



General Assembly

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English, French and Spanish only

Latin American and Caribbean Regional Preparatory Meeting for the Thirteenth United Nations Congress on Crime Prevention and Criminal Justice

San José, 19-21 February 2014

Information note for participants

1. Date and venue

1. The Latin American and Caribbean Regional Preparatory Meeting for the Thirteenth United Nations Congress on Crime Prevention and Criminal Justice will be held in San José from 19 to 21 February 2014. The venue will be the Radisson Europa Hotel and Conference Centre. The address of the hotel is Central Street and Third Street near 15th Avenue, Barrio Tournon, San José, Costa Rica. The telephone number is +(506) 2257-3257, the fax number is +(506) 2257-8221, the e-mail address is info@radisson.co.cr and the website is www.radisson.co.cr.

2. Official languages

2. The meeting will be conducted in English, French and Spanish.

3. Registration

3. Delegates and observers are requested to register upon arrival, if possible on Tuesday 18 February, with the secretariat of the Latin American Institute for the Prevention of Crime and the Treatment of Offenders, at the Radisson Europa Hotel and Conference Centre, where they will be issued with identification badges, which should be worn at all times during the meeting.

* Reissued for technical reasons on 17 January 2014.



4. Documentation

4. Documents may be downloaded from the website of the United Nations Office on Drugs and Crime at www.unodc.org/unodc/en/crime-congress-preparatory-meetings/RPM2014-latin-american-and-caribbean.html. Participants are urged to bring their own copies of the documents with them to San José, as only a limited number will be available during the meeting.

5. Officers servicing the meeting

5. The United Nations Office on Drugs and Crime is the Secretariat unit responsible for the substantive servicing of the Meeting.

6. The Government of Costa Rica is offering host facilities for the meeting.

6. Hotel reservations

7. The Radisson Europa Hotel and Conference Centre, located close to the premises of the Latin American Institute and 40 minutes from the international airport, has been selected. A special nightly rate has been negotiated for meeting participants of US\$ 160 for a single room and US\$ 220 for a double room (plus 13 per cent tax). The rate includes breakfast buffet, lunch buffet, two coffee breaks, dinner on the opening night of the meeting, transportation from the airport to the hotel and back, and free wireless Internet connection.

8. The Radisson Europa Hotel and Conference Centre accepts all major credit cards, including American Express, Diners Club, MasterCard and Visa.

9. For hotel reservations and to obtain the special rate, please forward the attached registration form as soon as possible to Xenia Villalobos (xenia@ilanud.or.cr) and Lucinia Cordero (lucinia@ilanud.or.cr).

7. Transportation

10. Transportation to and from the airport at arrival and departure times for participants staying in the Radisson Europa Hotel will be provided by the hotel. For this purpose, participants should provide their itinerary.

8. Immigration requirements

11. Arrangements with the Government of Costa Rica are being made for participants to obtain visas or entry permits as quickly as possible in accordance with the Convention on the Privileges and Immunities of the United Nations. If requested in advance, the Latin American Institute will be able to make official contacts to satisfy special requirements, e.g. those relating to luggage, visa extensions or passport renewals.

9. Foreign exchange

12. The currency of Costa Rica is the colón. The official exchange rate is fixed by the Central Bank of Costa Rica and presently stands at approximately 500 colones to the United States dollar. Traveller's cheques can be exchanged in San José, and international credit cards are accepted by all banks and by most stores and restaurants.

10. Climate

13. San José is situated on the central plateau of Costa Rica, at an elevation of approximately 1,100 metres above sea level, and has a subtropical climate. In February, the average temperature is approximately 24°C (75°F); days are not too hot and evenings are usually cool.

11. Additional information

14. Additional information about the meeting and its programme can be obtained from Victor Chaves, who will be the liaison officer between the Latin American Institute and the United Nations Secretariat in Vienna, or Xenia Villalobos. Mr. Chaves and Ms. Villalobos can be reached at the Latin American Institute by telephone at +(506) 2257-5826, ext. 239, by fax at +(506) 2233-7175 or by e-mail at victor@ilanud.or.cr and xenia@ilanud.or.cr.

12. Health

15. It is recommended for participants to have obtained inoculations against yellow fever. Participants are advised to check with the airline and the Costa Rican Embassy in their country for more information on health requirements.

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REGISTRATION FORM

Surname

First name(s)

Title(s).....

Present position

Institution or organization

Telephone/fax

E-mail

Country State City

Address

Number of persons accompanying the participant

HOTEL RESERVATION

Please make a reservation for persons at the following hotel:

Double room Single room

Please indicate any special dietary requirements:
.....

Arrival date Airline Flight no.

Departure date Airline Flight no.

Credit card: American Express Diners Club MasterCard Visa

Please send this form by e-mail to Xenia Villalobos (xenia@ilanud.or.cr)
and Lucinia Cordero (lucinia@ilanud.or.cr)