC at the following hotels:

☐ Sheraton Montevideo Hotel (5*)

Single room: US\$ 135*
Double room: US\$ 145*

* Non-residents of Uruguay are exempted from payment of 10% VAT.

Reservations: Ignacio Zubiaga
Ignacio.Zubiaga@sheraton.com
Tel.: (+598) 2712 3474, ext. 3333

□ **Hotel Aloft Montevideo (4*)**

Standard single room: US\$ 80*
Standard double room: US\$ 90*

* Non-residents of Uruguay are exempted from payment of 10% VAT.

Reservations: Ignacio Zubiaga
Ignacio.Zubiaga@sheraton.com
Tel.: (+598) 2712 3474, ext. 3333

□ **Hotel Esplendor Montevideo (4*)**

Standard single or double room: US\$ 85*
Single or double suite: US\$ 110*

* Non-residents of Uruguay are exempted from payment of 10% VAT.

Reservations: Paola
reservas@esplendorpuntacarretas.com
Tel.: (+598) 2716 0000

The rate includes buffet breakfast, free access to the fitness centre and Internet connection in the hotel room. Non-residents of Uruguay are exempted from payment of 10% value added tax (VAT).

Requests for reservations should be addressed directly to the hotel selected **before 6 October 2017, using the form provided on page 7**. After this date, the hotels reserve the right to change the rates and cannot guarantee that rooms will be available.

Each delegate is responsible for his/her own reservation. It is advisable to check that the hotel has processed your reservation and to request a reservation number or confirmation code.

The hotel requires a credit card number to hold a reservation. Hotels in Uruguay apply a “no show” policy, whereby reservations may be cancelled up to 24 hours prior to arrival; otherwise, cardholders will be charged for the first night. All delegates must settle their own hotel bill at the end of their stay.

5. Entry requirements for Uruguay

Holders of regular, diplomatic or official passports should apply for a visa at the nearest Uruguayan embassy or consulate. A list of the countries exempted from visa requirements to enter Uruguay is available via the following link: <http://www.mrree.gub.uy/frontend/page?1.inicio.preguntas-frecuentes,O.es,0.#>

Information on embassies and consulates is provided on the website of the Ministry of Foreign Affairs of Uruguay: www.mrree.gub.uy.

Participants are responsible for arranging their own visas, if required.

6. Local transport

Meeting participants are responsible for their own transport between the airport and the hotel.

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

From **1st September 2017**, an online registration system will be available on the ECLAC website (<http://crds.cepal.org>).

Registration of delegates will take place from 2.00 p.m. on Tuesday, 24 October in the hall of the Salón de los Presidentes conference room in the MERCOSUR building. You will be issued with an identification badge, which, for security purposes, must be shown at all meetings.

For further information on accreditation, please contact Paula Warnken (email: paula.warnken@cepal.org; tel.: (+56) 2 2210 2651).

Registering through the online system does not exempt delegations from the requirement to provide official notification to the Office of the Secretary of the Commission of the name of the head of delegation and all accompanying members.

8. Internet

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

9. Languages

The official languages of the meeting will be Spanish and English. Simultaneous interpretation will be provided.

10. Documents

Documents can be accessed on the Conference website (<http://crds.cepal.org>) as soon as they become available.

11. Medical services

The Government will provide an emergency first aid service at the meeting venue.

12. International press centre

In order to facilitate press coverage at the second 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 session must first register online at <http://crds.cepal.org> and obtain accreditation from the press centre, which will be open on a daily basis, beginning from 2.00 p.m. on Tuesday, 24 October.

The centre will have an information and documentation office and cubicles and work spaces for accredited journalists and media representatives.

Questions relating to media coverage of the Conference should be addressed to Guido Camú, Officer in Charge of the ECLAC Public Information Section by email (guido.camu@cepal.org) or telephone ((+56) 2 2210 2440).



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

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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:			
Organization or institution:			
Address:			
City:		Country:	
Telephone:	Fax:	E-mail:	

I request a reservation at:

<p>SHERATON MONTEVIDEO HOTEL (5 *) <input type="checkbox"/></p> <p>Víctor Soliño 349 Tel.: (+598) 2712 3474</p> <p>Standard single <input type="checkbox"/> US\$ 135 (breakfast and Internet included)</p> <p>Standard double <input type="checkbox"/> US\$ 145 (breakfast and Internet included)</p> <p>Email: Ignacio.Zubiaga@sheraton.com</p> <p>Attn.: Ignacio Zubiaga</p> <p><small>* Non-resident visitors are exempted from 10% VAT.</small></p>	<p>HOTEL ALOFT MONTEVIDEO (4 *) <input type="checkbox"/></p> <p>Punta Carretas Tel.: (+598) 2712 3474, ext. 3333</p> <p>Standard single <input type="checkbox"/> US\$ 80 (breakfast and Internet included)</p> <p>Standard double <input type="checkbox"/> US\$ 90 (breakfast and Internet included)</p> <p>Email: Ignacio.Zubiaga@sheraton.com</p> <p>Attn.: Ignacio Zubiaga</p> <p><small>* Non-resident visitors are exempted from 10% VAT.</small></p>	
<p>HOTEL ESPLENDOR MONTEVIDEO (4 *) <input type="checkbox"/></p> <p>M.J. Errazquín 2370, Punta Carretas Tel.: (+598) 2716 0000</p> <p>Standard single or double <input type="checkbox"/> US\$ 85 (breakfast and Internet included)</p> <p>Single or double suite <input type="checkbox"/> US\$ 110 (breakfast and Internet included)</p> <p>Code: REUNIÓN CEPAL</p> <p>Email: reservas@esplendorpuntacarretas.com</p> <p>Attn.: Paola</p> <p><small>* Non-resident visitors are exempted from 10% VAT.</small></p>		
Date of arrival:	Flight number:	Time (approx):
Date of departure:	Flight number:	Time (approx):

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

American Express <input type="checkbox"/>	Master Card <input type="checkbox"/>	Visa <input type="checkbox"/>	Other <input type="checkbox"/>
Credit card number and security code:			Expiration date:

Reservations should be made directly with the hotel **before 6 October**. Delegates are responsible for their own reservations. It is advisable to check that the hotel has processed your request and to ask for a reservation number or confirmation code. To guarantee reservations, delegates are required to indicate their flight number and time and arrival and departure dates, as well as credit card details.