INFORMATION NOTE FOR PARTICIPANTS

Global Inception Workshop of the UN Environment/GEF Project
“Integrated SC toolkit to improve the transmission of information under Articles 07 and 15”

25-26 October 2018
Montevideo, Uruguay
I. Introductory information

The Global Inception Workshop of the UN Environment/GEF Project “Integrated SC toolkit to improve the transmission of information under Articles 07 and 15” will open at the Palladium Business Hotel on Thursday, 25 October 2018 at 9:00 hours.

This hotel is located in the Buceo zone, near to the financial district of the World Trade Centre and Montevideo Shopping (shopping mall). Located just 25 minutes from the centre of Montevideo and 25 minutes from the Carrasco International Airport, the hotel is steps away from the most concentrated gastronomic and nightlife centre of the city.

Please find below the hotel's address and telephone number:
Address: Tomás de Tezanos 1146, Montevideo, Uruguay.
Phone: +598 2628 8484
https://www.palladiumhotel.com.uy/

a) Registration of participants

Registration will start at 8:30 hours at the Palladium Business Hotel, 1st floor, Millenium Room.

b) Meeting language

English will be the working language during the workshop.

c) Access the meeting venue

The access from the airport to the meeting venue could be done by taxi or Van.
http://www.taxisaeropuerto.com/

To calculate the rate you can use the application at the link below. Usually one trip from the airport to the hotel costs around 40 USD.

d) Visa
The visa policy for entering Uruguay is presented in the table below.

<table>
<thead>
<tr>
<th>No VISA needed</th>
<th>VISA prior arrival</th>
<th>VISA upon arrival - Free entry allowed by Uruguayan authorities</th>
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</thead>
<tbody>
<tr>
<td>Brazil</td>
<td>Cambodia</td>
<td>Madagascar</td>
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<td>France</td>
<td>China</td>
<td>Papua New Guinea</td>
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<td>Germany</td>
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<td>Saint Lucia</td>
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<td>Honduras</td>
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<td>South Africa</td>
<td>Ukraine</td>
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e) Insurance

The United Nations does not cover life or medical insurance for participants. Therefore, it is the responsibility of the participants or of their Governments to obtain adequate insurance prior to travel to Uruguay.

f) Emergency Telephone Numbers in Montevideo

The following numbers may be useful in case of emergency:

- Police Department and Ambulance: 911
- Fire department: 104

II. Facilities and additional services

a) Local transportation and security

Tourists usually prefer taxis, but a good-frequency bus network is also available. The price of the bus ticket is $36 Uruguayan pesos (cash only). A couple of years ago, the traditional black-yellow taxi cabs started their gradual change into the new white cars with yellow roofs and side strips. The new model keeps the classic TAXI sign roof light and the taximeter red flag indicating availability.

If you prefer, you can request a taxi by phone (+598 141; +598 1711); you will be promptly assisted by the taxi company central. Remember that the taximeter must show tokens at pick-up and that the fee (per token) varies according to time of the day (night fee, from 10 pm to 6 am, is 20% more expensive). The same increase applies to Sundays and national holidays. Payment could only be done in Uruguayan pesos using cash or in some cases credit cards. Please note that tips are not included in the taxi fee.

Taxis available at the airport are more expensive than those in Montevideo. Yet, there is a shuttle service at the airport that may be cheaper. For further information, please visit the official Carrasco International Airport website: http://www.aeropuertodecarrasco.com.uy/taxis/ct_27/en/
Uber services are available in Montevideo.

b) Language

The country language is Spanish.

c) Accommodation in Montevideo

Each participant must manage their accommodation. In the Annex of present Note, we attach a list of nearby hotels for your convenience.

The Palladium Business Hotel will have a preferential rate for participants of the meeting of **65 USD per/night (breakfast included)**. Reservations can be managed through the following mail: nataliamaciel.04@gmail.com. Hotel rooms were blocked for meeting participants, but booking requests need to be sent by **October, 5, 2018** at the latest. After this date no guarantee on rooms’ availability could be ensured.

An online reservation on the Palladium Business Hotel webpage could be done, but the rate given is non-refundable in case of any cancellations.

d) Local currency

The Uruguayan Peso (UYU/$) is the official currency. Bank notes are available in the following denominations: $2,000; $1,000; $500; $200; $100; $50; $20 while the coins are denominated $50, $10, $5, $2 and $1.

1 USD - 33 Uruguayan pesos
1 Euro - 36 Uruguayan pesos

Uruguay imposes no restrictions on the import or export of any local or foreign currency. Cash and traveler’s checks are best exchanged at banks (working hours: from 1 pm to 5 pm) or at foreign exchange offices (working hours: from 9 am to 7 pm). Some hotels also provide currency exchange service, but it should be noted that these rates are not always favorable. ATMs will be found throughout the country. Most places accept credit or debit cards.

e) Electricity

The residential voltage in Uruguay is 220V/50Hz. You will need a transformer in order to use your portable devices if they do not run on 220V/50Hz. Please make sure you bring one along or purchase one in Montevideo if you need it.

Plug types in Uruguay are C, F, I and L.
f) **Daily Subsistence Allowance**

The Daily Subsistence Allowance (DSA) will be provided during the first meeting day in accordance with the UN rules and rates for Montevideo. Please note that due to the meals provided during the meeting the DSA percentage is of 70%.


g) **Meals**

During the workshop meals (lunch and dinner) and coffee will be provided.

In case you have food allergies, prefer vegetarian meals or have other special requirements, please inform the organizers prior to the start of the meeting, using the e-mail: nataliamaciel.04@gmail.com.

h) **Vaccination**

Participants coming from countries where yellow fever is endemic should have a yellow fever vaccination certificate.
Annex – List of hotels nearby meeting venue

1. After Hotel Montevideo

   Address:       Arturo Prat 3755, Montevideo, Uruguay C.P. 11300
   Phone:         +598 2628 2828
   Cost:          Standard USD 75, Superior USD 89 per night
   Comments:      Breakfast and WIFI are included
   Link:          https://www.afterhotel.com.uy/

2. Hilton Garden Inn Montevideo

   Address:       Av. Dr. Luis Bonavita Montevideo Shopping, Montevideo, 11300, Uruguay
   Phone:         +598-2-6238000
   Cost:          Standard USD 144, Superior USD 204 per night
   Comments:      Breakfast and WIFI are included