



# Thirty-sixth session of ECLAC

Mexico City,  
23-27 May 2016

## GENERAL INFORMATION



## INTRODUCTION

The thirty-sixth session of the Economic Commission for Latin America and the Caribbean (ECLAC) will be held in Mexico City from 23 to 27 May 2016. By resolution 689(XXXV) adopted at the thirty-fifth session of ECLAC (Lima, 5 to 9 May 2014), member States agreed that Mexico would host the meeting.

The session is the most important event of each biennium for ECLAC. It provides a forum for the consideration of issues of importance for the development of the countries of the region and an opportunity to review the progress of the Commission's activities.

The purpose of this document is to provide delegates attending the session with useful background information and logistical support to facilitate their work at the thirty-sixth session of ECLAC.

Session coordinators will be pleased to answer any questions concerning the logistics or organizational matters that you may wish to ask before or during the event.

### 1. General information on Mexico City

Mexico City is the capital of the United Mexican States. It is located in the centre of the country, at an altitude of 2,300 metres above sea level. It covers a total area of 1,485 square kilometres and its population is approximately 8.8 million people.

#### Climate

During the day, the climate is warm to hot in Mexico City in May. It may rain. The average temperature in May ranges between 14° C (minimum) and 28°C (maximum).

#### Useful information

<b>LOCAL CURRENCY</b>	The national currency is the Mexican peso (\$). The exchange rate against the United States dollar fluctuates around <b>19.50</b> pesos. The current exchange rate can be found here: <a href="http://www.banxico.org.mx/portal-mercado-cambiario/index.html">www.banxico.org.mx/portal-mercado-cambiario/index.html</a> . Money may be exchanged in hotels, the airport, banks and bureaux de change. Banking hours are 9 a.m. to 4 p.m., Monday to Friday. Credit and debit cards are accepted in most commercial establishments; however it is recommended that you carry some cash, as there are small establishments that do not accept credit cards. Automated teller machines (ATM) are available at the Conference Centre of the Ministry of Foreign Affairs.
<b>LOCAL TIME</b>	Mexico City's time zone is UTC/GMT-6.
<b>ELECTRICITY</b>	110 volts, 60 hertz (similar to the United States), and wall sockets may be for two- or three-pin plugs. Visitors wishing to use devices not designed for use in North America should bring an adapter with a voltage transformer.
<b>WATER</b>	Drinking tap water is not recommended; visitors are advised to consume only boiled or bottled water.
<b>VACCINATIONS</b>	No vaccinations are required to enter Mexico.
<b>SALES TAX AND TIPPING</b>	Value added tax of 16% is levied on most products and services. In restaurants it is customary to leave a tip of between 10% and 15% of the total bill.

<b>TAXIS</b>	There are several kinds of taxis in the city, although the most common are white and pink. Visitors are advised to use official taxis only. There are also tourist taxis available for hire at the airport and various hotels. More information can be found here: <a href="http://www.aicm.com.mx/pasajeros/transporte/taxis">http://www.aicm.com.mx/pasajeros/transporte/taxis</a>												
<b>SAFETY</b>	<p style="text-align: center;">Emergency phone numbers (within Mexico City)</p> <table> <tr> <td>066</td> <td>Emergencies (Mexico City Department of Public Safety)</td> </tr> <tr> <td>061</td> <td>Public Prosecutor's Office (to report a crime)</td> </tr> <tr> <td>065</td> <td>Red Cross</td> </tr> <tr> <td>068</td> <td>Fire department</td> </tr> <tr> <td>5683-2222</td> <td>Civil Protection Agency</td> </tr> <tr> <td>5658-1111</td> <td>LOCATEL (Public directory enquiries service)</td> </tr> </table>	066	Emergencies (Mexico City Department of Public Safety)	061	Public Prosecutor's Office (to report a crime)	065	Red Cross	068	Fire department	5683-2222	Civil Protection Agency	5658-1111	LOCATEL (Public directory enquiries service)
066	Emergencies (Mexico City Department of Public Safety)												
061	Public Prosecutor's Office (to report a crime)												
065	Red Cross												
068	Fire department												
5683-2222	Civil Protection Agency												
5658-1111	LOCATEL (Public directory enquiries service)												
<b>HEALTH</b>	Mexico City stands at 2,239 metres above sea level, and visitors may experience some discomfort. Visitors are advised to drink plenty of liquid and to avoid alcoholic beverages and strenuous exercise.												

## 2. Venue

The thirty-sixth session of ECLAC will be held in the José María Morelos y Pavón room at the Conference Centre of the Ministry of Foreign Affairs (Secretaría de Relaciones Exteriores) of Mexico.

### Secretaría de Relaciones Exteriores of Mexico

Address: Plaza Juárez 20. Piso 1. Colonia Centro  
Delegación Cuauhtémoc, Mexico City

## 3. Coordination of the session

The session will be organized by ECLAC and the Ministry of Foreign Affairs of Mexico. The contact persons are listed below:

### **Luis Yáñez**

Officer-in-Charge  
Office of the Secretary of the Commission  
ECLAC, United Nations  
Santiago  
Telephone: (+56) 2 2210 2275  
E-mail: [luis.yanez@cepal.org](mailto:luis.yanez@cepal.org)

### **María Eugenia Johnson**

Supervisor  
Conference Services Unit  
ECLAC, United Nations  
Santiago  
Telephone: (+56) 2 2210 2667  
E-mail: [mariaeugenia.johnson@cepal.org](mailto:mariaeugenia.johnson@cepal.org)

**Carlos García Delgado**

Deputy Director General for Regional Economic Integration Organizations  
Directorate General of American Regional Organizations and Mechanisms  
Ministry of Foreign Affairs of Mexico  
Telephone: (+52 55) 3686 5722  
E-mail: [cgarciad@sre.gob.mx](mailto:cgarciad@sre.gob.mx)

**Gabriela Ruiz**

Directorate General of American Regional Organizations and Mechanisms  
Ministry of Foreign Affairs of Mexico  
Telephone: (+52 55) 3686 5719  
E-mail: [gruiz@sre.gob.mx](mailto:gruiz@sre.gob.mx)

**Agustina Sánchez**

Directorate General of American Regional Organizations and Mechanisms  
Ministry of Foreign Affairs of Mexico  
Telephone: (+52 55) 3686 5723  
E-mail: [asanchezc@sre.gob.mx](mailto:asanchezc@sre.gob.mx)

**4. Hotel reservations**

The ECLAC Conference Services Unit has reserved a limited number of rooms with special rates at the following hotels:

- **Hilton Mexico City Reforma Hotel (5\*)**

Av. Juárez 70, Colonia Centro  
[www.hiltonmexicocity.com](http://www.hiltonmexicocity.com)

Standard single room: US\$ **220**  
Standard double room: US\$ **237**

For reservations, contact:

Lourdes Rodríguez, Government Sales  
[lourdes.rodriquez@hilton.com](mailto:lourdes.rodriquez@hilton.com)  
[MEXRF\\_Reservaciones@hilton.com](mailto:MEXRF_Reservaciones@hilton.com)  
Tel.: (52 55) 5130 5248

These rates include taxes, buffet breakfast, free access to the fitness centre and Internet in the room.

- **Fiesta Inn Centro Histórico Hotel (4\*)**

Av. Juárez 76, Colonia Centro  
[www.fiestainn.com](http://www.fiestainn.com)

Standard single/double room US\$ **80**, approx. (1,250 Mexican pesos)

For reservations, contact:

Jorge Flores, Sales Executive  
[ventasficen@posada.com](mailto:ventasficen@posada.com)  
Tel.: (52 55) 5130 2907

This rate does not include VAT (16%) or the hotel room tax (3%), nor does it include breakfast. Guests who wish to take breakfast must pay an additional 160 Mexican pesos, plus a 15% service charge and 16% VAT. The rate does include Internet access in the room.

Reservations should be made directly with the hotel **by 11 April 2016 using the form attached on page 10 of this document**. After this date, the hotel cannot guarantee the special rate or the availability of rooms. To be eligible for the special rate, when making the reservation please inform the hotel that you are attending the thirty-sixth session of ECLAC.

Delegates are responsible for making their own reservations and are advised to make sure that their reservation has been processed by the hotel and to request a confirmation number or code.

A credit card number is required to make the reservation. Hotels in Mexico apply a “no show” policy: cardholders may cancel reservations up to 48 hours before they are due to check in, failing which they will be charged for the first night. All delegates must settle their own hotel bill at the end of their stay.

## **5. Entry requirements for Mexico**

To enter Mexico, participants must complete all immigration procedures. All foreign citizens must be in possession of a valid passport.

Participants may require a visa to enter Mexico, depending on the type of passport they hold and their country of origin, among other factors, as detailed below.

***Please be advised that Mexico will not issue visas at ports of entry under any circumstances.***

### **Visa-free entry**

Non-Mexican nationals in possession of a passport and one of the following documents do not require a Mexican visa:

- I. A valid multiple-entry visa for the United States.
- II. A document certifying permanent residence in Canada, the United States, Japan, the United Kingdom, or any of the countries of the Schengen area.
- III. An Asia-Pacific Economic Cooperation (APEC) business travel card approved by Mexico.

### **Foreign visitors to Mexico may be asked for the following upon entry by immigration officials**

- I. Valid passport or identification document.
- II. Personal information requested by immigration authorities.
- III. Justification for travel. This information must be in line with the visa issued, if applicable. If travelling as a tourist, accreditation of economic solvency and a hotel reservation (preferably paid) will be required. You may be called on to provide proof of place of residence or origin.
- IV. Address and period of stay in Mexico. You must present a return ticket to the country of origin and prove that hotel reservations correspond with the period of stay.
- V. Information on the activities to be carried out in Mexico and those undertaken in the country of origin.

- VI. Proof of economic solvency for the period of stay in Mexico. It is strongly recommended that you hold an international credit card.

You must retain the migration form that the immigration officer stamps then hands you upon entry to Mexico as it must be submitted upon your departure.

### **Holders of diplomatic, official or service passports**

To check whether you require a visa to enter Mexico, please use the following link:

<http://serviciosconsulares.sre.gob.mx/images/stories/dgsc/pdf/regnoordinario.pdf>

If you do require a visa, please contact your nearest Mexican Consulate.

### **Ordinary passport holders**

To check whether you require a visa to enter Mexico, please use the following link:

<http://serviciosconsulares.sre.gob.mx/images/stories/dgsc/pdf/visasordinarios.pdf>

### **Requirements for applications for a visitor's visa without permission to engage in paid activities**

To obtain a Mexican visa in your ordinary passport you must present the following:

- I. Original and copy of valid passport or identification document.
- II. One colour passport-size photo, at least 32 mm x 26 mm and at most 39 mm x 31 mm in size, displaying your face, without glasses, against a white background.
- III. Original and copy of documents proving legal residence, if the applicant is not a national of the country where the visa is requested.
- IV. The following documents, as applicable, in order to certify that the foreign visitor will not engage in paid activities while in Mexico:
  - A. Evidence of ties:
    1. Originals and copies of duly registered property deeds under the name of the applicant with at least two years of ownership and proof of stable employment with at least two years of service, or
    2. Originals and copies of duly registered property deeds under the name of the applicant with at least two years of ownership and a document attesting the ownership of or a stake in businesses issued by the relevant authorities of the respective country, with a minimum standing of two years.
  - B. Economic solvency:
    1. Originals and copies of documents attesting that the applicant has received a salary or pension providing monthly after-tax income of at least the equivalent of 100 days of the general minimum wage in force in Mexico City for the past three months and proof of stable employment with at least one year of service, or
    2. Originals and copies of documents attesting that the applicant has held investments or bank accounts with an average monthly balance equivalent to 300 days of the general minimum wage in force in Mexico City for the past three months.

- C. Invitation from an organization or public or private institution:
1. Original letter from an organization or public or private institution inviting the applicant to participate in an event or unpaid activity in Mexico. The letter must contain the following information:
    - (a) Full name and nationality of the applicant.
    - (b) Name or trade name of the organization.
    - (c) Official registration number, if applicable.
    - (d) Activity or objective of the organization or institution.
    - (e) Full address and contact information of the organization or institution.
    - (f) Information on the event or activity in which the applicant will participate. The activity to be carried out by the applicant must be related to the objectives of the organization or institution issuing the invitation.
    - (g) Estimated duration or approximate date of conclusion of the activity to be carried out.
    - (h) A commitment to assume responsibility for the applicant's subsistence during his or her stay in Mexico and for his or her return journey to the country of origin or residence.
    - (i) Copy of official identification document, with signature and photograph, of the signatory to the letter of responsibility.
  2. To prove that the organization or public or private institution has sufficient financial resources to fulfil the commitment referred to in point 1(h) it must furnish originals and copies of documents attesting that it has held investments or bank accounts with an average balance of at least the equivalent of 1,000 days of the general minimum wage in force in Mexico City for the past 12 months.
  3. The applicant must furnish originals and copies of documents attesting that he or she has the experience, expertise, skills or knowledge necessary to carry out the activity covered by the invitation.
- D. Participation in an event promoted or sponsored by the federal government or an autonomous constitutional body:
1. Original letter from the federal government department or autonomous constitutional body inviting the applicant to participate in an event organized in accordance with an international commitment undertaken by the Government of Mexico. The letter must contain the following information:
    - (a) Full name of the applicant.
    - (b) Nationality.
    - (c) Name of the federal government department or the autonomous constitutional body.
    - (d) Information on the event in which the applicant will participate.
    - (e) Date and duration of the event.
    - (f) Signature and official title of the federal government official or staff member of the autonomous constitutional body responsible for coordinating the event.
    - (g) Original of the letter or note from the institution sending the applicant.

For further information, please contact the Mexican Consulate nearest you or where you wish to submit your application, which you can locate using the following links:

List of Mexican embassies outside Mexico:

<http://directorio.sre.gob.mx/index.php/embajadas-de-mexico-en-el-exterior>

List of Mexican consulates outside Mexico:

<http://directorio.sre.gob.mx/index.php/consulados-de-mexico-en-el-exterior>

List of embassies and consulates in Mexico:

<http://www.sre.gob.mx/index.php/representaciones/misiones-extranjeras-acreditadas-en-mexico>

## **6. Local transportation**

Participants are responsible for their own transportation between the airport and the hotel.

## **7. Online and on-site registration of participants**

From 1 March 2016 an online registration system will be available on the ECLEC website (<http://periododesesiones.cepal.org>).

Registration of participants will begin in the Genaro Room of the Hilton Mexico City Reforma Hotel from 3 p.m. on Sunday, 22 May, and will continue on the ground floor of the Ministry of Foreign Affairs from 8.30 a.m. on Monday, 23 May. Participants will be issued identification badges, which, for security reasons, must be shown at all meetings.

For any questions on the registration of participants, please contact Paula Warnken ([paula.warnken@cepal.org](mailto:paula.warnken@cepal.org), (+56) 2 2210 2651).

Registering through the online system does not exempt delegations from the requirement to provide official notification to the Office of the Secretary of the Commission of the name of the head of delegation and all accompanying members.

## **8. Internet**

The offices and rooms set aside for the session will have wireless Internet access (Wi-Fi).

## **9. Languages**

The official language of the session will be Spanish. Simultaneous interpretation into English will be provided.

## **10. Documents**

As the session documents become available, they will be accessible on the website <http://periododesesiones.cepal.org>.

## **11. Medical services**

The Government of Mexico will provide first aid services in case emergency medical assistance is required at the session venue. Any major medical expenses must be paid by the person concerned. Participants are advised to purchase international health insurance to cover major medical expenses.



## **12. International press centre**

In order to facilitate press coverage of the thirty-sixth session of ECLAC, an international press centre will be set up. Journalists wishing to cover the session must register online beforehand at <http://periododesesiones.cepal.org> and obtain accreditation from the Genaro Room at the Hilton Mexico City Reforma Hotel, from 3 p.m. on Sunday, 22 May. Journalists may obtain accreditation as of Monday, 23 May, with the press centre, located in the Ministry of Foreign Affairs, which will be open on a daily basis from 9 a.m.

Questions relating to media coverage of the session should be addressed to María Luisa Díaz de León, Public Information Official, ECLAC subregional headquarters in Mexico ([marialuisa.diaz@cepal.org](mailto:marialuisa.diaz@cepal.org); (+52 55) 4170 5665), Félix Ibáñez, Public Information Official, ECLAC Headquarters in Santiago ([felix.ibanez@cepal.org](mailto:felix.ibanez@cepal.org); (+56) 2 2210 2484) and to Teresa Delgado Aguilar, Director of International Media and Mexican Deputations Abroad ([tdelgado@sre.gob.mx](mailto:tdelgado@sre.gob.mx); (+52 55) 3686 5221)



**UNITED NATIONS**  
**THIRTY-SIXTH SESSION OF THE ECONOMIC COMMISSION**  
**FOR LATIN AMERICA AND THE CARIBBEAN (ECLAC)**  
Mexico City, 23-27 May 2016

**HOTEL RESERVATION REQUEST FORM**

First name:		Surname:	
Head of delegation <input type="checkbox"/>	Delegate <input type="checkbox"/>	Observer <input type="checkbox"/>	Special guest <input type="checkbox"/>
Title:			
Agency or institution:			
Address:			
City:		Country:	
Telephone:	Fax:	E-mail:	

I request a reservation at:

<b>HILTON MEXICO CITY REFORMA (5*)</b> <input type="checkbox"/> Av. Juárez 70, Colonia Centro Tel.: (52 55) 5130 5293 Standard single room <input type="checkbox"/> US\$ <b>220</b> (includes taxes, breakfast and Internet access) Standard double room <input type="checkbox"/> US\$ <b>237</b> (includes taxes, breakfast and Internet access) Group code: Contact: Lourdes Rodríguez <a href="mailto:lourdes.rodriquez@hilton.com">lourdes.rodriquez@hilton.com</a> <a href="mailto:MEXRF_Reservaciones@hilton.com">MEXRF_Reservaciones@hilton.com</a>	<b>FIESTA INN CENTRO HISTÓRICO (4*)</b> <input type="checkbox"/> Av. Juárez 76, Colonia Centro Tel.: (52 55) 5130 2907 Standard single room <input type="checkbox"/> US\$ <b>80</b> approx. (1,250 Mexican pesos) (excludes taxes and breakfast; includes Internet access) Standard double room <input type="checkbox"/> US\$ <b>80</b> approx. (1,250 Mexican pesos) (excludes taxes and breakfast; includes Internet access) Group code: Contact: Jorge Flores <a href="mailto:ventasficen@posadas.com">ventasficen@posadas.com</a>	
Date of arrival:	Flight No.:	Time (approx.):
Date of departure:	Flight No.:	Time (approx.):

I authorize use of the following credit card to secure my reservation:

American Express <input type="checkbox"/>	MasterCard <input type="checkbox"/>	Visa <input type="checkbox"/>	Other <input type="checkbox"/>
Credit card No. and security code:			Expiration date:

To guarantee reservations, delegates are required to indicate their flight number and time and date of arrival in and departure from Mexico, as well as credit card details.