



**First Meeting of the Presiding Officers of the Regional Conference
on Population and Development in Latin America and the Caribbean**

**FIRST MEETING OF THE PRESIDING OFFICERS OF THE REGIONAL
CONFERENCE ON POPULATION AND DEVELOPMENT IN LATIN
AMERICA AND THE CARIBBEAN**

SANTIAGO, 12-14 NOVEMBER 2014

GENERAL INFORMATION

INTRODUCTION

The first meeting of the Presiding Officers of the Regional Conference on Population and Development in Latin America and the Caribbean will be held in Santiago from 12 to 14 November 2014.

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 have, 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 around 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, a city of almost six million inhabitants, is the capital of the Republic of Chile. It has a Mediterranean climate and well-defined seasons, with rainy winters with temperatures as low as 0°C (from May to September) and dry summers, when daytime temperatures hover around 30°C (from 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.

It is suggested that visitors drink bottled mineral water, since tap water, although drinkable, may not agree with those who are not accustomed to it.

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: from 21 December to 21 March;
- Autumn: from 21 March to 21 June;
- Winter: from 21 June to 21 September;
- Spring: from 21 September to 21 December.

Useful information

LOCAL CURRENCY	The national currency is the Chilean peso (\$). The exchange rate is approximately 593 pesos to the dollar (September 2014).
LOCAL TIME	UCT/GMT -3 (at the date of the meeting)
ELECTRICITY	220 volts, 50 Hertz (AC).
AIRPORT TAX	Airport tax is included in airline ticket prices.
TIPPING	Tipping is common 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 first meeting of the Presiding Officers of the Regional Conference on Population and Development in Latin America and the Caribbean will take place in the Raúl Prebisch conference room at the headquarters of the Economic Commission for Latin America and the Caribbean (ECLAC):

Address: Av. Dag Hammarskjöld 3477
Vitacura
Tel. (56-2) 2210-2000

3. Meeting coordination

The meeting is being organized by ECLAC.

Questions on substantive matters relating to the meeting may be addressed to Paulo Saad, Chief of the Area of Population and Development of the Latin American and Caribbean Demographic Centre (CELADE)-Population Division of ECLAC (tel. (56-2) 2210-2055; e-mail: paulo.saad@cepal.org).

Operational queries regarding the meeting may be addressed to María Ester Novoa (tel. (56-2) 2210-2726; e-mail: mariaester.novoa@cepal.org).

4. Hotel reservations

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

- **Hotel Director (****)**, Av. Vitacura 3600, tel. (56-2) 2389-1956, fax: (56-2) 2246-0088
Single room: US\$ 130 (includes breakfast)
Attn: María Eliana Puga, Reservations Department
E-mail: reservas@director.cl and reservaciones@director.cl

- **Hotel Novotel** (****), Av. Américo Vespucio 1630, tel. (56-2) 2499-2200
Single room: US\$ 125 (68,000 Chilean pesos) (includes breakfast)
Attn: Daniela Valderrama and Laura Riquelme, Reservations Department
E-mail: h5233-re@accor.com and h5233-sm2@accor.com

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

To obtain 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 to and departure 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 submit 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 (<http://chileabroad.gov.cl/consulados/>) and click on the name of your country.

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; fares to the city vary between US\$ 35 and US\$ 40 depending on the destination.

7. Registration

From 25 September 2014, an online registration system will be available on the ECLAC website (www.cepal.org/celade/santiago2014)

Delegates are also asked to register in person in the lobby of the Raúl Prebisch conference room from 8.30 a.m. on Wednesday, 12 November. 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 (paula.warnken@cepal.org; tel. (56-2) 2210-2651) or María Ester Novoa (mariaester.novoa@cepal.org; tel. (56-2) 2210-2727).

Online registration **does not exempt** delegations from the requirement of providing official notification of the name of the head of delegation and all accompanying members.

8. Opening session

The meeting will be opened at 9 a.m. on Wednesday, 12 November.

9. Internet

Delegates will have access to a wireless Internet connection (Wi-Fi) in the conference room and in open areas.

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 [www.cepal.org/...](http://www.cepal.org/). You are advised to bring a laptop, tablet 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 are handled by Carlson Wagonlit Travel, located in the basement of the ECLAC building (office 1S7).

Bank There is a branch of Banco de Chile in the basement of the ECLAC building. It is open to the public from 9 a.m. to 2 p.m. and foreign currency may be exchanged from 10 a.m. to 12.30 p.m.

Food and beverages ECLAC has a cafeteria and a coffee shop, which are open from 9 a.m. to 5 p.m. These services must be paid for directly by participants.

Medical attention The ECLAC Medical Service is available to participants requiring medical assistance. It is located on the ground floor (room Z-210), telephone extension 2333, and is open from 9 a.m. to 1 p.m. and from 2.30 p.m. to 6 p.m.

Places of interest in Santiago

Pueblito Los Dominicos

A handicraft village located close to the foot of the Andes towards the east of the city of Santiago. It offers a varied array of traditional and contemporary crafts, including furniture, textiles and paintings.

National Fine Arts Museum

(Museo Nacional de Bellas Artes)

The fine arts museum is a major centre for the visual arts in Chile. It is situated in Santiago's Parque Forestal.

Pre-Columbian Art Museum

(Museo de Arte Precolombino)

This museum is at the cutting-edge in terms of preserving, displaying and studying the continent's pre-Columbian artistic legacy. It has an extensive collection of art from ancient cultures, such as the Incas and Diaguitas. It is located in downtown Santiago.

Municipal Theatre of Santiago

Built in 1857, Santiago's municipal theatre is a national monument of renowned architectural beauty. It is one of the foremost cultural centres in Chile and hosts performances of opera, ballet and concerts.

La Moneda Palace

The Government Palace, located in downtown Santiago, is the only building of the pure Italian neoclassical style in the Americas. Its cultural centre presents visual and audiovisual exhibitions from Chile and further afield.

Plaza de Armas

Located in the heart of Santiago, this square has been the civic centre since colonial times. The cathedral in the square is a national monument and has an interesting museum, whose main attraction is its library containing manuscripts by important Chilean historical figures. Other major historical buildings on the Plaza de Armas are the Santiago town hall and the central post office.

Barrio Bellavista

This vibrant, quintessentially urban neighbourhood combines a highly varied commercial clothing and craft sector with numerous restaurants offering many types of international cuisine. Bellavista nestles between the northern bank of the Mapocho River and the foot of San Cristóbal Hill. 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, parks and the local zoo.



NACIONES UNIDAS

CEPAL

HOTEL RESERVATION FORM

FIRST MEETING OF THE PRESIDING OFFICERS OF THE REGIONAL CONFERENCE ON POPULATION AND DEVELOPMENT IN LATIN AMERICA AND THE CARIBBEAN

SANTIAGO, 12-14 NOVEMBER 2014

Nombre/First name:		Apellido/Surname:	
Dirección/Address:			
Ciudad/City:		País/Country:	
Teléfono/Telephone:	Fax:	Correo electrónico/E-mail:	
PLEASE SELECT HOTEL:			
Hotel Director (****) <input type="checkbox"/> Av. Vitacura 3600, Vitacura Phone. (56-2) 2389-1956 Single room: US\$ 130 (includes breakfast) Group code: 1404534 Block expiry date: 24 October		Hotel Novotel (****) <input type="checkbox"/> Av. Américo Vespucio Norte 1630, Vitacura Phone. (56-2) 2499-2200 Single room: US\$ 125 (68,000 Chilean pesos) (includes breakfast) Group code: 118908 Block expiry date: 11 October	
Fecha de llegada al país: <i>Date of arrival:</i>		Nº de vuelo: <i>Flight No.</i>	
Fecha de salida del país: <i>Date of departure:</i>		Nº de vuelo: <i>Flight No.</i>	
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:			
American Express <input type="checkbox"/>	Master Card <input type="checkbox"/>	Visa <input type="checkbox"/>	Otra/Other <input type="checkbox"/>
Nº de tarjeta de crédito/Credit card No.			
Fecha de vencimiento:/Expiry date:			

Visitors who pay in dollars or with an international credit card are exempt from VAT.

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- Hotel Novotel, Attn: Daniela Valderrama and Laura Riquelme, Reservations Department, e-mail: h5233-re@accor.com and h5233-sm2@accor.com