



Convention on Biological Diversity

Distr.
GENERAL

12 October 2015

ORIGINAL: ENGLISH

SUB-REGIONAL CAPACITY-BUILDING WORKSHOP ON FINANCIAL REPORTING AND RESOURCE MOBILIZATION FOR SPANISH-SPEAKING CENTRAL AMERICA AND CARIBBEAN COUNTRIES

San José, Costa Rica, 26-27 October 2015

Information Note for Participants

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1. Opening and registration

The Sub-regional Capacity-building Workshop on Financial Reporting and Resource Mobilization for Spanish-speaking Central America and Caribbean Countries will be held in San Jose, Costa Rica from 26 to 27 October 2015.

The meeting will start at 9:00 a.m. on Monday, 26 October and registration will take place at the venue of the meeting at 8:30 a.m. the same day.

2. Venue

The meeting will be held at:

Hotel Park Inn in San Jose de Costa Rica

Hotel Park Inn by Radisson San José, Costa Rica

Avenida 6, Calle 28. Barrio Don Bosco

San José, Costa Rica

Tel: +506 2257 1011

E-mail: reservas@parkinncostarica.com

Web site: <http://www.parkinn.es/sanjose>

3. Working language of the meeting

The workshop will be conducted in Spanish and English.

4. Documents

Participants are kindly reminded to bring their own copies of the pre-session documents for the meeting as there will be no extra copies made available on site during the meeting. Documents are available on the Secretariat's web site at:



<https://www.cbd.int/doc/?meeting=RMWS-2015-05>

5. General information on access to San Jose, Costa Rica



San José is serviced by the Juan Santamaría International Airport (about 20 km from the Hotel Radisson Europa). Taxis are available outside the arrivals hall of the airport (<http://www.taxiaeropuerto.com/>), please use the orange taxis. The cost is about US \$15-20 from airport to hotel and the journey takes approximately 30 minutes. Some hotels offer shuttle service, kindly consult the hotel for airport pick up.

6. Visa information



Participants requiring a visa to enter Costa Rica are requested to contact the nearest Costa Rican diplomatic/consular representation in their countries of residence **as soon as possible** in order

to secure, in a timely manner, the required visa, **prior to departure**. It should be noted that airline companies **will not allow boarding in the absence of a valid visa**.

Participants requiring a visa to enter Costa Rica is available on the web site of the Government of Costa Rica, General Direction of Immigration (in Spanish): http://www.migracion.go.cr/extranjeros/visas/visa_consular/Visa%20consular.pdf.

Visa information in English at the following link: http://www.migracion.go.cr/extranjeros/visas/visas_ingles/CONSULAR%20VISA.pdf

For the list of Costa Rica's diplomatic/consular representations with their respective coordinates on the web site of the Costa Rican Ministry of External Relations at: <http://www.rree.go.cr/?sec=relaciones%20bilaterales&cat=representaciones%20de%20cr%20en%20extranjero>

When submitting their visa applications, participants are kindly requested to provide the following information along with the usual information about passports:

- Have a continuing or return ticket;
- Valid passport with at least 6 months remaining;

Full requirements for visa applications can be found at the following link:

http://www.migracion.go.cr/extranjeros/visas/visas_ingles/GENERAL%20PROCEDURE%20FOR%20THE%20ISSUANCE%20OF%20ENTRY%20VISAS.pdf

To facilitate the issuance of visas, the Secretariat will issue upon request invitation letters to be attached to the visa applications.

7. Health Requirements

A yellow fever vaccination certificate is required from travellers coming from countries with risk of yellow fever transmission. A list of countries that are considered at risk of yellow fever transmission can be found at the following link: <http://wwwnc.cdc.gov/travel/yellowbook/2016/infectious-diseases-related-to-travel/yellow-fever#4728>

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

8. Hotel information



A block booking has been made on behalf of participants according to your itinerary at the venue of the meeting which includes a single room, breakfast and lunch (rate USD \$99.00). Participants will be requested to pay upon check-in as a special rate has been negotiated.

9. Payment of the Daily Subsistence Allowances (DSA)

The DSA will be paid to participants during the meeting. Participants will be informed of the details in due course.

10. Official languages in Costa Rica

The official language in Costa Rica is Spanish, but English is widely spoken at most tourist destinations and in the business community.

11. Weather and time zone information



In October, temperatures in San Jose range between a maximum of +26°C in the daytime and a minimum of +16°C at night. The months of September and October have the heaviest rainfall in the rainy season (May to November). Please bring appropriate clothing for rainy weather. Current weather conditions can be found at: <http://worldweather.wmo.int/en/city.html?cityId=1113>.

The standard time zone will be GMT/UTC - 6 hours.

12. Electricity

The electrical currents in Costa Rica are 120 volts, 60 Hertz as shown in the illustrations below.



13. Currency



The currency in Costa Rica is the Colón (colones plural) (CRC \$). The current exchange rate as at 28 September is US \$1 = CRC \$532.82 and (Euro) € 1 = CRC \$599.29 (rates are subject to change). The US dollar is frequently accepted in Costa Rica.

14. Disclaimer

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

Annex A – List of hotels

Hotels in the vicinity of the venue						
	Name	Prices (dollars)/ standard room with breakfast included	Star rating	E-mail	Web site	Telephone
1	Casa Orquídeas Boutique Hotel	55-65	Hostel	casaorquideas@yahoo.com	www.lasorquideashotel.com	+506 2283 0095'
2	Hilton Garden La Sabana		5	ventas1@hgilasabana.com	www.sanjoselasabana.hgi.com	+506 2520 6024'
3	Hotel Autentico	67.80	4	reservaciones@autenticohotel.com	www.autenticohotel.com	+506 2256 8202
4	Hotel Crowne Plaza Corobici		5	info@corobicicp.co.cr		+506 2543 6000
5	Hotel Palma Real	90-50 depende de ocupacion	4	asist.ventas@hotelpalmareal.com	www.hotelpalmareal.com	+506 2290 5060/ +8004725627'
6	Park Inn	75	5	www.crowneplaza.com/hotels/us/en/reservation	info@parkinncostarica.com	+506 2257 1011'
7	Hotel Costa Rica	73	4	aluna@grandhotelcostarica.com		+506 2221 4000'
9	Europa Zurqui			nguzman@radisson.co.cr		
10	Hotel Presidente	96	4	info@hotel-presidente.com		+506 2010 0000'
11	Aurola Holiday Inn			jzuniga@aurolahotel.com		+506 2523 1000'
12	Hotel Irazu	76.84	4	reserve@gmirazu.net		+506 2290 9300'
13	Hotel Balmoral	56		reservas@balmoral.co.cr		

