THIRD SESSION OF THE REGIONAL CONFERENCE ON SOCIAL DEVELOPMENT IN LATIN AMERICA AND THE CARIBBEAN

Mexico City, 1–3 October 2019

GENERAL INFORMATION
INTRODUCTION

The third session of the Regional Conference on Social Development in Latin America and the Caribbean will take place in the José María Morelos y Pavón conference room at the Secretariat of Foreign Affairs of Mexico, in Mexico City, from 1 to 3 October 2019.

The participant accreditation desk will be open from 9 a.m. on Monday, 30 September, at the meeting venue.

This document is intended to provide delegations with useful information to facilitate their work at the meeting.

Meeting coordinators will be pleased to answer any questions concerning logistical or organizational matters either before or during the event.

1. General information on Mexico City

Mexico City is the capital of the United Mexican States. It is located in the centre of the country, at an altitude of 2,240 meters above sea level. It covers a total area of 1,499 square kilometers and has a population of approximately 8.9 million.

Climate

During the day, the climate in October is mild to hot in Mexico City, with rain possible. The average temperature in this period ranges between a low of 10 °C and a high of 24 °C.

Useful information

| LOCAL CURRENCY | The national currency is the Mexican peso ($). The exchange rate against the United States dollar fluctuates between 19 and 20 pesos. The current exchange rate may be found at: www.banxico.org.mx/portal-mercado-cambiario/index.html. Money may be exchanged at the airport or in hotels, banks and bureaux de change. Banking hours are 9 a.m. to 4 p.m., Monday to Friday. Credit and debit cards are accepted in most commercial establishments; however, visitors are advised to carry some cash, as small establishments may not accept credit cards. Automated teller machines (ATM) are available at the conference centre of the Secretariat of Foreign Affairs. |
| LOCAL TIME | Mexico City’s time zone is UTC/GMT-6. |
| ELECTRICITY | 110 volts, 60 hertz (similar to the United States), and wall sockets may be for two- or three-pin plugs. Visitors wishing to use devices not designed for use in North America should bring an adapter with a voltage transformer. |
| WATER | Drinking the tap water is not recommended; visitors are advised to consume only boiled or bottled water. |
| VACCINATIONS | No vaccinations are required to enter Mexico. |
| SALES TAX AND TIPPING | Value added tax (VAT) of 16% is levied on most products and services. In restaurants it is customary to leave a tip of between 10% and 15% of the total bill. |
| TAXIS | There are several kinds of taxis in the city, although the most common are white and pink, or white with the Mexico City logo (CDMX). Visitors are advised to use official taxis only. There are also tourist taxis available for hire at the airport and various hotels. More information can be found at: http://www.aicm.com.mx/pasajeros/transporte/taxis. |
SAFETY AND SECURITY

<table>
<thead>
<tr>
<th>Emergency phone numbers (within Mexico City)</th>
</tr>
</thead>
<tbody>
<tr>
<td>911  Emergencies (Mexico City Department of Public Safety)</td>
</tr>
<tr>
<td>061  Public Prosecutor’s Office (to report a crime)</td>
</tr>
<tr>
<td>065  Red Cross</td>
</tr>
<tr>
<td>068  Fire department</td>
</tr>
<tr>
<td>5683 2222  Protection Agency</td>
</tr>
<tr>
<td>5658 1111  LOCATEL (public directory enquiries service)</td>
</tr>
</tbody>
</table>

HEALTH

Mexico City stands at 2,240 metres above sea level, and some visitors may experience discomfort owing to the altitude. Visitors are advised to drink plenty of liquids and to avoid alcoholic beverages and strenuous exercise.

2. Meeting venue

The third session of the Regional Conference on Social Development in Latin America and the Caribbean will take place in the José María Morelos y Pavón conference room at the conference centre of the Secretariat of Foreign Affairs of Mexico.

Secretariat of Foreign Affairs of Mexico

Address:  Plaza Juárez 20. Floors 1 and 3. Colonia Centro Delegación Cuauhtémoc, Mexico City C.P. 06010

3. Meeting coordination

The meeting is being organized by the Economic Commission for Latin America and the Caribbean (ECLAC) and the Secretariat of Foreign Affairs of Mexico.

Questions on substantive or logistical matters related to the meeting may be addressed to the following members of staff at ECLAC and at the Secretariat of Foreign Affairs and the Secretariat of Social Welfare of the Government of Mexico:

| ECLAC |
|------------------|---------------------|
| Lais Abramo  
(+56) 2 2210 2529  
lais.abramo@un.org | Chief  
Social Development Division |
| Luis Fidel Yáñez  
(+56) 2 2210 2275  
luis.yanez@un.org | Officer-in-Charge  
Office of the Secretary of the Commission |
| Rodrigo Martínez  
(+56) 2 2210 2309  
rodrigo.martinez@un.org | Social Affairs Officer  
Social Development Division |
| Guillermo Acuña  
(+56) 2 2210 2488  
guillermo.acuna@un.org | Legal Counsel and Chief of Protocol  
Office of the Executive Secretary |
| María Eugenia Johnson  
(+56) 2 2210 2667  
mariaeugenia.johnson@un.org | Supervisor  
Conference Services Unit |
| Lucía Concha  
(+56) 2 2210 2667  
lucia.concha@un.org | Conference Affairs Officer  
Conference Services Unit |
4. Hotel reservations

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

- **Hotel Hilton Mexico City Reforma (5*)**
  Av. Juárez 70, Colonia Centro
  www.hiltonmexicocity.com

  Single room: US$ 169 plus 16% VAT and 3% hotel room tax
  Double room: US$ 181 plus 16% VAT and 3% hotel room tax

  Reservations:
  Lourdes Rodríguez, Government Account Sales
  lourdes.rodriguez@hilton.com / mexrf_reservaciones@hilton.com
  (+52) 55 5130 5293

  These rates include buffet breakfast, free access to the fitness centre and Internet in the room.
• Hotel Fiesta Inn Centro Histórico (4*)
  Av. Juárez 76, Colonia Centro
  www.fiestainn.com

  Single room: US$ 103, approximately
  Double room: US$ 115, approximately

  Reservations:
  Ramiro Ramírez, Sales Executive
  ventasficen@posadas.com
  (+52) 55 5130 2907

  These rates include taxes, buffet breakfast, free access to the fitness centre and Internet in the room.

• Hotel Barceló México Reforma (5*)
  Av. Paseo de la Reforma 1, Col. Tabacalera
  www.barcelo.com

  Single room: US$ 125 plus 16% VAT and 3% hotel room tax
  Double room: US$ 135 plus 16% VAT and 3% hotel room tax

  Reservations:
  Marcos Almazán, Sales Executive
  mexicoreforma.grupos2@barcelo.com
  (+52 55) 5063 1000, ext. 5077

  These rates include buffet breakfast, free access to the fitness centre and Internet in the room.

  Reservations should be made directly with the selected hotel before 20 September 2019, using the form attached on page 10. After that date, the hotels reserve the right to change their prices and cannot guarantee room availability.

  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.

  The hotel requires a credit card number to hold a reservation. Hotels in Mexico apply a “no show” policy, whereby visitors may cancel reservations up to 48 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 requirements for Mexico

To enter Mexico, participants must complete all immigration procedures. All foreign citizens must be in possession of a valid passport.

Participants may require a visa to enter Mexico, depending on the type of passport they hold and their country of origin, among other factors, as detailed below.

Visitors must be advised that Mexico will not issue visas at ports of entry under any circumstances.
Visa-free entry

Non-Mexican nationals in possession of a passport and one of the following documents do not require a visa to enter Mexico:

I. A valid, multiple-entry visa for Canada, Japan, the United Kingdom or the United States, or any of the countries of the Schengen area.

II. A document certifying permanent residence in Canada, Japan, the United Kingdom or the United States, any country of the Schengen area, or any member country of the Pacific Alliance (Chile, Colombia and Peru).

III. A valid APEC Business Travel Card (ABTC) approved by Mexico.

Immigration officials may ask foreign visitors to Mexico for the following upon entry:

I. Valid passport or identification document.
II. Personal information requested by immigration authorities.
III. Purpose of travel. This information must be consistent with the visa issued, where applicable. If travelling as a tourist, you will be asked to provide proof of financial solvency and a hotel reservation (preferably prepaid); you may also be requested to provide proof of your place of residence and origin.
IV. Address in Mexico and length of stay. It is important to be able to show a return ticket to the country of origin and a hotel reservation consistent with your stay in the country.
V. Information concerning the activities to be carried out in Mexico and those undertaken in the country of origin.
VI. Proof of financial solvency for the duration of your stay in Mexico. An international credit card is highly recommended.

Visitors must retain the migration form stamped by the immigration officer upon entry into Mexico as it must be submitted upon departure from the country.

Holders of diplomatic, official or service passports

To check whether you require a visa to enter Mexico, please consult the information at the following link:
If you do require a visa, please contact your nearest Mexican consulate.

Holders of ordinary passports

To check whether you require a visa to enter Mexico, please consult the information at the following link:

Requirements for requesting a visitor visa which does not permit employment or work

To obtain a Mexican visa in your ordinary passport you must present the following:

I. Original and copy of a valid passport or identification document.
II. One colour passport-size photo, not less than 32 mm x 26 mm and not more than 39 mm x 31 mm in size, displaying your face, without glasses, against a white background.

III. Original and copy of documents proving legal residence, if the applicant is not a national of the country where the visa is requested.

IV. The following documents, as applicable, in order to certify that the foreign visitor will not engage in paid activities while in Mexico:

A. Evidence of ties:
   1. Originals and copies of duly registered property deeds under the name of the applicant with at least two years of ownership and proof of stable employment with at least two years of service, or
   2. Originals and copies of duly registered property deeds under the name of the applicant with at least two years of ownership and a document attesting the ownership of or a stake in businesses issued by the relevant authorities of the respective country, with a minimum standing of two years.

B. Financial solvency:
   1. Originals and copies of documents attesting that the applicant has received a salary or pension providing monthly after-tax income of at least the equivalent of 100 days of the general minimum wage in force in Mexico City for the past three months and proof of stable employment with at least one year of service, or
   2. Originals and copies of documents attesting that the applicant has held investments or bank accounts with an average monthly balance equivalent to 300 days of the general minimum wage in force in Mexico City for the past three months.

C. Invitation from a public or private organization or institution:
   1. Original letter from a public or private organization or institution inviting the applicant to participate in an event or unpaid activity in Mexico. The letter must contain the following information:
      (a) Full name and nationality of the applicant.
      (b) Name or trade name of the organization.
      (c) Official registration number, if applicable.
      (d) Activity or objective of the private or public organization or institution.
      (e) Full address and contact information of the organization or institution.
      (f) Information on the event or activity in which the applicant will participate.
         The activity to be carried out by the applicant must be related to the objectives of the organization or institution issuing the invitation.
      (g) Estimated duration or approximate date of conclusion of the activity to be carried out.
      (h) A commitment to assume responsibility for the applicant’s subsistence during his or her stay in Mexico and for his or her return journey to the country of origin or residence.
      (i) Copy of official identification document, with signature and photograph, of the signatory to the letter of responsibility.

   2. In order to prove that the private organization or institution issuing the invitation has sufficient financial resources to fulfil the commitment referred to in point 1(h), it must furnish originals and copies of documents attesting that it has held investments or bank accounts with an average balance of at least the equivalent of 1,000 days of the general minimum wage in force in Mexico City for the past 12 months.
3. The applicant must furnish originals and copies of documents attesting that he or she has the experience, expertise, skills or knowledge necessary to carry out the activity covered by the invitation.

D. Participation in an event promoted or sponsored by the federal government or an autonomous constitutional body:

1. Original letter from the federal government department or autonomous constitutional body inviting the applicant to participate in an event organized in accordance with an international commitment undertaken by the Government of Mexico. The letter must contain the following information:
   (a) Full name of the applicant.
   (b) Nationality.
   (c) Name of the federal government department or the autonomous constitutional body.
   (d) Information on the event in which the applicant will participate.
   (e) Date and duration of the event.
   (f) Signature and official title of the federal government official or staff member of the autonomous constitutional body responsible for coordinating the event.

2. Original of the letter or note from the institution issuing the invitation

For further information, please contact the Mexican consulate nearest you or where you wish to submit your application, which you can locate using the following links:

List of Mexican embassies outside Mexico:
http://directorio.sre.gob.mx/index.php/embajadas-de-mexico-en-el-exterior

List of Mexican consulates outside Mexico:
https://directorio.sre.gob.mx/index.php/consulados-de-mexico-en-el-exterior

List of embassies and consulates in Mexico:

6. Local transport

Participants are responsible for their own transportation between the airport and the hotel.

7. Online registration and participant registration

An online registration system will be available on the ECLAC website http://crds.cepal.org from Monday, 26 August.

Registration of participants will begin on Monday, 30 September at 9 a.m., on the ground floor of the Secretariat of Foreign Affairs. Participants will be issued with identification badges, which, for security purposes, must be shown at all meetings.

For further information on participant registration, please contact Paula Warnken (paula.warnken@un.org); tel. (+56) 2 2210 2651.

Online registration does not exempt delegations from the requirement to provide official notification to the Office of the Secretary of the Commission indicating the name of the head of delegation and all accompanying delegation members.
8. Internet Service

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

9. Languages

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

10. Documents

As the meeting documents become available, they will be accessible on the website http://crds.cepal.org.

11. Medical services

The Government of Mexico will provide first aid services in case emergency medical assistance is required at the session venue. Any major medical expenses must be paid by the person concerned. Participants are advised to purchase international health insurance to cover major medical expenses.

12. International Press Centre

In order to facilitate press coverage at the third session 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 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 9 a.m. on Monday, 30 September.

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, Chief of the ECLAC Public Information Unit (email: guido.camu@un.org, tel.: (+56) 2 2210 2440).
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Mexico City, 1–3 October 2019
HOTEL RESERVATION REQUEST

First name: Last name:

Head of delegation Delegate Observer Special guest

Official position:

Organization or institution:

City: Country:

Tel.: Email:

I request a reservation at:

**HILTON MEXICO CITY REFORMA (5*)**
Av. Juárez 70, Colonia Centro
Tel.: (+52) 55 5130 5293
Standard single room: US$ 169 plus 16% VAT and 3% hotel room tax (includes breakfast and Internet)
Standard double room: US$ 181 plus 16% VAT and 3% hotel room tax (includes breakfast and Internet)
**Contact:** Lourdes Rodríguez
lourdes.rodriguez@hilton.com
mexrf_reservaciones@hilton.com
**Group code:** CEPAL-2019

**HOTEL FIESTA INN CENTRO HISTÓRICO (4*)**
Av. Juárez 76, Colonia Centro
Tel.: (+52) 55 5130 2907
Standard single room: US$ 103, approximately (includes taxes, breakfast and Internet)
Standard double room: US$ 115, approximately (includes taxes, breakfast and Internet)
**Contact:** Ramiro Ramírez
ventasficen@posadas.com
**Group code:** G1DYS3

**HOTEL BARCELÓ MEXICO REFORMA (5*)**
Av. Paseo de la Reforma 1, Col. Tabacalera
Tel.: (+52) 55 5063 1000, ext. 5077
Standard single room: US$ 125 plus 16% VAT and 3% hotel room tax (includes breakfast and Internet)
Standard double room: Double room: US$ 135 plus 16% VAT and 3% hotel room tax (includes breakfast and Internet)
**Contact:** Marcos Almazán, Sales Executive
mexicoreforma.grupos2@barcelo.com
**Group code:** CEPAL-ONU

Date of arrival: Flight No.: Time (approx):

Date of departure: Flight No.: Time (approx):

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

American Express Mastercard Visa Other

Card number/security code: Expiry date:

Please complete the form and send it directly to the selected hotel before 20 September.