



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

Panama City, 3-4 May 2012

GENERAL INFORMATION

INTRODUCTION

The forty-seventh meeting of the Presiding Officers of the Regional Conference on Women in Latin America and the Caribbean will take place in Panama City from 3 to 4 May 2012.

The purpose of this document is to provide delegates with useful information to facilitate their work at the meeting.

The coordinators of the meeting will be pleased to answer any questions you may have concerning the logistics or organization of the event, whether before or during the meeting.

1. Basic information on Panama

The Republic of Panama is situated in the centre of the Western Hemisphere. It is bound to the north by the Caribbean Sea, to the south by the Pacific Ocean, to the east by Colombia and to the west by Costa Rica.

Panama has a surface area of 75,517 km², and a population of de 2,839,177.

Panama links Central America and South America, forming an isthmus, which is 80 km. wide at its narrowest point.

Located at the entrance to the Panama Canal, the capital, Panama City, is an international hub and the commercial, political and cultural centre of the country.

Language

Panama's official language is Spanish, but many Panamanians also speak English.

Climate

Panama has a tropical climate with little temperature variation over the year. The average temperature is 27°C.

Useful information for visitors

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| Local currency Balboa (\$) | The official currency unit of the Republic of Panama is the balboa. However, the currency notes in circulation are United States dollars. Panamanian coins are of the same size and value as those of the United States. |
| Local time | GMT-5. |
| Electricity | 110 volts |
| Airport tax | The airport tax for international airline passengers leaving Panama is US\$ 40. |
| Tipping | Tips are not included in hotel or restaurant bills. It is usual to leave a tip of 10% or 15% of the total. |

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| Taxis | There is a taxi stand outside the customs hall at the international airport. The trip from Tocumén Airport to Panama City takes 45 minutes by taxi and may cost approximately US\$ 40. The official rate is US\$ 10 per person if the taxi is shared by four passengers; US\$ 14 per person if it is shared by two passengers and US\$ 40 per person for a private taxi. There is also a bus service but this is not recommended as the closest bus stop is far from the terminal building. |
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2. Place of the meeting

The forty-seventh meeting of the Presiding Officers of the Regional Conference on Women in Latin America and the Caribbean will be held from 3 to 4 May 2012, at the Hotel El Panamá Convention Center & Casino, located in Panama City.

The hotel is approximately 24 kilometres from the Tocumén International Airport and the trip takes 45 minutes.

The hotel details are as follows:

HOTEL EL PANAMA CONVENTION CENTER & CASINO

Address: Vía España #111
Panamá
Telephone: (507) 215-9445 / 215-9446 / 215-9443
Fax: (507) 269-3309
Web: <http://www.elpanama.com>

3. Coordination of the meeting

The meeting is being organized by the Economic Commission for Latin America and the Caribbean (ECLAC) and the Government of Panama, through the National Institute of Women (INAMU).

Questions on substantive matters relating to the meeting may be addressed to Jimena Arias, Division for Gender Affairs of ECLAC, telephone: (56 2) 210-2238; e-mail: jimena.arias@cepal.org; Luis Fidel Yáñez, Officer in Charge, Office of the Secretary of the Commission: telephone (56-2) 210-2670, e-mail: luis.yanez@cepal.org; and Guillermo Acuña, Legal Counsel, Office of the Executive Secretary of the Commission: telephone (56-2) 210-2488, e-mail: guillermo.acuna@cepal.org.

Questions on operational matters relating to the meeting may be addressed to Paula Warnken, Protocol Assistant, Office of the Executive Secretary of the Commission, telephone: (56-2) 210-2651, e-mail: paula.warnken@cepal.org, and Marcela Osses, Division for Gender Affairs of ECLAC, telephone: (56-2) 210-2599, e-mail: marcela.osses@cepal.org.

4. Hotel reservations

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

Standard room: US\$ 110 (including breakfast and wireless Internet service (Wi-Fi)). Please add 10% hotel accommodation tax.

Double room: US\$ 135 (including breakfast and wireless Internet service (Wi-Fi)). Please add 10% hotel accommodation tax.

Reservations: Hotel El Panamá Convention Center & Casino

Attention: Taniska Jordán

E-mail: grupos@elpanama.com or lguerra@elpanama.com ,

Telephone: (507) 215-9445 / 215-9446 / 215-9443 / 215-9285

Fax: (507) 269-3309

Reservations should be made directly with the hotel by **25 April 2012**. After that date, the hotel reserves the right to modify the rate and cannot guarantee room availability. Please use the attached form to make a reservation.

Each member of the delegation is responsible for making his/her own reservation and is advised to request a confirmation code to make sure that the hotel has processed the reservation.

A credit card number is required to hold the reservation. Hotels in Panama follow 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. Each member of the delegation must settle his/her own hotel bill directly with the hotel at the end of his/her stay.

5. Entry requirements for Panama

Visitors wishing to enter Panama must have the following documentation:

- A valid passport
- A return ticket and documents for entering another destination country
- A visa or tourist card. The tourist visa may be obtained at Panamanian consulates abroad.

Please consult the website <http://www.migracion.gob.pa> for a list of those countries whose nationals require tourist visas, stamped visas or tourist cards, and for information on other entry requirements.

Vaccination against yellow fever is required for all visitors to Panama and must be administered at least 10 days prior to travel.

6. Transportation

Each participant must arrange for his/her own transfer between the airport and the hotel. The hotel provides a shuttle service from and to the airport (included in the room rate).

7. Registration of participants

Registration of participants will take place from 3 p.m. on Wednesday, 2 May in the Salón Gran Centenario. Participants will be given identification badges, which, 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; telephone (56-2) 210-2651; or from Marcela Osses: marcela.osses@cepal.org; tel. (56-2) 210-2599.

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.

8. Opening session

The meeting will be opened at **9 a.m.** on **3 May** in the Salón Gran Centenario.

9. Communications

A room with computers and an Internet connection will be available for delegates in the conference area.

10. Internet

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

11. Languages of the meeting

The official language of the meeting will be Spanish. There will be simultaneous interpretation into and from English.

12. Documents

As the documents become available they will be posted on the meeting website: <http://www.cepal.org/mujer/> .

13. Medical services

The hotel where the meeting is being held is equipped to administer first aid 24 hours a day, on a private basis, in the event of an emergency.

Each participant must have health insurance that is valid for Panama and in an amount sufficient to cover any eventuality.



UNITED NATIONS

FORTY-SEVENTH MEETING OF THE PRESIDING OFFICERS OF THE REGIONAL CONFERENCE ON WOMEN IN LATIN AMERICA AND THE CARIBBEAN

Panama City, 3-4 May 2012

HOTEL RESERVATION REQUEST

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

I request a reservation at:

| | |
|---|--|
| HOTEL EL PANAMÁ Vía España #111 Panamá Telephone: (507) 215-9000 215-9443 Fax: (507) 269-2917 E-mail: grupos@elpanama.com or lguerra@elpanama.com Attention: Taniska Jordán | Standard single <input type="checkbox"/> US\$110 (including breakfast and Internet) plus 10% hotel accommodation tax |
| | Standard double <input type="checkbox"/> US\$135 (including breakfast and Internet) plus 10% hotel accommodation tax |

| | | |
|--------------------------------|-------------|---------------|
| Date of arrival in Panama: | Flight no.: | Approx. time: |
| Date of departure from Panama: | Flight No.: | 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 | | | Expiry date: |

Reservation requests should be addressed directly to Hotel EL Panama **by 25 April**. 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 Panama, as well as credit card details. In order to qualify for the special rate negotiated by ECLAC, delegates should specify when making the reservation that they will be attending the forty-seventh meeting of the Presiding Officers of the Regional Conference on Women in Latin America and the Caribbean.