Regional Seminar on Sustainable Development Goals for Parliaments of Latin America and the Caribbean
Jointly organized by the Latin American and Caribbean Parliament (PARLATINO) and the Inter-Parliamentary Union (IPU)

1–2 December 2016, PARLATINO Headquarters, Panama City, Panama

GENERAL INFORMATION

1. PLACE, DATE AND PROGRAMME

The seminar will be held on 1 and 2 December 2016 in the Plenary Hall at PARLATINO on the main street of Amador. Badges and seminar documents will be distributed at the entrance. The draft programme is attached.

2. PARTICIPATION

The seminar is open to the following parliaments: Antigua and Barbuda, Argentina, Aruba, Bahamas, Barbados, Belize, Bolivia (Plurinational State of), Brazil, Chile, Colombia, Costa Rica, Cuba, Curacao, Dominica, Dominican Republic, Ecuador, El Salvador, Guatemala, Guyana, Honduras, Jamaica, Mexico, Nicaragua, Panama, Paraguay, Peru, Saint Kitts & Nevis, Saint Lucia, Saint Vincent and the Grenadines, San Martin, Suriname, Trinidad & Tobago, Uruguay and Venezuela (Bolivarian Republic of). Those parliaments are invited to send a delegation that is gender balanced and that reflects the political representation in their parliament. It is recommended that delegates should have a professional connection to development issues.

3. PROCEDURAL ISSUES

In keeping with IPU practice, all participants will have equal speaking rights. To make discussions as fruitful and enriching possible, the following rules shall apply:
(a) There will be no list of speakers on any agenda item. After specialists have introduced an agenda item, the session will be open to participants for questions and comments.

(b) Experience has shown that such meetings do not lend themselves to reading prepared statements. Oral contributions may not exceed three minutes, subject to arrangements that the Chair may make to suit the circumstances. Participants may speak several times on each subject, particularly to respond to other statements or comments.

4. DOCUMENTS

Participants will receive printed copies of the presentations that will be made by experts. As far as possible, the IPU Secretariat will provide participants with documentation about the context of the issues under discussion.

5. LANGUAGES

The working languages are English and Spanish.
6. REGISTRATION

The parliaments invited to the seminar are requested to send in their registration forms, including lists of participants, before November 15 2016. The addresses for the registration forms are:

<table>
<thead>
<tr>
<th>Latin American and Caribbean Parliament</th>
<th>Inter-Parliamentary Union</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ministry of R.R.E.E., Casilla 1527</td>
<td>5, Chemin du Pommier</td>
</tr>
<tr>
<td>Norma Calero</td>
<td>Case postale 330</td>
</tr>
<tr>
<td>Email: <a href="mailto:presidencia@parlatino.org">presidencia@parlatino.org</a></td>
<td>1218 Grand-Saconnex</td>
</tr>
<tr>
<td>Tel: +507 201 9003</td>
<td>Geneva, Switzerland</td>
</tr>
<tr>
<td>Mob: +507 6417 8766</td>
<td>Email: <a href="mailto:postbox@ipu.org">postbox@ipu.org</a></td>
</tr>
<tr>
<td>Mariana Carmona</td>
<td>Tel: +41 22 919 41 50</td>
</tr>
<tr>
<td>Email: <a href="mailto:mc_presidencia@parlatino.org">mc_presidencia@parlatino.org</a></td>
<td>Fax: +41 22 919 41 60</td>
</tr>
<tr>
<td>Tel: +507 201 9020</td>
<td></td>
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<tr>
<td>Mob: +507 6883 4734</td>
<td></td>
</tr>
<tr>
<td>General Secretary</td>
<td></td>
</tr>
<tr>
<td>Email: <a href="mailto:secgeneral@parlatino.org">secgeneral@parlatino.org</a></td>
<td></td>
</tr>
<tr>
<td>Tel: +507 201 9008</td>
<td>[Copy address]</td>
</tr>
</tbody>
</table>

7. HOTEL ACCOMMODATION AND RESERVATIONS

PARLATINO has made a block booking at the hotels listed below. Participants must confirm their booking themselves by completing their registration forms and sending them to the relevant hotel no later than 15 November 2016.

- **Canal Hotel Country Inn Amador Panamá Amador (4 *)**  
Pelicano Ave. Amador Blvd. B. Transversal Road  
* Five minutes’ walk from the PARLATINO.

Delegates to the parliamentary conference are requested to make their bookings individually and send their booking form directly to:  
fguillen@unesa.com;  
ventas-hotel02@unesa.com;  
contryamador@unesa.com

**Contacts**: Mr. Fabricio Guillen and Labrador Yorlenys  
Tel. (507) 300 18 93/95/96 or 302 54 24  
Mob. 66 11 70 79  
Fax. (507) 211 45 01

Standard room (1 or 2 persons): US $80.00 + 10% tax  
Jr. Suites (1 or 2 persons): US $ 80.00 + 10% tax

Standard rooms are equipped with one or two queen beds.  
Jr. suites have a king size bed and a sofa bed.

**Accommodation includes:**  
American breakfast buffet
Internet access 24 hours a day in the lobby
High-speed wifi Internet access in public areas and lounges
Check in: 3.00 pm
Check out: 12.00 pm (noon)

Procedure for reservations
Credit card number and expiry date are required to guarantee your reservation. Payment is made at the hotel. Cancellations less than 24 hours before the reservation begins will result in being charged the cost of one night (US $100 + 100).
Smoking inside the hotel premises is prohibited by law.
Additional guests will be charged a fee of US $25.
There is no charge for children under 12 years staying in their parents' room.

- **Hotel El Panama Convention Center & Cassino (5 *)**
  Please send your booking form directly to:
  III via España, Panama City.

  **Contact:** Irma Carrillo de Mendoza
  Tel. (507) 215-94-43
  Fax. (507) 269-29-17
  E-mail: icarrillo@elpanama.com
  grupos@elpanama.com

  Standard single bed: US $99
  Standard double room: US $109
  Jr. Suite (1 or 2 persons): US $143

  **Accommodation includes:** tourism tax, buffet breakfast and Internet access.

  Credit card number, expiry date and security code are required to guarantee your reservation.

- **Hotel Wyndham-Panama Albrook Mall. (4 1/2 *)**
  Albrook Mall is located between Roosevelt Avenue and Friendship Avenue, next to the Gran Transportation Terminal

  **To reserve:**
  Call the Reservations Department: (507) 307- 0243
  Hours of business: Monday to Friday: 8:00 am - 6:00 pm. Saturdays: 8:00 am - 4:30 pm.

  **Contact:**
  Monica Del Cid
  E-mail: mdelcid@wyndhampanamahotel-am.com

  Laura Muñoz
  E-mail: lmunoz@wyndhamhotel-am.com
  reservations@wyndhampanamahotel-am.com

  Single room: US$ 100 + 10% tax
  Double room US$ 110 + 10% tax
Accommodation includes:
Breakfast Buffet
Wifi in rooms and public areas
Welcome cocktail
Access to 24-hour gym
Book of discount vouchers for the Albrook Mall
Use of the business center

Credit card number, expiry date and security code are required to guarantee your reservation.

Hotel Intercontinental Miramar (5*)

Contact:
Jinett Ruiz | Coordinadora de Ventas | Sales Support
Bern Hotels & Resorts Panamá
Tel.: +507 206-8858
jruiz@bernhotelspanama.com
Reservations: 800-BERN
www.bernhotelspanama.com

ROOM RATES
The hotel extends the following confidential and special rates for Parlamento Latinoamericano y Caribe program.

<table>
<thead>
<tr>
<th>Room</th>
<th>Single Rate</th>
<th>Double Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deluxe</td>
<td>USD$140.00 per room, per night</td>
<td>USD$150.00 per room, per night</td>
</tr>
<tr>
<td>Room</td>
<td>Single Rate</td>
<td>Double Rate</td>
</tr>
<tr>
<td>Executive</td>
<td>USD$ 170.00 per room, per nigth</td>
<td>USD$180.00 per room, per nigth</td>
</tr>
<tr>
<td>Room</td>
<td>Single Rate</td>
<td>Double Rate</td>
</tr>
<tr>
<td>Suite</td>
<td>USD$ 320.00 per room, per nigth</td>
<td>USD$330.00 per room, per nigth</td>
</tr>
</tbody>
</table>

RATES INCLUDE
- Breakfast at the Bay View Restaurant
- Internet access in rooms and public areas.
- Fitness Facilities
- Reservations are guaranteed with credit cards, security code and expiration date.
- Triple occupancy will incur a penalty of USD $ 20.00 per person. Under 12s they are not free of charge.

TAXES
The above rates are subject to an occupancy tax imposed by the state, currently 10% of ITBMS.

COMMISSION
The group room rates listed above are net, non commissionable.
Hotel Hilton Panamá (5*)

Ave. Balboa & Aquilino de la Guardia
Panama, Republica de Panamá.
Contact: Luz Mariñez
luz.marinez@hilton.com

Phone: (507) 280-8000 / (507) 280-8038

<table>
<thead>
<tr>
<th>Room Category</th>
<th>BAR RATE</th>
<th>Double</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Single</td>
<td></td>
</tr>
<tr>
<td>1 King Bed Standard City View</td>
<td>$209.00</td>
<td>$144.00</td>
</tr>
<tr>
<td></td>
<td>$129.00</td>
<td></td>
</tr>
<tr>
<td>1 King Bed Executive Ocean View</td>
<td>$239.00</td>
<td>$174.00</td>
</tr>
<tr>
<td>2 Double Bed Executive Ocean View</td>
<td>$239.00</td>
<td>$174.00</td>
</tr>
<tr>
<td>1 King Bed Junior Suite City View</td>
<td>$269.00</td>
<td>$204.00</td>
</tr>
<tr>
<td>1 King Bed Junior Suite Ocean View</td>
<td>$299.00</td>
<td>$234.00</td>
</tr>
<tr>
<td>1 King Bed Suite Ocean View</td>
<td>$349.00</td>
<td>$284.00</td>
</tr>
<tr>
<td>1 Presidential Suite</td>
<td>$3,000.00</td>
<td>$1,154.00</td>
</tr>
</tbody>
</table>

The third person will have an extra cost of $35 per night. Offered rates are per room and per night, and they apply in single or double occupancy. Rates subject to a 10% tax. We do not guarantee the type of bed (Confirmation of a room with one or two bed upon request)

For reservations contact: PTYHF_RES@hilton.com

Max of persons in a room
Standard room – 2 adults.
Doubles room – 2 adults and 2 kids.
Jr. Suites - 2 adults.
Suites – 2 adults.

Corporate rate includes:
- Breakfast American Buffet
- High Speed Internet (Wi-Fi) in room and common areas.
- Cable service in each room.
- 15% discount per service in the SPA (restrictions apply)

Requests for hotel reservations will be treated on a first-come-first-served basis. Participants are kindly asked to pay their bill directly with the hotel.
8. TRAVEL, ARRIVAL AND DEPARTURE

Delegates should make their own travel arrangements, including air travel. Their national parliaments should bear travel and other costs related to participating in the seminar. The PARLATINO will arrange scheduled transport to and from airport-based hotels, official hotels and all seminar venues mentioned in the work programme.

9. VISAS

A passport with a minimum of six months of remaining validity is required to enter Panama.

For more information on visas or customs regulations, secretaries of delegations and participants are encouraged to contact the Embassy of Panama in their respective countries.

10. REGISTRATION AND INFORMATION

Information about registration and about tour activities will be available at the PARLATINO throughout the seminar.

11. SAFETY

The national authorities will take all necessary security measures. In that regard, participants must be prepared for identity checks. Participants are also required to wear their identification badges at all times while at the seminar venue.

12. WEATHER

For information about the weather in Panama, please see www.accuweather.com/es/pa/panama-city/259549/current-weather/259549

13. CURRENCY

The local currency is the US dollar; most credit cards are widely accepted.

14. MEDICAL SERVICES

First aid will be available on site during the seminar. Each participant or delegate must arrange all other medical services for themselves.