



General Assembly

1 April 2009

Original: English and Spanish

Latin American and Caribbean Regional Preparatory Meeting for the Twelfth United Nations Congress on Crime Prevention and Criminal Justice

May 25-27 2009
San José

Information for participants

1. Date and venue

1. The Latin American and Caribbean Regional Preparatory Meeting for the Twelfth United Nations Congress on Crime Prevention and Criminal Justice will be held May 25-27 2009 at the Radisson Europa Hotel and Conference Centre, Central Street and Third Street near 15th Avenue, Barrio Tournon, San José Telephone +(506) 2257-3257; facsimile +(506) 2257-8221; electronic mail (e-mail) info@radisson.co.cr; website www.radisson.com/sanjosecr, San José, Costa Rica.

2. Official languages

2. The Meeting will be conducted in English, French and Spanish.

3. Registration

3. Delegates and observers are requested to register with the secretariat of the Latin American Institute for the Prevention of Crime and the Treatment of Offenders upon arrival, Radisson Europa Hotel and Conference Centre, where they will be issued with identification badges, which should be worn at all times during the Meeting.



4. Documentation

4. Documents may be downloaded from the website of the United Nations Office on Drugs and Crime: (<http://www.unodc.org/unodc/en/crime-congress-preparatory-meetings/index.html>). Participants are urged to bring their copies with them to San José. All meeting documents may also be obtained from the staff member on duty in the conference room.

5. Officers servicing the Meeting

5. The United Nations Office on Drugs and Crime is the Secretariat unit responsible for the substantive servicing of the Meeting.

6. The Government of Costa Rica is offering host facilities for the Meeting.

6. Hotel reservations

7. The Radisson Europa Hotel and Conference Centre, located close to the premises of the Latin American Institute and 20 minutes away from the international airport, has been selected and a special rate has been negotiated for participants to the Meeting:

<i>Single room</i> <i>(United States dollars)</i> <i>US\$ 129.00 plus 10% tax</i>	<i>Double room</i> <i>(United States dollars)</i> <i>US\$ 149.00 plus 10% tax</i>
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The daily rate includes breakfast buffet, lunch buffet, two coffee breaks and free wireless Internet.

8. The Radisson Europa Hotel and Conference Centre accepts all major credit cards, including American Express, Diners, Master Charge and Visa.

9. For hotel reservations and to obtain the special rate, please forward the attached registration form as soon as possible to Ronald Woodbridge or Xenia Villalobos, Latin American Institute for the Prevention of Crime and the Treatment of Offenders, facsimile +(506) 2233-7175 or by e-mail to xenia@ilanud.or.cr or ronaldw@ilanud.or.cr.

7. Transportation

10. Transportation to and from the airport at arrival and departure times has been requested from each embassy or consulate based in Costa Rica. The Latin American Institute will provide transportation for representatives whose country does not have a local diplomatic mission.

8. Immigration requirements

11. Arrangements with the Government of Costa Rica are being made for participants to obtain visas or entry permits as quickly as possible in accordance with the Convention on the Privileges and Immunities of the United Nations. If requested in advance, the Latin American Institute will be able to make official contacts to satisfy special requirements (luggage, visa extensions, passport renewals, etc.).

9. Foreign exchange

12. The currency of Costa Rica is the colón (¢ = 100 centimos). The official exchange rate is fixed by the Central Bank. At present, the exchange rate is approximately US\$ 1 = 560.00 colones. Traveller's cheques can be exchanged in San José and international credit cards are accepted by all banks and by most stores and restaurants.

10. Climate

13. San José is situated on the central plateau of Costa Rica, at 84°50' W and 9°55' N. It has a subtropical climate; in May the average temperature is approximately 24°C (75°F). San José is the capital of the country and is located about 1,100 metres above sea level, so it is not too hot during the day and the evenings are usually cool. As May is a transition month from the dry to the rainy season, some rain can be expected during the period of the Meeting.

11. Liaison officer

14. Additional information about the Meeting and its programme can be obtained from Ronald Woodridge, who will be the liaison officer between the Latin American Institute and the United Nations Secretariat in Vienna or Xenia Villalobos. Mr. Woodridge and Mrs. Villalobos can be reached at the Latin American Institute: telephone +(506) 2257-5826, ext. 202; facsimile: +(506) 2233-7175; e-mail: ronaldw@ilanud.or.cr and xenia@ilanud.or.cr.

12. Health

15. Participants are recommended to obtain inoculations against typhoid, yellow fever and hepatitis A and to check their tetanus and polio status.

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REGISTRATION FORM

Surname

First name(s)

Title(s).....

Present position

Institution or organization

Telephone/fax/e-mail

Country State City

Address

Number of persons accompanying the participant

HOTEL RESERVATION

Please make a firm reservation for persons at Hotel:

Double room () Single room () With meals () Without meals ()

Arrival date Airline Flight

Departure date Airline Flight

Credit card: American Express Diners MasterCard Visa

Number: Expiry date:

Please fax this form to + (506) 2233-7175