

INFORMATION NOTE

OECD Regional Workshop on Regional Trade Agreements and Environment 6-7 October 2008, Santiago, Chile

MEETING VENUE

The Workshop will be held in the **Ministry of Foreign Affairs** (Address: Ministerio de Relaciones Exteriores Teatinos 180, Santiago- Centro, phone: + 56 2 827 4200, +56 2 827 4373, +56 2 827 5209. Web-page: www.minrel.gov.cl) in the “**Salón O’Higgins**” on the second floor. At the entrance of the Ministry’s building, there will be staff waiting to guide the participants to the conference room, where they will receive their badge.

ACCESS FROM THE AIRPORT

The information below will help you to get from the Santiago airport to your hotel.

Airport >> Santiago Hotels:

The best way to get from the airport to the hotels is to take an official TRANSFER that is more convenient than a TAXI. Delegates will find special desks in the airport to get in touch with this service, for more information see www.transvip.cl. For more general information on Santiago airport see: www.aeropuertodesantiago.cl.

REGISTRATION FOR THE WORKSHOP

The Registration Desk will be located at the entrance to the meeting room. Registration will take place on **Monday, 6 October from 09:00 to 09:30.**

The meeting premises are open only to holders of the badges issued at registration. For security reasons, you are requested to keep your badge clearly visible.

MEETING DOCUMENTATION, TECHNICAL EQUIPMENT AND OTHER FACILITIES DURING THE WORKSHOP

The Secretariat will provide hard copies of documents in the meeting room.

The Secretariat will not arrange copies of documents provided by other organisations or meeting participants, so delegates should ensure that they bring with them sufficient numbers, in English or Spanish. It is estimated that the total number of participants will be approximately 50, of which 35 will be Spanish speaking, and 15 English speaking.

Simultaneous interpretation between English and Spanish will be provided, as well as a Power Point projector.

HOTEL ACCOMMODATION FOR DELEGATES

Below is a list of hotels where you may wish to stay:

1. Hotel Santiago Park Plaza Lota 2233, Providencia, Santiago, Chile. Phone: 56 2 3724000 Fax: 56 2 233 6668 E-mail: bookings@parkplaza.cl www.parkplaza.cl	2. Hotel Director–Vitacura Dirección: Vitacura 3600 Vitacura, Santiago, Chile Tel: (56-2) 3891956 Fax: (56-2) 2460088 E-Mail: reservas@director.cl www.director.cl	3. Hotel Plaza San Francisco http://www.plazasanfrancisco.cl Av. Libertador Bernardo O’Higgins 816 • Santiago • Chile Tel.: (56-2) 639 3832 Fax: (56-2) 639 7826 E-mail. malvarez@plazasanfrancisco.cl
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For participants whose travel has been covered by OECD, the Secretariat has made reservations in the hotel “**Atton El Bosque**”, (address: Roger del Flor 2770 Las Condes - Santiago de Chile. Tel: +56 2 947 3600. E-mail: reservas@atton.cl) according to the information provided in the registration forms. Please note that 3 nights of accommodation (including breakfast) have been paid for. Any other costs such as room service, meals, phone calls or use of mini bar should be paid directly to the hotel.

Please visit this web site for a detailed access map to this hotel:

http://www.atton.cl/index.php?option=com_content&task=view&id=40&Itemid=79

To get to the Ministry of Foreign Affairs from the hotel, take the subway Line **L 1** at the stop **Tobalaba** or **El Golf**, direction **San Pablo** and get off at the stop **La Moneda**. The Ministry of Foreign Affairs is a five minute walk from this subway station.

VISAS AND ADMINISTRATIVE CHARGES FOR ENTRY TO CHILE

Please visit the following web site and **check if you need an entry visa or to pay administrative charges for entry to Chile**:

- 1.- www.minrel.gov.cl *Please follow the steps indicated below.*
- 2.- Asuntos Consulares (Consular Affairs)
- 3.- Política Consular (Consular Policy)
- 4.- Departamento Inmigración (Immigration Department)
- 5.- Cuadro De Visaciones (Table of Visas) (It's in small blue letters)

Click on the country corresponding to your passport

For any additional information on logistic arrangements,
or any other assistance please contact:

OECD Secretariat in Paris:

Mr. Shukhrat Ziyaviddinov

Tel.: +33 1 45 24 93 03

Fax: +33 1 44 30 61 83

E-mail: shukhrat.ziyaviddinov@oecd.org

WE ARE LOOKING FORWARD TO WELCOMING YOU IN SANTIAGO!