



Meeting of the
**Presiding Officers
of the Regional
Conference on Women**
in Latin America and the Caribbean
Santiago, 4 and 5 December 2024

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

Santiago, 4 and 5 December 2024

BRIEFING NOTE FOR PARTICIPANTS



NACIONES UNIDAS



INTRODUCTION

The sixty-sixth meeting of the Presiding Officers of the Regional Conference on Women in Latin America and the Caribbean will be held in person on 4 and 5 December 2024 at the headquarters of the Economic Commission for Latin America and the Caribbean (ECLAC) in Santiago (Av. Dag Hammarskjöld 3477, Vitacura).

The purpose of this document is to provide delegations with useful information to facilitate their work at the meeting.

Participants must register online through the event website (<https://conferenciamujer.cepal.org/66m/en>) before 11 p.m. on 1 December 2024. Credentials will be available to collect at the headquarters of ECLAC on 3 and 4 December, between 8.30 a.m. and 1 p.m.

The meeting coordinators will be available to answer any questions concerning logistical or organizational matters, before or during the event.

1. General information on Chile

Geographical location

Chile is located in the extreme south-west of South America. Its capital city is Santiago, and the country has a total population of around 19.5 million. Chile lies between the Pacific Ocean and the Andes mountains, and its long, narrow territory is divided into 16 administrative regions.


The capital

Santiago is the capital city of Chile and its Metropolitan Region is home to 7 million people. It has a Mediterranean climate and well-defined seasons, with rainy winters with temperatures as low as 0°C (from May to September) and dry summers, when top daytime temperatures are around 30°C (from November to March). Relative humidity is low, and evenings are cool.

Although the tap water is safe to drink, it may not agree with those not accustomed to it. Visitors are therefore advised to drink bottled water.

As in all large cities, it is recommended not to wear valuable jewellery and to remain alert regarding cell phones, wallets or bags, for security reasons.

Useful information

LOCAL CURRENCY	The national currency is the Chilean peso (\$). The exchange rate is approximately 942 pesos to the dollar (October 2024).
LOCAL TIME	UTC/GMT -3 hours (on the dates of the meeting).
ELECTRICITY	In Chile, the standard voltage is 220 volts. The frequency is 50 Hz. Plugs and sockets are type C or L. 
AIRPORT CHARGES	The airport charge is included in the airfare.
TIPPING	Tipping is common in Chile, as it is in other parts of the world. In restaurants, it is customary to tip around 10% of the total bill.

2. Meeting venue

The sessions of the sixty-sixth meeting of the Presiding Officers of the Regional Conference on Women in Latin America and the Caribbean will take place in the Raúl Prebisch Conference Room, located at ECLAC headquarters, Av. Dag Hammarskjöld 3477, Vitacura, Santiago.

ECLAC has a limited number of parking spaces. Only official automobiles of diplomatic missions will be authorized to drop off and pick up members of their delegations. To do so, please send driver and vehicle details (model and licence plate number) to the following email addresses: carolina.jara@un.org and cencoseg@cepal.org.

3. Meeting coordination

The meeting is being organized by ECLAC. The contacts are:

Luis Fidel Yáñez (overall coordination)

Secretary of the Commission
Office of the Secretary of the Commission
ECLAC, United Nations
Tel: (+56) 2 2210 2275
Email: luis.yanez@un.org, with a copy to secretariadelacomision@cepal.org

Nicole Bidegain (substantive matters)

Social Affairs Officer
Division for Gender Affairs
ECLAC, United Nations
Tel: (+56) 22210 2292
Email: nicole.bidegain@un.org

Luis Flores (accreditation)

Research Assistant
Office of the Secretary of the Commission
ECLAC, United Nations
Tel: (+56) 22210 2084
Email: luis.flores@un.org

Margarita de Igarzábal (logistics)

Acting Supervisor
Conference Services Unit ECLAC, United Nations
Tel: (+56) 22210 2588
Email: margarita.deigarzabal@un.org

4. Hotel reservations

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

Hotel Pullman Santiago Vitacura (**)**

Av. Vitacura 3201, Vitacura. Tel: (+56) 22947 3612

Executive room: US\$ 125 + tax (includes buffet breakfast, WiFi and gym)

Contact: Francisca Cid, Reservations Department

Email: francisca.cid@accor.com; reservas.chile@accor.com

Hotel NH Collection Casacostanera (***)**

Av. Nueva Costanera 3900, Vitacura. Tel: (+56) 22496 2014

Double room: US\$ 145 + tax (includes breakfast, WiFi, gym and parking)

Contact: Noemi González, Sales Account Manager

Email: nj.gonzalez@nh-hotels.com; nhcollectioncasacostanera@nh-hotels.com

Hotel Director Vitacura (**)**

Av. Vitacura 3600, Vitacura. Tel: (+56) 22389 1956

Single room: US\$ 110 + tax (includes breakfast and Internet) Contact: María

Eliana Puga, Reservations Department

Email: reservas@director.cl

Hotel Noi (***)**

Av. Nueva Costanera 3736, Vitacura. Tel: (+56) 22432 6837

Single Noi deluxe room: US\$ 139 + tax (includes breakfast, Internet, gym and parking)

Contact: Meena Vaswani, Senior Sales Account Manager Email:

meena.vaswani@noihotels.com

Reservations must be made directly with the chosen hotel before the expiry date indicated on the hotel reservation form (see the last page of this document). After that date, the hotel reserves the right to change the rate and cannot guarantee that rooms will be available.

These rates do not include the value added tax (VAT) of 19%. Visitors paying in dollars or with international credit cards are exempt from VAT. In that case, the hotel will request the slip issued by border control upon entry into Chile.

To maintain the special ECLAC rate, hotel reservations must be requested personally, not through agencies or other means. Delegates are responsible for making 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 information and dates of arrival and departure from Chile, as well as credit card details, in order to secure the reservation. Please send the chosen hotel the attached hotel reservation form, with all the required details.

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.

Representatives from countries whose citizens require a visa to enter Chile should apply for one in advance at their nearest Chilean embassy or consulate.

To check whether a visa is needed, participants may contact the Chilean embassy or consulate in their countries. Contact details for the embassies and consulates can be found at <https://www.minrel.gob.cl/embajadas-y-consulados>.

6. Transport from the airport to Santiago

For transfers from the airport to the city, there are minibuses run by the companies Transvip and WeTransport, located at the airport, which can take 10–12 passengers and drop passengers off in different neighbourhoods, at a cost of roughly US\$ 15 per person.

Travellers who wish to use individual transport should use the official taxi firms (Taxi Turismo Oficial), which are located at the airport; fares to the city range from US\$ 35 to US\$ 40, depending on the destination.

Modes of transportation in Santiago include microbus and taxi lines as well as six metro lines. Taxi fares are indicated on meters and drivers are generally not tipped.

7. Registration

Participants must register online through the event website: <https://conferenciamujer.cepal.org/66m/en>. Registration will be available from 31 October to 11 p.m. on 1 December 2024.

After registration, the system will send an automatic confirmation of receipt. Once the registration request has been approved, a “confirmation of acceptance” email is sent, which must be presented along with an identification document when picking up credentials.

Online registration of government representatives does not exempt delegations from the formal requirement to provide official notification indicating the names of the head of delegation and of all accompanying members. Officials of United Nations system entities will be able to enter the meeting with their United Nations pass, which must be previously activated, but are still required to register online. To activate a pass, please send images of both sides of the credential to the following email: cencoseg@cepal.org.

Credentials may be collected at the main entrance of ECLAC (Av. Dag Hammarskjöld 3477, Vitacura), on 3 and 4 December between 8.30 a.m. and 1 p.m. Credentials must be picked up in person, upon presentation of an identification document. For security reasons, participants will be required to wear their badges in order to attend meetings. Badges must remain visible during the meeting. Participants are advised to arrive at least 30 minutes before the start of meetings in order to complete the accreditation process and United Nations security protocols.

For further information on registration and accreditation of participants, please contact Luis Flores (luis.flores@un.org) or Carolina Jara (carolina.jara@un.org).

8. Opening session

The opening session of the sixty-sixth meeting of the Presiding Officers of the Regional Conference on Women in Latin America and the Caribbean will take place on Wednesday, 4 December 2024 at 10 a.m. in the Raúl Prebisch Conference Room at ECLAC.

9. Internet

Participants will have access to a wireless Internet connection (Wi-Fi) in the conference room and in open areas. To use the connection, participants are required to register and enter a password.

10. Languages

The official language of the meeting will be Spanish. Simultaneous interpretation will be provided into English, Portuguese and international sign language.

11. Facilities and services at ECLAC

- Bank** There is a branch of Banco de Chile in the basement of the main ECLAC building. It is open to the public from 9 a.m. to 2 p.m. Foreign currency can be exchanged from 10 a.m. to 12.30 p.m.
- Meals** ECLAC has a café and a canteen, which are open from 9 a.m. until 5 p.m. Participants are responsible for paying for these services.
- Medical services** The ECLAC Medical Service, on the ground floor of the main building (office number Z-210, ext. 2333) provides first aid. It is open from 9 a.m. to 1 p.m. and from 2.30 p.m. to 6 p.m.

HOTEL RESERVATION REQUEST

**SIXTY-SIXTH MEETING OF THE PRESIDING OFFICERS OF THE REGIONAL CONFERENCE
ON WOMEN IN LATIN AMERICA AND THE CARIBBEAN
Santiago, 3–6 December 2024**

Nombre/Name:	Apellido/Last name:
Dirección/Address:	
Ciudad/City:	País/Country:
Teléfono/Phone:	Correo electrónico/Email:

SELECT HOTEL

<p>Hotel Pullman Santiago Vitacura (****) <input type="checkbox"/></p> <p>Av. Vitacura 3201, Vitacura. Tel.: (+56) 2 2947 3612 Executive room: US\$ 125 + tax <i>(includes buffet breakfast, Internet and gym access)</i></p> <p>Attn: Francisca Cid, Reservations Department francisca.cid@accor.com reservas.chile@accor.com Group code: CEILPES Block expiry date: 20 November 2024</p>	<p>Hotel NH Collection Casacostanera (*****) <input type="checkbox"/></p> <p>Av. Nueva Costanera 3900, Vitacura. Tel: (+56) 22496 2014 Double room: US\$ 145 + tax <i>(includes breakfast, Internet, gym and parking)</i></p> <p>Attn.: Noemi González Sales Account Manager Reservations nj.gonzalez@nh-hotels.com nhcollectioncasacostanera@nh-hotels.com Group code: MB00041506 44 Block expiry date: 8 November 2024</p>
<p>Hotel Director Vitacura (****) <input type="checkbox"/></p> <p>Av. Vitacura 3600, Vitacura. Tel: (+56) 22389 1956 Single room: US\$ 110 + tax <i>(includes breakfast and Internet)</i></p> <p>Attn.: María Eliana Puga, Reservations Department reservas@director.cl Group code: #943950 Block expiry date: 8 November 2024</p>	<p>Hotel Noi (*****) <input type="checkbox"/></p> <p>Av. Nueva Costanera 3736, Vitacura. Tel: (+56) 2 2432 6837 NOI deluxe single room: US\$ 139 + tax <i>(includes breakfast, Internet, gym and parking)</i></p> <p>Attn.: Meena Vaswani, Senior Sales Account Manager meena.vaswani@noihotels.com Group code: 879207 Block expiry date: 20 November 2024</p>
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"/> (Nombre/name)
Núm. de tarjeta de crédito/Credit card number:			
Fecha de vencimiento/Date of expiration:			

**Please complete this form and send it by email to the chosen hotel.
Visitors paying in dollars or with international credit cards are exempt from VAT.**