Meeting venue

The Panel will take place 12 – 14 November 2008, in Conference Room Raúl Prebisch, Economic Commission for Latin America and the Caribbean (ECLAC), Avda. Dag Hammarskjöld 3477, Vitacura, Santiago, Chile. Telephone (56-2) 210-2000, fax (56-2) 208-1946; 208-0252.

Registration of participants

Registration of participants will begin on Wednesday 12 November, at 09:00 a.m., in the hall outside the Conference Room.

Inaugural Session

The Panel will be inaugurated at 09:30 a.m.

Languages

The official languages of the meeting are English and Spanish.

Hotel reservations

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

Hotel BONAPARTE (****), Mar del Plata 2171, Providencia, phone: (56-2) 796 6900, Fax: (56-2) 204 89 07

  Single/double room    US$ 100, 00/110, 00 (breakfast included)  
  Att: Mariela Vivanco Iglesias  
  E-mail: reservas@bonaparte.cl  
  Fax: (56-2) 204-8907

Tempo Rent Apart Hotel, Santa Magdalena 116, Providencia, phone: (56-2) 231-1608  Fax: (56-2) 334-0374

  Single room:    US$ 104, 00 (breakfast included)  
  Att.: Marcela González  
  Correo electrónico: reservas@temporent.cl  
  Fax: (56-2) 334-0374

These prices do not include the 19% value added tax (VAT). If travelers pay in dollars, traveler checks or with an international credit card, they are exempted from paying the VAT.
Requests for hotel reservations should be addressed directly to the hotel as soon as possible, to secure rooms and rates.

To maintain the special rate given to ECLAC hotel reservations must be requested personally and not through travel agencies or other means. Participants 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 code of confirmation.

The hotel requires that you advice the flight and date of arrival and departure to/from the country as well as the type and number of credit card to guarantee the reservation. For this purpose use the attached form which contains all the required information.

Currency

The currency used in Chile is the peso ($). The average exchange rate is 515 pesos to the U.S. dollar.

Transportation

There are special minibuses to transport passengers from the airport to the different areas of the city. The best known ones are Transfer and Delfos. They carry 10-12 people, charging approximately US$ 15.00 per person. A normal taxi rate from the airport to ECLAC is about Ch$ 15.000 (US$ 30).

General Information on Santiago

Santiago, a city of about six million people, is the capital of the Republic of Chile. It has a Mediterranean climate and well-defined seasons, from rainy winters with temperatures as low as 0°C (May to September) to dry summers, when daytime temperatures hover around 30°C (November to March). The relative humidity is low. Springtime starts on September 21st, with temperatures from 20-25°C. June, July and August are cold and rainy months and it is advisable to bring warm clothes and umbrella.

The capital is one and a half hour from seaside resorts such as Viña del Mar. Cultural activity is at its peak from March to December and includes concerts, opera, theatre and historical and art museums. There are five local television channels. A wide variety of cable channels, such as CNN, HBO and MSTV, are also available.

Buses, taxis and three subway lines serve the city's transport needs. Taxi fares are metered and, in general, drivers do not accept tips.

It is suggested that visitors drink bottled mineral water. Tap water, although drinkable, sometimes affects those who are not accustomed to it.

Santiago is quite a safe city. However, like in other big cities, it is necessary to use common sense. It is advisable not to go downtown at night alone, to avoid badly illuminated or isolated streets and to be careful with expensive jewelry and handbags.

Helpful hints: Electric current in Chile is 220 volts, 50 cycles AC. Airport tax US$ 18 (normally included in air ticket fare)

Entry Requirement
To enter Chile, one must possess a valid national passport, which should be valid, for more than six (6) months from the date of entry into Chile.

In addition, foreign nationals who require a visa to enter Chile must apply and obtain a visa in advance at Chilean Embassy and/or Consulate in their respective countries. You can check out this website that lists countries whose nationals require a visa (or payment upon entry to Chile) http://www.minrel.gov.cl/webMinRel/home.do?sitio=1.

Those foreign nationals who require a visa, but do not have a Chilean Embassy or Consulate in their countries, can obtain a visa upon arrival at the Chilean airport. They should request such a visa through the UNCTAD Secretariat, informing full name, date of birth, country of the passport, type of passport, its issuing and expiration dates, as well as information on the flight and date of arrival to Chile.

**Facilities and Services at ECLAC**

**Travel agency**

Flight reservations and confirmations and other travel formalities are handled by the travel agency "Carlson Wagonlits", located on the main floor of the ECLAC building (Z-324).

**Restaurants**

ECLAC has a cafeteria, located on the third floor, which is open from 8.45 a.m. until 5 p.m. The VIP Restaurant, on the fourth floor, is open from 12 noon until 2 p.m. Meals must be paid for directly by the participants.

**Medical Service**

The ECLAC Medical Service is available to participants requiring medical assistance. It is located on the main floor (Z-210), telephone extension 2333, and is open from 9 a.m. to 1 p.m. and from 2.30 p.m. to 5:30 p.m.

**Bank**

A branch of Banco de Chile is located on the first basement level. It is open to the public from 9 a.m. to 2 p.m. The local currency is the peso ($), with bills of $500, $1.000, $2.000, $5.000, $10.000 and $20.000; and coins of $1, $5, $10, $50, $100 and $500. Foreign currency may be changed from 10 a.m. to 12.30 p.m.

**Mail**

There is a post office next to Banco de Chile which opens from 10.30 a.m. to 1 p.m.

**Shops**

The "Anayhue Shop" offers gifts, crafts, newspapers, magazines and other items. Provides photocopy service and fax at a cost of $ 40 per page. It is located to the left of the main entrance to the building and opens from 09:00 a.m. to 5.30 p.m.
REQUEST FOR HOTEL ACCOMODATION

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<th>HOTEL BONAPARTE (****)</th>
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<td>Mar del Plata 2171, Providencia</td>
<td>Santa Magdalena 116, Providencia</td>
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<tr>
<td>Phone: (56 2) 796-6906; fax: (5 62) 204-8907</td>
<td>Phone: (56 2) 231-1608; fax: (5 62) 334-0374</td>
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<tr>
<td>Single room US$ 100.00</td>
<td>Single room US$ 104.00 (breakfast included)</td>
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<td>Double room US$ 110.00 (breakfast included)</td>
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Fecha de llegada al país: | N° de vuelo: |
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Fecha de salida del país: | N° de vuelo: |
| Date of departure:     | Flight N°.    |

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:

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N° de tarjeta de crédito/Credit card N°:

Fecha vencimiento / Date of expiration: | Código de seguridad / Security code:
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Hotel accomodations must be requested before October 15 directly to:

Hotel Bonaparte (Att.: Mariela Vivanco Iglesias, E-mail: reservas@bonaparte.cl)
Phone: (56 2) 796-6906; fax: (5 62) 204-8907

Tempo Rent Apart Hotel (Att.: Marcela González E-mail: reservas@temporent.cl)
Phone: (562) 231-1608, fax: (562) 334-0374

After October 15, the hotels reserves the right to alter the rate offered and will not guarantee availability.