



# General Assembly

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English, French and Spanish only

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

Santiago, 5–7 February 2019

### Information note for participants

#### 1. Date and venue

1. The Latin American and Caribbean Regional Preparatory Meeting for the Fourteenth United Nations Congress on Crime Prevention and Criminal Justice will be held in Santiago, from 5 to 7 February 2019 at the headquarters of the Economic Commission for Latin America and the Caribbean, located at Avenida Dag Hammarskjöld 3477, Vitacura, Santiago, telephone (+56–2) 210 2000.

#### 2. Official languages

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

#### 3. Registration

3. You are kindly requested to register and to obtain your photo badge in the foyer of the Raul Prebisch conference room on the second floor on the opening day of the event, starting at 8.35 a.m. Photo badges are used at the Economic Commission for access control and to speed up screening by security personnel.

4. To register, please fill in the form attached to this document (annex A) and return it by email to Jasminka Delic ([jasminka.delic@un.org](mailto:jasminka.delic@un.org)), with copy to Eduardo Barahona ([eduardo.barahona@un.org](mailto:eduardo.barahona@un.org)). In the same email, please also send a passport photograph against a white background.

#### 4. Documentation

5. Meeting documentation is available for download from the website of the United Nations Office on Drugs and Crime ([www.unodc.org/congress/en/regional-preparation.html](http://www.unodc.org/congress/en/regional-preparation.html)). You are encouraged to print your own copies and bring them to Santiago, as only a limited number will be available during the meeting.

#### 5. Offices servicing the meeting

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

7. The Economic Commission for Latin America and the Caribbean is offering host facilities for the Meeting.



## 6. Hotel reservations

8. The Conference Services Unit of the Economic Commission for Latin America and the Caribbean has reserved a limited number of rooms at special rates at the following hotels:

**Hotel Atton Vitacura** (\*\*\*\*), Avenida Vitacura 3201, Vitacura, telephone: (+56-2) 2422 7902.

Single room: US\$110 (breakfast and Internet included)  
Contact: César Lucero, Reservation Department  
Email: [clucero@atton.com](mailto:clucero@atton.com), [reservas@atton.com](mailto:reservas@atton.com)

**Hotel Director** (\*\*\*\*), Avenida Vitacura 3600, telephone: (+56-2) 2389 1956; fax: (+56-2) 2246 0088.

Single room: US\$135 (breakfast and Internet included)  
Contact: María Eliana Puga, Reservations Department  
Email: [reservas@director.cl](mailto:reservas@director.cl), [reservaciones@director.cl](mailto:reservaciones@director.cl)

**Hotel Novotel** (\*\*\*\*), Avenida Américo Vespucio 1630, Vitacura, telephone: (+56-2) 2499 2200.

Single room: 79,000 Chilean pesos (approximately US\$118, breakfast and Internet included)  
Double room: 89,000 Chilean pesos (approximately US\$133, breakfast and Internet included)  
Contact: Andrea Navalón, Reservations Department  
Email: [novotelsantiagoreservas@accor.com](mailto:novotelsantiagoreservas@accor.com), [h5233-re@accor.com](mailto:h5233-re@accor.com)

9. These rates do not include the 19 per cent value added tax (VAT). Visitors who pay in dollars in cash, travellers cheques or international credit cards are exempt from VAT.

10. Requests for reservations should be addressed directly to the hotel of your choice by the deadline given on the hotel reservation form attached (annex B). After the deadline, the hotel reserves the right to change the rate and cannot guarantee that rooms will be available.

11. To book your hotel room at the special rate, you need to make your reservation in person, not through a travel agency or by any other means. You are responsible for your own reservation. Please check that the hotel has processed your reservation and request a reservation number or confirmation code.

12. The hotel requires your flight number, your dates of arrival and departure and your credit card details to guarantee the reservation. Please answer all the questions in the attached reservation form and submit it by the deadline given for the hotel of your choice.

## 7. Transportation

13. Please make your own transportation arrangements from Santiago International Airport to your hotel.

14. Santiago's public transport system has buses and five subway lines. Taxi fares are metred and, in general, drivers do not expect tips.

15. The companies Transvip and Transfer Delfos operate minivan services from the airport to different areas of the city. Each van can transport 10 to 12 passengers at an approximate cost of US\$20 per person. If you prefer to take a taxi, you are advised to use the firms Taxi Oficial or Transvip, which are also located at the airport. Fares to the city vary between US\$35 and US\$45, depending on the destination.

**8. Immigration requirements**

16. You must be in possession of a passport valid for at least six months beyond the date of entry into Chile. If you require a visa to enter Chile, you should apply for one in advance at their nearest Chilean embassy or consulate. To find out whether you require a visa, go to the website of the Ministry of Foreign Affairs of Chile (<http://chileabroad.gov.cl/consulados>) and click on the name of your country.

**9. Foreign exchange**

17. The currency used in Chile is the Chilean peso (\$). As of November 2018, the average exchange rate was approximately 693 pesos to the United States dollar.

**10. Climate**

18. February is summer season in Chile and temperatures range from 15 degrees minimum to 30 degrees maximum.

**11. Health**

19. It is advisable to get vaccinated against yellow fever. You are advised to check with your airline and the embassy of Chile in your country for more information on health requirements.

## Annex A

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

#### REGISTRATION FORM

Surname.....

First name(s).....

Title(s).....

Current position.....

Institution or organization.....

Telephone/fax.....

Email.....

Country..... State..... City.....

Address.....

Number of persons accompanying the participant.....

Please send this form by email, together with a passport photo against a white background, to Jasminka Delic ([jasminka.delic@un.org](mailto:jasminka.delic@un.org)) and Eduardo Barahona ([Eduardo.barahona@un.org](mailto:Eduardo.barahona@un.org))

## Annex B

## HOTEL RESERVATION FORM

<b>Latin American and Caribbean Regional Preparatory Meeting for the Fourteenth United Nations Congress on Crime Prevention and Criminal Justice Santiago, 5–7 February 2019</b>			
<i>Name/Nombre:</i>		<i>Last Name/Apellido:</i>	
<i>Address/Dirección:</i>			
<i>City/Ciudad:</i>		<i>Country/País:</i>	
<i>Telephone/Teléfono:</i>	<i>Fax:</i>	<i>Email/Correo electrónico:</i>	
<b>PLEASE SELECT A HOTEL:</b>			
<b>Hotel Atton Vitacura (****)</b> Avenida Vitacura 3201 Telephone: (+56-2) 2422 7902 <b>Single room: US\$ 110</b> <b>(includes breakfast and Internet)</b> Contact: César Lucero, Reservations Department, <a href="mailto:clucero@atton.com">clucero@atton.com</a> <a href="mailto:reservas@atton.com">reservas@atton.com</a> <b>Group code: 5023049</b> <b>Deadline: 23 January</b> <input type="checkbox"/>	<b>Hotel Director (****)</b> Avenida. Vitacura 3600 Telephone: (+56-2) 2389 1956 <b>Single room: US\$ 135</b> <b>(includes breakfast and Internet)</b> Contact: Maria Eliana Puga, Reservations Department, <a href="mailto:reservas@director.cl">reservas@director.cl</a> <a href="mailto:reservaciones@director.cl">reservaciones@director.cl</a> <b>Group code: 381450</b> <b>Deadline: 3 January</b> <input type="checkbox"/>	<b>Hotel Novotel (****)</b> Avenida Américo Vespucio 1630 Telephone: (+56-2) 2499 2200 <b>Single room: 79,000 pesos</b> <b>Double room: 89,000 pesos</b> <b>(includes breakfast and Internet)</b> Contact: Nancy de la Harpe, Reservations Department, <a href="mailto:nancy.harpe@accor.com">nancy.harpe@accor.com</a> <a href="mailto:h5233-re@accor.com">h5233-re@accor.com</a> <b>Group code: 211679</b> <b>Deadline: 15 January</b> <input type="checkbox"/>	
<i>Fecha de llegada al país:</i> <i>Date of arrival:</i>		<i>No. de vuelo:</i> <i>Flight number:</i>	
<i>Fecha de salida del país:</i> <i>Date of departure:</i>		<i>No. de vuelo:</i> <i>Flight number:</i>	

**Autorizo a que el hotel utilice la siguiente tarjeta de crédito para garantizar mi reserva:**  
*I authorize the hotel to use the following credit card to guarantee my reservation:*

American Express <input type="checkbox"/>	Mastercard <input type="checkbox"/>	Visa <input type="checkbox"/>	Otra/Other <input type="checkbox"/>
<b>No. de tarjeta de crédito/Credit card number:</b>			
<b>Fecha vencimiento:</b> <i>Expiry date:</i>			

*Guests who pay in dollars or with an international credit card are exempt from VAT.*