



Meeting of the
**Presiding Officers
of the Regional
Conference on Women**
in Latin America and the Caribbean
Santiago, 30-31 July 2018

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

Santiago, 30 and 31 July 2018

GENERAL INFORMATION



INTRODUCTION

The fifty-seventh meeting of the Presiding Officers of the Regional Conference on Women in Latin America and the Caribbean will be held in Santiago on 30 and 31 July 2018.

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, between the Pacific Ocean and the Andes mountains. The country, whose long, thin territory is divided into 15 administrative regions, has a total population of approximately 17 million. The capital city is Santiago.

General information on Santiago

Santiago is home to almost six million inhabitants. It has a Mediterranean climate and well-defined seasons, with rainy winters (from May to September) with minimum temperatures as low as 0° C, and dry summers (from November to March) with highs of around 30° C. Relative humidity is low and evenings are cool.

Santiago's public transport system includes buses, taxis and five subway lines. 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 safe to drink, may not agree with those 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, whereas the south has a cooler, damper, temperate climate. The central zone has a Mediterranean climate. Precipitation falls mainly during the winter.

In most of Chile, the four seasons are clearly marked:

- Summer: 21 December - 21 March
- Autumn: 21 March - 21 June
- Winter: 21 June - 21 September
- Spring: 21 September - 21 December

Useful information

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| LOCAL CURRENCY | The national currency is the Chilean peso (\$). The exchange rate is approximately 605 pesos to the dollar (May 2018). |
| LOCAL TIME | UTC/GMT -3 (at the date of the meeting). |
| ELECTRICITY | 220 volts, 50 Hertz (AC). |
| AIRPORT TAX | Airport tax is included in ticket prices. |
| TIPPING | Tippling is usual practice in Chile, as in many other parts of the world. It is customary to leave a tip of about 10% of total bill in restaurants. |

2. Meeting venue

The fifty-seventh meeting of the Presiding Officers of the Regional Conference on Women in Latin America and the Caribbean will be held in the Celso Furtado conference room at the headquarters of the Economic Commission for Latin America and the Caribbean (ECLAC), located at Avda. Dag Hammarskjöld 3477, Vitacura, Santiago, 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 Lucía Scuro, Social Affairs Officer with the Division for Gender Affairs (tel. (+56) 2 2210 2772; email: lucia.scuro@un.org).

Operational queries should be addressed to Carolina Jara (tel. (+56) 2 2210 2330, email: carolina.jara@un.org).

4. Hotel reservations

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

- **Hotel Director (****)**, Avda. Vitacura 3600, tel: (+56) 2 2389 1956
Single room: US\$ 135 (includes breakfast)
Attn: María Eliana Puga, Reservations Department
Email: reservas@director.cl
- **Hotel Atton Vitacura (****)**, Avda. Vitacura 3201, tel: (+56) 2 2422 7902
Single room: US\$ 110 (includes breakfast)
Attn: César Lucero, Reservations Department
Email: clucero@atton.com and reservas@atton.com

These rates do not include value added tax (VAT) of 19%. Guests who pay in dollars using cash, travellers' cheques or an international credit card are exempt from payment of VAT.

Requests for reservations should be addressed directly to the hotel by the deadline given

on the hotel reservation form attached. After this date, the hotel reserves the right to change the rate and cannot guarantee that rooms will be available.

To maintain the special ECLAC rate, hotel reservations must be requested personally, not through 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 in 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 stated deadline.

5. Visa and entry requirements for Chile

Participants must be in possession of a passport valid for at least six months beyond the date of entry into Chile.

Delegates from countries whose citizens require a visa to enter Chile should apply for one in advance 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 transportation to different areas of the city. Each van can transport 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

An online registration system will be available on the meeting website (<https://www.cepal.org/en/events/57a-reunion-la-mesa-directiva-la-conferencia-regional-la-mujer-america-latina-caribe>) from **Monday, 18 June**. Online registration does not exempt delegations from the requirement to provide official notification of the name of the head of delegation and all accompanying members.

For further information on registration, please contact Paula Warnken (email: paula.warnken@cepal.org; tel. (+56) 2 2210 2651).

8. Timetable

The opening session will be held at 9 a.m. on Monday, 30 July. The organization of the work of the meeting, with respective schedule, will be available on the meeting website.

9. Internet

Delegates will have access to a wireless Internet connection (Wi-Fi) in the conference room and in open areas. The name of the Wi-Fi network and the password may be requested upon accreditation.

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 documents and official statements will be available to read or download at the website of the fifty-seventh meeting of the Presiding Officers of the Conference on Women in Latin America and the Caribbean. Participants are advised to bring their laptop computer, tablet or other mobile device to the meeting, since only a limited number of printed documents will be available.

12. Facilities and services at ECLAC

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| 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. Foreign currency may be exchanged from 10 a.m. to 12.30 p.m. |
| Meals | ECLAC has a cafeteria and a canteen, which are open from 9 a.m. until 5 p.m. Participants must pay directly for their own consumption at these facilities. |
| Medical service | The ECLAC Medical Service is available to participants requiring medical assistance. It is open from 9 a.m. to 1 p.m. and from 2.30 p.m. to 6 p.m. |
| Shop | The “One World” shop, located in the central foyer on the ground floor, next to the spiral staircase, offers a wide range of attractive gifts, United Nations souvenirs and other items. |

13. Places of interest in Santiago

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| Pueblito Los Dominicos | A handicraft village located close to the foot of the Andes in the east of the city. It offers a diverse array of traditional and contemporary crafts, including furniture, textiles and paintings. |
| Museo Nacional de Bellas Artes | The national fine arts museum is a major centre for the visual arts in Chile. It is situated in Santiago's Parque Forestal. |
| 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 the 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 opera, ballet and musical performances. |
| Palacio de La Moneda | The Government Palace, located in central Santiago, is the only building of a pure Italian neo-classical 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 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 north bank of the Mapocho River and the foot of San Cristóbal Hill (home to Santiago's largest public park and the national zoo). Its exotic architecture gives it the aspect of an open-air museum, where visitors may discover art galleries, theatres and lapis lazuli jewellery shops, as well as La Chascona, the former residence of poet Pablo Neruda. |



HOTEL RESERVATION REQUEST

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|--------------------|------|---------------------------|--|
| Nombre/Name: | | Apellido/Last Name: | |
| Dirección/Address: | | | |
| Ciudad/City: | | País/Country: | |
| Teléfono/ Tel: | Fax: | Correo electrónico/Email: | |

FAVOR SELECCIONAR HOTEL:

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| <p>Hotel Director (****) Av. Vitacura 3600, Vitacura; (+56) 2 2389 1956 Single room: US\$ 135 (includes breakfast)</p> <p>Contact: María Eliana Puga, Reservations Department reservas@director.cl</p> <p>Group co: 342950 Expiry date: 29 June 2018 <input type="checkbox"/></p> | <p>Hotel Atton Vitacura (****) Av. Vitacura 3201, Vitacura; (+56) 2 2422 7902 Single room: US\$ 110 (includes breakfast)</p> <p>Contact: César Lucero, Reservations Department clucero@atton.com reservas@atton.com</p> <p>Group code: 4917297 Block expiry date: 12 July 2018 <input type="checkbox"/></p> |
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|--|-------------------------------------|
| Fecha de llegada al país: <i>Date of arrival:</i> | Núm. de vuelo: <i>Flight no:</i> |
| Fecha de salida del país: <i>Date of departure:</i> | Núm. 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"/> | Mastercard <input type="checkbox"/> | Visa <input type="checkbox"/> | Otra/Other <input type="checkbox"/> |
| Núm. de tarjeta de crédito/Credit card no.: | | | |
| Fecha de vencimiento: <i>Date of expiration:</i> | | | |

Visitors paying in dollars using cash, travellers' cheques or an international credit card are exempt from payment of VAT.