

**Practical Information for Participants in the  
Workshop on continuing PCB Management in Latin American and Caribbean  
Countries, Panama City, Panama,  
11-12 February 2008**

\* Note: The PCB Workshop will be followed by the UNEP Workshop on Strengthening Chemicals Management Infrastructure from 12 to 13 February 2008 and the Latin America and Caribbean regional meeting on the Strategic Approach to International Chemicals Management (SAICM) from 14 to 16 February 2008.

**Date and Venue**

The meeting will be held from 11 to 12 (at 13h) February 2008 at the Hotel El-Panama, Panama City, Panama. Registration will commence at 8:00 a.m. and the opening session will start at 9:00 a.m.

**Hotel Address:**

Hotel El-Panama,  
Via Espana 111,  
Panama City, 1753  
Panama 1

Tel: +507 215 9000

Fax: +507 269 3309

E-mail: [lguerra@elpanama.com](mailto:lguerra@elpanama.com)

Website: [www.elpanama.com](http://www.elpanama.com)

**Language**

The meeting will be conducted in English with simultaneous interpretation in Spanish.

**Travel Arrangements / Daily Allowance**

For those participants receiving travel assistance, UNEP Chemicals will provide the least costly return airfare from your nearest airport to Panama City. You should make a reservation in accordance with the below instructions. You are kindly requested to provide us with full details of your travel itinerary as soon as possible.

Participants sponsored by UNEP will also be provided with accommodation, breakfast, lunch and 30% of Daily Subsistence Allowance at the UN rate for Panama City. In accordance with the UN rules, the allowance is paid from the first day of arrival in Panama over the most direct route up to and including the last day before the traveler returns home on the first available flight after the closure of the meeting. Beyond the payment of this allowance, UNEP accepts no responsibility for the payment of the hotel bills, meals, taxis, excess baggage charges, insurance, ground transport charges, and other incidental expenses. These liabilities should be settled directly by the participants.

**Accommodation**

All participants have been provisionally booked in a single room, including breakfast and lunch at the Hotel El-Panama. Participants who are not sponsored will need to settle their accounts directly with the hotel. The negotiated room rate which includes accommodation, buffet breakfast, lunch and taxes is \$125 per day.

For participants to be allocated a confirmed room in the hotel, each participant must contact the Ms. Ludy Guerra (Gerente de Cuenta, Hotel El-Panama) to provide his /her expected arrival and departure dates. Ms. Guerra can be reached on the following.

Ludy Guerra

Gerente de Cuenta

Tel: +507 215 9446

Cell: +507 6673 3921

Fax: +507 269 3309

Email: [lguerra@elpanama.com](mailto:lguerra@elpanama.com)

**Transportation**

On arrival in Panama City International Airport, participants are required to make their way to the hotel. The easiest means of transportation from the airport to Hotel El-Panama is by taxis, which is approximately 35 minutes from Panama International Airport depending on traffic conditions. Public taxis are readily available in the taxi rank just outside the airport buildings both during the day and night. Taxi rates are based on the special rate of \$20 by person for a maximum of two passengers and one collective rate of \$24 for a maximum of three passengers to the hotel.

### **Organizing Committee**

#### **Sr. José De Mesa**

##### **Oficial de Bromuro de Metilo**

Programa de las Naciones Unidas para el Medio Ambiente  
Oficina Regional para América Latina y el Caribe PNUMA/ROLAC  
Edificio 103, Ciudad del Saber – Clayton, Panamá  
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#### **Mr. Carlos Santos**

##### **Oficial de Administración Financiera**

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Tel: 507-305-3179  
Mobile: 507-6612-4049  
Fax: 507-305-3105  
E:mail: [carlos.santos@pnuma.org](mailto:carlos.santos@pnuma.org)

### **Visa Arrangements:**

Participants are responsible for obtaining their own visa(s) if required. Please contact the Panamanian Embassy or Consulate in your country. Further information on visa entry to Panama is available at the web site: [http://panamatours.com/Facts/Useful%20Facts\\_esp.htm](http://panamatours.com/Facts/Useful%20Facts_esp.htm).

### **Insurance:**

Participants are expected to make their own arrangements for insurance against accidents, if so desired.

### **Currency:**

The currency used in Panama is Panamanian Balboa. There 100, 50, and 20 banknotes and 10, 5, 1 coins as well as 50 and 25 satang. The exchange rate is approximately \$1 to 1.016 Panamanian Balboa as of November 2007.

### **Weather:**

The climate in Panama is tropically warm all year round and pleasantly cool at night. The average daytime temperature in February is 35 degrees C (89 degrees F). February is in the middle of summer season. Light clothing will, therefore, be adequate. The hotels and meeting room are equipped with air-conditioning.