



XIII

Regional Conference on Women in

Latin America and the Caribbean

Montevideo, 25-28 October 2016

THIRTEENTH SESSION OF THE REGIONAL CONFERENCE ON WOMEN IN LATIN AMERICA AND THE CARIBBEAN

Montevideo, 25-28 October 2016

GENERAL INFORMATION



UNITED NATIONS

ECLAC



PRESENTATION

The thirteenth session of the Regional Conference on Women in Latin America and the Caribbean will be held in Montevideo from 25 to 28 October 2016.

This document is intended to provide delegates with useful information to facilitate their work at the session.

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

1. General information on Uruguay

The country

Uruguay, officially the Eastern Republic of Uruguay, is a South American country situated in the eastern part of the Southern Cone subregion. It borders Brazil to the north and Argentina to the west and has a coastline stretching from River Plate in the south to the Atlantic Ocean in the south-east.

The country is subdivided into 19 departments and has a population of 3.4 million. The capital and largest city, Montevideo, has 1.4 million inhabitants and a metropolitan area of almost 2 million inhabitants, equivalent to 58.8% of the national total.

Climate

Uruguay has a temperate, wet climate (average temperature 17°C), with warm summers and more or less constant precipitation levels throughout the year.

Useful information for your visit

CURRENCY	The local currency is the Uruguayan peso, with the exchange rate currently at about 32 pesos to the United States dollar. Most hotels, restaurants and stores accept credit cards such as MasterCard, Visa, Diners Club and American Express. Automated teller machines (ATMs) are readily available in Montevideo. Bank opening hours are from 1 p.m. to 5 p.m., with some banks remaining open until 6 p.m.
LOCAL TIME	The time zone in Uruguay from March to October is UTC/GMT-3, while summer time (UTC/GMT-2) runs from the first Sunday in October to the second Sunday in March.
ELECTRICITY	220V, 50 Hz. Two types of plugs are used: with two round pins or three flat pins, two of which are angled in an inverted V-shape.
AIRPORT TAX	Airport tax is US\$ 40 for international flights at Carrasco airport in Montevideo.
TIPPING	The tip is not included in hotel or restaurant bills. It is customary to leave a tip of 10% of the total.
TAXIS	Visitors are advised to use radio taxis and taxi services provided by hotels. All taxis in Montevideo charge according to the meter and the associated fare schedule. There are also unmarked taxis (remises), which charge on the basis of distance or time. The average fare from the airport to the hotel and conference venue is approximately US\$ 45.

Source: Ministry of Foreign Affairs of Uruguay [online] <http://www.mrree.gub.uy>

2. Conference venue

The thirteenth session of the Regional Conference on Women in Latin America and the Caribbean will be held in the Grand Ballroom of the Radisson Montevideo Victoria Plaza Hotel.

The hotel particulars are as follows:

Radisson Montevideo Victoria Plaza Hotel

Address: Plaza Independencia 759
11100, Montevideo, Uruguay
Telephone: (598) 2902-0111
Fax: (598) 2902-6933
Website: www.radisson.com/montevideouy

3. Meeting coordination

The session is being organized by the Economic Commission for Latin America and the Caribbean (ECLAC) and the Ministry of Foreign Affairs of Uruguay. The contact persons are listed below:

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4. Hotel reservations

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

- **Radisson Montevideo Victoria Plaza Hotel (5*)**

Standard single room US\$ 135*
Standard double room US\$ 155*

*Non-residents of Uruguay are exempted from payment of 10% VAT.

Reservations: Betiana Rosendo, Marketing and Sales
Radisson Montevideo Victoria Plaza Hotel
E-mail: brosendo@radisson.com.uy; reservas@radisson.com.uy
Telephone: (598) 2902 0111, extension 8100

- **Sheraton Montevideo Hotel (5*)**

Single room US\$ 135*
Double room US\$ 145*

*Non-residents of Uruguay are exempted from payment of 10% VAT.

Reservations: Ignacio Zubiaga
Ignacio.Zubiaga@sheraton.com
(598) 2712 3474, extension 3333

- **Holiday Inn Montevideo (4*)**

Standard single room US\$ 81*
Standard double room US\$ 86*

* Non-residents of Uruguay are exempted from payment of 10% VAT.

Reservations: Verónica Rodríguez, Sales Department
Holiday Inn Montevideo
E-mail: comercial@himontevideo.com.uy
Telephone: (598) 2902 0001, extension 126

- **NH Columbia (4*)**

Standard single room US\$ 95*
Standard double room US\$ 95*

* Non-residents of Uruguay are exempted from payment of 10% VAT.

Reservations: Virginia Vidart, Sales Executive
NH Columbia, Montevideo
E-mail: y.vidart@nh-hotels.com

Telephone: (598) 2915 8085

These rates include buffet breakfast, access to the fitness centre with heated swimming pool, and Internet connection in the hotel room. Non-residents of Uruguay are exempted from payment of 10% value added tax (VAT).

Reservations should be made directly with the hotel **by 10 October 2016, using the form provided on page 7**. After this date, the hotel cannot guarantee the special rate or the availability of rooms.

Delegates are responsible for their own reservations. It is advisable to check that the hotel has processed your reservation and to request a confirmation number or code.

The hotel requires a credit card number to hold a reservation. Hotels in Uruguay apply a “no show” policy, whereby reservations may be cancelled up to 24 hours prior to arrival; otherwise, cardholders will be charged for the first night. All delegates must settle their own hotel bill at the end of their stay.

5. Entry requirements for Uruguay

Holders of regular, diplomatic or official passports should apply for a visa at the nearest Uruguayan embassy or consulate. A list of the countries exempted from visa requirements to enter Uruguay is available via the following link: (<http://www.mrree.gub.uy/frontend/page?1,inicio,preguntas-frecuentes.O.es.0.#>).

Information on embassies and consulates is provided on the website of the Ministry of Foreign Affairs of Uruguay: (www.mrree.gub.uy).

Participants are responsible for arranging their own visas, if required.

6. Local transport

Meeting participants are responsible for their own transport between the airport and the hotel.

7. Registration of participants

An online registration system will be available on the ECLAC website (<http://conferenciamujer.cepal.org/en>) from **1 September 2016**.

Registration of delegates will take place from 2 p.m. on Monday 24 October in the foyer of the Grand Ballroom of the Radisson Montevideo Victoria Plaza Hotel. Participants will be issued with an identification badge which, for security purposes, must be shown at all meetings.

For any questions on registration, please contact Paula Warnken (paula.warnken@cepal.org, tel. (56-2) 2210 2651) or Claudia López, (claudia.lopez@cepal.org, tel. (56-2) 2210 2749).

Online registration **does not exempt** delegations from the requirement to send an official note to the ECLAC secretariat indicating the names of the head of delegation and all accompanying members.

8. Internet

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

9. Languages

The official language of the session will be Spanish. Simultaneous interpretation will be provided in English and Portuguese.

10. Documents

Meeting documents may be accessed on the website <http://conferenciamujer.cepal.org/en> as they become available.

11. Medical services

The Government of Uruguay will arrange for first-aid services to be available in the event of an emergency at the venue.

12. International press centre

In order to facilitate press coverage at the thirteenth session of the Regional Conference on Women in Latin America and the Caribbean, an international press centre will be set up in an office near the conference room. Journalists wishing to cover the meeting must first register online at <http://conferenciamujer.cepal.org/en> and obtain accreditation from the press centre, which will be open on a daily basis from 3 p.m. on Sunday 23 October.

The centre will have an information and documentation office, as well as cubicles and work spaces for accredited journalists and media representatives.

Questions relating to media coverage of the Regional Conference on Women in Latin America and the Caribbean should be addressed to Guido Camú, Officer in Charge of the ECLAC Public Information Unit (guido.camu@cepal.org, tel. (56-2) 2210 2440).