



## MEETING OF THE ECLAC AD HOC COMMITTEE ON POPULATION AND DEVELOPMENT

Quito, Ecuador, 4-6 July 2012

## GENERAL INFORMATION



GOBIERNO NACIONAL DE  
LA REPUBLICA DEL ECUADOR



## **INTRODUCTION**

The meeting of the ECLAC Ad Hoc Committee on Population and Development will be held in Quito, Ecuador, from 4 to 6 July 2012.

The present document contains useful information for delegates.

The meeting coordinators will be available to answer any questions concerning logistics or organizational matters that delegates may have before or during the meeting.

### **1. General information on Ecuador**

#### **The country**

The Republic of Ecuador straddles the equator in South America. It is bordered by Colombia to the north, by Peru to the south and the east, and by the Pacific Ocean to the west.

The country covers an area of 256,370 square kilometres and has a population of approximately 15 million.

Ecuador consists of four regions, which are further divided into 24 provinces and 224 cantons. The four regions are the coastal region, the Andean region, the Amazon region and the island region or Galapagos Islands. Each region has its distinctive climate, flora and fauna.

#### **The capital**

Quito is the Metropolitan District and the capital city of the Republic of Ecuador. This growing city's modern buildings and mestizo and colonial heritage combine to ensure that residents and foreign visitors alike will always find a place to work, have fun or reflect on the past.

Quito is situated on the slopes of the Andes at 2,800 metres above sea level. The temperature ranges between 10°C and 25°C (50°F and 77°F). Sudden turns in the weather can bless the city with all four seasons of the year in a single day. Quito is flanked by the Pichincha, Cotopaxi, Antisana and Cayambe volcanoes, which provide a majestic Andean setting.

Because of its physical beauty, traditions and spots steeped in mysticism and legend, Quito is considered a treasure trove of American art. In 1978 it became the first city to be declared a World Heritage Site by UNESCO.

## The weather

Ecuador is in a torrid zone, but its climate is varied because of its geography and the cooling influence of the Humboldt Current in the summer and the warming effect of El Niño in winter. The average temperature on the coast is 26°C, while in the Andean region the temperature can reach a high of 21°C in the day and a low of 7°C at night. The Amazon region is the warmest, with an average temperature of 37°C; in the capital the average temperature is 15°C.

## Useful information for visitors

<b>LOCAL CURRENCY</b>	Ecuador uses United States dollar banknotes as legal tender but issues Ecuadorian dollar coins in denominations of 1, 5, 10, 25 and 50 centavos. These coins are identical in size and value to their United States cent counterparts (although the 50-cent piece is rarely used). These coins circulate within Ecuador alongside coins and banknotes from the United States. Ecuador does not issue any banknotes, relying instead on United States issues. Credit cards are welcome; automated teller machines (ATMs) are readily available in Quito. Most restaurants, hotels and large department stores accept major credit cards, such as MasterCard, Visa, Diners Club and American Express. Bank opening hours vary, but are usually from 9 a.m. to 4 p.m. Some banks are open on Saturdays.
<b>LOCAL TIME</b>	UTC/GMT -5 hours
<b>ELECTRICITY</b>	The electrical current in Ecuador is 110 volts (the same as in the United States). Two- or three-pin, North American-style plugs are used. If your electrical equipment is of a different voltage or has a different type of plug, ask your hotel for an adaptor.
<b>AIRPORT TAX</b>	The airport tax is included in your air fare.
<b>TIPPING</b>	Like elsewhere in the world, tipping is common practice in Ecuador. A 10% service charge, in addition to taxes, is applied at restaurants and hotels. In other contexts, though not mandatory, it is customary to tip anyone who provides you with a service, such as guides or drivers, to show your satisfaction with the service received. In restaurants it is usual to leave a gratuity, in addition to the 10% service charge added to the bill.
<b>TAXIS</b>	Taxis in Ecuador are yellow. In Quito, red stickers on the side doors bear the crest of the municipality they are from. The minimum fare is US\$ 1.00 during the day and US\$ 2.00 at night. Set fares, starting at about US\$ 4.00, are in operation from the airport to the centre of Quito.

Official website of the Ministry of Foreign Affairs, <http://www.mmrree.gob.ec/>

## 2. Meeting venue

The meeting of the ECLAC Ad Hoc Committee on Population and Development will be held from 4 to 6 July 2012 in the Los Shyris meeting room at the Hilton Colón Quito hotel in Quito, Ecuador.

The hotel particulars are as follows:

### HILTON COLÓN QUITO HOTEL

Address: Av. Amazonas N19-14 y Av. Patria,  
Quito, Ecuador  
Telephone: (+593-2) 2560-666  
Web page: <http://www.quito.hilton.com>

## 3. Meeting coordination

The meeting is being organized by ECLAC and the Government of Ecuador, through the National Secretariat of Planning and Development (SENPLADES).

Questions on substantive matters related to the meeting may be addressed to Paulo Saad, Chief of the Population and Development Area of the Latin American and Caribbean Demographic Centre (CELADE)-Population Division of ECLAC (telephone: (+56-2) 210-2055; e-mail: [paulo.saad@cepal.org](mailto:paulo.saad@cepal.org)); Luis Fidel Yáñez, Officer in Charge of the Office of the Secretary of the Commission (telephone: (+56-2) 210-2275; e-mail: [luis.yanez@cepal.org](mailto:luis.yanez@cepal.org)); or Guillermo Acuña, Legal Assistant, Office of the Secretary of the Commission (telephone: (+56-2) 210-2488; e-mail: [guillermo.acuna@cepal.org](mailto:guillermo.acuna@cepal.org)).

Questions on operational matters related to the meeting may be addressed to Paula Warnken, Protocol Assistant, Office of the Secretary of the Commission (telephone: (+56-2) 210-2651; e-mail: [paula.warnken@cepal.org](mailto:paula.warnken@cepal.org)); or Liliana Cuevas, Assistant, CELADE-Population Division of ECLAC (telephone: (+56-2) 210-2021; e-mail: [Liliana.cuevas@cepal.org](mailto:Liliana.cuevas@cepal.org)).

## 4. Hotel reservations

The ECLAC Conference Services Unit has reserved a block of rooms at the following special rates:

Single room: US\$ 104 plus taxes (includes breakfast, wireless Internet and airport shuttle)

Double room: US\$ 116 plus taxes (includes breakfast, wireless Internet and airport shuttle)

Reservations: Hilton Colón Quito hotel  
Contact: Alexandra Martínez  
E-mail: [alexandra.martinez@hiltoncolon.com](mailto:alexandra.martinez@hiltoncolon.com)  
Telephone: (+593-2) 2560-666, extension 1410  
Fax: (+593-2) 2563-903

Reservations should be made directly with the hotel **before 14 June 2012**. After this date, the hotel cannot guarantee the special rate or the availability of rooms. Please use the attached form to make a reservation.

### **5. Entry requirements for Ecuador**

Nationals of the following countries must have a visa to enter Ecuador as tourists: Afghanistan, Bangladesh, Eritrea, Ethiopia, Kenya, Nepal, Nigeria, Pakistan and Somalia. Nationals of other countries do not need a visa to enter Ecuador as tourists for a stay of up to 90 days. Chinese nationals do not need a visa, but they must meet a series of special requirements in order to enter Ecuador. Cuban nationals must have a letter of invitation to gain entry but do not need a visa.

### **6. Local transportation**

Meeting participants are responsible for their own transportation between the airport and the hotel. The Hilton Colón Quito hotel, the meeting venue, offers an airport shuttle service (upon request).

### **7. Registration of participants**

An online registration system will be available on the ECLAC website [www.eclac.org/celade/cepd2012](http://www.eclac.org/celade/cepd2012) starting **14 May 2012**.

Registration of delegates will take place at the entrance of the Los Shyris meeting room at the Hilton Colón Quito hotel from 3 p.m. on Tuesday, 3 July. Participants will be issued identification badges, which, for security purposes, must be shown at all meetings.

For any questions on the registration of participants, please contact Paula Warnken (telephone: (+56-2) 210-2651; e-mail: [paula.warnken@cepal.org](mailto:paula.warnken@cepal.org)) or Liliana Cuevas (telephone (+56-2) 210-2021; e-mail: [Liliana.cuevas@cepal.org](mailto:Liliana.cuevas@cepal.org)).

Registering through the online system **does not exempt** delegations from the requirement to provide official notification of the name of the head of delegation and all accompanying members.

### **8. Opening session**

The opening session will start at 9 a.m. on Wednesday, 4 July 2012.

## **9. Communications**

A room with computers and an Internet connection will be available for delegates at the meeting venue. Telephone services will also be available for meeting participants.

## **10. Internet**

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

## **11. Languages**

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

## **12. Documents**

As the meeting documents become available, they will be accessible on the website [www.eclac.org/celade/cepd2012](http://www.eclac.org/celade/cepd2012). Printed copies will not be distributed.

## **13. Medical services**

The hotel where the meeting is to be held will make private emergency first aid service available 24 hours a day. In addition, SENPLADES will engage a physician exclusively to provide medical attention if required by the participants during the meeting.



**UNITED NATIONS**  
**ECLAC AD HOC COMMITTEE ON POPULATION AND DEVELOPMENT**

Quito, 4 to 6 July 2012

**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"/>
Official title:			
Organization or institution:			
Address:			
City:		Country:	
Telephone:	Fax:	E-mail:	

I hereby request a reservation at:

<b>HILTON COLÓN QUITO HOTEL</b> Av. Amazonas N19-14 y Av. Patria, Quito, Ecuador Telephone: (+593-2) 2560-666/2561-333, Ext. 1410 Fax: (+593-2) 2563-903  Contact: Alexandra Martínez E-mail: <a href="mailto:alexandra.martinez@hiltoncolon.com">alexandra.martinez@hiltoncolon.com</a>	Standard single room US\$ 104* (includes breakfast, Internet and airport shuttle)	
	Standard double room US\$ 116* (includes breakfast, Internet and airport shuttle)	
(*) Plus 10% service charge. 12% VAT and municipal charge of US\$ 2 per night		
Date of arrival in Ecuador:	Flight number:	Time (approx.):
Date of departure from Ecuador:	Flight number:	Time (approx.):

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

American Express <input type="checkbox"/>	MasterCard <input type="checkbox"/>	Visa <input type="checkbox"/>	Other <input type="checkbox"/>
Credit card number:			Expiration date:

Reservation requests should be sent directly to the Hilton Colón Quito hotel **before 14 June**. Delegates are responsible for making their own reservations and are advised to make sure that their reservation has been processed by the hotel and to request a confirmation number or code. The reservation request must include the guest's flight number, arrival and departure dates and credit card type and number. When making the reservation, guests must indicate that they are attending the meeting of the ECLAC Ad Hoc Committee on Population and Development in order to receive the special rate.