



# PARLIAMENTARY MEETING ON THE OCCASION OF UNCTAD XI

Sao Paulo (Brazil), 11 and 12 June 2004



*Organised jointly by the Inter-Parliamentary Union and the Brazilian National Congress  
in co-operation with the UNCTAD Secretariat*

## PRACTICAL INFORMATION FOR DELEGATES

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### Date and venue

1. The Parliamentary Meeting on the occasion of UNCTAD XI will be held on 11 and 12 June 2004 on the premises of the Latin American Parliament in São Paulo, Brazil. This venue is different from the Anhembi Convention Centre where UNCTAD XI itself will be taking place.

2. The address of the Latin American Parliament is as follows:

Parlamento Latino-Americano Sede Permanente  
Av. Auro Soares de Moura Andrade, 564  
Cep 01154-060  
São Paulo, Brazil  
Tel.: +5511 3824 6325  
Fax: +5511 3824 6324  
E-mail: [cerimonial@parlatino.org.br](mailto:cerimonial@parlatino.org.br)

3. For reference purposes only: the address of the the Anhembi Convention Centre (venue of UNCTAD XI), which is situated some 10 km away from the premises of the Latin American Parliament, is as follows:

Anhembi Convention Centre  
Av. Olavo Fontoura 1209  
02012-021, São Paulo, Brazil

4. The Inaugural Ceremony of the Parliamentary Meeting will take place at 10 a.m. on Friday, 11 June 2004 in the Plenary Room which will also be the venue of all working sessions. The latter are scheduled to take place from 10.30 a.m. to 1 p.m. and from 3 to 6 p.m. on 11 June, and from 10 a.m. till 1 p.m. on Saturday, 12 June 2004.

#### **Meeting rooms and offices**

5. The allocation of meeting rooms and offices on the premises of the Latin American Parliament during the Parliamentary Meeting will be as follows:

<b>Activity</b>	<b>Date</b>	<b>Venue</b>
Registration	10 - 11 June	Foyer (ground floor)
Preparatory Committee (in camera meeting)	10 June	Room 1 (third floor)
Inaugural Ceremony	11 June	Plenary Room (second floor)
Working sessions	11 - 12 June	Plenary Room (second floor)
Drafting Committee (in camera meeting)	11 June	Room 1 (third floor)
Luncheon reception	11 June	Foyer (ground floor)
Delegates' working area	11 - 12 June	Documentation Centre (ground floor)
Offices	10 - 12 June	Third and fourth floors

#### **Registration, identification badges**

6. All delegates are requested to complete the enclosed Parliamentary Meeting registration form (also available on the IPU Web site at <http://www.ipu.org/splz-e/unctadxi/registration.pdf>) and return it by **25 May 2004** at the latest to the following address:

Inter-Parliamentary Union  
Chemin du Pommier 5  
C.P. 330, CH-1218  
Le Grand-Saconnex / Geneva, Switzerland  
Fax: +4122 9194160  
E-mail: [postbox@mail.ipu.org](mailto:postbox@mail.ipu.org)

Any modifications concerning the composition of delegations should likewise be communicated to the above address.

7. Delegates are requested to collect their Parliamentary Meeting identity badges between 10 a.m. and 7 p.m. on Thursday, 10 June at the Registration Desk located on the ground floor of the Latin American Parliament. It will also be possible to register on Friday, 11 June from 8.30 a.m. to 6 p.m. For identification and security reasons, delegates are requested to wear their identity badges at all times during the Meeting.

8. It is important to note that Parliamentary Meeting identity badges are not valid for accessing the Anhembi Convention Centre, the venue of UNCTAD XI. To attend the inter-governmental Conference,

all persons must be duly accredited to UNCTAD XI and receive a photo ID security badge that can be obtained only from the Registration and Accreditation service of the UNCTAD XI Secretariat.

9. Delegates traveling to São Paulo as part of their country's official delegation to UNCTAD XI (recommended option) will be automatically accredited to the inter-governmental forum and receive their photo ID security badge for accessing the Anhembi Convention Centre.

10. Members of parliament and accompanying staff who will travel to São Paulo outside the framework of official delegations to UNCTAD XI and who will therefore be without an official UNCTAD XI badge must go through the accreditation procedure described below:

- (a) Special "parliamentary" photo ID security badges will be issued for those parliamentarians and accompanying staff who are not part of their country's official delegation to UNCTAD XI but who wish to attend the inter-governmental Conference at Anhembi Convention Centre. These badges are different from those of UNCTAD XI delegates and do not grant speaking rights.
- (b) In order to receive a "parliamentary" UNCTAD XI badge, members of parliament and accompanying staff must first of all register themselves with the IPU Secretariat using the Parliamentary Meeting registration form (see paragraph 6 above), in which they should clearly mark that they are not yet accredited to UNCTAD XI. The IPU Secretariat is responsible for transmitting a consolidated list of names of such parliamentary delegates to the UNCTAD Secretariat. Failure to register with the IPU Secretariat by 25 May 2004 will make it impossible to receive a "parliamentary" UNCTAD XI badge in São Paulo.
- (c) In addition to registering with the IPU Secretariat, such parliamentary delegates should fill out the enclosed UNCTAD XI registration form (which can be also downloaded from the UNCTAD XI Web site at <http://www.unctadxi.org> - please mark "other" and "parliamentary delegation" in the delegation status box). The UNCTAD XI registration form for each participant and two recent passport-size photographs (with the name clearly printed on the reverse side of each photo), should be sent by **28 May 2004** directly to the UNCTAD Secretariat at the following address:

UNCTAD XI: Accreditation and Registration  
Office E-8103, Palais des Nations  
CH-1211 Geneva 10, Switzerland  
Fax: +4122 917 00 56  
E-mail: [register@unctad.org](mailto:register@unctad.org)

- (d) Accreditation to UNCTAD XI is free of charge. For all those who have applied by mail, UNCTAD XI photo ID security badges will be issued at the Registration Counter in the Exhibition Pavilion at the Anhembi Convention Centre upon presentation of an identity paper (passport, work ID, etc.) and cross-checking against the list of names provided by the IPU Secretariat. Registration at the Anhembi Convention Centre will take place at the following times:

7-9 June 2004:	11 a.m. - 6 p.m.
10-18 June 2004:	8 a.m. - 7 p.m.

### **List of Delegates**

11. A provisional List of Delegates will be distributed at the beginning of the Parliamentary Meeting. This list will be issued on the basis of confirmations received by the IPU up to 25 May 2004. For technical reasons, it will not be possible to produce a revised list on the spot. The latter will be issued after the end of the session and placed on the IPU Web site. Delegates are kindly requested to report any changes in the provisional list to the Secretariat of the Meeting by no later than 10 a.m. on Saturday, 12 June.

### **Arrangements for the Meeting's proceedings**

12. The session will be chaired jointly by the President of the Inter-Parliamentary Union and a representative of the Brazilian National Congress.

13. The three substantive themes (see annotated provisional agenda) will be discussed consecutively during working sessions on 11 and 12 June. Debate on each of the themes will be launched by a keynote speaker.

14. Participants and observers can participate in the debate either by making brief statements or by asking questions. Delegates are requested to refrain from reading out pre-prepared formal statements. In view of the interactive nature of the debate, no list of speakers will be drawn up in advance. The order of interventions and questions will be decided by the Chair.

### **Languages**

15. Simultaneous interpretation will be provided in English, French, Spanish and Portuguese. Official written documentation for the session will be available in English and French only.

### **Documents**

16. The only official documents of the Parliamentary Meeting will be its programme, agenda, the List of Delegates, the draft outcome document elaborated by the Preparatory Committee and the information notes prepared by the Secretariat of the Meeting.

17. Should delegates wish to distribute their own documents or other material pertaining to the theme of the Parliamentary Meeting, they may use a table provided for that purpose in the immediate vicinity of the meeting room.

### **Luncheon reception**

18. The Brazilian National Congress invites all delegates of the Parliamentary Meeting to a buffet reception, which will take place at 1 p.m. on 11 June in the foyer of the Latin American Parliament.

### **Visas**

19. Attention is drawn to the strict provisions in force regarding entry into Brazil. It is the duty of each delegate requiring an entry visa to Brazil to obtain it in due time from Brazilian diplomatic or consular missions at their point of origin or en route to São Paulo.

### **Air travel**

20. All major international airlines have daily flights to Brazil. VARIG, the Brazilian airline, has daily direct flights from the capitals in South America, Mexico, the United States (Chicago, Los Angeles, Miami and New York), Canada, Japan (Tokyo and Narita) and from several European cities (Amsterdam, Copenhagen, Frankfurt, Lisbon, London, Madrid, Milan, Munich and Paris). For UNCTAD XI participants, VARIG will have special rates for business and economy class tickets from Geneva and New York and will grant a 10 per cent discount on flights from any other city. Early booking of air tickets is strongly recommended.

### **Hotel accommodation**

21. Delegates will be responsible for their own hotel arrangements and expenses. Due to special conditions concerning hotel accommodation in São Paulo at the time of UNCTAD XI, neither the Brazilian National Congress nor the IPU will be able to provide any form of last-minute assistance in this

regard. Delegates are therefore strongly urged to follow the hotel reservation procedure described in paragraphs 22-25 below.

22. Delegates traveling to São Paulo as part of their country's official delegation to UNCTAD XI (recommended option) will have a hotel room booked for them in a centralized way by the competent governmental authorities and the UNCTAD XI Brazilian National Committee.

23. Members of parliament and accompanying staff who will travel to São Paulo outside the framework of official delegations to UNCTAD XI will also be able to book rooms in the main hotels in São Paulo and benefit from the special rates negotiated for all delegates by the UNCTAD XI Brazilian National Committee. The list of recommended hotels can be found in *Annex I*.

24. The form for hotel reservations is attached to this note and can also be downloaded from the IPU Web site at <http://www.ipu.org/splz-e/unctadxi/hotel.pdf>. Delegates are invited to indicate three hotels in order of preference and to return the form directly to the UNCTAD XI Brazilian National Committee by **16 April 2004** at the address indicated below:

UNCTAD XI: National Committee (Att. Hotel Coordinator)  
Ministry of Foreign Affairs  
Esplanada dos Ministérios - Palácio Itamaraty  
70170-900 - Brasília - DF - Brazil  
Tel: +5561 4116581 / 4116934  
Fax: +5561 3234730  
E-mail: [unctad@mre.gov.br](mailto:unctad@mre.gov.br)

25. Rooms will be assigned as forms are received. The UNCTAD XI Brazilian National Committee will take into consideration the preferences indicated by delegations whenever possible. Please note that after 16 April 2004 accommodation requests will be processed according to the availability of hotel space in São Paulo and the special rates cannot be guaranteed.

### **Local Transportation**

26. Transportation between the recommended hotels and the Anhembi Convention Center will be provided by the UNCTAD XI Brazilian National Committee for all delegates in the morning, at lunch time and in the evening. For the rest of the day, there will be circular buses to the recommended hotels following a daily timetable that will be announced.

27. Subject to confirmation, the Brazilian National Congress will organize a shuttle-bus service between the Anhembi Convention Center and the premises of the Latin American Parliament. This service will be available in the morning and evening of 11 June and in the morning and early afternoon of 12 June so that parliamentary delegates arriving from their hotels to the Anhembi Convention Center could continue to the Latin American Parliament and return after the end of the Parliamentary Meeting.

28. Delegates can use accredited taxis in São Paulo, which can be hailed throughout the city; all are metered. Gratuities are appreciated, although not customary. Before leaving the hotel, it is wise to obtain from the concierge a business card with the address of the hotel printed in Portuguese for the return taxi trip.

### **Services**

29. A travel desk, post office and bank services will be available at the Anhembi Convention Center, the venue of UNCTAD XI. One fax machine, for which payment will be required, will be installed on the premises of the Latin American Parliament, the venue of the Parliamentary Meeting.

30. A number of free-of-charge Internet-connected computers and a photocopier will be made available on the premises of the Latin American Parliament for use by delegates for the duration of the Parliamentary Meeting.

31. First-aid and medical services will be available at the Medical Centre on the second floor of the Latin American Parliament on 11 and 12 June. Ambulance services will be on site, should transfer be required to the local hospital.

### **Miscellaneous**

32. Other information concerning visa requirements, health requirements, arrival arrangements, currency, climate and clothing, etc. will be made available on the host country's UNCTAD XI Web site, a link to which will be provided both on the UNCTAD Web site (<http://www.unctadxi.org>) and a special section on the IPU Web site (<http://www.ipu.org/splz-e/unctadxi.htm>).

### **Requests for further information**

33. Requests for further information concerning the Parliamentary Meeting on the occasion of UNCTAD XI should be addressed to:

Inter-Parliamentary Union  
5, Chemin du Pommier  
C.P. 330, Le Grand-Saconnex  
CH-1218 Geneva, Switzerland  
Tel.: +4122 91194150  
Fax: +4122 919 41 60  
E-mail: [postbox@mail.ipu.org](mailto:postbox@mail.ipu.org)

*and*

Grupo Brasileiro da União Interparlamentar  
19º andar, sala 1910, Anexo 1  
Senado Federal  
Praça dos Três Poderes  
70.165-900 Brasília, D.F., Brazil  
Tel.: +5561 311 38 34 / 311 57 07  
Fax: +55661 216 97 55

## RECOMMENDED HOTELS IN SÃO PAULO

Hotel	Standard Room	Luxury Room	Standard Suite	Luxury Suite	Special Suite
<b>***** 5 STAR HOTELS (Availability/Price)</b>					
EMILIANO <a href="http://www.emiliano.com.br">http://www.emiliano.com.br</a>		38 US\$ 230			17 US\$ 416
GRAN MELIÁ MOFARREJ <a href="http://www.granmelia.mofarrej.solmelia.com">http://www.granmelia.mofarrej.solmelia.com</a>	60 US\$ 145	66 US\$ 175	20 US\$ 256	03 US\$ 384	
GRAND HYATT <a href="http://www.saopaulo.hyatt.com">http://www.saopaulo.hyatt.com</a>	215 US\$ 125/135		22 US\$ 165	10 US\$ 185	15 US\$ 320
HILTON SÃO PAULO MORUMBI <a href="http://www.saopaulo.morumbi.hilton.com">http://www.saopaulo.morumbi.hilton.com</a>	372 US\$ 139	80 US\$ 169	14 US\$ 289		
INTERCONTINENTAL <a href="http://www.sao-paulo.brazil.intercontinental.com">http://www.sao-paulo.brazil.intercontinental.com</a>		54 US\$ 140		05 US\$ 300	01 US\$ 800
L'HOTEL <a href="http://www.lhotel.com.br">http://www.lhotel.com.br</a>		50 US\$ 160		3 US\$ 260	01 US\$ 480
MAKSoud <a href="http://www.maksoud.com.br">http://www.maksoud.com.br</a>	120 US\$ 127	150 US\$ 153	14 US\$ 230	14 US\$ 275	02 US\$ 1100/1450
RADISSON FARIA LIMA <a href="http://www.radisson.com/saopaulobr">http://www.radisson.com/saopaulobr</a>	36 US\$ 105	12 US\$125			
RENAISSANCE <a href="http://www.marriottbrasil.com">http://www.marriottbrasil.com</a>	US\$ 140	US\$ 170	US\$ 200/220	US\$ 270/350	US\$ 2660
SOFITEL <a href="http://www.accorhotels.com.br">http://www.accorhotels.com.br</a>		50 US\$ 160	72 US\$ 190/247	02 US\$ 800	01 US\$ 1200
TRANSAMÉRICA <a href="http://www.transamerica.com.br">http://www.transamerica.com.br</a>	200 US\$ 80	80 US\$ 100/123	12 US\$ 189	04 US\$ 237	04 US\$ 300
<b>**** 4 STAR HOTELS (Availability/Price)</b>					
BLUE TREE FARIA LIMA <a href="http://www.bluetree.com.br">http://www.bluetree.com.br</a>	50 US\$ 58/64	50 US\$ 69/76			
BLUE TREE MORUMBI <a href="http://www.bluetree.com.br">http://www.bluetree.com.br</a>	US\$ 75/90	US\$ 90/105			
BLUE TREE IBIRAPUERA <a href="http://www.bluetree.com.br">http://www.bluetree.com.br</a>	150 US\$ 90/100	130 US\$ 110/120	20 US\$ 119/130	50 US\$ 158/173	
BRASTON SÃO PAULO <a href="http://www.braston.com">http://www.braston.com</a>	35 Single US\$45 40 Double US\$ 50				
BRASTON AUGUSTA <a href="http://www.braston.com">http://www.braston.com</a>	35 Single US\$30 40 Double US\$ 35				
CROWNE PLAZA <a href="http://www.são-paulo.crowneplaza.com.br">http://www.são-paulo.crowneplaza.com.br</a>	153 US\$ 65	48 US\$ 85	02 US\$ 110	01 US\$ 150	01 US\$ 300
ELDORADO HIGIENÓPOLIS <a href="http://www.hoteiseldorado.com.br">http://www.hoteiseldorado.com.br</a>	50 US\$ 30				
HOLIDAY INN ANHEMBI	454 US\$ 85/90		26 US\$ 110/130		

LORD PALACE HOTEL	15 Single US\$ 25 30 Double US\$ 30 10 Triple US\$ 43				
MELIÁ CONFORT BROOKLIN <a href="http://www.trywtcbrooklin.solmelia.com">http://www.trywtcbrooklin.solmelia.com</a>	90 Single US\$ 50 10 Double / US\$ 50				
MELIÁ CONFORT TATUAPÉ <a href="http://www.solmelia.com">http://www.solmelia.com</a>	132 US\$ 34/38 10 Triple US\$ 47				
MELIÁ JARDIM EUROPA <a href="http://www.solmelia.com">http://www.solmelia.com</a>	80 US\$70				
MELIÁ CONFORT JESUÍNO ARRUDA <a href="http://www.solmelia.com">http://www.solmelia.com</a>	60 US\$ 45 (Singl. & Dbl.)				
MELIÁ CONFORT IGUATEMI <a href="http://www.solmelia.com">http://www.solmelia.com</a>	80 US\$ 45				
MERCURE DOWNTOWN <a href="http://www.accorhotels.com.br">http://www.accorhotels.com.br</a>	U\$ 31/38				
MERCURE GRAND HOTEL <a href="http://www.accorhotels.com.br">http://www.accorhotels.com.br</a>	U\$ 56/63		US\$ 117		
MERCURE JARDINS	US\$ 39/44				
MERCURE TRIANON <a href="http://www.accorhotels.com.br">http://www.accorhotels.com.br</a>	US\$ 39/44				
NOVOTEL IBIRAPUERA <a href="http://www.accorhotels.com.br">http://www.accorhotels.com.br</a>	U\$ 38/46	US\$ 53/62	US\$ 76		
NORMANDIE DESIGN	110 US\$ 38				
NH DELLA VOLPE	30 US\$ 75	20 US\$ 78	04 US\$ 105	04 US\$ 120	
PARTHENON EXCELLENCE <a href="http://www.accorhotels.com.br">http://www.accorhotels.com.br</a>	US\$ 35				
PARTHENON NORTEL <a href="http://www.accorhotels.com.br">http://www.accorhotels.com.br</a>	US\$ 38/41				
PARTHENON THE UNIVERSE <a href="http://www.accorhotels.com.br">http://www.accorhotels.com.br</a>	US\$ 31				
PERGAMON	15 US\$ 40	5 US\$ 45	15 US\$ 45	15 US\$ 50	
PESTANA SÃO PAULO	50 US\$ 54/60				
SOL BIENAL	35 US\$ 45	45 US\$ 50			
<b>*** 3 STAR HOTELS (Availability/Price)</b>					
EUROPA PALACE HOTEL	US\$ 17/24/34				
IBIS CONGONHAS <a href="http://www.accorhotels.com.br">http://www.accorhotels.com.br</a>	US\$ 34				
IBIS SÃO PAULO EXPO <a href="http://www.accorhotels.com.br">http://www.accorhotels.com.br</a>	US\$ 33				
NOBILIS EXPRESS <a href="http://www.accorhotels.com.br">http://www.accorhotels.com.br</a>	149 US\$25				
NOVOTEL CENTER NORTE <a href="http://www.accorhotels.com.br">http://www.accorhotels.com.br</a>	93 US\$ 47/57	US\$ 103/129	US\$ 162/186	US\$ 338	