



Workshop on UN Course on Transfer Pricing

INFORMATION NOTE

General

The Financing for Development Office (FfDO) of UN-DESA is organizing a Workshop on UN Course on Transfer Pricing, which will be held on 10-12 December 2014, from 9:00 a.m. to 5:00 p.m. in Panama City, Panama.

Meeting Venue

The event will be held at the Salón Inspiration at the Le Meridien Panama Hotel, which is located at:

Calle Uruguay & Balboa Avenue
Panama City
Republic of Panama
Phone: (507) (2) 97 3200

Travel

Visa:

Participants should obtain a visa through the Consulate of Panama in their home country, if required.

Air ticket:

Your air ticket will be issued by the UNDP office in your country. It will be the most economical ticket available at the time of travel. You will be alerted once the UNDP office has been authorized to issue your ticket and you will be provided a copy of the Financial Authorization document. Once that happens, please contact the UNDP representative in your country to facilitate the issuance of your ticket.

Please remember to KEEP ALL YOUR BOARDING PASSES. They are needed in order to collect your Daily Subsistence Allowance (see below).

Allowances:

You will also be provided with Daily Subsistence Allowance (DSA) for 4 nights and Terminal Expenses (TE) to cover your transportation between the airport and the hotel.

The UNDP office will disburse to you 75% of the DSA & TE prior to your trip. Upon your return, you will be required to submit a Reimbursement Voucher, together with your boarding passes, to claim the remaining 25% balance of your DSA & TE.

Transportation from the airport:

Taxis are available from the airport to the hotel.

Accommodations

Hotel:

Participants are kindly advised to arrange for the booking of their own hotel accommodation.

Special rates have been provided by the Le Meridien Panama Hotel on a first come first served basis as follows:

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| Single Room | US\$140.00 + 10% per room, per night, including breakfast |
| Double Room | US\$150.00 + 10% per room, per night, including breakfast |

Other facilities at the Le Meridien include:

- Complimentary Wireless Internet in guestrooms and common areas
- Complimentary welcome beverage with satellite group check in
- Complimentary use of gym

Participants are encouraged to stay at the Le Meridien Panama Hotel, as this will greatly facilitate their participation in the Workshop.

Lunch:

Daily lunch break will be from 12:30 to 2:00 pm.

Le Meridien offers a lunch buffet for \$22.00 + 7% tax.

Participants can avail of a 20% discount on the buffet. The hotel also offers plated menus.

Language and Interpretation

The working language of the meeting is English.

Contact Information

For substantive information:

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