



**XVII**

Meeting of the Regional Council for  
Planning of the Latin American and  
Caribbean Institute for Economic  
and Social Planning (ILPES)

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Montevideo, 29–30 August 2019

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

**SEVENTEENTH MEETING OF THE REGIONAL COUNCIL FOR PLANNING  
OF THE LATIN AMERICAN AND CARIBBEAN INSTITUTE FOR ECONOMIC  
AND SOCIAL PLANNING (ILPES)**

**Montevideo, 28–30 August 2019**

**GENERAL INFORMATION**



## INTRODUCTION

The sixteenth Conference of Ministers and Heads of Planning of Latin America and the Caribbean and the seventeenth meeting of the Regional Council for Planning of the Latin American and Caribbean Institute for Economic and Social Planning (ILPES) will be held in Montevideo, from 28 to 30 August 2019.

This document is intended to provide delegations with useful information to facilitate their work at the meetings.

The meeting coordinators will be available to answer any questions concerning logistical or organizational matters that delegates may have before or during the meetings.

### 1. General information on Uruguay

#### The country

Uruguay, officially the Eastern Republic of Uruguay, is a South American country situated in the eastern part of the Southern Cone subregion. It is bound by Brazil to the north and Argentina to the west, and has a coastline stretching from River Plate in the south to the Atlantic Ocean in the south-east.

The country is subdivided into 19 departments and has a population of 3.4 million. The capital and largest city, Montevideo, has 1.4 million inhabitants and a metropolitan area of almost 2 million inhabitants, accounting for 58.8% of the national total.

#### Climate

Uruguay has a temperate, wet climate (average temperature 17°C), with warm summers and more or less constant precipitation levels throughout the year.

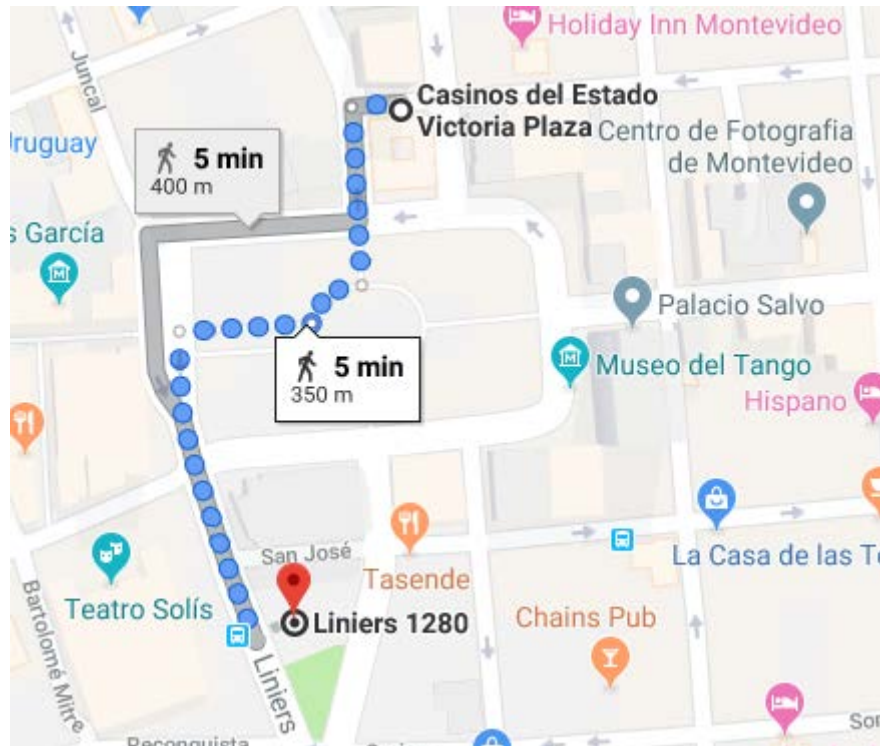
#### Useful information

<b>Local currency</b>	The local currency is the Uruguayan peso. The exchange rate fluctuates at around 35 Uruguayan pesos to the United States dollar. Most hotels, restaurants and large department stores accept major credit cards such as MasterCard, Visa, Diners Club and American Express. Automated teller machines (ATMs) are readily available in Montevideo. Bank opening hours are from 1 p.m. to 5 p.m., with some banks remaining open until 6 p.m.
<b>Electricity</b>	220V, 50 Hz. Two types of plugs are used: with two round pins or three flat pins, two of which are angled in an inverted V-shape.
<b>Airport tax</b>	Airport tax is US\$ 40 for international flights at Carrasco airport in Montevideo.
<b>Tippling</b>	Tips are not included in hotel or restaurant bills. It is customary to leave a tip of 10% of the total.
<b>Taxis</b>	Visitors are advised to use radio taxis and taxi services such as those found at hotel entrances. All taxis in Montevideo charge according to the meter and the associated fare schedule. There are also unmarked taxis (remises), which charge on the basis of distance or time. The average fare from the airport to the hotel with special rates for the meetings is approximately US\$ 45.

Source: Ministry of Foreign Affairs of Uruguay [online] <http://www.mrree.gub.uy>

## 2. Meeting venue

The sixteenth Conference of Ministers and Heads of Planning of Latin America and the Caribbean and the seventeenth meeting of the Regional Council for Planning of the Latin American and Caribbean Institute for Economic and Social Planning (ILPES) will take place in the building Edificio Anexo Torre Ejecutiva, located at Liniers 1280, Montevideo.



## 3. Meeting coordination

The meetings are being organized by the Economic Commission for Latin America and the Caribbean (ECLAC) and the Government of Uruguay, through the Office of Planning and the Budget.

For substantive information on the meetings, please contact Cielo Morales (cielo.morales@un.org, tel: (+56) 2 2210 2489), Chief of ILPES, and Paulina Pizarro ([paulina.pizarro@un.org](mailto:paulina.pizarro@un.org)), tel: (+56) 2 2210 2320), ILPES Research Assistant.

For information on operational aspects of the meetings, please contact Daniela Gebhard (daniela.gebhard@un.org, tel: (+56) 2 22210 2630).

## 4. Hotel reservations

The ECLAC Conference Services Unit has reserved a limited number of rooms with special rates at the Radisson Montevideo Victoria Plaza Hotel. A bloc booking has been made for this hotel only because of its proximity to the meeting venue and the excellent security of the area in which both are located.

- **Radisson Montevideo Victoria Plaza Hotel (5-star)**

Standard single room: US\$ 109\*

Standard double room: US\$ 119\*

\* Non-resident visitors are exempted from 10% VAT.

Reservations: Betiana Rosendo, Marketing and Sales  
Radisson Montevideo Victoria Plaza Hotel  
Email: brosendo@radisson.com.uy; reservas@radisson.com.uy  
Tel: (598) 29020111, extension 8103

The rate includes buffet breakfast, free access to the fitness centre and Internet connection in the hotel room. Non-residents of Uruguay are exempted from payment of 10% value added tax (VAT).

Reservations should be sent directly to the hotel **no later than 2 August 2019**. After this date, the hotel cannot guarantee the special rate or the availability of rooms. **Please use the form on page 6** to make a reservation.

**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.**

The hotel requires a credit card number to hold a reservation. Hotels in Uruguay apply a “no show” policy, whereby reservations may be cancelled up to 24 hours prior to arrival; otherwise, cardholders 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 Uruguay**

Holders of regular, diplomatic or official passports should apply for a visa at the nearest Uruguayan embassy or consulate. A list of the countries exempted from visa requirements to enter Uruguay is available via the following link:

<http://www.mrree.gub.uy/frontend/page?1,inicio,preguntas-frecuentes,O,es,0,#>

Information on embassies and consulates is provided on the website of the Ministry of Foreign Affairs of Uruguay: [www.mrree.gub.uy](http://www.mrree.gub.uy)

Participants are responsible for arranging their own visas, if required.

## **6. Local transport**

Meeting participants are responsible for their own transport between the airport and the hotel.

Participants whose transportation will be provided by their countries' diplomatic missions should contact them directly.

## **7. Registration**

Advance online registration will be available through the meeting website <https://eventos.cepal.org/event/23/registrations/30/>, from **Monday 15th July**. Online registration does not exempt delegations from the requirement to provide official notification of the name of the head of delegation and all accompanying members.

The registration of participants for both meetings will take place from 8 a.m. on Wednesday, 28 August, in the lobby of the Auditorium of the building Edificio Anexo a Torre Ejecutiva (Liniers 1280).

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

For further information, please contact Paula Warnken ([paula.warnken@un.org](mailto:paula.warnken@un.org) , tel. (+56) 2 2210 2651) or Daniela Gebhard ([daniela.gebhard@un.org](mailto:daniela.gebhard@un.org) , tel. (+56) 2 2210 2630).

## **8. Internet**

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

## **9. Languages**

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

## **10. Documents**

These will be paper-smart meetings. All official documents and statements will be available for consultation and download on the website <https://crp-ilpes.cepal.org/17/en>. Participants are advised to bring their laptop computer, tablet or other mobile device as there will be a limited number of printed documents available.

## **11. Medical services**

The Government of Uruguay will provide an emergency first aid service at the meeting venue.



UNITED NATIONS



# SIXTEENTH CONFERENCE OF MINISTERS AND HEADS OF PLANNING OF LATIN AMERICA AND THE CARIBBEAN AND SEVENTEENTH MEETING OF THE REGIONAL COUNCIL FOR PLANNING OF ILPES

Montevideo, 28–30 August 2019

## HOTEL RESERVATION REQUEST FORM

First name:		Last name:	
Head of delegation <input type="checkbox"/>	Delegate <input type="checkbox"/>	Observer <input type="checkbox"/>	Special guest <input type="checkbox"/>
Official position:			
Organization or institution:			
Address:			
City:		Country:	
Tel:	Fax:	Email:	

Hotel information:

<b>RADISSON MONTEVIDEO VICTORIA PLAZA HOTEL (5-star)</b>	
Plaza Independencia 759	
Tel: (598) 29020111, ext. 8103	
Standard single <input type="checkbox"/>	
US\$ 109 (includes breakfast and Internet)	
Standard double <input type="checkbox"/>	
US\$ 119 (includes breakfast and Internet)	
Reservation code: <b>GRUPO CEPAL</b>	
Email: <a href="mailto:brosendo@radisson.com.uy">brosendo@radisson.com.uy</a>	
reservas@radisson.com.uy	
FAO: Betiana Rosendo	
* Non-residents of Uruguay are exempted from payment of 10% value added tax (VAT).	

Date of arrival:	Flight number:	Time (approx):
Date of departure:	Flight number:	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 number and security code:			Expiry date:

Reservations should be made directly with the hotel **by 2 August**. 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 reservations, delegates are required to indicate their flight number and time and arrival and departure dates, as well as credit card details.