



Tenth session of the Regional Conference on Women in Latin America and the Caribbean

Quito, Ecuador, 6-9 August 2007

GENERAL INFORMATION

The purpose of this document is to provide delegates with information that will be useful for their participation in the tenth session of the Regional Conference on Women in Latin America and the Caribbean.

The officials responsible for coordinating the meeting will be pleased to answer any enquiries about logistics and organizational matters before and during the event.

1. General information about Ecuador

ECUADOR

The Republic of Ecuador is located on the equator in South America. It is bounded by Colombia to the north, Peru to the south and east, and the Pacific Ocean to the west.

The country covers an area of 256,370 km² and has a population of approximately 13 million.

Ecuador consists of four regions, which are further divided into 22 provinces and 205 cantons. The four regions are the Coastal Region, the Andean Region, the Amazon Region and the Island Region or Galapagos Islands. Each region has its own climate and diversity of flora and fauna.

QUITO

Quito is the Metropolitan District and the capital city of the Republic of Ecuador. In this ever-growing metropolis, where modern buildings blend with a mestizo and colonial heritage, residents and foreign visitors alike can always find a place to work, to enjoy and to remember.

Quito is situated on the slopes of the Andes at 2,800m above sea level. The temperature ranges between 10°C and 25°C (50°F and 77°F), and sudden turns in the weather at times enable the people of Quito and their guests to enjoy the four seasons of the year within a single day. The city is surrounded by the Pichincha, Cotopaxi, Antisana and Cayambe volcanoes, which provide a majestic Andean setting.

In the month of August, the climate is warm and dry, with strong winds. The temperature varies between 15°C and 25°C.

In addition to its physical beauty, its traditions, and its sites of mysticism and legends, Quito is also famous as a treasure trove of American art. In 1978 it became the first city to be declared a World Heritage Site by UNESCO.

2. General information about the meeting

Venue

The tenth session of the Regional Conference on Women in Latin America and the Caribbean of ECLAC will be held at Swissôtel Quito, located on Avenida 12 de Octubre 1820 at the intersection with Luis Cordero.

Registration of participants

Registration of delegates will take place on 6 August in the Lugano salon, from 8:00 a.m. onward. Participants will receive identification badges which, for security reasons, will have to be displayed at all meetings.

Opening session

The opening session will take place in the Saint Moritz salon at 10:00 a.m on 6 August.

Languages

The official languages of the meeting will be English, French and Spanish. Simultaneous interpretation will be provided.

Hotel reservations

Requests for hotel reservations should be addressed directly to Hotel Radisson or to Hotel Quito. Swissôtel has no rooms available.

These hotels offer a shuttle service to and from the airport and therefore requests that you provide your flight information on the enclosed form.

RADISSON:

Av. 12 de Octubre y Cordero 444

Tel: (593-2) 2233-333, Fax: (593-2) 2235-777

Attention: Ms. Priscila Rodríguez, Sales Manager

prodriguez@radisson.com.ec,

ROOM CATEGORY	RATE	SERVICE
Deluxe Single	US\$ 98 + 22% tax	Breakfast included (buffet)
Deluxe double	US\$ 116 + 22% tax	Breakfast included (buffet)

QUITO HOTEL:

González Suárez N 27-142

Quito - Ecuador

Attention Mr. Ricardo Vallejo, Sales Manager

Tel: 593 (2) 2544600

Fax: 593 (2) 2567284

Reservations: +593(2)2543631

E-mail: ricardo.vallejo@hotelquito.com.ecWeb: www.hotelquito.com.ec

ROOM CATEGORY	RATE	SERVICE
Simple Single	US\$ 44 + 22% tax	(does not include breakfast)
Simple Double	US\$ 51+ 22% tax	(does not include breakfast)
Simple Executive	US\$ 54 + 22% tax	(does not include breakfast)
Double Executive	US\$ 62 + 22% tax	(does not include breakfast)
Business Suite	US\$ 100 + 22% tax	(does not include breakfast)

Note: The rates offered by the hotel are based on a group rate. When making a reservation directly, please mention that you will be attending the meeting organized by ECLAC and CONAMU, in order to secure the special rate offered.

Delegates are responsible for their own reservations. It is advisable to check that the hotel has processed your reservation and to request a reservation number or code for confirmation. It is important to indicate flight number, arrival and departure times, and credit card type and number in order to guarantee your reservation. Hotels in Ecuador apply a “no show” policy, whereby the first night’s charge is incurred once the reservation is made. All delegates must settle their own hotel bill at the end of their stay.

Coordination of the meeting

The meeting will be coordinated by ECLAC and the National Women's Council of Ecuador (CONAMU).

Substantive matters

Sonia Montaña
 Chief, Women and Development Unit
 Economic Commission for Latin America and the Caribbean, United Nations
 Santiago, Chile
 Telephone: (56-2) 210-2565
 Fax: (56-2) 208-1553
 E-mail: sonia.montano@cepal.org

Logistics

Bárbara Chadwick
 Supervisor, Conference Services Unit
 Economic Commission for Latin America and the Caribbean, United Nations
 Santiago, Chile
 Telephone: (56-2) 210-2667
 Fax: (56-2) 210-2279
 E-mail: barbara.chadwick@cepal.org

National Women's Council of Ecuador

Soledad Puente Hernández
 Executive Director
 Telephone (593-2-2548781)
 Fax (593-2-2908193)
www.conamu.gov.ec
 Quito, Ecuador
 E-mail: puente_soledad@conamu.gov.ec
reyes_ariadna@conamu.gov.ec

Useful information

Local currency	United States dollar
Local time	GMT minus 5
Electricity	110 volts (50 cycles)
Taxes	All purchases made in Ecuador are subject to value added tax (VAT) of 12%.
Airport tax	US\$ 38
Tipping	Hotel rates and restaurant menus do not indicate a service charge, but a 10% service charge is included in the bill.
Taxis	It is advisable to use the services of the taxis that operate outside the hotel. For your arrival and

	departure from the country, the hotel provides a shuttle service.
Business hours	Shops: 10.00 a.m. to 8.00 p.m. Banks: 9:00 a.m. to 4:30 p.m. (to 8.00 p.m. in shopping centres) Cash dispensers/ATMs are available 24 hours.
Telephone system	To call Quito from outside Ecuador: 593-2 country dialing code + Quito code. To call a cell phone: 593-9.

Additional information

Although Quito's tap water is potable, foreigners tend to be affected by the change in bacterial flora and visitors are therefore advised to drink bottled water.

Medical services

Swissôtel Quito is equipped to offer first aid in the event of an emergency. This service is available 24 hours.

Travel agency

Swissôtel Quito has a travel agency.

Bank

An automatic cash dispenser is available in Swissôtel Quito. The hotel also provides a currency exchange service. There are also three bank branches in the vicinity of the hotel.

Entry requirements for Ecuador

Delegates from the following countries should apply for visas to enter Ecuador: Antigua and Barbuda, Bahamas, Barbados, Belize, Costa Rica, Cuba, Dominica, El Salvador, Grenada, Guatemala, Guyana, Haiti, Honduras, Jamaica, Mexico, Nicaragua, Panama, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Suriname, and Trinidad and Tobago.

Additional services

Telephone services will be available to delegates at the venue of the meeting. Telephone cards may be purchased directly at reception for use in the hotel's telephone booths.

Communications

Telephone services will be available to delegates at the venue of the meeting. Calls must be paid for by each delegate individually, either by calling collect or by using a credit or telephone card.

International press centre

An international press centre will be set up in an office close to the conference rooms in order to facilitate press coverage of the tenth session of the Regional Conference on Women in Latin America and the

Caribbean. Journalists who wish to cover the meeting must register and obtain accreditation in the press centre, which will be open on a daily basis starting at 9:00 a.m.

Enquiries relating to press coverage of the conference should be addressed to Mr. Juan Rojo, Officer-in-Charge Information Services Unit of ECLAC, telephone: (56-2) 210-2484; fax: (56-2) 210-1947; e-mail: juan.rojo@cepal.org.



UNITED NATIONS

**TENTH SESSION OF THE REGIONAL CONFERENCE ON WOMEN IN LATIN AMERICA
AND THE CARIBBEAN**

Quito, Ecuador, 6-9 August 2007

REQUEST FOR HOTEL RESERVATION

Name		Last name	
Head of delegation <input type="checkbox"/>	Delegate <input type="checkbox"/>	Observer <input type="checkbox"/>	Special guest <input type="checkbox"/>
Official title:			
Organization or institution:			
Address:			
City:		Country:	
Telephone:	Fax:	E-mail:	

Hotel reservation with:

Radisson Hotel <input type="checkbox"/> Av. 12 de Octubre y Cordero 444 Tel: (593-2) 2233-333, Fax: (593-2) 2235-777 Attention: Ms. Priscila Rodríguez, Sales Executive Ventas prodriguez@radisson.com.ec	Single deluxe (breakfast included)	98 dollars + 22% tax
	Double deluxe (breakfast included)	116 dollars + 22% tax
Quito Hotel González Suárez No. 27-142 Tel:(593-2) 2544-600 Attention: Mr. Ricardo Vallejo, Sales Executive Transfer to Swissotel US\$10.00 one way Transfer by taxi US\$5.00 one way Transfer by Van US\$3.00 for one person (minimum 6 persons)	Simple Single	44.00 dollars + 22% tax
	Simple Double	51.00 dollars + 22% tax
	Executive Simple	54.00 dollars + 22% tax
	Executive Double	62.00 dollars + 22% tax
	Business Suite	100.00 dollars + 22% tax
	Breadfast Buffet	5.50 dollars
Type of accomodation: Single <input type="checkbox"/>	Double <input type="checkbox"/>	
Date of arrival in Ecuador:	Flight No.:	Aproximate time:
Date of departure from Ecuador:	Flight No.:	Aproximate time:

I authorize the use of my credit card to guarantee my hotel reservation:

American Express <input type="checkbox"/>	Master Card <input type="checkbox"/>	Visa <input type="checkbox"/>	Other <input type="checkbox"/>
Credit card No./security code:		Expiry date:	

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