



**eLAC
2024**

Digital agenda for
Latin America
and the Caribbean

**EIGHTH MINISTERIAL CONFERENCE ON THE
INFORMATION SOCIETY IN LATIN AMERICA AND THE
CARIBBEAN**

Montevideo, 16–18 November 2022

BRIEFING NOTE FOR PARTICIPANTS



UNITED NATIONS



I. INTRODUCTION

The eighth Ministerial Conference on the Information Society in Latin America and the Caribbean is scheduled to be held in Montevideo from 16 to 18 November 2022.

This document is intended to provide delegates with useful information to facilitate their work at the meeting.

The meeting coordinators will be available to answer any questions concerning logistical or organizational matters, before or during the event.

II. ENTRY REQUIREMENTS FOR URUGUAY

Persons holding ordinary, diplomatic or official passports must apply for a visa at the nearest Uruguayan embassy or consulate. A list of countries whose nationals are exempt from the visa requirement may be found at the following link: https://migracion.minterior.gub.uy/index.php?option=com_content&view=article&id=1280.

The website of the Ministry of Foreign Relations of Uruguay (www.mrree.gub.uy) provides information on the country's embassies and consulates abroad (<https://mapaconsular.mrree.gub.uy/>).

Participants are responsible for applying for visas to enter Uruguay, as applicable.

III. REQUIREMENTS RELATED TO THE CORONAVIRUS DISEASE (COVID-19) PANDEMIC

Beginning on 1 April 2022, a negative PCR test is no longer required for entry into Uruguay for persons who are fully vaccinated or have had COVID-19 more than 10 days and less than 90 days before entering the country.

Pursuant to Executive Decree 268/022, persons entering Uruguay are no longer required to submit an affidavit of income.

Preventative health measures remain in effect as required, including swab tests and isolation.

IV. MEETING AND COUNTRY INFORMATION

1. General information about Uruguay

The country

Uruguay is a South American country located in the eastern part of the Southern Cone. It borders with Brazil to the northeast and Argentina to the west and has coastline along the Atlantic Ocean in the southeast and Río de la Plata to the south.

The country is divided into 19 departments and has a total population of 3.4 million. The capital and largest city is Montevideo, with 1.4 million inhabitants, and nearly 2 million people, or 58.8% of the country's total population, live in the metropolitan region.

The climate in Uruguay is moderate and humid, with an average annual temperature of 17 °C. Summers are warm and it rains throughout the year.

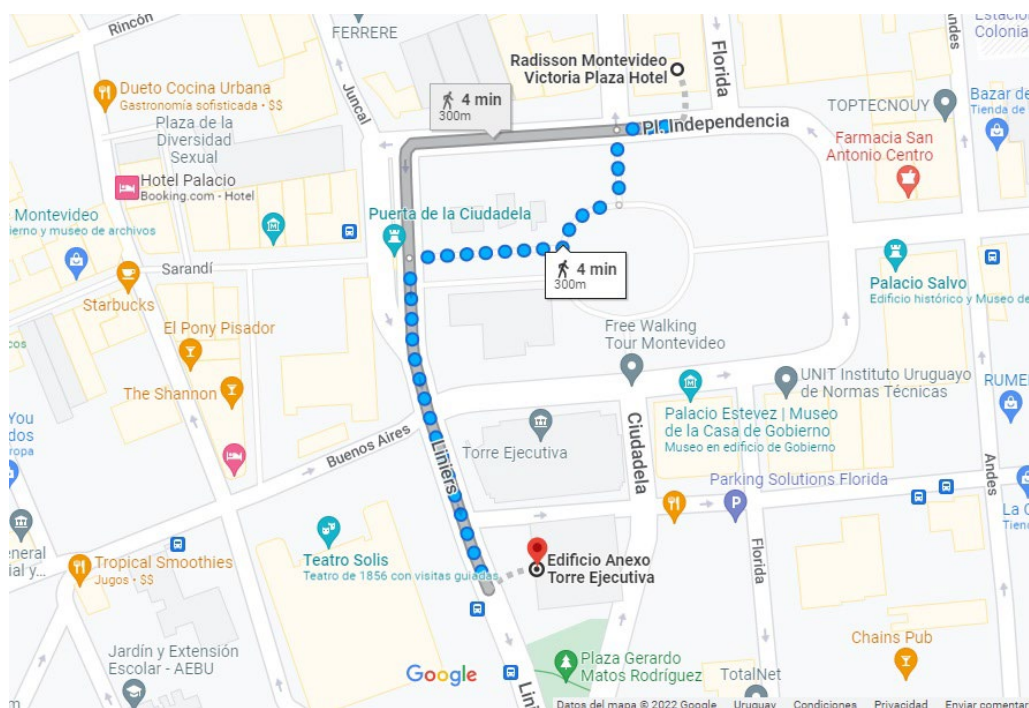
Useful information for your stay

Local currency	The official currency is the Uruguayan peso. The exchange rate is approximately 40 Uruguayan pesos per United States dollar. Most restaurants, hotels and stores accept credit cards. Montevideo has a well-developed network of bank machines. Banks are open to the public from 1 p.m. to 5 p.m., although some banks remain open until 6.
Electricity	The electrical current is 220 volts and 50 Hertz. There are two types of plugs: one with round prongs and one with flat prongs in the shape of an inverted "V".
Taxis and "remises"	The use of taxis is encouraged, including the taxis that park at the entrance to hotels. All taxi services in Montevideo charge according to the display on the meter and the corresponding rate schedule. There are also private taxis, known as "remises", that do not use a meter and that charge by the trip or by the hour, according to a fixed or previously agreed rate. The cost for a taxi from the airport to the hotel, at a special rate for meeting participants, is approximately US\$ 45.

Source: Ministry of Foreign Relations of Uruguay [online] <http://www.mrree.gub.uy>.

2. Meeting venue

The eighth Ministerial Conference on the Information Society in Latin America and the Caribbean will take place at Edificio Anexo, Torre Ejecutiva, located at Liniers 1280 (Montevideo).



3. Meeting coordination

The meeting is being organized by the Economic Commission for Latin America and the Caribbean (ECLAC) and the Government of Uruguay, through the Agency for the Development of Electronic Government and the Information and Knowledge Society (AGESIC).

Questions on substantive and logistical matters related to the meetings may be addressed to the following staff at ECLAC:

Luis Fidel Yáñez (+56) 2 2210 2275 luis.yanez@cepal.org	Secretary of the Commission
Mario Castillo (+56) 2 2210 2286 mario.castillo@cepal.org	Officer in Charge Division of Production, Productivity and Management
Guillermo Acuña (+56) 2 2210 2488 guillermo.acuna@cepal.org	Legal Adviser and Chief of Protocol
María Eugenia Johnson (+56) 2 2210 2537 mariaeugenia.johnson@cepal.org	Head of the Conference Services Unit
María Eugenia Barozzi (+56) 2 2210 2520 mariaeugenia.barozzi@cepal.org	Protocol Assistant of the secretariat of the Commission
María José Hernández (+56) 2 2210 2595 mariajose.hernandez@cepal.org	Assistant in the Division of Production, Productivity and Management (for queries related to operational aspects)

4. Hotel reservations

The ECLAC Conference Services Unit has reserved a limited number of rooms at special rates in the following hotels:

- **Radisson Montevideo Victoria Plaza Hotel (5 stars)**

Standard single/double room: US\$ 109 *

* Non-residents of Uruguay are exempt from paying 10% value added tax (VAT).

Reservations: Betiana Rosendo, marketing and sales
Email: brosendo@radisson.com.uy; reservas@radisson.com.uy
Tel.: (+598) 2902 0111, extension 8103

- **Hotel Aloft Montevideo (4 stars)**

Standard single room: US\$ 148 *

* Non-residents of Uruguay are exempt from paying 10% value added tax (VAT).

Reservations: Camila de los Santos
Email: Camila.DeLosSantos@marriott.com
Tel.: (+598) 2716 1111

- **Hotel Cala di Volpe (Boutique Hotel)**

Standard single room: US\$ 90 *

* Non-residents of Uruguay are exempt from paying 10% value added tax (VAT).

Reservations: Melissa Hilbron
Email: ventas1@hotelcaladivolve.com.uy
Tel.: (+598) 2710 2000, extension 325

These rates include buffet breakfast, access to the fitness centre at no cost and Internet in the hotel room. Non-residents of Uruguay are exempt from paying 10% value added tax (VAT).

Guests should request reservations directly from the hotel before 2 November 2022. After this date, the hotel reserves the right to change the rate and cannot guarantee that rooms will be available. To make a reservation, **please use the form on page 7**.

Members of delegations are responsible for making their own reservations and are advised to check that hotels have indeed processed requests and to ask for a reservation number or confirmation code.

To hold a reservation, hotels will require a credit card number. In Uruguay, a no-show policy is applied, according to which reservations may be cancelled by guests free of charge up to 24 hours prior to the scheduled arrival date; otherwise, cardholders will be charged for the first night. All members of delegations must settle their own hotel bills at the end of their stay.

5. Local transport

Participants are responsible for their own transport to and from the airport and the hotel.

Participants who benefit from the transportation services of their diplomatic missions should make arrangements directly with their country's mission.

6. Registration

Participants must register online through the meeting website (<https://conferenciaelac.cepal.org/8/en>). Registration will be available **from 3 October 2022**. Online registration does not exempt delegations from the requirement to provide official notification of the name of the head of delegation and all accompanying members, which should be sent to the secretariat of the Commission (secretariadelacomision@cepal.org)

Credentials will be issued beginning at 8.00 a.m. on Wednesday, 16 November at the entrance hall of the auditorium of Edificio Anexo, Torre Ejecutiva (Liniers 1280).

Participants will receive an identification badge, which, for security purposes, must be shown at all meetings.

For any further information on participant accreditation, please contact María Eugenia Barozzi (mariaeugenia.barozzi@un.org ; tel. (+56) 2 2210 2520).

7. Opening session

The meeting will be opened at 9 a.m. on Wednesday, 16 November in the auditorium of Edificio Anexo, Torre Ejecutiva (Liniers 1280).

8. Internet

The offices and conference rooms set aside for the meeting will have wireless Internet access (WiFi).

9. Languages

The official language of the meeting will be Spanish. Simultaneous interpretation will be provided into English.

10. Documents

This will be a paper-smart meeting. All official documents and statements will be made available to read or download at the website <https://conferenciaelac.cepal.org/8/en>. Participants are advised to bring their laptop computer, tablet or other mobile device to the meeting, since only a limited number of printed documents will be available.

11. Medical services

The Government will provide first aid services in case emergency medical assistance is required at the meeting venue.

12. International press centre

To facilitate press coverage of the eighth Ministerial Conference on the Information Society in Latin America and the Caribbean, an international press centre will be set up near the meeting rooms. Journalists wishing to cover the session must register beforehand on the meeting website (<https://conferenciaelac.cepal.org/8/en>) and also obtain accreditation at the press centre, which will be open every day from 8 a.m.

Questions relating to media coverage of the meeting should be addressed to Guido Camú, Chief of the Public Information Unit of ECLAC (guido.camu@un.org ; tel.: +56 2 2210 2440).

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AND THE CARIBBEAN**

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HOTEL RESERVATION REQUEST

Name:		Surname/family name/last name:	
Head of delegation <input type="checkbox"/>	Delegate <input type="checkbox"/>	Observer <input type="checkbox"/>	Special guest <input type="checkbox"/>
Official title/position:			
Organization or institution:			
Address:			
City:		Country:	
Tel.:	Fax:	Email:	

I request a reservation at:

<p>RADISSON MONTEVIDEO VICTORIA PLAZA (5*) <input type="checkbox"/></p> <p>Plaza Independencia 759 Tel.: (+598) 2902 0111, extension 8103</p> <p>Standard single/double US\$ 109 (includes breakfast and Internet)</p> <p>Code: CEPAL ASISTENTES</p> <p>Email: brosendo@radisson.com.uy reservas@radisson.com.uy</p> <p>Attention: Betiana Rosendo</p>	<p>HOTEL ALOFT MONTEVIDEO (4*) <input type="checkbox"/></p> <p>Punta Carretas Tel.: (+598) 2716 1111</p> <p>Standard single US\$ 148 (includes breakfast and Internet)</p> <p>Email: Camila.DeLosSantos@marriott.com</p> <p>Attention: Camila de los Santos</p>
<p>HOTEL CALA DI VOLPE (Boutique Hotel) <input type="checkbox"/></p> <p>Rambla Mahatma Gandhi y Parva Domus 2545 Tel.: (+598) 2710 2000, extension 325</p> <p>Standard single</p> <p>US\$ 90 (includes breakfast and Internet)</p> <p>Code: REUNIÓN CEPAL</p> <p>Email: ventas1@hotelcaladivolpe.com.uy</p> <p>Attention: Melissa Hilbron</p>	<p>* Non-residents of Uruguay are exempt from paying 10% value added tax (VAT).</p>

Date of arrival in the country:	Flight no.:	Approx. time:
Date of departure from the country:	Flight no.:	Approx. time:

I authorize use of the following credit card to guarantee my hotel reservation:

American Express <input type="checkbox"/>	MasterCard <input type="checkbox"/>	Visa <input type="checkbox"/>	Other <input type="checkbox"/>
Credit card number/security code (CSC/CVC/CVV):		Expiry date:	

Requests for reservations at the hotel selected should be sent **directly to the hotel by 2 November**. Members of delegations are responsible for making their own reservations and are advised to check that hotels have indeed processed requests and to ask for a reservation number or confirmation code. To guarantee the reservation, the request must include the guest's flight number, arrival and departure dates and credit card type and number.