



FRAMEWORK CONVENTION ON CLIMATE CHANGE - Secretariat
CONVENTION - CADRE SUR LES CHANGEMENTS CLIMATIQUES - Secrétariat

**UNFCCC Expert Meeting on Monitoring and Evaluating Capacity-Building
in Developing Countries**

**South American Copacabana Hotel
Rio de Janeiro - Brazil
6 - 7 November 2008**

INFORMATION SHEET



MEETING VENUE

The UNFCCC Expert Meeting on Monitoring and Evaluating Capacity-Building in Developing Countries will be held from 6 - 7 November 2008 at:

South American Copacabana Hotel
Rua Francisco Sá, 90 - Copacabana
22080-010 - Rio de Janeiro - Brazil
Phone: (21) 2227-9161
Fax: Fax: (21) 2267-0748

www.southamericanhotel.com.br/

Please check the attached access map of the hotel. The hotel is located between Copacabana Beach and Ipanema Beach.



ACCOMMODATION

We have booked a room according to your request. If you are staying at the South American Copacabana please indicate that you are the participant of the UNFCCC Capacity-building Workshop during check in. Room fee is R\$207.00(single) and R\$228.00 (double) per night (special rate for the participants) including breakfast and plus 5% tax. For the ones staying over weekend the hotel has special price.



MEALS

During the workshop, we will provide lunch for all participants. There will be a lunch buffet at the hotel. Restaurant and food information will be available at the hotel.

» RECEPTION:

A reception hosted by the Brazilian Ministry of Science and Technology is planned on November 6 at Solar da Imperatriz at the Jardim Botânico (Botanical Garden). All participants are invited. The transportation will leave from hotel at 19:00. If you will or have to go to the reception by yourself, please let us know.



NOTE FROM THE SECRETARIAT

Participants are strongly advised to obtain international travel and medical insurance to cover the period of their departure for the UNFCCC meeting until the time of their return to their home country.

The United Nations and the UNFCCC secretariat disclaim all responsibility for medical accident and travel insurance, for compensation, death or disability, loss or damage to personal property and for any other costs or losses that may be incurred during travel time or the period of participation at the UNFCCC meeting.

Travel for eligible funded participants to and from Rio de Janeiro, is the lowest cost and most direct economy fare. The UNFCCC secretariat will not be responsible for costs associated with any changes that the funded participants may wish to make to their tickets, for example upgrading, re-routing or stopovers.



DAILY SUBSISTENCE ALLOWANCE (DSA)

DSA for Rio de Janeiro = USD 383

Daily Subsistence Allowance will be disbursed in US Dollars. Eligible funded participants will be able to collect their DSA at the meeting venue. Passport, plane ticket and boarding pass(es) are required to allow payment to be made.



REQUIREMENTS FOR ENTRY INTO BRAZIL

All foreign participants entering Brazil must hold a confirmed return or onward airline ticket, a passport valid at least six months from the date of entry, sufficient funds for subsistence while in the country, and the documents required for their next destination must be in order. Please also carry the original invitation and registration form throughout your journey.

Participants requiring a transit visa are strongly encouraged to contact the appropriate consular authorities as soon as they have received their flight itinerary.



Should you need assistance in hotel/ visa/ travel-related matters, please contact:

Ms. Priscilla Sakupwanya (psakupwanya@unfccc.int)



TRANSPORT TO THE HOTEL

Taxis

Regarding transportation from airport to the hotel, we are sorry that we do not provide pick-up service for participants.

Taxi is available at the airport. From the International Airport normal taxi will cost around R\$ 80.00 and will take around 30 minutes until the hotel. From Santos Dumont it will cost around R\$ 40.00 and will take around 15 minutes until the hotel.

Pre-paid taxis are also available in both airports. Buy ticket in the airport before exit. The companies usually accept credit cards. Prices from each airport:

Tom Jobim - Copacabana: R\$ 72.00

Santos Dumont - Copacabana: R\$ 34.00



LANGUAGE

There are many languages of Brazil, including Portuguese, indigenous languages, and languages of more recent European and Asian immigrants. Portuguese is the dominant language and the only official language..



TIME ZONE: UTC/GMT +3 hours

Standard time zone - UTC/GMT -3 hours

Daylight saving time: - +1 hour

Current time zone offset: - **UTC/GMT -2 hours**

Business hours: 8:00 – 18:00

Shopping hours: 8:00 – 20:00 (normal stores) / 8:00 – 22:00 (shopping malls)



OTHER USEFUL INFORMATION

Meeting Etiquette

Men shake hands when greeting one another, while maintaining steady eye contact.

Women generally kiss each other, starting with the left and alternating cheeks.

Hugging and backslapping are common greetings among Brazilian friends.

If a woman wishes to shake hands with a man, she should extend her hand first.

Gift Giving Etiquette

If invited to a Brazilian's house, bring the hostess flowers or a small gift.

Orchids are considered a very nice gift, but avoid purple ones.

Avoid giving anything purple or black as these are mourning colours.

Handkerchiefs are also associated with funerals, so they do not make good gifts.

Gifts are opened when received.

Dining Etiquette

If you are invited to a Brazilian's house:

Arrive at least 30 minutes late if the invitation is for dinner.

Arrive up to an hour late for a party or large gathering.

Brazilians dress with a flair and judge others on their appearance. Casual dress is more formal than in many other countries. Always dress elegantly and err on the side of over-dressing rather than under- dressing.

If you did not bring a gift to the hostess, flowers the next day are always appreciated.



CLIMATE:

November is one of the hottest months in Rio de Janeiro. The weather is generally warm and moist. The rainy season is during summer (December through March), but at this time could have some showers. The average temperature should be around 26°C and the relative humidity of the air around 85 per cent.

Clothing

Please carry summer clothing.



ELECTRICITY VOLTAGE:

Rio de Janeiro is 110 or 120 volts.



CURRENCY AND BANKING:

The Brazilian currency is Real (R\$). The currency is floating around R\$ 2.00/ 2.30 for US\$ 1.00

We do advice to exchange some amount of money at the airport. Taxis, restaurants and stores usually do not accept any international currency. Cash and traveler checks, especially US Dollars, can be exchanged at most banks or exchange houses as well as the major hotels. All major credit cards are widely accepted in Brazil. The South American Hotel accepts US Dollars but a fee will be charged.



SECURITY

Visitors should limit the amount of cash they carry and leave valuables, such as passports, jewellery, and airline tickets in a hotel safe or other secure place.



BUSINESS HOURS

Offices and business are generally open from 8:00 hours to 18:00 hours, Monday to Friday.



SHOPPING HOURS

Shopping hours: 8:00 – 20:00 (normal stores) / 8:00 – 22:00 (shopping malls)

For further information on the workshop, please contact:

Mr. Paul Desanker
E-mail: pdesanker@unfccc.int

Ms. Priscilla Sakupwanya
E-mail: psakupwanya@unfccc.int

Map from Tom Jobim International Airport to South American Copacabana Hotel

