



# Regional Conference on Social Development in Latin America and the Caribbean

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Mexico City, 1–3 October 2019

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

**Mexico City, 1–3 October 2019**

## **GENERAL INFORMATION**



**GOBIERNO DE  
MÉXICO**



## 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

<b>LOCAL CURRENCY</b>	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: <a href="http://www.banxico.org.mx/portal-mercado-cambiario/index.html">www.banxico.org.mx/portal-mercado-cambiario/index.html</a> . 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.
<b>LOCAL TIME</b>	Mexico City's time zone is UTC/GMT-6.
<b>ELECTRICITY</b>	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.
<b>WATER</b>	Drinking the tap water is not recommended; visitors are advised to consume only boiled or bottled water.
<b>VACCINATIONS</b>	No vaccinations are required to enter Mexico.
<b>SALES TAX AND TIPPING</b>	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.
<b>TAXIS</b>	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: <a href="http://www.aicm.com.mx/pasajeros/transporte/taxis">http://www.aicm.com.mx/pasajeros/transporte/taxis</a> .

<b>SAFETY AND SECURITY</b>	Emergency phone numbers (within Mexico City)	
	911	Emergencies (Mexico City Department of Public Safety)
	061	Public Prosecutor's Office (to report a crime)
	065	Red Cross
	068	Fire department
	5683 2222	Protection Agency
	5658 1111	LOCATEL (public directory enquiries service)
<b>HEALTH</b>	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

Laís Abramo (+56) 2 2210 2529 <a href="mailto:lais.abramo@un.org">lais.abramo@un.org</a>	Chief Social Development Division
Luis Fidel Yáñez (+56) 2 2210 2275 <a href="mailto:luis.yanez@un.org">luis.yanez@un.org</a>	Officer-in-Charge Office of the Secretary of the Commission
Rodrigo Martínez (+56) 2 2210 2309 <a href="mailto:rodrigo.martinez@un.org">rodrigo.martinez@un.org</a>	Social Affairs Officer Social Development Division
Guillermo Acuña (+56) 2 2210 2488 <a href="mailto:guillermo.acuna@un.org">guillermo.acuna@un.org</a>	Legal Counsel and Chief of Protocol Office of the Executive Secretary
María Eugenia Johnson (+56) 2 2210 2667 <a href="mailto:mariaeugenia.johnson@un.org">mariaeugenia.johnson@un.org</a> Lucía Concha (+56) 2 2210 2667 <a href="mailto:lucia.concha@un.org">lucia.concha@un.org</a>	Supervisor Conference Services Unit  Conference Affairs Officer Conference Services Unit

Paula Warnken (+56) 2 2210 2651 <a href="mailto:paula.warnken@un.org">paula.warnken@un.org</a>	Protocol Assistant Office of the Secretary of the Commission
Margot Rovira (+56) 2 2210 2285 <a href="mailto:margot.rovira@un.org">margot.rovira@un.org</a>	Assistant Social Development Division (for questions regarding operational aspects of the meeting)

### Government of Mexico

<b>Secretariat of Foreign Affairs</b>	
Efraín Guadarrama Pérez (+52) 55 3686 5100, ext. 5729 <a href="mailto:equadarrama@sre.gob.mx">equadarrama@sre.gob.mx</a>	Director General Directorate General of American Regional Organizations and Mechanisms <b>Secretariat of Foreign Affairs</b>
Patricia Von Wartenberg Salgado (+52) 55 3686 5724 <a href="mailto:pwartenberg@sre.gob.mx">pwartenberg@sre.gob.mx</a>	Deputy Director General of Regional Integration in Latin America and the Caribbean <b>Secretariat of Foreign Affairs</b>
Agustina Sánchez Curiel (+52) 55 3686 5723 <a href="mailto:asanchezc@sre.gob.mx">asanchezc@sre.gob.mx</a>	Deputy Director for the Ibero-American Conference, Organization and Coordination <b>Secretariat of Foreign Affairs</b>
<b>Social Welfare Secretariat</b>	
Iván Rico López (+52) 55 5328 5000, ext. 51072 <a href="mailto:ivan.rico@bienestar.gob.mx">ivan.rico@bienestar.gob.mx</a>	Director General Directorate General of Inter-agency Coordination Social Welfare Secretariat
Heriberto E. Enríquez Díaz (+52) 55 5328 5000, ext. 51077 (+52) 55 3335 3919 <a href="mailto:heriberto.enriquez@bienestar.gob.mx">heriberto.enriquez@bienestar.gob.mx</a>	Deputy Director General Directorate General of Inter-agency Coordination Social Welfare Secretariat
Natalia Heatley Tejada (+52) 55 5328 5000, ext. 50210 <a href="mailto:natalia.heatley@bienestar.gob.mx">natalia.heatley@bienestar.gob.mx</a>	Consultant Office of the Secretary Social Welfare Secretariat

### 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](http://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](mailto:lourdes.rodriguez@hilton.com) / [mexrf\\_reservaciones@hilton.com](mailto: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](mailto: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](mailto: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:

[https://www.gob.mx/cms/uploads/attachment/file/261902/regnoordinarios\\_220817.pdf](https://www.gob.mx/cms/uploads/attachment/file/261902/regnoordinarios_220817.pdf)

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:

<https://www.gob.mx/cms/uploads/attachment/file/8932/visasordinarios.pdf>

## **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:

<http://directorio.sre.gob.mx/index.php/representaciones/misiones-extranjeras-acreditadas-en-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](mailto: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](mailto:guido.camu@un.org), tel.: (+56) 2 2210 2440).



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

<p><b>HILTON MEXICO CITY REFORMA (5*)</b> <input type="checkbox"/></p> <p>Av. Juárez 70, Colonia Centro Tel.: (+52) 55 5130 5293</p> <p>Standard single room: <input type="checkbox"/> US\$ 169 plus 16% VAT and 3% hotel room tax (includes breakfast and Internet)</p> <p>Standard double room: <input type="checkbox"/> US\$ 181 plus 16% VAT and 3% hotel room tax (includes breakfast and Internet)</p> <p><b>Contact:</b> Lourdes Rodríguez <a href="mailto:lourdes.rodriguez@hilton.com">lourdes.rodriguez@hilton.com</a> <a href="mailto:mexf_reservaciones@hilton.com">mexf_reservaciones@hilton.com</a></p> <p><b>Group code: CEPAL-2019</b></p>	<p><b>HOTEL FIESTA INN CENTRO HISTÓRICO (4*)</b> <input type="checkbox"/></p> <p>Av. Juárez 76, Colonia Centro Tel.: (+52) 55 5130 2907</p> <p>Standard single room: <input type="checkbox"/> US\$ 103, approximately (includes taxes, breakfast and Internet)</p> <p>Standard double room: <input type="checkbox"/> US\$ 115, approximately (includes taxes, breakfast and Internet)</p> <p><b>Contact:</b> Ramiro Ramírez <a href="mailto:ventasficen@posadas.com">ventasficen@posadas.com</a></p> <p><b>Group code: G1DYS3</b></p>	
<p><b>HOTEL BARCELÓ MEXICO REFORMA (5*)</b> <input type="checkbox"/></p> <p>Av. Paseo de la Reforma 1, Col. Tabacalera <b>Tel.: (+52) 55 5063 1000, ext. 5077</b></p> <p>Standard single room: <input type="checkbox"/> US\$ 125 plus 16% VAT and 3% hotel room tax (includes breakfast and Internet)</p> <p>Standard double room: <input type="checkbox"/> Double room: US\$ 135 plus 16% VAT and 3% hotel room tax (includes breakfast and Internet)</p> <p><b>Contact:</b> Marcos Almazán, Sales Executive <a href="mailto:mexicoreforma.grupos2@barcelo.com">mexicoreforma.grupos2@barcelo.com</a></p> <p><b>Group code: CEPAL-ONU</b></p>		
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.**