

**Transfer of Technology Consultative Process (Decision 4/CP.4)
Latin American and Caribbean Regional Workshop**

SAN SALVADOR MARRIOTT HOTEL

Final Avenida de la Revolución, Colonia San Benito, San Salvador, El Salvador

Information for Participants

CONFERENCE VENUE

San Salvador Marriott Hotel, Final Avenida de la Revolución, Colonia San Benito, San Salvador, El Salvador, Tel.: (503) 243-4444, guest fax: (503) 243-2020, Sales fax: (503) 243-2329, www.marriotthotels.com/saltdt.

Workshop participants are requested to make his/her reservation at the San Salvador Marriott Hotel.

CONFERENCE ORGANIZERS

The UNFCCC Secretariat is the main organizer of the workshop. The local organizer is the Ministry of the Environment and Natural Resources (MARN) of El Salvador. MARN will be providing logistical support to the UNFCCC for the management of the workshop. The focal point at MARN is Luis López Lindo. The MARN could be reached at telephone (503) 260-5622 / 260-8900, fax nos. (503) 260-3113/260-3117, E-mail address: osdel@marn.gob.sv

ROOM RESERVATIONS AT THE MARRIOTT HOTEL

The venue for the conference is the San Salvador Marriott Hotel, Final Avenida de la Revolución, Colonia San Benito, San Salvador, El Salvador. A set of rooms for participants has been blocked. Workshop participants are highly recommended to stay in this hotel. The local organizer was able to negotiate and get a very good offer from the hotel. The special conference room rate for participants is US\$ 118.65 (single occupancy) including (daily buffet breakfast, morning and afternoon coffee/tea breaks, lunch, dinner and round-trip airport transfers).

When making reservations, participants should be prepared to provide a credit card number to the hotel when booking their room, and should mention to the hotel staff that the booking is part of the block reservation made by MARN for the Transfer of Technology Consultative Process: Latin American and Caribbean Regional Workshop, and also provide their flight arrival information – see below. Please use the attached form, following the instructions provided by the hotel, and fax it directly to Ms. Maria Teresa Cabral, Event

Department, fax no. (503) 243-2329 **no later than 13 March 2000**. Any late registration of cancellation that will be received by the hotel after 13 March, a fee will have to be paid. (Please also see last paragraph on the hotel registration form).

All guest rooms and suites provide two telephones with message light, one with “hands-off” capabilities, voice mail, modem lines, climate control, 27” color TV with on-demand movies, international channels with movie channel, full-size iron and ironing board, in-room safe and mini-bar.

TRAVEL TICKETS

With the contribution from the French government, we are able to fund some of the participants. They will be contacted by France directly in regard to their itineraries and issuance of the tickets. The UNFCCC secretariat is going to work closely with the French government in order to provide all necessary information regarding flight bookings to the participants.

All non-funded participants are responsible for making their own travel arrangements.

VISA FOR EL SALVADOR

All traveler/visitors entering El Salvador require valid passports. All participants should verify whether or not they need a visa or other papers for entry into El Salvador. Immigration requires tourists to have one of two documents. Both need to be accompanied by your passport; a tourist visa issued from an El Salvador Embassy, which is good for the life of your passport, less one year. Visas are free to U.S. citizens. Some nationalities are charged a fee. The other document is the tourist card. It is available for US\$10 and can be purchased at the point of entry. It is usually issued for ninety days. Requirements vary depending on your nationality, so check ahead before travelling. An advisory on entry visas of temporary visitors to El Salvador is attached.

Participants are responsible for obtaining their own visa. Should any participant encounter problems relating to visas, the Ministry of Environment and Natural Resources (MARN) has offered to assist participants with visa matters. If you require assistance with your visa, please contact Mr. Luis López Lindo. The MARN could be reached at fax nos. (503) 260-3113/260-3117, E-mail address: osdel@marn.gob.sv

ARRIVAL AT COMALAPA INTERNATIONAL AIRPORT

All participants should contact the San Salvador Marriott Hotel and communicate their flight arrival information (date, time, and flight number). There will be a shuttle bus service provided by the hotel from the airport to the San Salvador Marriott Hotel. Provided you give the hotel your flight arrival details, **hotel personnel** will be at the airport to meet the

participants. There is no cost for this service for those who stay in this hotel as it is incorporated in the special room rate negotiated with the hotel.

PAYMENT OF ACCOMODATION, MEALS AND REMAINING DAILY SUBSISTENCE ALLOWANCES (DSA) FOR PARTICIPANTS FUNDED BY THE UNFCCC

Participants eligible for funding from the UNFCCC will have the cost for their hotel room and three (3) meals at the San Salvador Marriott Hotel paid directly to the hotel by the secretariat. On the first day of the workshop, 29 March 2000, funded participants will receive the remaining balance of their DSA (approximately \$ 35 per hotel night, plus full DSA for one additional day to cover terminal and all other expenses incurred).

Participants will be responsible for payment of all incidental expenses such as laundry, tips, telephone calls, mini bar consumption, etc. The hotel will charge each participant the following:

- a) bellboy – US\$ 1.00 upon arrival and departure (US\$ 2.00 in total) and,
- b) chambermaid – US\$ 1.00 per night per room.

CONFERENCE FACILITIES AND SERVICES

Communication service like E-mail and Internet are readily available within the hotel complex for the convenience of delegates. The hotel also provides Conference secretariat Offices, Audio-visual equipment (overhead projector and screen, LCD computer display w/computer, slide projector, flip chart, TV and video cassette player, etc.)

DEPARTURE TAX

All participants leaving El Salvador will be required to pay an airport departure tax of US\$ 25.00.

LOCATION

San Salvador Marriott Hotel is located at the final Avenida de la Revolución, Colonia San Benito, San Salvador, El Salvador. The hotel is located in exclusive residential district, near museums, theaters, restaurants, and shops, La Zona Rosa (an entertainment area). Ten minutes drive to Galerías Escalon Mall. Half-hour to the beach and 45 minutes to the international airport.

RESTAURANTS/LOUNGES

La Terraza – casual restaurant serving breakfast, lunch and dinner. Gourmet Restaurant serving international cuisine. Lobby Bar with live music from Monday – Saturday.

Services/Features: Free airport transportation, free parking, non-smoking rooms, facilities for persons with disabilities, gift/sundry shop, teleconferencing, airline desk, car rental desk, and business centre.

* El Salvador is the land of delicious seafood, superb beaches and magnificent volcanoes. One of the first things any visitor will notice is the country's dedication to excellent service. Home to a number of internationally recognized restaurants, you will find an abundance of fresh lobsters, oysters, shrimp and fish. After dinner, you can head over to San Salvador's Zona Rosa district, full of outdoor cafes, for a lively evening of dancing and bar shopping.

* Along the country's Pacific Coast stretch mile after mile of beautiful beaches. At some of these beaches you will find upscale lodgings; at others you will find long, idyllic stretches of white sand, palm trees.

* The city of San Salvador has come far in recent years and is now a modern city offering a full range of activities for both residents and visitors. Commerce, industry, government and tourism come together to make this city the country's nerve center.

QUICK FACTS

Population/language: El Salvador has a total population of around 5.6 million. Spanish is the official language. English is spoken in most tourist areas.

Climate: The climate generally remains constant year round. The rainy season is from May through October and the dry season from November through April. The average annual temperature is a high of 80F and a low of 64F. Light cotton clothing is recommended. A sweater or light jacket is all you need for the evenings.

Topography: El Salvador is located south of Guatemala and west of Honduras. The smallest country in Central America, it consists of highlands, valleys, volcanoes, a coastal plain and the Sierra Madre mountain chain.

Currency: The local currency is the Colon and is divided into 100 centavos. The current exchange rate is around 8.72 per dollar. Check with your hotel for the current exchange rate.

Electricity: 110 volt. AC is found throughout the country.

Water: Tap water is safe and risk free in San Salvador. Outside of the area you should drink bottled water.

Taxes: Most goods and services are subject to a 13% value added tax (IVA).

Tipping: A ten- percent gratuity is appropriate in most restaurants. Check before tipping, many establishments add it to the bill.

Business Hours: Government offices- 8:00 a.m. to 4:00 p.m., Monday to Friday; Banks- 8:00 a.m. to 5:00 p.m., Monday to Friday, Saturday limited number; Shops- 9:00 a.m. to 7:00 p.m., Monday to Saturday. Most department stores stay open on Sundays.

Vaccination: Please check with your local authorities, since this varies from country to country.