



Red de Derechos Humanos de Panamá

HEMISPHERIC CIVIL SOCIETY AND SOCIAL ACTORS FORUM AND DIALOGUE WITH THE HEADS OF STATE AND GOVERNMENT REPRESENTATIVES

Panama, April 8-10, 2015

INFORMATION BULLETIN

HEMISPHERIC CIVIL SOCIETY AND SOCIAL ACTORS FORUM

The following information will assist you on your preparations for the activities that will be held with civil society and social actors on the occasion of the VII Summit of the Americas.

VENUE AND DATES OF THE ACTIVITIES

The Hemispheric Forum of Civil Society and Social Actors will take place in the Centro de Convenciones Vasco Núñez de Balboa at the Hotel El Panamá on April 8-9 and the morning of April 10, 2015.

The Dialogue with the Heads of State and Government Representatives of participating countries in the VII Summit of the Americas will also take place in the Centro de Convenciones Vasco Núñez de Balboa at Hotel El Panamá in the afternoon of April 10, 2015.

The meeting rooms will be distributed with the objective of facilitating the work:

- The plenary sessions of the Forum will take place in the Centro de Convenciones Vasco Núñez de Balboa at the Hotel El Panamá.
- The meetings of the Thematic Working Groups will be held in the Diamante, Topacio, Rubí, Zafiro, Bella Vista and Bellamar rooms at the Hotel El Panamá.

ACCREDITATION

Once participants receive the confirmation from Panama regarding their participation, they must fill out the online Accreditation Form available at: <https://panama.formstack.com/forms/foros>. To access this form, an exclusive access code will be issued.

To get the accreditation at the venue, participants must show an official identification.

Accreditations for civil society and social actors approved to participate in the Forum and Dialogue will be handed out on Monday, April 6, 2015, Tuesday, April 7, 2015 from 8:30am to 6:00pm and the morning of April 8, 2015 from 8:30am to 12:00pm at the Hotel El Panamá.

Starting on April 8, 2015, participants will have to show their accreditation in order to access the Hotel El Panamá.

ARRIVAL OF PARTICIPANTS

Participants to the Hemispheric Forum of Civil Society and Social Actors are expected to arrive on April 6-7, 2015 at the Tocumen International Airport.

Upon their arrival, it is recommended to follow the signs with the logo of the VII Summit of the Americas to the special lanes to expedite the process.

We suggest identifying the luggage with tags of the VII Summit of the Americas logo for faster recognition.

Buses will be located outside the airport to transport participants to their selected hotels from the list of suggested hotels. Those buses will indicate the route they will take.

TECHNICAL SECRETARIAT AND PARTICIPANT'S LOUNGE

A Technical Secretariat will be installed at the Esmeralda room to support the needs of the Organizing Committee which will be provided with the necessary office and communications equipment.

A Participant's Lounge will also be installed at the Coral room, which will include computers and printers as well as internet service to facilitate the work.

WORKING LANGUAGES

English and Spanish interpretation will be available for the Plenary Sessions of the Forum and in the four OAS official languages for the Dialogue.

ROOM ATTENDANTS

Room Attendants will be available in the meeting rooms to guide the participants inside the hotel and to answer questions that could arise during the work and regarding their stay in Panama.

MEDICAL SERVICE

24-hour emergency health services will be available at the Hotel El Panamá.

VISAS

Holders of passports from the following countries must apply for a visa: Cuba, Haiti, the Dominican Republic and Suriname.

For more information about visas, please visit <http://www.embassyofpanama.org/inmigration-and-visas/>

TRAVEL AND ACCOMMODATION

Travel expenses, local transportation, accommodation and meals must be covered by each participant.

The Hotel El Panamá, venue of the Forum, will provide meals at affordable costs. This will be announced during the event.

Please access the link of Accommodations at the Forum to find a list of suggested hotels. Please send your personal and flight information to alojamientocumbre@mire.gob.pa

In accordance with established practices, accommodation expenses will be covered by the participants following the standard procedures established by the hotels. Participants must send their credit card number and expiration dates when booking the rooms at the respective hotels in order to complete the reservation.

Please find below some hotel suggestions near the Hotel El Panamá, with special rates negotiated for the purpose of the Summit:

	ROOM	SPECIAL RATES		SERVICES INCLUDED	CONTACT
		Single	Double		
Wyndham Garden Panamá Centro Calle D El Cangrejo Panama, 01662 PA Tel: +50 72 637274 http://www.wyndham.com/	Suites	60	60	Continental Breakfast, Internet	alojamientocumbre@mire.gob.pa
Wyndham Garden Panama City 10 58th Street Panama City, Panama Tel: +50 72 125700 http://www.wyndham.com/	Deluxe Room	70	70	Continental Breakfast, Internet	
Torres de Alba 1 y 2 Calle Eusebio A. Morales y 55 0823-04995, Zona 7 Panama City, Panama Tel: (507) 300-7130 http://www.torresdealba.com.pa/	Standard Suite	89	99	Breakfast Buffet, Internet	

		SPECIAL RATES			
Torres de Alba- Torre 3 Calle Eusebio A. Morales y 55 0823-04995, Zona 7 Panama City, Panama Tel: (507) 300-7130 http://www.torresdealba.com.pa/	Superior Suite	119	129	Breakfast Buffet, Internet	
Ramada Panamá Centro	Deluxe	80	85	Continental Breakfast, Internet	
Double Tree by Hilton Via. Espana & Federico Boyd Bella V, Ciudad de Panamá Tel: +(507) 395-9100 http://doubletree3.hilton.com/	Standard	89	99	Continental Breakfast, WIFI	
	Deluxe	104	--		
The Executive Hotel Calle 52, Aquilino de La Guardia Ciudad de Panamá Tel: (507) 265-8011 http://www.executivehotel-panama.com/default-en.html		85	95	Continental Breakfast, WIFI	Web: rates at \$75
Toscana Inn Vía España, Calle D, El Cangrejo, Panamá Tel: (507) 265-0018 http://www.toscanainnhotel.com/home	Standard Room	77	77	Continental Breakfast, WIFI	
Hilton Garden Inn Eusebio A Morales y calle 49 A oest, Ciudad de Panama Tel: (507) 301-9999 http://hiltongardeninn3.hilton.com/	Standard Room	85+10% impuestos	85+10% impuestos	Continental Breakfast, WIFI	
Clarion Victoria Hotel and Suites El Cangrejo, Calle D. Bella Vista, Ciudad de Panamá Tel: (507) 395-9000 http://www.clarionvictoria.com/	Deluxe	66	66	Continental Breakfast, WIFI	

LOCAL TRANSPORTATION

If necessary, a Summit Transportation Service will be provided in the mornings, between the farthest hotels to the Hotel El Panamá, venue of the event.

Support personnel will be at the hotel for coordination purposes.

Panama City has an accessible, reliable metro system. For more information about this system, please visit the Metro User Guide at: <http://www.elmetrodepanama.com/instrucciones.php>

The rates and payment methods are:

Average Rate	Payment Method
35 cents/trip	Metro Cards, MetroBus or RapiPass

For more information about the metro system, please visit:

<http://www.elmetrodepanama.com/>

The cost of taxis in Panama City is calculated by zone and not by time and/or mileage. For more details about taxi rates, please visit:

http://www.panama1.com/Turismo/taxis_cost_in_Panama_costo_de_taxis_en_Panama.pdf

WEATHER

The weather in Panamá is pleasantly tropical. The country has two seasons: rainy and dry. The rainy season goes from May to December, with sporadic rains that allow for the warm sunlight to peek through during most part of the day. During the dry season, also called “summer” - from mid-December to April - nice winds blow permanently.

Forecasted weather conditions in Panama for the period of the VII Summit of the Americas are as follows:

- Average maximum temperature 89.24°F
- Average minimum temperature 74.12°F
- Average relative humidity 83%
- Average temperature 76.1°F

ADDITIONAL INFORMATION

Local Time GMT-5

Electric Current 120V y 240V available at hotels;

Taxes

Every purchase in Panama includes a 7% Personal Property Transfer Tax (ITBM), except for medicine, food and school supplies.

Tips

Some restaurants include the tip in the bill. It is customary to leave a tip of 10% of total consumption.

Airport Tax

For international commercial flights, the airport tax is included in the cost of the flight ticket.

Schedule

Commercial businesses: 9:30am to 7:00pm in continuous shift.

Banks: 8:30am to 3:00pm

ATMs are available 24 hours a day

Public offices: 8:00am to 4:00pm

Country Code: 00 (507)

Useful contacts:

- 106 – International calls through an operator
- 105 – Local time
- 102 – Telephone assistance service
- +507 238-2700 – Tocumen International Airport

Shopping Malls:

- Multicentro - Avenida Balboa
- Multiplaza Punta Pacífica - Avenida Balboa
- Albrook Mall – Next to the Bus Terminal
- Centro Comercial El Dorado - Avenida Ricardo J. Alfaro (Tumba Muerto)
- Centro Comercial Los Pueblos – Vía Tocumen
- Metro Mall - Vía Tocumen – Entering the Cerro Viento, National route to the Airport.

CURRENCY

The official currency of the Republic of Panama is the Balboa. However, the circulating paper currency is the US dollar.

CONTACT INFORMATION

A. Civil Society Organizations and Social Actors

The Department of International Affairs and the Summits of the Americas Secretariat will coordinate the participation of civil society and social actors in the activities to be held on the occasion of the VII Summit of the Americas. For more information, please contact:

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Summits of the Americas Secretariat
Organization of American States
Email: ytorres@oas.org

B. Workers Organizations

The Department of Human Development, Education and Employment (DHDEE) of the Executive Secretariat for Integral Development (SEDI) of the OAS will be in charge of coordinating the participation of workers organizations in the activities with civil society and social actors. For more information, please contact:

María Claudia Camacho

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Organization of American States
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