



2008 | Thirty-second session of ECLAC
Santo Domingo, Dominican Republic, 9-13 June 2008

14 May 2008

ENGLISH
ORIGINAL: SPANISH

GENERAL INFORMATION

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UNITED NATIONS



SIXTY YEARS WITH LATIN AMERICA AND THE CARIBBEAN

INTRODUCTION

The thirty-second session of the Economic Commission for Latin America and the Caribbean (ECLAC) will be held in Santo Domingo, Dominican Republic, from 9 to 13 June 2008. By resolution 631(XXXI), adopted at the thirty-first session of ECLAC (Montevideo, Uruguay, 20-24 March 2006), member States agreed that Santo Domingo would be the host city 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-second session of ECLAC.

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

1. Programme of activities

The thirty-second session of ECLAC will be held from Monday, 9 June, to Friday, 13 June 2008.

The official opening ceremony will take place in the evening of Monday, 9 June (conference room 1). In the morning a press conference will be held on the thirty-second session of ECLAC at the National Palace (Palacio de Gobierno).

The heads of delegation meeting will be held on Tuesday, 10 June, in conference room 2. The Executive Secretary will present the main session document in conference room 1. This presentation will be followed, in the afternoon, by the High-level Seminar, which will be devoted to an in-depth analysis of the same topic. This Seminar will continue in the morning of Wednesday, 11 June (conference room 1). In the afternoon, participants will consider the Report on the Activities of the Commission and the ECLAC Programme of Work for the 2010-2011 biennium (conference room 1). In the same afternoon, the Regional Consultation Preparatory to the Follow-up International Conference on Financing for Development to Review the Implementation of the Monterrey Consensus will take place in conference room 2. The Consultation will continue throughout the day on Thursday, 12 June (conference room 1). In parallel, the ECLAC sessional Ad Hoc Committee on Population and Development will meet throughout the day on the Thursday (conference room 2).

The Committee on South-South Cooperation will meet on Friday, 13 June (conference room 2) at 9 a.m. At 11.30 a.m., Government representatives will meet in conference room 1 to consider and adopt the resolutions. The closing ceremony will be held at 12.30 p.m. (conference room 1).

During the thirty-second session of ECLAC, the following social activities will take place:

- The Executive Secretary of ECLAC will host a luncheon for heads of delegation on 10 June at 1.30 p.m. (conference room 2).

- The Government of the Dominican Republic will host a reception at Fort Ozama on Monday, 9 June.

2. Venue of the meeting

The thirty-second session of ECLAC will be held at the Hilton Hotel Santo Domingo, located in the city of Santo Domingo.

Hilton Santo Domingo

Address: Av. George Washington # 500
Santo Domingo, Dominican Republic
Telephone: (1 809) 685 0000
Fax: (1 809) 685 0202
E-mail: <mailto:reservations.santodomingo@hilton.com>
Website: <http://www.hiltoncaribbean.com/santodomingo>

The session will be attended by approximately 200 Government delegates and 100 other persons (including representatives of United Nations specialized agencies, programmes and funds, representatives of non-governmental organizations, and special guests).

3. Registration of participants

Participants should complete the attached [registration form](#) and send it as soon as possible to pwarnken@cepal.org (tel.: (56-2) 210-2651).

Registration of participants will take place in the lobby of the Hilton Hotel, Santo Domingo, from 3 p.m. on Sunday, 8 June, and from 8.30 a.m. on Monday, 9 June. Participants will be given identification badges, which, for security purposes, must be shown at all meetings.

4. Entry requirements for the Dominican Republic

Holders of regular, diplomatic or official passports should apply for information on entry requirements at the Embassy or Consulate of the Dominican Republic in their country. The nationals of some countries do not require a visa to visit this country. **Official website of the Ministry of Foreign Affairs:** <http://www.serex.gov.do/default.aspx>

5. Hotel reservations

Requests for reservations should be addressed directly to the Hilton Hotel Santo Domingo, the venue of the conference, or to the Renaissance Jaragua Hotel and Casino, which is close to the Hilton. The [attached forms](#) should be used for this purpose.

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 the reservations. Hotels in the Dominican Republic 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.

6. Local transportation

There will be no official or special transport service between the airport and the hotel for participants in the session. Transfer between these two points is provided by an exclusive taxi service for a charge of approximately US\$ 40. There will be transport service between Renaissance Jaragua Hotel & Casino and Hilton Santo Domingo Hotel from Monday 9 through Friday 13, at 8:30 and 20:00 hours. There will also be transport service for social activities.

7. Communications

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

8. Internet

The offices and meeting rooms set aside for the conference will have wi-fi Internet access.

9. Languages

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

10. Medical services

The hotel is equipped to administer first aid 24 hours a day in the event of an emergency during the session.

11. Useful information for visitors

<p>Local currency Dominican peso (\$)</p>	<p>The currency unit is the Dominican peso. (RD\$ 1= 100 centavos). Notes are available in denominations of 2000, 1000, 500, 100, 50, 20 and 1 peso(s). Coins are available in denominations of 5 pesos, 1 peso and 50, 25, 10, 5 and 1 centavo(s). The rate of exchange against the US\$ for April 2008: US\$ 1 = approximately 34.10 pesos. The rate of exchange against the Euro: 1 euro = approximately 50 pesos. Dollars and euros may be exchanged and travellers cheques may also be used. The different banks have foreign-exchange offices in the hotels. You are advised to retain your foreign-exchange receipts as these may be used to exchange any remaining pesos back into dollars at the airport when you are leaving. Visa, Master Card and American Express credit cards are accepted. Banking hours: 8.30 a.m. to 4 p.m.</p>
<p>Local time</p>	<p>GMT -4 hours</p>
<p>Electricity</p>	<p>110 volts - 60 cycles; flat-pin plugs</p>
<p>Airport tax</p>	<p>The airport tax is US\$ 30.00</p>
<p>Tipping</p>	<p>The tip is not included in hotel or restaurant bills. It is usual to leave a tip of 10% of the total.</p>
<p>Taxis/remises</p>	<p>Visitors are advised to use radio taxis, which are available outside the hotels. All taxis in Santo Domingo charge according to the meter and the relevant price schedule. There are also unmarked taxis or “remises”, which charge on the basis of distance or time.</p>

12. International press centre

In order to facilitate press coverage at the thirty-second 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 and obtain accreditation from the Press Centre, which will be open on a daily basis from 9 a.m.

The Centre will have an information and documentation office, plus cubicles and working areas for accredited press representatives and media journalists.

Questions relating to media coverage of the session should be addressed to Pilar Bascuñán, Officer-in-Charge of the ECLAC Information Services Unit, tel.: (56-2) 210-2315; fax: (56-2) 210-1947; e-mail: lconcha@cepal.org ([media accreditation](#)).

13. Coordination of the session

The session will be organized by ECLAC and the Ministry of Foreign Affairs of the Dominican Republic.

ECLAC

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Secretary of the Commission

Office of the Secretary of the Commission
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UNITED NATIONS

**THIRTY-SECOND SESSION OF THE ECONOMIC COMMISSION FOR LATIN AMERICA
AND THE CARIBBEAN (ECLAC)
Dominican Republic, 9-13 June 2008**

HOTEL RESERVATION REQUEST FORM

Name		Surname	
Head of delegation <input type="checkbox"/>	Delegate <input type="checkbox"/>	Observer <input type="checkbox"/>	Special guest <input type="checkbox"/>
Official title:			
Organization or institution:			
Address:			
City:		Country:	
Telephone:	Fax:	E-mail:	

Hotel reservation with:

HOTEL HILTON SANTO DOMINGO AV. GEORGE WASHINGTON #500 SANTO DOMINGO, DOMINICAN REPUBLIC Tel: (1 809) 685 0000 Fax: (1 809) 685 0202 E-mail: reservations.santodomingo@hilton.com Attention: Ms. Pavlova Alcequies E-mail: pavlova.alcequies@hilton.com		Superior single Superior double	US\$169 plus 26% tax US\$199 plus 26% tax Includes breakfast
Type of room:	Single <input type="checkbox"/>	Double <input type="checkbox"/>	
Date of arrival in Dominican Republic:	Flight No.:	Approx. time	
Date of departure from Dominican Republic:	Flight No.:	Approx. time	

I authorize the use of the following 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"/>
Credit card No. /Security code:			Expiry date:

Reservations should be made directly with the Hotel Hilton Santo Domingo. Each delegate is responsible for his/her own reservation. It is advisable to check that the hotel has processed your reservation and to request a reservation number or confirmation code. To guarantee your reservation, you must indicate the flight number, time of arrival and departure and credit card type and number. The rates offered by the hotel are based on a group rate. When making your reservation, please mention that you will be attending the ECLAC meeting.



**RENAISSANCE®
JARAGUA HOTEL & CASINO**

RESERVATION FORM ECLAC

Kindly send to fax 809-221-8271 or e-mail: reservations@renaissancejaragua.net

Guest information

Arrival: ____/____/____ **Departure:** ____/____/____
Month Day Year Month Day Year

Name of guest

Title: Mr. / Mrs. / Ms.
Surname _____ Name _____

Will you be sharing your room? Yes __ No __

Information on companion

Title: Mr. / Mrs. / Ms.
Surname _____ Name _____

Contact information

Telephone: _____ # Fax : _____ e-mail: _____
Company/Organization _____
Address _____

Type of room/rates

Torre de Lujo US\$100.00 + taxes (breakfast included for one person) _____
US\$110.00 + taxes (breakfast included for two persons) _____
Club Jardín US\$90.00 + taxes (breakfast included for two persons) _____

**Rates valid for reservations made by Friday, 23 May 2008.*

Preference (not guaranteed):

King-size bed _____ Double bed _____ Smoking _____ Non-smoking _____

Guarantee information

All reservations must be confirmed. Kindly indicate method of payment.

1. Credit card _____
VI MC AX Other Name Number Expiry date

2. Cancellations received between Friday 23 May 2008 and arrival of the group on Sunday 8 June 2008 will be penalized with the charge of one night to the credit card used to confirm your reservation

3. Persons who fail to show up on the intended date of arrival will be charged one night's rate against the credit card used to confirm their reservation. The latter will be automatically cancelled.

Reservations must be requested from the Reservations Department of the Renaissance Jaragua Hotel & Casino, from Monday to Friday between the hours of 8 a.m. and 6 p.m. or on Saturdays from 9 a.m. to 12 noon. For further information, call 809-221-1481, 809-221-1482 or 1-800-331-3542