



INTER-PARLIAMENTARY UNION
124th Assembly and related meetings
Panama City (Panama), 15 – 20 April 2011



General Information

The 124th Assembly of the Inter-Parliamentary Union and related meetings will be held at the ATLAPA Convention Centre, in Panama City, Republic of Panama, from 15 to 20 April 2011.

1. Registration

Members and observers of the Inter-Parliamentary Union are requested to register their delegates attending the 124th IPU Assembly no later than 28 February 2011. On-line registration is available on the official Panamanian Parliament's website: www.124ipupanama.com, where the Registration Form can be downloaded. The completed registration form must be submitted by e-mail or fax to the following addresses:

(a) Inter-Parliamentary Union (IPU)

5, Chemin du Pommier
Case Postale 330
1218 Grand-Saconnex
Geneva, Switzerland
Tel: +41 22 919 41 50
Fax: +41 22 919 41 60
e-mail: postbox@mail.ipu.org

(b) Secretariat of the Host Parliament of the 124th IPU Assembly

ATLAPA Convention Centre
Vía Israel and Vía Cincuentenario
P.O. Box 0816-00672
Panama, Republic of Panama
Tel: +507 526 7170
Fax: +507 526 7290
e-mail: 124ipu@asamblea.gob.pa
Website: www.124ipupanama.com

Note: *All changes to the list of delegates should be communicated to both addresses.
All communications to the 124th IPU Assembly should be sent to the address given above under (1b).*

2. Languages

English and French are the official working languages of the Inter-Parliamentary Union (IPU). However, the Secretariat of the IPU will provide simultaneous interpretation in English, French, Spanish and Arabic at the plenary sittings of the Assembly and at the meetings of the Governing Council and of the three Standing Committees.

Three additional simultaneous interpretation channels have been reserved for Chinese, Japanese and Russian.

3. Hotel Reservations

Requests for accommodation must be made no later than 28 February 2011. We may not be able to guarantee bookings received after this date, since requests are dealt with on a first-come-first-served basis. It is, therefore, recommended that reservations be made as soon as possible.

Reservation Policy



1. *No advance payment is necessary but credit card details are required to guarantee hotel reservations.*
2. *In lieu of a credit card guarantee, advance payment of a deposit equal to one night's stay (in US\$) for group/individual bookings is required for reservations.*
3. *Bookings cannot be guaranteed, since requests are dealt with on a first-come-first-served basis and are subject to the availability of each hotel's room allotment.*

Cancellation/No-Show Policy





1. *Group Cancellation: after 15 March 2011, the hotel reserves the right to charge the corresponding credit card for a cancellation fee of one night's stay.*
2. *Individual Cancellation: after 31 March 2011, the hotel reserves the right to charge the corresponding credit card for a cancellation fee of one night's stay.*






** Please note that the aforementioned policies apply to all official hotels except the Inter Continental, Crowne Plaza, Le Meridien, Sheraton, and Four Points Sheraton.*

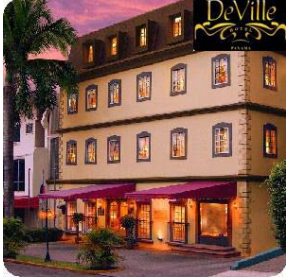

List of official hotels for the delegations to the 124th Assembly of the Inter-Parliamentary Union (IPU) and the Meeting of the Association of Secretaries General of Parliaments (ASGP)

HOTEL	STARS	LOCATION	TRANSPOR-TATION	ROOM TYPE/RATE/NIGHT (BREAKFAST INCLUDED)
<p>The Bristol</p>  <p>www.thebristol.com/es</p>	5	Located in the financial district, near restaurants and entertainment centres.	15 min. from ATLAPA Convention Centre by car	<p>20 rooms available</p> <p>Single Deluxe \$ 215.00 Double Deluxe \$ 235.00 Exclusive Junior Suite \$ 395.00 Bristol Suite \$ 495.00</p> <p>Notes: 10% tax not included</p>
<p>Manrey Hotel</p>  <p>www.manreypanama.com</p>	5	Located in the centre of Panama City, close to the financial district, restaurants, and malls. Hotel with 36 exclusive rooms.	20 min. from ATLAPA Convention Centre by car	<p>King, Deluxe City \$ 216.00 King, Deluxe Balcony \$ 185.00 King, Superior Garden \$ 173.00 Double, Superior \$ 173.00</p> <p>Note: 10% tax not included</p>

<p>Inter Continental Miramar</p>  <p>www.miramarpanama.com</p>	<p>5</p>	<p>Situated in the financial district, 8 Km from the Panama Canal, close to main shopping malls.</p>	<p>10 min. from ATLAPA Convention Centre by car</p>	<p>50 rooms available</p> <p>Deluxe Single Room \$ 200.00 Deluxe Double Room \$ 210.00 Executive Room S/D \$ 250.00 Executive Suite S/D \$ 400.00</p> <p>Notes: 10% tax not included Additional guest pays \$ 20.00 + 10% tax (max. 3 persons/room)</p>
<p>Riu Panama Plaza</p>  <p>http://www.riuplaza.com</p>	<p>5</p>	<p>It stands at the heart of the financial centre of Panama City, very close to many banks, boutiques and shopping malls. Close to the very best Panama City has to offer in terms of culture and entertainment: shops, restaurants, bars and museums.</p>	<p>15 min. from ATLAPA Convention Centre by car</p>	<p>200 rooms available</p> <p>Deluxe room \$ 145.00 Executive Floor \$ 175.00</p> <p>Notes: 10% tax not included Third person in the room pays \$ 25.00 + 10% tax</p>
<p>Hotel El Panamá</p>  <p>http://www.elpanama.com/</p>	<p>5</p>	<p>Hotel El Panama is located 25 Km from Tocumen International Airport. In addition, the hotel is four Km from the Marcos A. Gelabert national and international Airport.</p>	<p>25 min. from ATLAPA Convention Centre by car</p>	<p>175 rooms available</p> <p>S = single D = double T = triple</p> <p>Corporate Floor S = \$ 140.00 D = \$ 160.00 T = \$ 180.00</p> <p>Junior Suites S = \$ 160.00 D = \$ 180.00 T = \$ 200.00</p> <p>Executive Floor S = \$ 180.00 D = \$ 200.00 T = \$ 220.00</p> <p>Suites in Corporate Floor S = \$ 220.00 D = \$ 240.00 T = \$ 260.00</p> <p>Notes: 10% tax not included</p>
<p>Hotel Continental</p>  <p>www.continentalhotel.com</p>	<p>5</p>	<p>Only 25 minutes from the International Airport and located in the financial district. Environmentally-conscious guests will enjoy this "green" hotel's initiatives to nurture and preserve the Earth.</p>	<p>20 min. from ATLAPA Convention Centre by car</p>	<p>200 rooms available</p> <p>Deluxe Single \$ 140.00 Deluxe Double \$ 160.00 Club Level Single \$ 180.00 Club Level Double \$ 200.00 Suite (Single) \$ 235.00 Suite (Double) \$ 255.00</p> <p>Notes: 10% tax not included</p> <p>Max. of 2 guests /room</p>

<p>Crowne Plaza</p>  <p>www.ichotelsgroup.com</p>	<p>5</p>	<p>Located in the centre of the banking and financial district, and a short distance from restaurants and shops.</p>	<p>15 min. from ATLAPA Convention Centre by car</p>	<p>50 rooms available</p> <p>Deluxe Single Room \$ 140.00 Deluxe Double Room \$ 150.00</p> <p>Executive Room Single/Double \$ 165.00</p> <p>Executive Suite Single/Double \$ 240.00</p> <p>Notes: 10% tax not included Additional Guest pays \$ 15.00 + 10% tax (max. 3 persons/room)</p>
<p>Le Meridien</p>  <p>http://www.starwoodhotels.com/emeridien/index.html</p>	<p>5</p>	<p>On the edge of the Bay of Panama, overlooking the old and new quarters of the city, bounded by charming restaurants and vibrant nightlife, all within a few minutes of the financial centre and corporate offices.</p>	<p>15 min. from ATLAPA Convention Centre by car</p>	<p>10 rooms available</p> <p>Standard Deluxe Single \$ 240.00</p> <p>Note: 10% tax not included</p>
<p>Marriott Panama</p>  <p>http://www.marriott.com/hotels</p>	<p>5</p>	<p>Located in the financial district, offering an ideal location for business or leisure travellers near the shopping centre, entertainment and vibrant night life. 20 Km from Tocumen International Airport.</p>	<p>15 min. from ATLAPA Convention Centre by car</p>	<p>75 rooms available</p> <p>Standard Single Room \$ 205.00</p> <p>Notes: 10% tax not included Additional Guest pays \$ 35.00 + 10% tax (max. 3 persons/room)</p> <p>Note: Breakfast not included.</p>
<p>Esplendor Panamá</p>  <p>http://www.esplendorpanama.com</p>	<p>5</p>	<p>The hotel is strategically located in the financial district of Panama City, close to restaurants and entertainment centres.</p>	<p>15 min. from ATLAPA Convention Centre</p>	<p>22 rooms available</p> <p>Suite with king-size bed \$ 145.00 Suite with 2 bedrooms (1 king-size bed/1 queen-size bed) \$ 195.00</p> <p>Note: 10% tax not included</p>

<p>Finisterre Suites & Spa</p>  <p>http://www.fspty.com/</p>	<p>5</p>	<p>The Finisterre Suites & Spa is just steps from the shopping, entertainment and restaurants of downtown Panama City, Panama.</p>	<p>20 min. from ATLAPA Convention Centre by car</p>	<p>60 suites available</p> <p>Executive suites single/double \$ 175.00 Loft Suites single/double \$ 205.00 Junior Suites (max. 4 guests) \$ 335.00 Master Suites (max. 4 guests) \$ 535.00</p> <p>Note: 10% tax not included Additional guest \$ 20.00 +10% tax</p>
<p>Plaza Paitilla Inn</p>  <p>www.plazapaitillainn.com</p>	<p>5</p>	<p>Located in Balboa Ave. and close to the financial district, restaurants, and shopping malls.</p>	<p>15 min. from ATLAPA Convention Centre by car</p>	<p>30 rooms available</p> <p>Single/Double Rooms \$ 115.00</p> <p>Note: 10% tax not included</p>
<p>Four Points by Sheraton</p>  <p>www.starwoodhotels.com/fourpoints</p>	<p>5</p>	<p>Located at the World Trade Centre in the heart of Panama City's banking and business district, near shopping malls, boutiques, restaurants, bars and museums.</p>	<p>15 min. from ATLAPA Convention Centre by car</p>	<p>50 rooms available</p> <p>Single Deluxe Room \$ 120.00 Double Deluxe Room \$ 130.00 Junior Suite \$ 210.00</p> <p>Notes: 10% tax not included</p>
<p>Sheraton</p>  <p>www.sheratonpanama.com.pa</p>	<p>5</p>	<p>Only 15 minutes from Tocumen International Airport, just 10 minutes from the city's financial and business districts.</p>	<p>Adjacent to the ATLAPA Convention Centre.</p>	<p>Note: Hotel is completely booked for the event.</p>
<p>Radisson Decápolis</p>  <p>www.radisson.com</p>	<p>5</p>	<p>Located in the heart of Panama City, just steps away from Multicentro Mall, home of the Majestic Casino and several shopping and entertainment venues, the Radisson Decapolis Hotel offers guests world-class accommodation and exceptional service.</p>	<p>10 min. from ATLAPA Convention Centre by car</p>	<p>50 rooms available</p> <p>Standard Single/Double \$ 175.00 Executive Single/Double \$ 195.00 Suites Single/ Double \$ 235.00</p> <p>Note: 10% tax included</p>

<p>Boutique Hotel DeVille</p>  <p>http://www.devillehotel.com.pa/main/</p>	<p>4</p>	<p>The Hotel de Ville is situated in the very heart of Panama's financial centre, yet is discreetly set just off 50th Street (a seminal city artery) on Beatriz Cabal Avenue. The Hotel is but a few steps from most banking head offices, law firms, investment and insurance companies, art galleries, restaurants and shops.</p>	<p>15 min. from ATLAPA Convention Centre by car</p>	<p>15 rooms available</p> <p>Deluxe (1 king-size bed) \$ 185.00 Deluxe (2 queen-size beds) \$ 200.00 Suite \$ 350.00</p> <p>Note: 10% tax not included</p>
<p>Gran Hotel Soloy</p>  <p>www.granhotelsoloy.com</p>	<p>4</p>	<p>Located in the centre of Panama City, close to the financial district, restaurants, and malls.</p>	<p>20 min. from ATLAPA Convention Centre by car</p>	<p>40 rooms available</p> <p>Single Room \$ 88.00 Double Room \$ 99.00 Suite \$ 143.00</p> <p>Notes: 10% tax not included</p>

4. Visa Requirements

All participants must have a valid passport to enter the Republic of Panama. For countries where visas are required, participants should contact the Panama Embassies/Consulates located in, or accredited to, their countries to obtain visas.

Please be informed that all foreigners (regardless of their nationality) who currently hold visas from the United States of America, Canada, Australia, United Kingdom and any Member State of the European Union, and who have used it at least once to enter the issuing State, may enter the country without applying for an authorized visa.

In exceptional circumstances where participants cannot obtain visas in advance or there is no consulate or diplomatic mission of Panama in their country, such participants are requested to contact the Host Secretariat of the 124th IPU Assembly for the necessary information about obtaining a visa on arrival at the international checkpoints, Tocumen International Airport.

5. Arrival and Departure

To facilitate the official welcoming service, participants and delegations are requested to provide information about their arrival and departure, including their date and time of arrival and departure and flight details. The arrival and departure form must be completed and returned to the Secretariat of the Host Parliament of the 124th Assembly, upon registration. All changes must also be submitted to the above-mentioned Secretariat, under 1 b).

A special desk will be set up to provide an appropriate welcome service to all participants at the Tocumen International Airport in Panama to facilitate their arrival and transfers between the airport and hotels.

6. Customs Declaration

Upon their arrival at Tocumen International Airport in Panama, each participant will be requested to fill out a Customs Declaration Form, in which goods of a value greater than US\$ 2,000 must be declared in the Form, and in particular cash, negotiable documents, and other convertible securities with a monetary value greater than US \$ 10,000.

For this purpose, the airline or customs officer will provide the form at the entry point into the national territory.

7. Luggage tags and stickers

Luggage tags and self-adhesive labels will be sent to participants in advance to expedite the welcoming process on arrival. Participants are kindly requested to place these tags and labels on each piece of luggage.

8. Insurance

It is recommended that participants take out their own insurance against all risks.

9. Medical Service

A first-aid service will be provided at the conference venue. All other medical services will be at the participants' own expense. It is advisable that all participants take out adequate health insurance.

10. Weather Conditions

In April, the average temperature in Panama is between 33° and 35° C. Summer starts from December to mid-April when the weather tends to be hot and humid.

11. Registration and Information Desk

The Registration and Information Desk will be located at the conference venue, and will be open as follows:

Tuesday, 12 April 2011	12:00 – 19:00
Wednesday, 13 April 2011	09:00 – 19:00
Thursday, 14 April to Tuesday, 19 April 2011	08:00 – 19:00
Wednesday, 20 April 2011	08:00 – 18:00

All participants are requested to register with this Service, which will distribute the identity badges and conference briefcases containing documentation and invitations to official receptions. It will also handle messages for delegates.

12. Hospitality and Travel Desks for the IPU and ASGP participants

Information desks for IPU and the ASGP participants will be placed in the lobby of the official hotels.

Participants may access the service for all practical matters related to the work of the Assembly, and to arrange transportation for departures and last-minute hotel reservations. Tour package registration forms for delegates and accompanying persons will be available at this service.

13. Security

All necessary security measures will be taken. Participants should wear their ID badges at all times to access the conference venue.

14. Currency Exchange

Foreign currency can be exchanged at the conference venue and at the major commercial banks. Most travellers' cheques and credit cards are accepted in large hotels and banks. However, participants are encouraged to carry cash in US dollars.

The US dollar is the local currency in Panama. Please note that the official name of the currency is the "Balboa", but it is only available in coins of 50, 25, 10, 5 and 1 cent (s), having the same value of the US ones.

15. Transportation

Ground transfers will be provided upon arrival and departure. In addition, shuttle buses will be available from the official hotels and the Conference Centre.

These will also be provided for all official functions during the Assembly.

16. Press Service

A Press Office will be installed at the conference venue; it will be responsible for all interaction with the media, national and international television, radio and printed press. It will also organize press conferences and releases.

Journalists wishing to cover the meetings should complete the accreditation process requested by the Press and Accreditation Service in order to obtain the necessary documents and identity cards.

17. On-site Facilities

The following services are available at the conference venue:

- Post Office
- International telephone and fax service
- Internet and typing services
- Restaurants, cafeterias and bars
- Travel agencies

18. Time Zone

GMT - 5 hours

19. Electricity

110 volts

20. Telephone Services

Country code: 507

International calls from Panama: 00 + country code + area code + phone number

Area code for local calls: none required, just dial the phone number

Operator information service for long distance calls: 106

21. Mail and messages for participants

Delegates can send their mail to the following address:

Secretariat of the Host Parliament of the 124th IPU Assembly

ATLAPA Convention Centre
Vía Israel and Vía Cincuentenario
P.O. Box: 0816-00672
Panama, Republic of Panama
Tel: +507 526 7170
Fax: +507 526 7290
e-mail: 124ipu@asamblea.gob.pa
Website: www.124ipupanama.com

These messages should clearly indicate the addressee's name, as well as the Member Parliament/National Group or Organization, as illustrated below:

Name: (Delegate's Name)

Delegation of: (Country)

Urgent messages can also be transmitted by phone or fax.

Delegates' mail and messages will be placed in their pigeonholes, which will be located close to the information desk.