



Logistics Note

Venue and Date

UNESCO's Regional Partners Forum for Latin America and the Caribbean will be held on 3 - 4 October, 2019 in Panama City, Panama. The sessions will be held in the conference area on the second floor of the hotel RIU Plaza, located at 50 with 53 Street, Panama, Urb. Marbella.

The agenda of the Forum was sent out with the invitations. It may also be consulted on the following web page www.ForoUnescoLAC.com

General Coordination

Ms. Esther Kuisch Laroche
Director of UNESCO Office in San Jose
UNESCO Representative for Costa Rica, El Salvador, Honduras, Nicaragua and Panama.
e.kuisch-laroche@unesco.org

Accommodation

The hotel where the Forum will be held is the RIU Plaza Panama, located at 50 with 53 Street, Panama, Urb. Marbella. Telephone: (+507) 282-0420. www.riuplaza.com

As a courtesy, UNESCO will offer to all speakers rooms without charge at the RIU Plaza hotel for up to three nights (from 2-5 October 2019) Reservations for speakers must be made directly with the organization. At your arrival the hotel will request your credit card details to cover any additional costs you may incur.

To facilitate room reservations of other participants, the organizing committee has requested preferential rates for at the RIU Plaza Panama.

Deluxe Room Sgl/Dbf	USD 99 taxes included
Executive Room	USD132 taxes included
Senior Suite	USD154 taxes included

For direct reservation, please kindly contact:

Marta Alos Crespi
MICE Coordinator Manager, RIU Plaza Panama
malos@riu.com
(+507) 282-0420 Ext 866 / (+507) 637-83515
www.riu.com / www.riuplaza.com

Group code: UNESCO19

Reservations direct link <https://www.riu.com/en/riuplaza/formularios/regional-partners-forum.jsp>



Flights

Participants should book their round-trip flights as soon as possible with the travel agency or airline of their choice. Early check-in at the hotel can be arranged upon request through the registration site. For questions please kindly contact Ms. Marta Alos Crespi.

Travel arrangements for speakers (Flights and hotel)

Contact: Ms. Yulliana Ruiz

Travel Arrangements Support

logistica@ForoUnescoLAC.com

Food and Refreshments

Coffee breaks will be provided to all event participants. Preferential lunch options will be available at the hotel.

Special Requests and Conditions

Participants are kindly request to indicate any food restrictions or other special requirements (special transportation requirements, medical care, etc.) on the registration site: www.mice-registros.com/unesco/2019/

Visa and Entry Requirements of the Country

Please kindly check the visa requirements for Panama here: [Panama Visa and Entry Requirements](#). If you should require a visa, UNESCO can facilitate the process.

Arrival at the Airport

UNESCO will arrange for the transportation of all participants from the airport to the hotel RIU Plaza. Participants are kindly requested to provide their itinerary on the registration site: www.mice-registros.com/unesco/2019/ by September 20, 2019. Airport shuttle service cannot be guaranteed for anyone forwarding information after that date.

Ground Transportation

UNESCO will provide any transportation needed for participants to take part in the official activities of the Forum.

Participant Registration

To register, participants must complete the registration on line: www.mice-registros.com/unesco/2019/ Please kindly note that persons who are not registered, will not be able to access the Forum.

Medical Care

Emergency medical care will be available on site, whenever needed during the dates of the Forum.



Other Items of Interest

About Panama

Panama is located on an isthmus that extends over 75,517 km², joining Central America and South America. Bordered on the north by the Caribbean Sea and on the south by the Pacific Ocean. By land it borders on the east with Colombia and on the west with Costa Rica.

Panama is a cosmopolitan and dynamic city where the modern and the colonial come together to create a happy and vibrant atmosphere. From the *Cinta Costera* you will be able to see an impressive view of Panama City. You can also enjoy the boats that line up to enter the Panama Canal from the Pacific Ocean while enjoying the green areas, recreational parks and public spaces ideal for walking or exercising

- Outfit** It is recommended to bring light clothes, thin and fresh fabrics. If you go to the highlands, it is advisable to wear warm clothes.
- Climate** Its tropical climate is characterized by high temperatures ranging between 80 and 95 degrees Fahrenheit
- Electricity** 110 Volts
- Currency** The US Dollar circulates freely. The Panamanian currency, is the Balboa, has parity with that of the United States.
- Language** The official language is Spanish, English is also spoken frequently.
- Vaccination** Yellow fever vaccine is required for passengers coming from South America, Central Africa and East Africa. Other vaccines recommended: Rage and Hepatitis A and B, especially those visiting Darien zone, Kuna Yala and remote communities. Also the Malaria vaccine is also require for those traveling to those areas. Repellent is recommended as some Zika cases have been reported. **Please kindly note that airlines request to see proof of the Yellow Fever vaccine at the time of check-in.**
- Precautions** Always carry a copy of your Passport.
Avoid carrying all your money with you when walking in the city and place your valuable in the safe in your hotel room.
Ask the Front Desk of the hotel about safe areas to visit at night.
Report any security incidents immediately to the police.
You can also contact your Embassy in case of any problems.
- In case of emergency dial** Police 104
Red Cross 455
Emergency 911
- Taxes** Lodging 10%
Restaurants 7%

