**FIFTY-FIFTH MEETING OF THE PRESIDING OFFICERS OF THE REGIONAL CONFERENCE ON WOMEN IN LATIN AMERICA AND THE CARIBBEAN**

**Santiago, 25 – 26 May 2017**

**GENERAL INFORMATION**

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**INTRODUCTION**

The fifty-fifth meeting of the Presiding Officers of the Regional Conference on Women in Latin America and the Caribbean will be held in Santiago from 25 to 26 May 2017.

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

 The meeting 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 Chile**

**Geographical location**

Chile is located in the extreme south-west of South America. Its capital city is Santiago and the country has a total population of more than 17 million. Chile lies between the Pacific Ocean and the Andes mountains and its long, thin territory is divided into 15 administrative regions.

**General information on Santiago**

Santiago is a city with a population of about 6 million. It has a Mediterranean climate and well-defined seasons, with rainy winters with temperatures as low as 0ºC (May to September) and dry summers, when daytime temperatures hover around 30ºC (November to March). Relative humidity is low and evenings are cool.

 Buses, taxis and five subway lines serve the city's transport needs. Taxi fares are metered and, in general, drivers do not expect tips.

 Tap water is safe to drink but the change of flora can upset foreign visitors, who are therefore advised to drink bottled water.

 As in all big cities, it is advisable to avoid wearing expensive jewellery and to be careful with handbags and briefcases.

**Climate**

Northern Chile has a dry, hot, desert climate; the south is cooler and wetter, while the central zone has a Mediterranean climate. Precipitation falls mainly during the winter months.

In most of Chile, the four seasons are clearly marked:

* Summer: 21 December - 21 March
* Autumn: 21 March - 21 June
* Winter: 21 June - 21 September
* Spring: 21 September - 21 December

**Useful information for visitors**

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| **LOCAL CURRENCY** | The national currency is the Chilean peso ($). The exchange rate is approximately 662 pesos to the dollar (April 2017). |
| **LOCAL TIME**  | UCT/GMT -3 (at the date of the meeting) |
| **ELECTRICITY** | 220 volts, 50 Hertz (AC). |
| **AIRPORT TAX** | Airport tax is included in ticket prices. |
| **TIPPING** | Tipping is usual practice in Chile, as in many other parts of the world. It is customary to leave a tip of 10% of the total bill in restaurants. |

**2. Meeting venue**

The fifty-fifth meeting of the Presiding Officers of the Regional Conference on Women in Latin America and the Caribbean will be held in the Raúl Prebisch conference room at the headquarters of the Economic Commission for Latin America and the Caribbean (ECLAC), located at Av. Dag Hammarskjöld 3477, Vitacura, Santiago, telephone (56-2) 2210-2000.

**3. Meeting coordination**

The meeting is being organized by ECLAC. Questions on substantive matters related to the meeting may be addressed to María Nieves Rico, Director, Division for Gender Affairs (telephone (56-2) 2210-2672; e-mail: nieves.rico@cepal.org ).

 Questions on operational matters relating to the meeting may be addressed to Juan Alvez, telephone (56-2) 2210-2474, e-mail: juan.alvez@cepal.org.

**4. Hotel reservations**

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

* **Hotel Cumbres (\*\*\*\*)**, Av. Kennedy lateral 4422, telephone: (56-2) 2487-5172

 Single room: US$ 120 (includes breakfast, Wi-Fi and one way transportation from Hotel to CEPAL)

 Attn: Fernando Cárcamo, Reservations Department

 E-mail: fcarcamo@hotelescumbres.cl

* **Hotel Atton Vitacura (\*\*\*\*)**, Av. Vitacura 3201, telephone: (56-2) 2422-7902

 Single room: US$ 110 (includes breakfast and Wi-Fi)

 Attn: César Lucero, Reservations Department

 E-mail: clucero@atton.com and reservas@atton.cl

 These rates do not include the 19% value added tax (VAT). Visitors who pay in dollars in cash, travellers’ checks or international credit cards are exempted from payment of VAT.

 Requests for reservations should be addressed directly to the hotel selected by the dates given on the hotel reservation form attached. After those dates, the hotels reserve the right to change the rates and cannot guarantee that rooms will be available.

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| ***To maintain the special ECLAC rate, hotel reservations must be requested personally, not through travel agencies or other means. Delegates are responsible for their own reservations. You are advised to check that the hotel has processed your reservation and to request a reservation number or confirmation code.*** ***The hotel requires your flight number and date of arrival and departure to and from Chile as well as credit card details in order to guarantee the reservation. Please complete in full the attached reservation form, which requests all the required details, and send it in by the dates indicated.***  |

**5. Visas and entry requirements for Chile**

Participants must be in possession of a passport valid for at least six (6) months beyond the date of entry into Chile.

Delegates from countries whose citizens require a visa to enter Chile should apply in advance for a visa at their nearest Chilean embassy or consulate.

To find out whether you require a visa, go to the website of the Ministry of Foreign Affairs of Chile and click on the name of your country: <http://chileabroad.gov.cl/consulados/>.

**6. Transport from the airport to Santiago**

The companies Transvip and Transfer Delfos operate minivan services from the airport, offering passenger transport to the different areas of the city. Each van can carry 10 to 12 passengers, at an approximate cost of US$ 15 per person. Visitors preferring to take a taxi are advised to use the firms Taxi Oficial or Transvip, which are also located at the airport. A normal taxi fare from the airport to the district where the hotels are located varies between US$ 35 and US$ 40.

**7. Registration**

Registration will begin in the lobby of the Raúl Prebisch conference room, from 8:30 a.m. on Thursday 25 May. To facilitate the registration process, please send the attached registration form in advance to Juan Alvez, e-mail: juan.alvez@cepal.org.

**8. Timetable**

The opening session will begin at 9:00 a.m. on Thursday, 25 May. The working sessions will last until 6:00 p.m. with a break for lunch between 1:00 p.m. and 2.30 p.m.

**9. Internet**

Delegates will have access to a wireless Internet connection (Wi-Fi) in the conference room and in open areas. Participants will be given the network name and password when they register at the conference.

**10. Languages**

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

**11. Documents**

This will be a paper-smart meeting; all the documents and official statements will be available for consultation and download on the website of the Division for Gender Affairs of ECLAC (<http://www.cepal.org/en/events/fifty-fifth-meeting-presiding-officers-regional-conference-women-latin-america-and-caribbean>). Participants are advised to bring a laptop or other mobile device as only a limited number of printed documents will be available.

**12. Facilities and services at ECLAC**

**Travel agency** Flight reservations and confirmations and other travel formalities are handled by Carlson Wagon Lits travel agency, located in the basement of the ECLAC building (office 1S7).

**Bank**  A branch of Banco de Chile is located on the first basement level. It is open to the public from 9:00 a.m. to 2:00 p.m. Foreign currency may be exchanged from 10:00 a.m. to 12.30 p.m.

**Restaurants**  ECLAC has a cafeteria and a canteen, which are open from 9 a.m. until 5 p.m. These services must be paid for directly by participants.

**Medical Service** The ECLAC Medical Service is available to participants requiring medical assistance. It is open from 9:00 a.m. to 1:00 p.m. and from 2.30 p.m. to 6 p.m.

**The “One World” shop** This shop, located in the central foyer on the ground floor, next to the spiral staircase, offers a wide range of attractive gifts, United Nations souvenirs and other items.

**13. Places of interest in Santiago**

**Pueblito Los Dominicos** This is a craft village located in the foothills of the Andes in Santiago. It provides a very varied array of traditional and contemporary crafts. Of particular interest are its furniture, textiles and paintings.

**Museo Nacional de Bellas Artes** This is one of the main visual art centres.It is located in the area of the Parque Forestal in the commune ofSantiago.

**Museo de Arte Precolombino** This museum was a pioneer in Latin America in terms of the stewardship, dissemination and study of the artistic heritage of the Pre-Colombian peoples of the Americas. It harbours a large collection of art of ancient civilizations, such as the Incas and the Diaguitas. It is located in the heart of Santiago.

**Teatro Municipal de Santiago** Declared a national monument, this theatre is outstanding for its architectural value. Constructed in 1857, it is one of the leading cultural centres in Chile where opera, ballet and musical concerts are held.

**Palacio de La Moneda** The seat of government, this building is located in the commune of Santiago and is of architectural interest. It is the only building in the Americas belonging to the pure Italian neo-classical style. It houses the Palacio La Moneda Cultural Centre, which presents visual and audiovisual art exhibitions from at home and abroad.

**Plaza de Armas** Located in the heart ofSantiago, this was the civic centre of the city in colonial times. The Cathedral is of particular interest: it was declared a national monument and boasts an interesting museum whose chief attraction is its library, which houses manuscripts relating to important characters in the history of Chile. Also of historical interest in the Plaza de Armas are the Town hall of Santiago and the Central Post Office.

**Barrio Bellavista** Thistypical urban neighbourhood combines a highly varied commercial clothing and craftsector with numerous restaurants offering international cuisine and various specialities. It is located between the north bank of the Mapocho River and the Cerro San Cristóbal. Its exotic architecture gives it the aspect of an open-air museum, where art galleries, theatres and lapis lazuli jewellery shops can be found alongside restaurants and parks and the local zoo.

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**REGISTRATION FORM**

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| **FIFTY-FIFTH MEETING OF THE PRESIDING OFFICERS OF THE REGIONAL****CONFERENCE ON WOMEN IN LATIN AMERICA AND THE CARIBBEAN**RAÚL PREBISCH CONFERENCE ROOM, ECLAC |
| **Place and Date: Santiago, Chile 25-26 May, 2017** |
| **Name/Nombre:** | **Last Name/Apellido:** |
| **Head of Delegation/Jefe de Delegación**  | **Delegate/Delegado**  | **Observer/****Observador**  |
| **Participant/Participante**  | **Special Guest/Invitado especial**  |
| **Official Position/Cargo*:*** |
| **Organization/Institution / Organización/Institución*:*** |
| Address/Dirección: |
| City/Ciudad: | Country/País: |
| Telephone/Teléfono: | **E-Mail /Correo electrónico:**  |

 Please complete and send this registration form to: Juan Alvez, e-mail: juan.alvez@cepal.org.



**HOTEL RESERVATION FORM**

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| **FIFTY-FIFTH MEETING OF THE PRESIDING OFFICERS OF THE REGIONAL****CONFERENCE ON WOMEN IN LATIN AMERICA AND THE CARIBBEAN** Santiago, Chile, 25-26 May, 2017 |
| **Nombre/Name:** | **Apellido/Last Name:** |
| Dirección/Address: |
| Ciudad/City: | País/Country: |
| **Teléfono/ Phone:** | Fax: | Correo electrónico/E-Mail: |
| **I REQUEST A RESERVATION AT:** |
|  | **Hotel Cumbres (\*\*\*\*)**Av. Kennedy lateral 4422, VitacuraTelephone: (56-2) 2487-5172Single room: US$120 (Includes breakfast, Wi-Fi and one way transportation from Hotel to CEPAL)**Group Code: 112951**Deadline: 10 May, 2017 | **Hotel Atton Vitacura (\*\*\*\*)**Av. Vitacura 3201Telephone: (56-2) 2422-7902**Single room: US$110** **(Includes breakfast and Wi-Fi)****Group Code: 4576297**Deadline: 17 May, 2017 |
| **Fecha de llegada al país:*Date of arrival:*** | **Nºde vuelo:*Flight N*º:** |
| **Fecha de salida del país:*Date of departure:*** | **Nº de vuelo:*Flight N*º:** |

**Autorizo el uso de la siguiente tarjeta de crédito a fin de garantizar mi reserva de hotel/**

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

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| **American Express**   | **Master Card**  | **Visa**   | **Otra/*Other***  |
| **Nº de tarjeta de crédito/Credit card Nº:**  |
| **Fecha de vencimiento:*Date of expiration:*** |  |

**Passengers who pay in dollars or with an international credit card are exempt from VAT. Please address your reservation requests directly to:**

**-Hotel Cumbres Atn.: Fernando Cárcamo, Reservations Department, Email:** **fcarcamo@hotelescumbres.cl**

**-Hotel Atton Vitacura, Atn.: César Lucero, Reservations Department, Email:** **clucero@atton.com** **y** **reservas-grupochile@atton.com**