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## **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.



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## 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:

<p><b>Latin American and Caribbean Parliament</b> <b>Section Zone 4 Panama</b> <b>Ministry of R.R.E.E., Casilla 1527</b></p> <p><b>Norma Calero</b> Email: <a href="mailto:presidencia@parlatino.org">presidencia@parlatino.org</a> Tel: +507 201 9003 Mob: +507 6417 8766</p> <p><b>Mariana Carmona</b> Email: <a href="mailto:mc_presidencia@parlatino.org">mc_presidencia@parlatino.org</a> Tel: +507 201 9020 Mob: +507 6883 4734</p> <p><b>General Secretary</b> Email: <a href="mailto:secgeneral@parlatino.org">secgeneral@parlatino.org</a> Tel: +507 201 9008</p>	<p>[Copy address]</p> <p><b>Inter-Parliamentary Union</b> <b>5, Chemin du Pommier</b> <b>Case postale 330</b> <b>1218 Grand-Saconnex</b> <b>Geneva, Switzerland</b> Email: <a href="mailto:postbox@ipu.org">postbox@ipu.org</a> Tel: +41 22 919 41 50 Fax: +41 22 919 41 60</p>
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## 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](mailto:fguillen@unesa.com);

[ventas-hotel02@unesa.com](mailto:ventas-hotel02@unesa.com);

[contryamador@unesa.com](mailto: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



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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](mailto:icarrillo@elpanama.com)

[grupos@elpanama.com](mailto: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](mailto:mdelcid@wyndhampanamahotel-am.com)

Laura Muñoz

E-mail: [lmunoz@wyndhamhotel-am.com](mailto:lmunoz@wyndhamhotel-am.com)

[reservations@wyndhampanamahotel-am.com](mailto:reservations@wyndhampanamahotel-am.com)

Single room: US\$ 100 + 10% tax

Double room US\$ 110 + 10% tax



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**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](mailto:jruiz@bernhotelspanama.com)

Reservations: 800-BERN

[www.bernhotelspanama.com](http://www.bernhotelspanama.com)

**ROOM RATES**

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

Room	Single Rate	Double Rate
<b>Deluxe</b>	USD\$140.00 per room, per night	USD\$150.00 per room, per night
Room	Single Rate	Double Rate
<b>Executive</b>	USD\$ 170.00 per room, per night	USD\$180.00 per room, per night
Room	Single Rate	Double Rate
<b>Suite</b>	USD\$ 320.00 per room, per night	USD\$330.00 per room, per night

**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.



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➤ **Hotel Hilton Panamá (5\*)**

Ave. Balboa & Aquilino de la Guardia  
Panama, Republica de Panamá.  
**Contact: Luz Mariñez**

[luz.marinez@hilton.com](mailto:luz.marinez@hilton.com)

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

Room Category	BAR RATE		Double
	Single		
1 King Bed Standard City View	\$209.00 \$129.00		\$144.00
1 King Bed Executive Ocean View	<b>\$239.00</b>	\$159.00	\$174.00
2 Double Bed Executive Ocean View	<b>\$239.00</b>	\$159.00	\$174.00
1 King Bed Junior Suite City View	<b>\$269.00</b>	\$189.00	\$204.00
1 King Bed Junior Suite Ocean View	<b>\$299.00</b>	\$219.00	\$234.00
1 King Bed Suite Ocean View	<b>\$349.00</b>	\$269.00	\$284.00
1 Presidential Suite	<b>\$3,000.00</b>	\$1,139.00	\$1,154.00

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](mailto:PTYHF_RES@hilton.com)

**Max of persons in a room**

Standard room – 2 adults.  
Dobles room – 2 adults and 2 kids.  
Jr. Suites - 2 adults.  
Suites – 2 adults.

**Coorporate 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.



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## **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](http://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.