



Forum of the Countries
of Latin America and
the Caribbean on
**SUSTAINABLE
DEVELOPMENT**

Santiago
25–28 April **2023**

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

SANTIAGO, 25–28 APRIL 2023

GENERAL INFORMATION



INTRODUCTION

The sixth meeting of the Forum of Latin American and Caribbean Countries on Sustainable Development will be held in Santiago, from 25 to 28 April 2023.

The meeting will be open to all Latin American and Caribbean countries.

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

Registration of participants will be online (<https://foroalc2030.cepal.org/2023/en>) and credentials will be available to collect at the headquarters of the Economic Commission for Latin America and the Caribbean (ECLAC) (Av. Dag Hammarskjöld 3477, Vitacura, Santiago) from 8 a.m. on Tuesday 25 April to 3 p.m. on Wednesday 26 April.

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 the Republic 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 maximum 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 or leave cell phones, wallets or bags unattended, for security reasons.

Useful information

LOCAL CURRENCY	The national currency is the Chilean peso (\$). The exchange rate is approximately 810 pesos to the dollar (February 2023).
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. The 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 official sessions of the sixth meeting of the Forum of Latin American and Caribbean Countries on Sustainable Development will take place in the Raúl Prebisch and Celso Furtado conference rooms at ECLAC headquarters, and side events will be held in other rooms at ECLAC headquarters, located at 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 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 (*general 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 secretariaforoalc2030@un.org.

Jimena Arias (*side events*)

Social Affairs Officer

Office of the Secretary of the Commission

ECLAC, United Nations

Tel: (+56) 2 2210 2238

Email: jimena.arias@un.org

Luis Flores (*civil society*)

Research Assistant

Office of the Secretary of the Commission

ECLAC, United Nations

Tel: (+56) 2 2210 2084

Email: luis.flores@un.org

Margarita de Igarzábal (*logistics*)

Acting Supervisor

Conference Services Unit

ECLAC, United Nations

Tel: (+56) 2 2210 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) 2 2947 3612

Single room: US\$ 160 + tax (includes breakfast and Internet)

Contacts: Felipe Cabrillana, Reservations Department

Email: felipe.cabrillana@accor.com

Hotel Bidasoa (**)**

Av. Vitacura 4873, Vitacura. Tel: (+56) 2 2602 3900

Single room: US\$ 155 (includes breakfast, Internet and parking)

Contact: María Paz Vacarezza, Sales Executive

Email: mvacarezza@hotelbidasoa.cl and reservas@hotelbidasoa.cl

Hotel Director Vitacura (**)**

Av. Vitacura 3600, Vitacura. Tel: (+56) 2 2389 1956

Single room: US\$ 100 + tax (includes breakfast and Internet)

Contact: María Eliana Puga, Reservations Department

Email: reservas@director.cl

Hotel Noi (**)**

Av. Nueva Costanera 3736, Vitacura. Tel: (+56) 2 2432 6837

Single room: US\$160 + tax (includes breakfast, Internet, gym use and parking)

Contact: Meena Vaswani, Senior Sales Account Manager

Email: meena.vaswani@noihotels.com

Hotel NH Collection Casacostanera (**)**

Av. Nueva Costanera 3900, Vitacura. Tel: (+56) 2 2712 0570

Single room: US\$ 230 + tax (includes Internet, no breakfast included)

Contact: Eduardo Pinto, Groups and Events Executive

Email: nhgroupsales.cl@nh-hotels.com

Hotel Novotel Vitacura (**)**

Av. Américo Vespucio 1630, Vitacura. Tel: (+56) 2 2499 2200

Single room: US\$ 125 + tax (includes breakfast and Internet)

Contact: Katherine Céspedes, Reservations Department

Email: katherine.cespedes@accor.com

Reservations must be made directly with the chosen hotel before the expiry date indicated on the hotel reservation form (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 find out whether you need a visa, go to the website of the Ministry of Foreign Affairs of Chile (<https://www.minrel.gob.cl/embajadas-y-consulados>) and click on the country of your nationality.

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 off in different neighbourhoods, at an approximate cost of US\$ 30 per person.

If travellers wish to use individual transport, they are advised to use the official taxi firms (Taxi Turismo Oficial), which are located at the airport; fares to the city vary between US\$ 35 and US\$ 40 depending on the destination.

There are also mini-bus and taxi lines for transportation in the capital, in addition to six subway lines. Taxi fares are indicated on meters and drivers are generally not tipped.

7. Registration

Online registration for participants will be available from 10 March to 20 April 2023 on the meeting website (<https://foroalc2030.cepal.org/2023/en>).

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

For government representatives, registration will be open until 23 April. 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 your pass please send images of both sides of your credential to the following email: cencoseg@cepal.org.

Credentials can be collected at the main entrance of ECLAC (Av. Dag Hammarskjöld 3477, Vitacura) from 8 a.m. on 25 April to 3 p.m. on 26 April. Credentials must be picked up in person, showing an identification document. During the meeting, participants must wear their badge visibly. For security reasons, participants will be required to wear their badges in order to attend any of the meetings.

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.

Should you require further information on registration and accreditation of participants, please do not hesitate to contact Luis Flores (luis.flores@un.org) or Carolina Jara (carolina.jara@un.org); Tel: (+56) 2 2210 2330.

8. Opening session

The opening ceremony will be held on Wednesday, 26 April 2023 at 8.30 a.m.

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 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 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

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

Santiago, 25–28 April 2023

Nombre/Name:		Apellido/Last name:	
Dirección/Address:			
Ciudad/City:		País/Country:	
Teléfono/Phone:	Fax:	Correo electrónico/Email:	
SELECT HOTEL			
Hotel Pullman Vitacura (****) Av. Vitacura 3201, Vitacura. Tel: (+56) 2 2947 3612 Single room: US\$ 160 + tax <i>(Includes buffet breakfast, WiFi and gym use)</i> Contact: Felipe Cabrillana Reservations Department felipe.cabrillana@accor.com Group code: 204961 Block expiry date: 24 March 2023		Hotel Bidasoa (****) Av. Vitacura 4873, Vitacura. Tel: (+56) 2 2602 3900 Single room: US\$ 155 + tax <i>(includes breakfast, Internet and parking)</i> Contact: María Paz Vacarezza Sales Executive mvacarezza@hotelbidasoa.cl / reservas@hotelbidasoa.cl Group code: 89696 Block expiry date: 24 March 2023	
Hotel Director Vitacura (****) Av. Vitacura 3600, Vitacura. Tel: (+56) 2 2389 1956 Single room: US\$ 100 + tax <i>(includes breakfast and Internet)</i> Contact: María Eliana Puga Reservations Department reservas@director.cl Group code: 736950 Block expiry date: 24 March 2023		Hotel NH Collection Casacostanera (****) Av. Nueva Costanera 3900, Vitacura. Tel: (+56) 2 2496 2000 Single room: US\$ 230 + tax <i>(includes Internet)</i> Contact: Eduardo Pinto Reservations Department nhgroupsales.cl@nh-hotels.com Group code: GRUPO CEPAL ABR 2023 - NHCCC Block expiry date: 7 April 2023	
Hotel Noi (****) Av. Nueva Costanera 3736, Vitacura. Tel: (+56) 2 2432 6837 Single room: US\$ 160 + tax <i>(includes breakfast, Internet, gym use and parking)</i> Contact: Meena Vaswani Senior Sales Account Manager meena.vaswani@noihotels.com Group code: 767.709 Block expiry date: 14 March 2023		Hotel Novotel Vitacura (****) Av. Américo Vespucio 1630, Vitacura. Tel: (+56) 2 2499 2200 Single room: US\$ 125 + tax <i>(includes breakfast and Internet)</i> Contact: Katherine Céspedes Reservations Department katherine.cespedes@accor.com Group code: 205929 Block expiry date: 17 March 2023	
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"/>
No. de tarjeta de crédito/ <i>Credit card number:</i>			
Fecha de vencimiento/ <i>Date of expiration:</i>			

**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.**