



**THIRTY-THIRD SESSION  
OF ECLAC**

Brasilia, 30 May to 1 June 2010

## **GENERAL INFORMATION**



UNITED NATIONS



## INTRODUCTION

The thirty-third session of the Economic Commission for Latin America and the Caribbean (ECLAC) will be held in Brasilia, from 30 May to 1 June 2010. By resolution 643(XXXII), adopted at the thirty-second session of ECLAC (Santo Domingo, 9-13 June 2008), member States agreed that Brazil 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-third 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. Basic information on Brazil

#### Location

Brazil, whose official name is the Federative Republic of Brazil, lies on the east side of South America. With a surface area of 8,511,965 km<sup>2</sup> and an estimated 187 million inhabitants, Brazil is the world's fifth largest country in terms of both surface area and population. It shares borders with 10 other South American countries and has one of the longest continuous coastlines of any country, with 7,491 km.

#### Climate

Owing to its location, most of Brazil has a tropical climate, with some temperate regions in the south of the country. Brasilia has a savannah tropical climate, however, with daytime temperatures ranging from 14°C to 28°C and two well-defined seasons: one rainy (October to March) and one dry (June to August).

#### Government

Brazil is a democracy. Elections are held for the most senior positions in the executive branch (President, governors and mayors or prefects) and the legislative branch (Senate and Chamber of Federal Deputies, state assemblies and municipal chambers). The current President of the Republic is Luiz Inácio Lula da Silva.

**Language:** Brazil's official language is Portuguese.

**Literacy rate:** 88.6%

**Life expectancy:** 68.57 years for men, 76.64 years for women

**Enrolment in primary schools:** 99.2%

**Enrolment in secondary schools:** 77.8%

**Per capita income:** US\$ 7,545 (2008)

## Culture

Brazil is an eminently multicultural country whose history has been shaped by large, diverse flows of migration from all the continents and by the subsequent integration among them. It represents an encounter of different races, flavours, sounds and cultures and this is reflected in numerous areas (literature, theatre, dance, music and architecture).

**Official website of the Ministry of Foreign Affairs:** <http://www.mre.gov.br/>

## Useful information for visitors

|                                     |  |
|-------------------------------------|--|
| <b>Local currency</b><br>Real (R\$) | The currency unit is the real (plural reais). Brazil maintains a floating exchange-rate with daily variations. The rate of exchange against the dollar for March 2010: US\$ 1 = approximately R\$1.78.<br>The rate of exchange against the Euro: 1 euro = approximately R\$2.42.<br>Money may be exchanged in banks, travel agencies and hotels authorized by the central bank. These establishments exchange notes and travellers cheques upon presentation of the documentation required by the central bank. Most hotels, restaurants, shops, travel agencies, vehicle rentals and tourist services accept international credit cards. Some automated teller machines (ATMs) allow withdrawal of money in local currency using international cards.<br>Banking hours are 11 a.m. to 4 p.m., Monday to Friday. |
| <b>Local time</b>                   | UTC or GMT -3 hours.   |
| <b>Electricity</b>                  | 220 volts (60 cycles), but hotels have 100-volt (60 cycle ) connections or transformers.   |
| <b>Airport tax</b>                  | The airport tax is 19.62 reais for domestic flights and US\$ 36 approximately for international flights.   |
| <b>Tipping</b>                      | Tips are not included in hotel or restaurant bills. It is usual to leave a tip of 10% of the total.  |
| <b>Taxis/remises</b>                | Visitors are advised to use radio taxis, which are available outside hotels. All taxis in Brasilia charge according to the meter and the relevant price schedule. Rate 2 is applied on journeys between 8 p.m. and 6 a.m. and on all journeys to and from the airport.   |

## 2. Venue of the meeting

The thirty-third session of ECLAC will be held at the Hotel Royal Tulip Brasília Alvorada, located in the city of Brasília.

### Royal Tulip Brasília Alvorada

Address: SHTN Trecho 1 Conj. 1B Bloco C  
CEP 70800-200 Brasília – Distrito Federal  
Telephone: (55 61) 34247000  
Fax: (55 61) 34247001  
E-mail: [rtba.eventos5@goldentulip.com.br](mailto:rtba.eventos5@goldentulip.com.br)  
[rtba.comercial@goldentulip.com.br](mailto:rtba.comercial@goldentulip.com.br)  
Website: <http://www.royaltulipbrasiliaalvorada.com/>

The session will be attended by approximately 200 government representatives and 100 other persons (including representatives of United Nations specialized agencies, programmes and funds, representatives of 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 the Government of the Federative Republic of Brazil.

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Brasília

#### **4. Programme of activities**

The thirty-third session of ECLAC will be held from Saturday, 29 May, to Tuesday, 1 June 2010.

The official opening ceremony will take place in the morning of Sunday 30 May at 9 a.m. in room 1 of the Hotel Royal Tulip Brasilia Alvorada. The officers of the session will then be elected and the proposed agenda will be submitted to the plenary session of the meeting for approval. During the rest of the morning participants will consider the Report on the Activities of the Commission for the period January 2008 to December 2009 and the Draft Programme of Work for the ECLAC system for the 2012-2013 biennium.

In the afternoon of 30 May the Committee on South-South Cooperation will meet in room 1. The meeting will begin with a statement by Celso Amorim, Minister of Foreign Affairs of Brazil.

On 31 May the Executive Secretary will present the document entitled "Time for equality: closing old gaps, blazing new trails", at 9 a.m. in room 1. This will be followed by a high-level seminar devoted to analysis of the key elements of the document, which will continue during the rest of the morning and the afternoon of 31 May.

On 1 June a high-level meeting will be held and attended by Luiz Inácio Lula da Silva, President of Brazil, host country of the thirty-third session of ECLAC.

During the afternoon of 1 June delegates are expected to participate in the general discussion and to approve the respective agreements. The closing ceremony will take place at 6 p.m. that evening in room 1.

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

- On Sunday 30 May at 8 p.m., the Executive Secretary of ECLAC will host a reception in honour of the participants at the session and to commemorate the fiftieth anniversary of the ECLAC office in Brazil, in the Salón Panorámico of the Hotel Royal Tulip Brasilia Alvorada.
- On Monday 31 May the Government of Brazil will host a dinner for the Heads of Delegation.

## 5. Hotel reservations

Requests for reservations should be addressed directly to the Hotel Royal Tulip Brasília Alvorada, where the meeting will be held, by 15 May 2010. 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 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 a reservation. Hotels in Brazil 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. Entry requirements for Brazil

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

## 7. Local transport

The Government of Brazil will provide transport services to and from the airport of Brasilia and the Hotel Royal Tulip Brasilia Alvorada.

## 8. Registration of participants

An online registration system will be set up on the ECLAC website ([www.eclac.org](http://www.eclac.org)) as of 22 March 2010.

Registration of participants will take place from 9 a.m. on Saturday, 29 May in the lobby of the Hotel Royal Tulip Brasília Alvorada. 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](mailto: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.

## **9. Communications**

International fax and telephone 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, Portuguese and Spanish.

## **12. Medical service**

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

## **13. International press centre**

In order to facilitate press coverage at the thirty-third 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, as well as cubicles and working areas for accredited press representatives and media journalists.

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



UNITED NATIONS

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

Brasilia, 30 May – 1 June 2010

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:

|  |   |              |
|--|---|--------------|
| <p>HOTEL ROYAL TULIP BRASÍLIA ALVORADA (5*) <input type="checkbox"/></p> <p>SHTN Trecho 1 Conj. 1B Bloco C<br/>CEP 70800-200, Brasilia, Distrito Federal<br/>Tel: (55 61) 34247018 - Fax: (55 61) 34247016</p> <p>Standard single <input type="checkbox"/><br/>\$R 280 (approx. US\$ 156)*</p> <p>Standard double <input type="checkbox"/><br/>\$R 320 (approx. US\$182)*</p> <p>E-mail: <a href="mailto:rtba.eventos5@goldentulip.com.br">rtba.eventos5@goldentulip.com.br</a><br/><a href="mailto:rtba.comercial@goldentulip.com.br">rtba.comercial@goldentulip.com.br</a><br/>Attention: Cecilia Medeiros<br/>(* ) Plus 5% tax on room rate</p> | <p>HOTEL GOLDEN TULIP (4*) <input type="checkbox"/></p> <p>SHTN Trecho 1 Conj. 1B Bloco C<br/>CEP 70800-200, Brasilia, Distrito Federal<br/>Tel: (55 61) 34247018<br/>Fax: (55 61) 34247016</p> <p>Standard single <input type="checkbox"/><br/>\$R 220 (approx. US\$ 125)*</p> <p>Standard double <input type="checkbox"/><br/>\$R 260 (approx. US\$ 148)*</p> <p>E-mail: <a href="mailto:rtba.eventos5@goldentulip.com.br">rtba.eventos5@goldentulip.com.br</a><br/><a href="mailto:rtba.comercial@goldentulip.com.br">rtba.comercial@goldentulip.com.br</a><br/>Attention: Cecilia Medeiros<br/>(* ) Plus 15% tax on room rate</p> |              |
| Date of arrival in Brazil:   | Flight no:  | Approx. time |
| Date of departure from Brazil:   | 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/security code:                |                                      |                               | Expiry date:                   |

Reservation requests should be addressed directly to the Hotel Royal Tulip Brasília Alvorada **by 15 May**. 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 and departure to and from Brazil, 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.