



**UN Course on Double Tax Treaties &
Workshop on UN Practical Portfolio on
Taxation of Services
Panama City, Panama, 1- 5 June 2015**



INFORMATION NOTE

General

The UN Course on Double Tax Treaties and the Workshop on UN Practical Portfolio on Taxation of Services will be held in Panama City, Panama on 1 - 5 June 2015, between 9:30 am and 5:00 pm.

Venue

The Event will be held at the Aqua Lounge Room 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 6 nights at US\$236.00 per night and Terminal Expenses (TE) of US\$152.00 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:

Single Room	US\$140.00 + 10% per room, per night, including breakfast
Double Room	US\$160.00 + 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 Course.

Lunch:

Daily lunch break will be from 12:30 pm 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.

Organization and programme of the Course

Please see the concept note and programme of the Course.

Language and Interpretation

The working language of the meeting is English. Simultaneous interpretation will be provided in Spanish

Contact Information

For substantive information:

Ms. Irving Ojeda Alvarez
Financing for Development Office, DESA
United Nations
Two UN Plaza, Room DC2-2174
New York, NY 10017
Tel. (1-917) 367-5738
E-mail: ojedaalvarez@un.org

For administrative/travel-related information:

Ms. Suzette C. Limchoc
Financing for Development Office, DESA
United Nations
Two UN Plaza, Room DC2-2186A
New York, NY 10017
Tel. (1-212) 963-7218
E-mail: limchoc@un.org