



## High-Level CSD Intersessional Meeting on a 10-Year Framework of Programmes on Sustainable Consumption and Production

Panama City, Panama- 13-14 January 2011

Dear Colleagues

We are pleased to provide you with the logistical information for the High-Level CSD Intersessional Meeting on a 10-Year Framework of Programmes on Sustainable Consumption and Production, Panama City, Panama - 13-14 January 2011

Enclosed you will find various logistical information for arranging your trip. We hope this will contribute to a productive and enjoyable visit.

Looking forward to your safe arrival,



Please send Ms. Ludy Guerra [lguerra@elpanama.com](mailto:lguerra@elpanama.com) your Hotel reservation as soon as possible using the attached registration form. She will process your hotel reservation and extend the UN rate but only if you act before Wednesday (3<sup>rd</sup> of January 2011).

If you have requested financial support and get this email our UN DESA or UNEP travel office will be in touch with you to suggest itineraries according to UN policies

Participants will be offered a flight to arrive in Panama on January 12, afternoon / evening, and leave on the 14<sup>th</sup>, night or first available flight to your country.

UN rules dictate that we offer the most direct and economic route from your country to Panama. If you want something different or be upgraded you will have to inform our travel agents. They will inform you of the price difference, for which you will be responsible, and have you signed a deviation form attesting that you agree to pay this difference,



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## Hotel:

Lodging and accommodation will be at the [HOTEL EL PANAMA](#), where the meeting will take place, located at:

VÍA ESPAÑA, 111 CIUDAD DE PANAMÁ

Tel:(507) 215-9187

Fax: (595 21) 617 7001

The negotiated rate for a standard single room is USD \$135 per night, plus 10% IVA. Rate includes breakfast buffet. This special UN rate can be obtained through registration **until 3<sup>rd</sup>** of January

Please be sure to *settle all accounts individually* with the hotel when checking out.

## Meeting Room facilities:

The Plenary sessions will take place in the “Diamante” salon, located in the lobby of the Hotel starting at 10:00am on the 13<sup>th</sup> January 2011.

For the breakout sessions smaller salons have been reserved on the same floor and in the immediate proximity to the Diamante salon.

The Gala offered by the Panama government, on the evening of 13<sup>th</sup> January starting at 19:30 pm, will be held at the “[Bella Vista](#)” salon located on the 9<sup>th</sup> floor.

Simultaneous translation in English, French, and Spanish will be offered during the entire meeting.

## Transportation:

Fee of chargebus transportation has been arranged from the airport to the hotel and back to the airport when you leave.. If you plan to make other arrangements or have special needs, please inform Ms. Natividad Jaramillo ([natividad.jaramillo@anam.gob.pa](mailto:natividad.jaramillo@anam.gob.pa)) of these plans, so she can plan accordingly

The standard taxi service from Tocumen Airport to the city center is also available as soon as you exit the customs area. Please head towards the white taxis A taxi ride will cost approximately USD 25.00 to 35.00, this should be paid directly to the driver. No tip is necessary. This will NOT be reimbursed by the UN given that Panama offers transportations.

**Always agree/bargain the price before entering the taxi.**

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## **Directions from Tocumen International Airport:**

- Leaving the Airport follow the signs to Panama City via the Southern Highway(Corredor Sur).
- Take the Southern Corridor (Corredor Sur) and go straight until you reach Avenida Balboa.
- Turn right on Avenida Federico Boyd until you reach the junction with Via España. Cross the Road and take Via España Manuel Espinosa Batista, on your left you will see La Iglesia del Carmen (Church).
- Go straight and take the first street on your right (Calle Eusebio A. Morales) and you can see the grounds of the Hotel El Panama.

## **Around the city**

*As a reference point, taxi fares around the city range from US\$1.25 to US\$6.00. You should always agree on the price before entering the taxi.*

To move around town, the hotel may encourage you to use their taxis. Please be aware that the charges for hotel-based taxis can be considerably more expensive than those you hail on the street.

## **International calls and Internet connection:**

The hotel offers at NO additional charge, Internet connection in the rooms using your own laptop.

Direct international dialing is available in hotel rooms but these can be expensive and are at your own expenses. .

## **DSA (only for participants financially supported by the UN) and local currency:**

The DSA for Panama, adjusted for transportation and meals provided is \$568 for the three days plus \$76 in terminal expenses..

Documents needed for DSA

Participants should make sure to present the following: (1) **Passport** (2) **Airline ticket** (3) **Boarding Pass**. Those documents are a requirement for releasing DSA which will be given in Panama by the UNEP regional office staff.

Should the funded participants change their plan and leave Panama earlier than originally authorized, the UN shall reserve the right to reclaim the portion of the allowance payment beyond the entitlement for their stay in Panama.

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Moreover, the United Nations does not assume any responsibility for expenditures such as:

1. Travel insurance, accident insurance, medical, dental bills or hospitalization fees in connection with their attendance to the meeting;
2. Any loss or damage to personal property of participants while attending the meeting or losses or damages claimed by third parties as a result of negligence on the part of the participants;
3. Any other expenses of a personal nature, not directly related to the purpose of the meeting.

## Local currency:

The local currency is called Balboa, but it is the US dollar. The coins may differ but the bills are the same, all USD, coin and bills, are **accepted** in all hotels, restaurants and department stores. You may also use the following credit cards: American Express, Visa and MasterCard.

## Visas:

Several nationalities do need visa to enter Panama.

Please confirm with the Panamanian Consulate in your country whether you need a visa. If you do, please ensure that you have sent in your visa application information to Ms. Natividad Jaramillo ([natividad.jaramillo@anam.gob.pa](mailto:natividad.jaramillo@anam.gob.pa)) no later than **the 23<sup>rd</sup> of December**, this to ensure ample time to process your visa request. (however, this does not guarantee a positive VISA entry)

The following information is *needed* to process your visa request

1. Copy of passport
2. Itinerary
3. Letter of invitation (a personalized letter *may be* required for the visa process).

*We are standing by to assist*

## Electricity:

Panama electrical outlets use 120 volts / 60 Hz

## Time Zone

Panama is located in the UTC Time Zone, GMT – 5 hours.

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## **Security:**

Although Panama is a safe city, please always bear in mind the following recommendations:

- Do not wear jewellery when you are planning to go outside the hotel, especially when you are going to crowd, dark and/or lonely places.
- Leave your passport, air ticket and other valuables in your hotel room safe-deposit box. Carry only the necessary cash, credit card and ID card.
- Please take care of your carry-on luggage, especially your personal laptop at all times

## **Temperature:**

Panama has a tropical climate with practically the same average temperature of 27°C year-round with 78% humidity. The air conditioning may be cool in the plenary room of the hotel, so we suggest you bring a jacket/sweater.

## **Tourist information Desk at the hotel and excursion arrangements**

For further details, you may contact directly the receptionist at the front desk.

Tel. 215 9286

Ms. Nathalia Abrego.

[nabrego@elpanama.com](mailto:nabrego@elpanama.com)

## **Shopping Information:**

ALBROOK MALL

Monday to Sunday 10:00 A.M. to 09:00 P.M.

Between Gran Terminal Nacional de Transporte and Marcos A. Gelabert Airport.

CENTRO COMERCIAL MULTICENTRO

Avenida Balboa

Store Schedule 10:00 A.M. to 9:00 P.M.

Tel.: (507) 208-2500 / Fax: (507) 208-2501

MALL MULTIPLAZA PACIFIC

Punta Pacifica

10:00 A.M. to 8:00 P.M.

Tel.: (507) 302-5380

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**Recommended Restaurants close to the Hotel** (black rain drop):

**EL TRAPICHE**

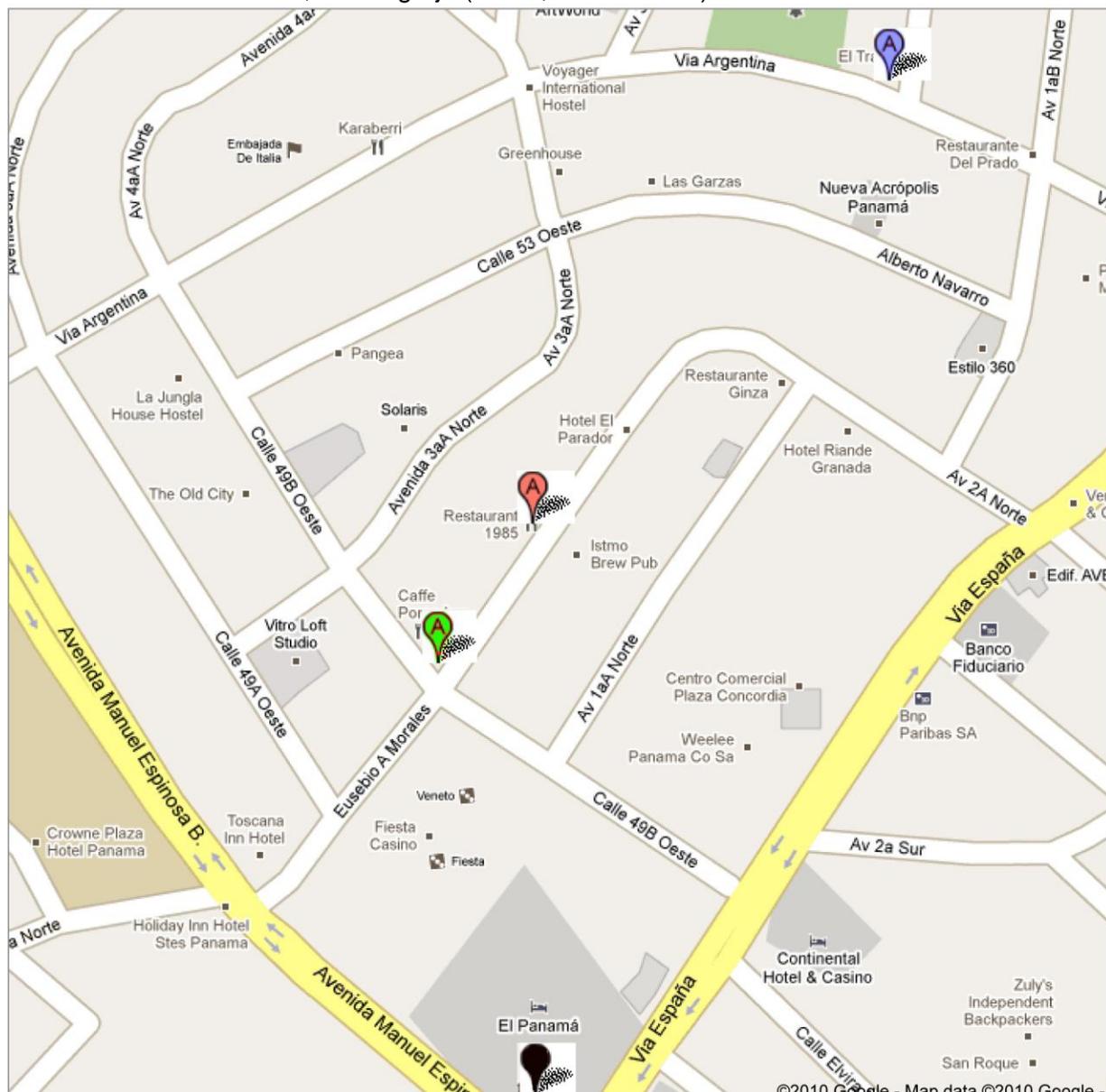
Via Argentina y Ave 2a B Norte (Panamanian cuisine)

**THE WINE BAR**

Calle Eusebio A. Morales, El Cangrejo (Mediterranean, Italian)

**CHALET SUIZO (A)**

Calle Eusebio A. Morales, El Cangrejo (Swiss, International)



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## CONTACT INFORMATION in Panama

Natividad Jaramillo

[natividad.jaramillo@anam.gob.pa](mailto:natividad.jaramillo@anam.gob.pa)

John Fallgren

[Rolac.spc1@unep.org](mailto:Rolac.spc1@unep.org)

## TELEPHONE

(507) 6056 9196

(507) 6780 6690

## CONTACT INFORMATION in New York

Arthur de la Cruz

[delacruza@un.org](mailto:delacruza@un.org)

(212) 963-8620

## CONTACT INFORMATION in Paris

Magdalena Olczak-Rancitelli

[magdalena.olczak-rancitelli@unep.org](mailto:magdalena.olczak-rancitelli@unep.org)

(33) 1 4437 30 02

## OTHER IMPORTANT PHONE NUMBERS

Taxi

(507) 391-5228

(507) 233-4828

(507) 236-7847

(507) 236-7821

(507) 238-2700

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Tocumen Airport

Police

## Emergency Services

SEMM Servicio de Emergencia Medica Movil

Ambulancias 911

(507) 3660122

911

## Hospitals:

Centro Medico Paitilla

Hospital Punta Pacifica

Clinica Hospital San Fernando

(507) 265-8800

(507) 204-8000

(507) 305-6305

## United Nations Medical Doctors:

Percy Nuñez, MD (Cardiologist)

Juan Luis Correa, MD

(507) 269-0566

(507) 263-7977

(507) 263-9178

(507) 269-5222

Eduardo A. Gaitan Morales, MD

(507) 229-5455

(507) 229-5461