



*Thirty-fourth
session of ECLAC*

San Salvador, 27 - 31 August

GENERAL INFORMATION AND HOTEL RESERVATION FORMS



UNITED NATIONS

ECLAC



INTRODUCTION

The thirty-fourth session of the Economic Commission for Latin America and the Caribbean (ECLAC) will be held in San Salvador from 27 to 31 August 2012. By resolution 656(XXXIII), adopted at the thirty-third session of ECLAC (Brasilia, 30 May-1 June 2010), member States agreed that El Salvador would be the host country of the meeting.

The session is the most important event of each biennium for ECLAC. It provides a forum for the consideration of issues of importance for the development of the countries of the region and an opportunity to review the activities of the Commission.

The purpose of this document is to provide delegates attending the session with useful background information and logistical support to facilitate their work at the thirty-fourth session of ECLAC.

Session coordinators will be pleased to answer any questions concerning the logistics or organization of the event, whether before or during the session.

1. Basic information on El Salvador

Location

The Republic of El Salvador lies along the Pacific coast of south-western Central America. Its capital is San Salvador.

According to the 2007 census, El Salvador has 5,744,113 inhabitants and a population density of 257 inhabitants per square kilometre.

The country's coastline extends from the mouth of the Paz River in the south-west to the mouth of the Goascorán River in the south-east. El Salvador borders Guatemala to the west, Honduras to the north and east, Nicaragua to the east and the Pacific Ocean to the south.

Climate

San Salvador has warm weather year-round; the coolest months are December, January and February. Temperatures range from 18°C to 35° C. The hottest months are March through May. The rainy season runs from April through September. Temperature swings between noon and midnight are due to changing humidity levels.

Language

El Salvador's official language is Spanish.

Useful information for your stay

Local currency	The United States dollar and the colón are legal tender.
Local time	GMT-6 hours.
Electricity	110 volts (60 cycles).
Airport tax	The airport tax is US\$ 32 for passengers.
Tippling	Any personal expenses will be subject to a 13% value-added tax (VAT) in addition to the price of the item or service. In restaurants and night clubs the tip is 10% of the total and is usually included in the bill.
Taxis/remises	Visitors are advised to use radio taxis or taxis that are available outside hotels, whose fare is negotiated directly with the driver and depends on the distance to the final destination.
Credit and debit cards	International credit and debit cards such as VISA, American Express and MasterCard are accepted at most shops, hotels and restaurants.
Business hours	Business hours may vary, but most establishments are open from 9 a.m. to 7 p.m. Banks are open from 9 a.m. to 5 p.m. ATMs are available 24 hours a day.

Security

The people of El Salvador are hard-working, friendly and hospitable. The city of San Salvador offers all the comforts and amenities of a large, modern city, as well as a variety of attractions. However, as in any densely populated city, visitors should **exercise due caution** and be aware of their surroundings in order to ensure a trouble-free stay. In busy public places visitors should **remain alert and keep their personal belongings with them at all times** as pickpockets operate in these areas and petty crime does occur. In addition, the city of San Salvador is in an area prone to earthquakes and visitors should therefore be prepared to experience tremors during their stay. The Conference will take place during the rainy season, so heavy rainfall is a possibility. There are many sites of interest for tourists both in the capital and elsewhere. Information about excursions can be obtained from the Conference organizers or from the DSS Office in San Salvador (Tel. 503-2246 3520 and 7887 6099). Visitors are advised to obtain travel information **before booking excursions** and to join an official tour group. Visitors are also advised to use only official hotel taxis. Health and safety conditions in the most popular restaurants are very reliable and medical facilities in the city are of a high standard. Responsible visitors can expect a safe and enjoyable stay in El Salvador.

2. Venue of the meeting

The thirty-fourth session of ECLAC will be held in the conference centre of the Crowne Plaza San Salvador Hotel.

Crowne Plaza San Salvador Hotel

Address: 89 Av. Norte and 11 Calle Poniente
Colonia Escalón

Telephone: (503) 2500-0700

Fax: (503) 2500-0888

E-mail: katya.funes@hotelsal.com

Website: <http://www.crowneplaza.com/sansalvador>

The session will be attended by approximately 200 government representatives and 100 representatives of United Nations agencies, non-governmental organizations and special guests.

3. Coordination of the meeting

The session will be organized by ECLAC and the Ministry of Foreign Affairs of El Salvador. The contact persons are listed below.

Luis Yáñez

Officer-in-Charge

Office of the Secretary of the Commission

ECLAC, United Nations

Santiago

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María Eugenia Johnson

Supervisor

Conference Services Unit

ECLAC, United Nations

Santiago

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E-mail: mariaeugenia.johnson@cepal.org

Eduardo Palucho

Director of Economic Affairs

General Directorate for Economic Affairs

Ministry of Foreign Affairs of El Salvador

National coordination office for the thirty-fourth session of ECLAC

San Salvador

Telephone: (503) 2231-1112 / Fax: (503) 2231-1347

E-mail: epalucho@ree.gob.sv

4. Hotel reservations

Requests for reservations should be addressed directly to the Crowne Plaza San Salvador Hotel, where the meeting will be held, by **7 August 2012**. After that date, the hotel reserves the right to change the rates and cannot guarantee that rooms will be available. Please use the attached form to request reservations.

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.

A credit card number is required in order to make a reservation. Hotels in El Salvador apply a no show policy, whereby reservations may be cancelled up to 24 hours prior to expected arrival, failing which, cardholders who do not show up 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

Bearer of regular, diplomatic or official passports should request a visa at the nearest Salvadoran embassy or consulate. Visitors should also check health requirements for entry to El Salvador, such as compulsory vaccinations.

Yellow fever vaccination: Travellers who are proceeding from or have just spent more than 10 days in Bolivarian Republic of Venezuela, Brazil, Colombia, Ecuador, Guyana, Paraguay, Peru, Plurinational State of Bolivia or Africa prior to arrival in El Salvador must be vaccinated against yellow fever at least 10 days before their trip and carry a certificate indicating the vaccination date.

For further information on vaccinations, contact the Department of Health Surveillance at the Ministry of Health of El Salvador, at (503) 2205-7164/2205-7318.

Additional information is available on the web page of the Ministry of Foreign Affairs of El Salvador [online] at www.rree.gob.sv.

6. Arrival at the airport

The Government of El Salvador will have officials at the El Salvador International Airport to meet and assist official delegations as they arrive.

7. Local transport

Delegates are responsible for their own transportation between the airport and the hotel. The Crowne Plaza San Salvador Hotel, which is the venue for the meeting, has an airport shuttle service (on request and at delegates' own expense).

8. Registration of participants

An online registration system will be available on the ECLAC website (<http://www.cepal.org/pses34/>) starting 25 July 2012.

Registration of participants will take place from 9 a.m. on Sunday, 26 August in the lobby of the Crowne Plaza San Salvador Hotel convention centre. Participants will be given identification badges that, 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) 210-2651).

Online registration **does not exempt** participants from the requirement to send an official note indicating the names of the head of delegation and accompanying members. This information must be provided to both ECLAC and the Ministry of Foreign Affairs of El Salvador.

9. Communications

International telephone and fax services will be available to delegates at the venue of the session. For such services, the charges must either be reversed (collect call) or paid for by each delegate individually by telephone card or credit card.

10. Internet

The offices set aside for the session and the meeting rooms for delegates will have Wi-Fi Internet access.

11. Languages

The official languages of the session will be English, French and Spanish.

12. Medical service

The hotel will be equipped to administer first aid 24 hours a day in the event of an emergency during the session. Delegates shall be responsible for expenses incurred if other medical care is required.

13. International press centre

In order to facilitate press coverage at the thirty-fourth session of ECLAC, an international press centre will be set up in an office close to the conference rooms. Journalists wishing to cover the session must register with and obtain accreditation from the press centre, which will be open on a daily basis from 9 a.m. Registration and accreditation must be done in advance online at <http://www.cepal.org/pses34/>.

The centre will have a meeting room, an information and documentation office and work spaces for accredited journalists and media representatives.

Questions relating to media coverage of the session should be addressed to María Amparo Lasso, Chief of the ECLAC Public Information and Web Services Section, by telephone ((56-2) 210-2664), fax ((56-2) 210-1947) or e-mail (mariaamparo.lasso@cepal.org).



UNITED NATIONS

**THIRTY-FOURTH SESSION OF THE ECONOMIC COMMISSION
FOR LATIN AMERICA AND THE CARIBBEAN (ECLAC)**

San Salvador, 27-31 August 2012

HOTEL RESERVATION REQUEST FORM

First name		Surname	
Head of Delegation <input type="checkbox"/>	Delegate <input type="checkbox"/>	Observer <input type="checkbox"/>	Special guest <input type="checkbox"/>
Title:			
Agency or institution:			
Address:			
City:		Country:	
Telephone:	Fax:	E-mail:	

I request a reservation at:

HOTEL CROWNE PLAZA SAN SALVADOR (5*) <input type="checkbox"/> 89 Av. Norte and 11 Calle Poniente Colonia Escalón Tel: (503) 2500-0700 Fax: (503) 2500-0888 Standard single <input type="checkbox"/> US\$ 140.42 (including taxes, breakfast and Internet) Standard double <input type="checkbox"/> US\$ 152 (including taxes, breakfast and Internet) E-mail: reservas.grupos@hotelsal.com Contact: Katya Funes (13% VAT + 5% hotel tax included)	HOTEL & SUITES PLAZA (3*) <input type="checkbox"/> 89 Av. Norte and 11 Calle Poniente Colonia Escalón Tel: (503) 2500-0700 Fax: (503) 2500-0888 Standard single <input type="checkbox"/> US\$ 116.82 (including taxes, breakfast and Internet) Standard double <input type="checkbox"/> US\$ 128.62 (includes taxes, breakfast and Internet) E-mail: reservas@hotelsal.com Contact: Katya Funes (13% VAT + 5% hotel tax included)	
HOLIDAY INN (4*) <input type="checkbox"/> Urb. & Blvd Santa Elena Tel: (503) 2500-6000 Fax: (503) 2500-6001 Standard single <input type="checkbox"/> US\$ 152 (including taxes, breakfast, Internet and transport to the Crowne Plaza Hotel, where the meeting is being held) Standard double <input type="checkbox"/> US\$ 164.02 (including taxes, breakfast, Internet and transport to the Crowne Plaza Hotel, where the meeting is being held) E-mail: reservas@hotelsal.com Contact: Katya Funes (13% VAT + 5% hotel tax included)		
Date of arrival in El Salvador:	Flight number:	Approx. time:
Date of departure from El Salvador:	Flight number:	Approx. time:

I authorize the use of my credit card to guarantee 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:

Reservation requests should be addressed directly to the hotel **by 7 August**. 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 date of arrival in and departure from El Salvador, as well as credit card details. When making reservations, delegates should specify that they will be attending the ECLAC session, in order to qualify for the special rate negotiated.



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Title:			
Agency or institution:			
Address:			
City:		Country:	
Telephone:	Fax:	E-mail:	

I request a reservation at:

HILTON PRINCESS SAN SALVADOR (5*) Boulevard del Hipódromo & Avenida Las Magnolias, Colonia San Benito, San Salvador Tel: (503) 2283-4000/2283-4020 Standard single <input type="checkbox"/> US\$ 105 + 13% VAT + 5% hotel tax Tel: (503) 2268 4760 Fax: (503) 2268 4742 Contact: Rossana Escobar, Corporate Accounts Manager E-mail: rescobar@hiltonprincess.com					
Date of arrival in El Salvador:		Flight number:	Approx. time:		
Date of departure from El Salvador:		Flight number:	Approx. time:		

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

American Express <input type="checkbox"/>	Master Card <input type="checkbox"/>	Visa <input type="checkbox"/>	Other <input type="checkbox"/>
Card number/security code:			Expiry date:

Reservation requests should be addressed directly to the hotel **by 7 August**. 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 date of arrival in and departure from El Salvador, as well as credit card details. When making reservations, delegates should specify that they will be attending the ECLAC session, in order to qualify for the special rate negotiated.