

**Latin America and the Caribbean Regional Development Effectiveness Consultations
and Regional Post-Monitoring Workshop of the Global Partnership for Effective
Development Co-Operation**

Logistics Note And Practical Information

31 October – 1 November 2016
Panama City, Panama

Venue

The event will take place at the **Sortis Hotel**, which is located at Calle 56 Este in downtown Panama City, Panama. The hotel is located approximately 22 miles from Tocumen International Airport.

Registration

All participants are requested to register for the event by completing the online registration from available at: <http://bit.ly/lac-gpedc-registration>. The deadline for registration is **24 October 2016**. Up to two (2) participants from each country can register for the event.

Funded Participants

UNDP will fund the participation of **one (1) national focal point from each country**. Funded participants are asked to register through the online portal, as mentioned above. Participants will be asked to identify whether they are being funded by UNDP. A representative of UNDP will verify funded status and then a travel facilitation expert will be in touch to arrange flight and accommodation details.

Please note that as per UNDP policy, all funded participants will receive economy-class tickets via the most economical and direct route possible. Due to budget restrictions, we are not able to provide upgrades to premium economy or business for any funded participant and no such upgrades will be allowed on tickets facilitated through UNDP. Please also note that, due to UNDP policy, funded participants will only be allowed to arrive the day prior to the official meeting (October 30) and will depart the last day of the meeting (November 1) after 7:00pm or the day following if no flights are available after 7:00pm on November 1.

Daily subsistence allowance (DSA) will also be provided for funded participants to cover meals and incidentals.

Arrival in Panama

Visa facilitation will **not** be provided for any participants. Visa requirements vary by nationality and participants are responsible for arranging their own visas, including transit visas, if required.

Transportation from the airport to the city is not provided.

Accommodation

Non-funded participants are asked to book their own accommodation. The following hotels in close vicinity to the venue are recommended:

- Wyndham Garden Panama City
- Hotel Riande Granada Urban
- Hotel Riu Plaza Panama

Meals

Lunch and coffee breaks will be provided for all participants during the two days of the event.

Languages

English to Spanish and Spanish to English simultaneous translation will be available throughout the event.

Other Practical information

The official currency is the Panamanian Balboa and the United States Dollar is also widely accepted. Facilities for currency exchange are available at the arrival terminal Tocumen International Airport. While US 100 and 50 dollar notes are accepted in Panama, they are not disbursed by ATMs. VISA and MAESTRO cardholders can withdraw from most ATMs. Credit and Debit Cards are widely accepted, however, card-cloning fraud is reported frequently.

Electrical equipment in Panama uses the US/Canada socket. International participants may require power plug adapters. Standard voltage in Panama is 110-120 volts.

Contact

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