



Forum of the Countries  
of Latin America and  
the Caribbean on  
**SUSTAINABLE  
DEVELOPMENT**  
San José  
7–9 March **2022**

**FIFTH MEETING OF THE FORUM OF THE COUNTRIES OF LATIN AMERICA AND THE  
CARIBBEAN ON SUSTAINABLE DEVELOPMENT**

San José, Costa Rica  
7–9 March, 2022

**GENERAL INFORMATION FOR PARTICIPANTS**



## **1. Introduction**

The fifth meeting of the Forum of the Countries of Latin America and the Caribbean on Sustainable Development will be held in-person from 7 to 9 March 2022 at the Crowne Plaza San José Corobicí, Costa Rica, under the chairship of Costa Rica.

The 33 States members of the Forum of the Countries of Latin America and the Caribbean on Sustainable Development and associate members of ECLAC are welcome to attend the fifth meeting of the Forum in person. Government representatives and other stakeholders who are unable to travel to Costa Rica may attend virtually via Zoom and will receive the link once they have completed online registration, as indicated in section 2 below.

To safeguard the health of all and in compliance with recommended occupancy amid the COVID-19 pandemic, we suggest the following composition of delegations in the conference room: heads of delegation plus two accompanying persons from member States and associate members; one representative plus one accompanying person from agencies, funds and programmes of the United Nations system; and the head of delegation of intergovernmental organizations. Seating will also be reserved for United Nations resident coordinators and panellists appearing in the official programme of the Forum.

This note is intended to provide participants with administrative, logistical and other relevant information related to the meeting.

### **Details of the fifth meeting of the Forum**

- Host: ECLAC and the Government of Costa Rica
- Venue: Crowne Plaza San José Corobicí, Costa Rica  
Address: Sabana Norte contiguo al Parque Metropolitano La Sabana, San José, 10108 Costa Rica
- Date: 7–9 March, 2022
- Format: Hybrid (in-person and virtual)
- Languages: English, French and Spanish. Sign-language interpretation will also be provided.

## **2. Online registration (for in-person and virtual attendance)**

An online registration system will be available on the ECLAC website (<https://eventos.cepal.org/event/66/registrations/>).

All representatives and participants must register in advance of the meeting, between 8 February and 6 March 2022.

For further information on accreditation, please contact María Eugenia Barozzi ([mariaeugenia.barozzi@cepal.org](mailto:mariaeugenia.barozzi@cepal.org), (+56) 2 2210 2520).

Online registration does not exempt participants from the requirement to send an official note to the Secretary of the Commission ([secretariaforoalc2030@cepal.org](mailto:secretariaforoalc2030@cepal.org)) indicating the names of the head of delegation and accompanying members.

### **3. Distribution of identification badges (only in-person participants)**

Participants attending in person must collect their identification badges in the foyer of the Chirripó-Tobosi Room at the hotel. For security purposes, the identification badge provided must be kept visible and shown at all meetings. Badges will be issued only to participants who completed online registration by 3 p.m. (Costa Rica time, GMT-6) on 6 March 2022.

Badges can be picked up at the reception desk at the venue between 3 p.m. and 8 p.m. on Sunday, 6 March, or from 7 a.m. (Costa Rica time) on the day of the meeting.

### **4. Meeting documents and paperless meeting**

As part of the United Nations efforts to reduce paper usage, no printed meeting documents will be provided. Participants attending in person may bring their own copies of the meeting documents circulated by the secretariat and published on the website of the Forum (<https://foroalc2030.cepal.org/2022/en>) or use electronic versions. Participants will have free access to wireless Internet during the meetings, through which they can download or consult meeting documents.

All official documents will be available on the website <https://foroalc2030.cepal.org/2022/en>. Participants are advised to bring their own laptops, tablets or mobile devices.

### **5. Remote participation and streaming**

The fifth meeting of the Forum of the Countries of Latin America and the Caribbean on Sustainable Development will be streamed live on the ECLAC website.

Live streaming will be made available in due course through a link on the official Forum website to facilitate remote participation. Speakers will be provided with the link to the meeting platform, and will receive via email a document containing guidelines for the meeting.

### **6. Meeting venue information**

The fifth meeting of the Forum of the Countries of Latin America and the Caribbean on Sustainable Development will be held at the Crowne Plaza San José Corobicí, located on the northern side of La Sabana Metropolitan Park.

Address: Sabana Norte contiguo al Parque Metropolitano La Sabana, San José, 10108 Costa Rica Tel: (506) 2204 6700

Official website: <https://www.ihg.com/crowneplaza/hotels/us/es/san-jose/sjocp/hoteldetail>.

### **7. Local transport**

Participants are responsible for their own transport to and from the airport and the hotel.

## 8. Accommodation

A limited number of rooms have been reserved with special rates at the following hotels:

- **CROWNE PLAZA SAN JOSE COROBICI (5\*)** (*meeting venue*)

Sabana Norte contiguo al parque metropolitano La Sabana,

San José, 10108 Costa Rica

Tel.: (+506) 2543 6010, ext 2917

Enquiries: Ingrid Arquín, Assistant Manager, Sales

Email: [ingrid.arquin@corobicicp.co.cr](mailto:ingrid.arquin@corobicicp.co.cr)

<https://www.ihg.com/crowneplaza/hotels/us/es/san-jose/sjocp/hoteldetail>

Standard single/double room: US\$ 109 + 13% tax (includes breakfast and Internet)

Crowne Plaza Club room: US\$ 134 + 13% tax (includes breakfast and Internet)

- **HILTON GARDEN INN SAN JOSÉ (4\*)**

Boulevard de Rohrmoser, La Sabana

San José, Costa Rica

Tel: (+506) 2520 6023

Enquiries: María Auxiliadora Rosales

Email: [reservas@hgilasabana.com](mailto:reservas@hgilasabana.com)

<https://www.hilton.com/en/hotels/sjolsgi-hilton-garden-inn-san-jose-la-sabana/>

Standard single room: US\$ 125 + 13% tax (includes breakfast and Internet)

Standard double room: US\$ 135 + 13% tax (includes breakfast and Internet)

- **HILTON LA SABANA (5\*)**

Antiguo restaurante El Chicote Sabana Norte

1010 8 San José, Costa Rica

Tel: (+506) 2520 6001

Enquiries: Mariela Chaves

Email: [Mariela.Chavez@Hilton.com](mailto:Mariela.Chavez@Hilton.com)

Standard single room: US\$ 169 + 13% tax (includes breakfast and Internet)

Standard double room: US\$ 179 + 13% tax (includes breakfast and Internet)

Reservation requests should be addressed directly to the hotel no later than 28 February 2022. After this date, the hotels reserve the right to change the rate and cannot guarantee that rooms will be available. Please use the **form on page 10 to make a reservation**.

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

The hotel requires a credit card number to hold a reservation. Hotels in Costa Rica apply a no-show policy, whereby reservations may be cancelled up to 48 hours prior to expected arrival; otherwise, cardholders will be charged for the first night. All delegates must settle their own hotel bill at the end of their stay.

## **9. Entry requirements for Costa Rica**

### **9.1. Diplomatic and official visas**

On the basis of Executive Decree No. 30304 on regulations for the granting of diplomatic and official visas, applications must be submitted to the Diplomatic Department of the Foreign Service Directorate in the Ministry of Foreign Affairs and Worship of Costa Rica at least eight (8) days prior to the expected date of arrival in Costa Rica.

These visas are issued exclusively for official visits and are not applicable to tourist travel.

### **9.2. Requirements**

- Formal request indicating the type of passport, start and end date of the stay in the country, accompanied by the invitation to the Forum of the Countries of Latin America and the Caribbean on Sustainable Development from the competent Costa Rican institution or the duly accredited international organization in Costa Rica. Applications must be addressed to Ms. Bernardina Vargas, Head of the Diplomatic Department, by email to [bvargas@rree.go.cr](mailto:bvargas@rree.go.cr) and [azuniga@rree.go.cr](mailto:azuniga@rree.go.cr).

- Copy of the passport, which must be valid for six months from the date of entry.

- Copy of ticket issued by the airline.

- Note Verbale from the Ministry of Foreign Affairs of the officials' country of origin requesting the granting of a diplomatic/official visa and indicating the names, type and passport number of the members of the delegation participating in the Forum of the Countries of Latin America and the Caribbean on Sustainable Development.

- Proof of vaccination against yellow fever. The original medical certificate must be shown on entry to Costa Rica by participants travelling from or transiting via the following countries: Brazil, Bolivarian Republic of Venezuela, Colombia, Ecuador, Peru, Plurinational State of Bolivia, Trinidad and Tobago, and any African countries.

### **9.3. Visa waiver agreements**

Costa Rica has signed visa waiver agreements under which the holders of diplomatic, official and service passports from some countries do not require visas to enter Costa Rica. The countries of Latin America and the Caribbean concerned are listed below:

Argentine Republic  
Barbados  
Bolivarian Republic of Venezuela  
Dominican Republic  
Federative Republic of Brazil  
Plurinational State of Bolivia  
Republic of Cuba  
Republic of Chile  
Republic of Colombia  
Republic of Ecuador  
Republic of El Salvador  
Republic of Honduras  
Republic of Nicaragua  
Republic of Panama  
Republic of Paraguay  
Republic of Peru  
United Mexican States

#### **9.4. Health provisions governing entry**

The Ministry of Health of Costa Rica requires that all visitors complete the **Health Pass**, a digital form available at <https://salud.go.cr/>.

Proof of full vaccination with the Pfizer, Moderna, AstraZeneca or Johnson & Johnson vaccines must be attached, failing which proof of valid insurance that guarantees coverage for COVID-19 expenses for the length of the stay must be provided. Consult the Ministry of Health of the Republic of Costa Rica for any further information on these formalities.

#### **Yellow fever vaccine:**

The regulations in force governing the yellow fever vaccination requirement for entry into Costa Rica territory can be consulted in the documents below (in Spanish):

**Decreto ejecutivo No. 39997-S-G-SP-RE: Regulaciones sobre el Certificado Internacional de Vacunación contra la Fiebre Amarilla**

#### **Geographic areas**

#### **9.5. Exemption from import duties**

Requests to waive import duties on equipment and materials must be made by the relevant United Nations entity via the Exonet platform, in accordance with the established guidelines.

Embassies may apply for waivers for their respective delegations, if required.

#### **9.6. Departure tax exemption**

Only private flights are exempt from departure taxes. However, Offices of Resident Coordinators or Embassies may formally request a waiver from the Department of Immunities and Privileges by means of a formal note indicating the name, passport number, type of passport and date of birth of each individual for whom an exemption is required, with a copy of each person's passport data page attached. This must be done at least 48 hours before the departing flight.

### **10. COVID-19 measures at the venue**

#### **10.1. Sanitization measures at the venue**

On entry: temperature check

Registration desk: identity check

Room access: record of attendance

Physical distancing: participants seated at requisite distance in meeting rooms

Any participant considered a suspected COVID-19 case will be transferred to a temporary isolation room.

#### **10.2. Physical distancing guidelines in Costa Rica, subject to change as required.**

All participants must comply with Costa Rica's COVID-19 quarantine guidelines while in the country. For further information, please visit [https://www.ministeriodesalud.go.cr/sobre\\_ministerio/prensa/docs/ls\\_vs\\_006\\_ingreso\\_pasajeros\\_4\\_nov\\_2021.pdf](https://www.ministeriodesalud.go.cr/sobre_ministerio/prensa/docs/ls_vs_006_ingreso_pasajeros_4_nov_2021.pdf).

### **(1) Access to the meeting venue**

- Only registered participants will be allowed to access the venue. **Identification badges must be worn at all times** at the meeting venue.
- Everyone entering the venue must **check their temperature** on entry.
- On entering the meeting room, participants must **show their badges, sanitize their hands and wear masks properly**.

### **(2) In the meeting room**

- **Masks must be worn** for the duration of the meeting.
- No food may be consumed in the meeting room; only water/non-alcoholic beverages are permitted.
- Seats will be placed to allow a distance of 1.8 metres between participants (or in accordance with national public health regulations in effect due to the pandemic).

### **(3) Emergency protocol**

Any participant with a fever or presenting any symptoms suggestive of COVID-19 infection must inform the meeting staff and move to the temporary isolation room.

More information is available at [VisitCostarica.com](https://www.visitcostarica.com).

## **11. General information**

### **11.1. Host city information**

Name of host city: San José, Costa Rica

□ <https://www.visitcostarica.com/en/costa-rica/knowning-costa-rica/san-jose>.

### **11.2. Travel insurance**

Participants are advised to contract international travel insurance to cover their stay in Costa Rica. The host organization shall not be liable for personal accidents suffered by participants or damage to their private property. Participants are advised to arrange their own insurance coverage in advance of the meeting.

### **11.3. Climate**

The weather in San José in the month of March sees daily highs of around 26°C, with temperatures seldom dropping below 23°C or exceeding 28°C.

### **11.4. Currency**

The currency used in Costa Rica is the colón (symbol ₡), and the exchange rate is approximately 642.24 colones to the dollar. United States dollars (US\$) are accepted unofficially at many locations.

### **11.5. Time zone**

The local time is Central Standard Time (GMT-6).

## 11.6. Credit cards

International credit cards (VISA, Mastercard, Diners Club) are widely accepted. They can also be used to withdraw cash at local ATMs.

## 11.7. Electricity

The voltage is 110 volts, 60 HZ, the same as in the United States.

## 11.8. Internet

Complimentary Wi-Fi access is provided for the meeting at the Crowne Plaza San José Corobicí.

## 11.9. Emergency Calls

For medical emergencies, dial 911. Dial 1128 for the Red Cross.

## 11.10. Tourist Information

Visit: <https://www.visitcostarica.com/en/costa-rica/planning-your-trip/tour-guidesdirectory>.

## 12. Contacts

The fifth meeting of the Forum of the Countries of Latin America and the Caribbean on Sustainable Development will be organized by ECLAC and the Ministry of Foreign Affairs and Worship of Costa Rica. The contact persons are:

### **Luis Yáñez** (*questions on substantive matters*)

Secretary of the Commission

ECLAC, United Nations

Tel: (+56) 2 2210 2275

Email: [luis.yanez@cepal.org](mailto:luis.yanez@cepal.org); [secretariaforoalc2030@cepal.org](mailto:secretariaforoalc2030@cepal.org)

### **María Eugenia Johnson** (*questions concerning logistical matters*)

Supervisor

Conference Services Unit

ECLAC, United Nations

Tel: (+56) 2 2210 2667

Email: [mariaeugenia.johnson@cepal.org](mailto:mariaeugenia.johnson@cepal.org)

### **Verónica García** (*questions on substantive matters*)

Chief of the International Organizations Department

Directorate-General for Foreign Policy

Ministry of Foreign Affairs and Worship

Tel: (+506) 2539 5460

Email: [vgarcia@ree.go.cr](mailto:vgarcia@ree.go.cr)

### **Carol Arce Echeverría** (*questions concerning logistical matters*)

International Organizations Department

Directorate-General for Foreign Policy

Ministry of Foreign Affairs and Worship

Tel: (+506) 2539 5564

Email: [carce@ree.go.cr](mailto:carce@ree.go.cr)

**Michel Chartier** (*questions concerning logistical matters*)

Chief of State Protocol

Ministry of Foreign Affairs and Worship

Tel: (+506) 2539 5334

Email: [mchartier@ree.go.cr](mailto:mchartier@ree.go.cr)

General contact for the International Organizations Department, Directorate-General for Foreign Policy of the Ministry of Foreign Affairs and Worship of Costa Rica: [5FDS@ree.go.cr](mailto:5FDS@ree.go.cr).



CEPAL



**FIFTH MEETING OF THE FORUM OF THE COUNTRIES OF LATIN AMERICA AND THE CARIBBEAN ON SUSTAINABLE DEVELOPMENT**

**San José, 7–9 March 2022**

**HOTEL RESERVATION REQUEST**

Name		Surname	
Head of delegation	Delegate	Observer	Special guest
Title:		Agency:	
Address:			
City:		Country:	
Telephone no:	Fax:	Email:	

Hotel information:

<p><b>CROWNE PLAZA SAN JOSE COROBICI (5*)</b> (meeting venue) Sabana Norte contiguo al Parque Metropolitano La Sabana, San José 10108 Costa Rica  <b>Tel.: +506 2543 6010, ext 2917</b>  Standard single room: US\$ 109 plus 13% tax  Crowne Plaza Club Room: US\$ 134 plus 13% tax  Email: <a href="mailto:ingrid.arquin@corobicicp.co.cr">ingrid.arquin@corobicicp.co.cr</a>  <b>Enquiries: Ingrid Arquin</b></p>	<p><b>HILTON GARDEN INN SAN JOSÉ (4*)</b> Boulevard Rohrmoser La Sabana, San José, Costa Rica <b>Tel: +506 2520 6023</b>  Standard single room: US\$ 125 plus 13% tax  Standard double room: US\$ 135 plus 13% tax  Email: <a href="mailto:reservas@hgilasabana.com">reservas@hgilasabana.com</a>  <b>Enquiries: María Auxiliadora Rosales</b></p>	
<p><b>HILTON SAN JOSE LA SABANA (5*)</b> Antiguo restaurante El Chicolte Sabana Norte San José, Costa Rica  <b>Tel.: +506 2520 6001</b>  Standard single room: US\$ 169 plus 13% tax  Standard double room: US\$ 179 plus 13% tax  Email: <a href="mailto:Mariela.Chavez@Hilton.com">Mariela.Chavez@Hilton.com</a>  <b>Enquiries: Mariela Chavez</b></p>	<p>- Rates in all hotels include breakfast and Internet  - The Crowne Plaza Hotel provides airport transfers at a cost of US\$ 25. These must be arranged at least 72 hours in advance, directly with the contact person.  The Hilton hotels provide airport transfers at a cost of US\$ 30 per person per trip. These must be arranged directly with the contact person at each hotel.</p>	
Date of arrival in Costa Rica:	Flight No:	Approx. time:
Date of departure from Costa Rica:	Flight No:	Approx. time:

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

American Express	Master Card	Visa	Other
Card number/security code:			Expiry date:

Reservation requests should be addressed directly to the hotel **no later than 28 February.**