

**FOURTEENTH CONFERENCE OF MINISTERS AND HEADS OF PLANNING OF
LATIN AMERICA AND THE CARIBBEAN**

AND

FIFTEENTH MEETING OF THE REGIONAL COUNCIL FOR PLANNING OF ILPES

YACHAY (ECUADOR), 18-19 NOVEMBER 2015

GENERAL INFORMATION



Secretaría Nacional
de **Planificación**
y **Desarrollo**

INTRODUCTION

The fourteenth Conference of Ministers and Heads of Planning of Latin America and the Caribbean and the fifteenth meeting of the Regional Council for Planning of ILPES will be held in Yachay (Ecuador), on 18 and 19 November 2015.

This document is intended to provide delegates with useful information to facilitate their work at these meetings.

The meetings coordinators will be available to answer any questions concerning logistical or organizational matters that you may wish to ask before or during the events.

1. General information on Yachay

Geographical location

Yachay, the City of Knowledge, is located in the San Miguel de Urucuquí canton, in the northwest of the Imbabura province, in northern Ecuador, covering an area of 4,489 hectares.

Urucuquí canton covers an area of 767 km² and is nationally and internationally renowned for its great diversity and wealth of natural resources.

It is located at an altitude of between 800 and 4,400 metres above sea level, and its climate ranges from the temperate subtropical environment to the cold of the plateaus, with an average temperature of 17°C. According to the 2001 census, 17,614 people live in the canton.

The canton is made up of the urban parish of Urucuquí and the rural parishes of Cahuasquí, San Blas, Tumbabiro, Pablo Arenas and La Merced de Buenos Aires.

Useful information for visitors

Local currency	Ecuador uses the United States dollar as legal tender. All international credit cards are accepted.
Electricity	The electrical current is 110-220 volts.
Tipping	Tips are not included in hotel rates or restaurant prices. It is customary to leave a gratuity of 10% of the total bill.
Taxis	Should you need a taxi, it is recommended that you use the radio taxi service or taxis waiting outside hotels, which charge according to the meter.
Weather	Overcast with showers, temperatures range between 14°C and 25°C.

2. Meeting venues

The meetings will be held at two venues:

1. Fourteenth Conference of Ministers and Heads of Planning of Latin America and the Caribbean: Inniapolis Entrepreneurship Centre, Yachay City of Knowledge
2. Fifteenth meeting of the Regional Council for Planning of ILPES: Sala Capitular, Yachay Tech University

3. Meeting coordination

The meetings are organized by ECLAC and the Government of Ecuador, through the National Secretariat for Planning and Development (SENPLADES).

Questions on substantive matters related to the meetings may be addressed to Mr. Rudolf Buitelaar, ILPES staff member, ((+56) 2 2210 2098, rudolf.buitelaar@cepal.org), and Mr. Luis Fidel Yáñez, Officer-in-Charge of the Office of the Secretary of the Commission of ECLAC, ((+56) 2 2210 2275, luis.yanez@cepal.org).

Questions on operational matters related to the meetings may be addressed to Ms. Daniela Gebhard, ((+56) 2 2210 2630, daniela.gebhard@cepal.org) with Marisela Rivera (mrivera@senplades.gob.ec) in copy.

4. Hotel reservations

The meetings' organizers have reserved a block of rooms at the following special rates for participants at the following hotels:

- **Hacienda Chorlaví Hotel**

Panamericana Sur km 4 ½, Ibarra
Imbabura Province
(+593 6) 293 2222

<http://haciendachorlavi.com/>

See map attached

Standard single room: US\$ **95***

Suite: US\$ **115***

*Rates include breakfast, Internet access and taxes.

Check-in: after 3 p.m.

Check-out: before midday (late check-out, before 6 p.m., will incur a charge of 50% of the daily room rate. Check-out after 6 p.m. will incur a full day's room rate).

- **Hostería Pantavi**
Km. 7 on the Salinas Road
Tumbabiro, Imbabura Province
(+593 6) 2934 185
<http://www.hosteriaspantavi.com/>
See map attached

Standard single room: US\$ **72***
Standard double room: US\$ **87***

* Rates include breakfast, Internet access and taxes.

6. Entry requirements for Ecuador

A visa is not needed to visit Ecuador for a period of up to 90 days from the day of arrival in the country.

7. Security

The Government of Ecuador will provide security for the duration of the event. Participants should not leave luggage or personal items unattended.

8. Transfers to and from the airport

The transfer from the Mariscal Sucre international airport in Quito, to the hotel and Yachay, and back again, will be provided by the Government of Ecuador.

9. Registration of participants

Registration of participants of the fourteenth Conference of Ministers and Heads of Planning of Latin America and the Caribbean and of the fifteenth meeting of the Regional Council for Planning of ILPES will take place upon arrival at the hotel on 17 November.

Participants will be issued identification badges, which, for security purposes, must be shown at all meetings.

For further information on accreditation, please contact Ms. Paula Warnken (paula.warnken@cepal.org, (+56) 2 2210-2651).

10. Opening session

The opening session of the fourteenth Conference of Ministers and Heads of Planning of Latin America and the Caribbean will start at 9 a.m. on 18 November, in the Inniapolis Entrepreneurship Centre, City of Knowledge, Yachay.

The opening session of the fifteenth meeting of the Regional Council for Planning of ILPES will start at 8.45 a.m. on 19 November, in the Sala Capitular of Yachay Tech University.

11. Internet

The offices and conference rooms set aside for the meetings will have wireless Internet access (Wi-Fi). There will also be a room with computers and an Internet connection available for delegates.

12. Languages

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

13. Medical services

The Government of Ecuador will provide first aid services in case emergency medical assistance is required at the meetings venues.

14. Documents

These will be paper-smart meetings; all the documents and official statements will be available for consultation and download on the website www.cepal.org/ilpes. You are advised to bring a laptop, tablet or other mobile device as only a limited number of printed documents will be available.



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Yachay (Ecuador), 18-19 November 2015

HOTEL RESERVATION FORM

First name		Surname	
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:	

I HEREBY REQUEST A RESERVATION AT:

Hacienda Chorlaví Hotel <input type="checkbox"/> Panamericana Sur km 4 ½ Ibarra, Imbabura Province Telephone: (5936) 293 2222 / 293 2223 Standard single room: US\$ 95* <input type="checkbox"/> Suite: US\$ 115* <input type="checkbox"/> *Rates include breakfast, Internet access and taxes. Group code: SENPLADES Contact: Verónica Vaca, loverevo76@gmail.com cc: María Gabriela Albuja, mgalbuja@senplades.gob.ec	Hostería Pantaví <input type="checkbox"/> Km 7 on the Salinas road – Tumbabiro, Imbabura Province Telephone: (5936) 2934 185 Standard single room: US\$ 72* <input type="checkbox"/> Standard double room: US\$ 87* <input type="checkbox"/> * Rates include breakfast, Internet access and taxes. Group code: SENPLADES Contact: Adriana Ramírez, info@hosteriaspantavi.com cc: María Gabriela Albuja, mgalbuja@senplades.gob.ec
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Date of arrival in Ecuador:	Flight No.:	Time (approx.):
Date of departure from Ecuador:	Flight No.:	Time (approx.):

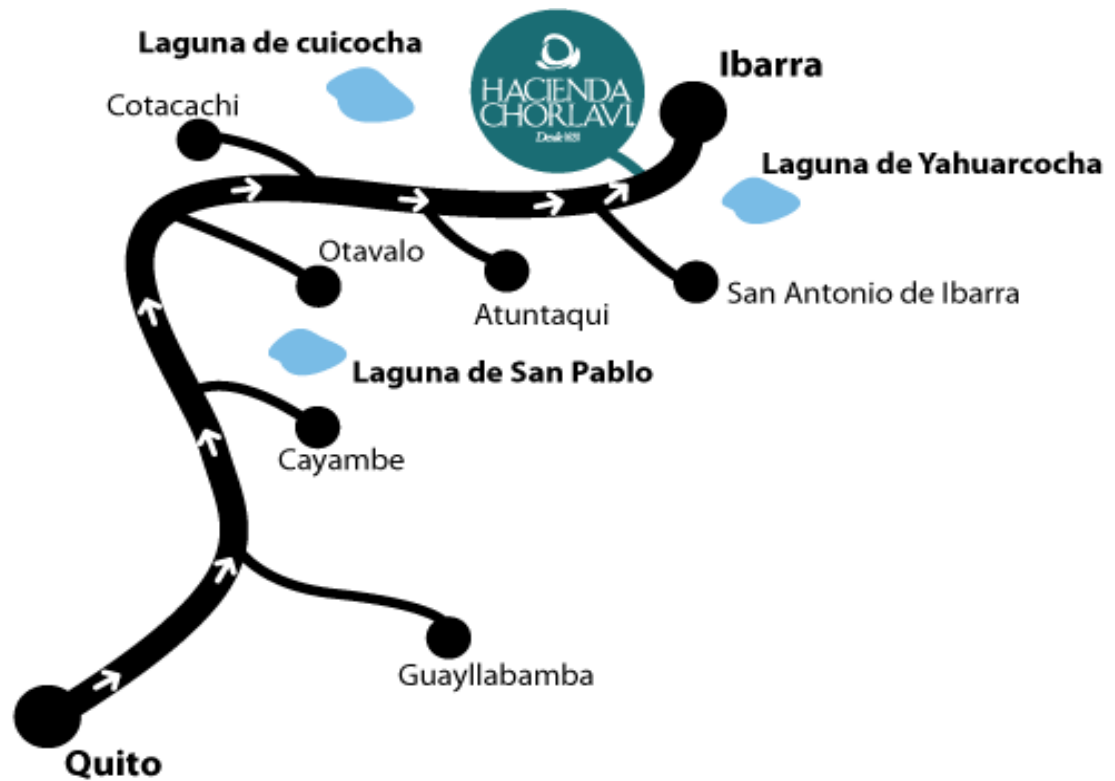
I authorize use of the following credit card to guarantee my hotel reservation:

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

Reservation requests should be sent directly to the selected hotel **before 6 November 2015**. Delegates are responsible for their own reservations. It is advisable to check that the hotel has processed your request and to ask for a reservation number or confirmation code. To guarantee reservation, delegates are required to indicate their flight number and time and date of arrival in and departure from Ecuador, as well as their credit card details.

HACIENDA CHORLAVÍ HOTEL

Address: Ibarra, Panamericana Sur km 4 ½



HOSTERÍA PANTAVÍ

Address: Km 7 on the Salinas road – Tumbabiro, Ibarra – Tumbabiro 100150

