



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

Santiago
15–18 April **2024**

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

SANTIAGO, 15–18 APRIL 2024

GENERAL INFORMATION



INTRODUCTION

The seventh meeting of the Forum of the Countries of Latin America and the Caribbean on Sustainable Development will be held in Santiago, from 15 to 18 April 2024.

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.

Participants will register online through the meeting website (foroalc2030.cepal.org/2024/en). 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 8.30 a.m. on Monday, 15 April to 3 p.m. on Wednesday, 17 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 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 or leave mobile telephones, wallets or bags unattended, for security reasons.

Useful information

LOCAL CURRENCY	The national currency is the Chilean peso (\$). The exchange rate is approximately 870 pesos to the dollar (December 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. 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 the Countries of Latin America and the Caribbean 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 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 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\$ 140 + tax (includes breakfast, Internet and gym use)

Contact: Francisca Cid, Reservations Department

Email: francisca.cid@accor.com

Hotel Director Vitacura (**)**

Av. Vitacura 3600, Vitacura. Tel: (+56) 2 2389 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) 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 2496 2000

Single room: US\$ 145 + tax (includes breakfast and Internet)

Contact: Soledad Gazmuri, Groups and Events Executive

Email: nhgroupsales.cl@nh-hotels.com; s.gazmuri@nh-hotels.com

Hotel Novotel Vitacura (**)**

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

Single room: US\$ 126 + tax (includes breakfast and Internet)

Contact: Alejandra Requena, Reservations Department

Email: alejandra.requena@accor.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, including persons with reduced mobility, and drop passengers off in different neighbourhoods, at a cost of around 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.

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

For persons with permanently or temporarily reduced mobility, three private transport companies are suggested:

Goxi

<http://www.goxi.cl/>
(+56) 9 6834 7267

ArPal Chile

<https://www.arpalchile.cl/>
(+56) 9 6650 1734

Transfervan

<https://www.transfervan.cl/sitiotransfervan/>
(+56) 9 6630 8660

7. Registration

Online registration for participants will be available from 15 February to 5 April on the meeting website: foroalc2030.cepal.org/2024/en (<https://eventos.cepal.org/event/126/>).

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 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 8.30 a.m. on 15 April to 3 p.m. on 17 April. Credentials must be picked up in person, showing 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.

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 take place at 9 a.m. on Tuesday, 16 April 2024.

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

From 16 to 18 April, the official language of the meeting will be Spanish. Simultaneous interpretation will be provided into English.

11. Facilities and services at ECLAC

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|-------------------------|---|
| 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. To do so, foreigners must present their passport and the slip issued at border control upon entering the country. |
| 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 or telephone (+56) 2 2210 2333) can provide 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

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

Santiago, 15–18 April 2024

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

SELECT HOTEL

<p>Hotel Pullman Vitacura (****) <input type="checkbox"/></p> <p>Av. Vitacura 3201, Vitacura. Tel: (+56) 2 2947 3612 Single room: US\$ 140 + tax <i>(includes buffet breakfast, Internet and gym access)</i></p> <p>Contact: Francisca Cid Reservations Department francisca.cid@accor.com</p> <p>Group code: FDS7 Block expiry date: 15 March 2024</p>	<p>Hotel Director Vitacura (****) <input type="checkbox"/></p> <p>Av. Vitacura 3600, Vitacura. Tel: (+56) 2 2389 1956 Single room: US\$ 110 + tax <i>(includes breakfast and Internet)</i></p> <p>Contact: María Eliana Puga Reservations Department reservas@director.cl</p> <p>Group code: 851950 Block expiry date: 14 March 2024</p>
<p>Hotel NH Collection Casacostanera (****) <input type="checkbox"/></p> <p>Av. Nueva Costanera 3900, Vitacura. Tel: (+56) 2 2496 2000 Single room: US\$ 145 + tax <i>(includes breakfast and Internet)</i></p> <p>Contact: Soledad Gazmuri Reservations Department nhcollectioncasacostanera@nh-hotels.com; s.gazmuri@nh-hotels.com</p> <p>Group code: MB0003723604 Block expiry date: 20 March 2024</p>	<p>Hotel Noi (*****) <input type="checkbox"/></p> <p>Av. Nueva Costanera 3736, Vitacura. Tel: (+56) 2 2432 6837 Single room: US\$ 160 + tax <i>(includes breakfast, Internet, gym and parking)</i></p> <p>Contact: Meena Vaswani Senior Sales Account Manager meena.vaswani@noihotels.com</p> <p>Group code: 823.710 Block expiry date: 11 March 2024</p>
<p>Hotel Novotel Vitacura (****) <input type="checkbox"/></p> <p>Av. Américo Vesputio 1630, Vitacura. Tel: (+56) 2 2499 2200 Single room: US\$ 126 + tax <i>(includes breakfast and Internet)</i></p> <p>Contact: Alejandra Requena Reservations Department alejandra.requena@accor.com</p> <p>Group code: 267430 Block expiry date: 14 March 2024</p>	
<p>Fecha de llegada al país/Arrival date:</p>	
<p>Fecha de salida del país/Departure date:</p>	

**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"/>
<p>Núm. de tarjeta de crédito/Credit card number:</p>			
<p>Fecha de vencimiento/Date of expiration:</p>			

Please complete this form and send it by email to the chosen hotel.

Passengers are exempt from VAT if they present the slip issued by border control upon entry into the country and pay in dollars, either in cash or with an international credit card.