



## Convention on Biological Diversity

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ENGLISH ONLY

### REGIONAL WORKSHOP FOR LATIN AMERICAN AND CARIBBEAN COUNTRIES ON THE FOURTH NATIONAL REPORT

Panama City, Panama, 15-17 June 2010

#### Information Note for Participants

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## 1. Opening and registration

The Regional Workshop for Latin American and Caribbean Countries on the Fourth National Report will be held in Panama City, Panama from Tuesday, 15 to Thursday, 17 June 2010.

The workshop will start at 9:00 a.m. on Tuesday, 15 June 2010, and registration will take place at the venue of the workshop at 8:30 a.m. the same day.

## 2. Venue

The workshop will be held at:

### **Hotel Country Inn and Suites El Dorado**

El Dorado Shopping District

Brostella Avenue (El Dorado Boulevard)

Panama, Panama

Tel.: + 507-300-3700

Fax: + 507-236-9320

Web site: <http://www.panamacanalcountry.com/eldorado/index.html>

The name and coordinates of the contact person designated by the Regional Office for Latin America and Caribbean (ROLAC) of UNEP are as follows:

Ms. Selene Berdiales

Regional Office for Latin America and Caribbean, UNEP

Tel: +507-3053111

Fax: +507-3053105

E-mail: [selene.berdiales@unep.org](mailto:selene.berdiales@unep.org)

## 3. Working language

The workshop will be held in English. Spanish translation will be provided in the plenary discussions of the workshop.

## 4. Documents

The pre-session documents for the workshop will be dispatched to the participants as soon as they are finalized. Participants are kindly reminded to bring their own copies of the documents for the workshop as there will be no extra copies made available on site. Pre-session documents will be on the Secretariat's web site as they become available:



<http://www.cbd.int/doc/?meeting=4NRCBW-LAC>

## 5. General information on access to Panama City, Panama



Panama City is serviced by the Tocumen International Airport, which is which is about 25 km from downtown Panama City. More information about the airport can be found at <http://www.tocumenpanama.aero/index.php?cccpage=index>

The **Mini Limo Company** has been hired to pick up sponsored participants at the airport. A representative from the Hotel will hold a “PNUMA – UNEP” sign and meet the sponsored participants at the exit of the immigration office.

Non-sponsored participants may also use the transport service provided by the hotel at a cost of US \$28 for a single trip as transportation fees for sponsored participants will be deducted from their daily subsistence allowances (DSA).

In cases when many flights and participants arrive at the same time, there may be a short waiting period between the pick-up services at the airport.

## 6. **Visa information**



All participants must travel with passport with a minimum validity of 6 months, counted from the date of entry into the country.

It is recommended that each participant contact the Embassy or Consulate of Panama in his/her country to check requirements for visas. For information on Consular offices of the Republic of Panama in your country, you may access the following link as reference point: [www.migracion.gob.pa](http://www.migracion.gob.pa) (in Spanish only). Information concerning visa requirements can be also found at the website of the Panama’s Secretary of the Presidency for Government Innovation at: [Panamá Tramita](#) (Information available in Spanish only).

To assist with visa issuance, the Secretariat of the Convention on Biological Diversity will issue a visa letter to each participant. If participants need assistance with visa issuance, please contact Ms. Selene Berdiales whose coordinates are listed under heading 2 above.

## 7. **Hotel information**

### Sponsored Participants

A block booking has been made by the UNEP ROLAC on behalf of sponsored participants which includes a standard room during the workshop and the night before the workshop. In addition, all participants will be provided with breakfast and lunch during the workshop. The information regarding the hotel is as follows:

#### **Hotel Country Inn and Suites El Dorado**

El Dorado Shopping District

Brostella Avenue (El Dorado Boulevard)

Panama, Panama

Tel.: + 507-300-3700

Fax: + 507-236-9320

Web site: <http://www.panamacanalcountry.com/eldorado/index.html>

Participants are required to send their registration forms (attached as **Annex A**) directly to the designated contact person, Ms. Selene Berdiales, whose coordinates are provided under heading 2 above. Registration forms must be sent **no later than 1 June 2010**, in order to secure the required accommodation in a timely manner.

The hotel accommodation bill will be settled by the contact person Ms. Selene Berdiales on behalf of all sponsored participants. All personal expenses including laundry, phone calls, room services, etc, will be paid by participants when checking out.

#### Non-sponsored Participants

Non-sponsored participants may also wish to avail themselves to the block booking made by the host at the Country Inn Amador. Please complete the form in **Annex A** and return it to Ms. Selene Berdiales in advance with the dates of arrival and departure.

#### **8. Payment of the Daily Subsistence Allowances (DSA)**

Sponsored participants will receive the relevant portion of their DSA on the first day of the workshop.

#### **9. Official languages in Panama**

The official language in Panama is Spanish. English is the language of business and administration, and is widely spoken and understood in Panama City.

#### **10. Promotional Materials**

Participants wishing to send promotional materials or documents for distribution at the workshop should make, at their own expense, the necessary arrangement to arrive **before 10 June 2010**.

Shipments can be sent to the address below and must be arranged on a **door-to-door** basis, as the recipient **cannot** deal with customs clearance and handling of the shipments.

The box (es) must be identified with the title of the workshop and numbered in “1 of X” format. When possible, a copy of the publication should be affixed to the exterior of each box.

Ms. Selene Berdiales

**Programa de las Naciones Unidas para el Medio Ambiente**

**Oficina Regional para América Latina y el Caribe**

Clayton, Ciudad del Saber - Avenida Morse, Edificio 103

Corregimiento de Ancón - Ciudad de Panamá, PANAMÁ

Tel.: (507) 305-3111 Fax: (507) 305-3105

## 11. Weather and time zone information



The weather conditions can be found in the table below.

WEATHER INFORMATION			
Month	Average Temperature Celsius	Average Rainfall (mm)	Average Number of Rainy Days
April	26.50	252.3	16.0
May	26.25	104.6	7.5
June	25.95	29.3	2.9

Source: <http://worldweather.wmo.int/076/c01221.htm>

The standard time zone will be the Eastern Time Zone -5 GMT or UTC.

## 12. Electricity

The electrical currents in Panama are 110 Volts, 50 and 60 Hertz, Panama City uses 110 Volts, 50 Hertz a (two-pin flat and vertical with a ground connection).



## 13. Currency



The currencies used in Panama are the Panamanian Balboa (PAB) and the U.S. Dollar (US \$) both are used interchangeably. The current exchange rate as at 28 April 2010 is US \$1.00 = 1.00 PAB and € 1 = 1.35 PAB. It is recommended that you exchange money at the exchange counters at the airport.

## 14. Health Information

The Health Ministry of Panama has reassessed the measure established on August 5 2008 regarding the vaccine application against yellow fever, and has established:

1. That the vaccine application against yellow fever, as from November 1<sup>st</sup> 2008 will be a RECOMMENDATION and not a requirement for travellers coming from or travelling to countries with transmission risk of this disease.
2. The Health Ministry of Panama, after analyzing the epidemiologic situation of Yellow Fever of countries with transmission risk, recommended the vaccine application against Yellow Fever for travellers coming from or travelling to the following countries: Bolivia, Brazil, Colombia, Ecuador, Peru and Venezuela in South America.
3. For travellers coming from said countries, at their arrival to the country instructions will be given containing signs and symptoms of yellow fever and in case of having one of these, he/she must contact phone number 800 – 8743.

For more information, please consult a medical professional with regard to the vaccination requirements for your travel.

## **15. Disclaimer**

The CBD Secretariat disclaims all responsibilities for medical, accident and travel insurances, for compensation for death or disability compensation, for loss of or damage to personal property and for any other losses that may be incurred during travel time or the period of participation. In this context, it is strongly recommended that participants will secure international medical, accident and travel insurances for the period of participation prior to departure.

## Annex A

### REGISTRATION FORM FOR HOTEL ACCOMMODATION

**REGIONAL WORKSHOP FOR LATIN AMERICAN AND CARIBBEAN COUNTRIES ON  
THE FOURTH NATIONAL REPORT  
15-17 June 2010, PANAMA CITY, PANAMA**

<b>Name:</b>	(as appears on your passport)	
<b>Mr. /Ms /Dr:</b>		
<b>Country:</b>	(and Nationality, if different)	
<b>Passport number:</b>		
<b>Date of Birth:</b>	(Date-Month-Year)	
<b>Organization:</b>		
<b>Address:</b>		
<b>Tel. No.:</b>		
<b>Fax. No.:</b>		
<b>E-mail Address:</b>		
<b>FLIGHT DETAILS</b>		
<b>Date of Arrival:</b>	<b>Flight No:</b>	<b>Time of Arrival:</b>
<b>Date of Departure:</b>	<b>Flight No:</b>	<b>Time of Departure:</b>
<b>Please specify special dietary requirements, if any:</b>	(For e.g. vegetarian, no pork, etc.)	

**Please return your completed form via fax or e-mail by no later than 1 June 2010 to:**

Ms. Selene Berdiales

Fax: +507-305 3105

Email: [selene.berdiales@unep.org](mailto:selene.berdiales@unep.org)

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