22 July 2014

English, French and Spanish only*

Twenty-fourth Meeting of Heads of National Drug Law Enforcement Agencies, Latin America and the Caribbean
Asunción, 6-10 October 2014

Information for participants

Conference host

The Twenty-fourth Meeting of Heads of National Drug Law Enforcement Agencies, Latin America and the Caribbean, will be held in Asunción from 6 to 10 October 2014 at the Sheraton Asunción Hotel, Central Department, Paraguay. The meetings will be held in the various meeting rooms of the Sheraton Asunción Hotel: (+595 21) 6177000; (+595 21) 6177001.

Coordination

The national coordination of the conference will be undertaken by the National Antidrug Secretariat.

The following persons are responsible for coordination and logistics:

Ms. Nair Segovia/Mr. Cristian Gómez/Mr. Luis Escobar
Tel.: (+595 21) 559 224; (+595 21) 559 200; (+595 21) 450 520
Mobile: (+595 992) 291 043; (+595 975) 800 740; (+595 976) 549 820
E-mail: honleaparaguay@gmail.com

The international coordination of the conference will be undertaken by the Secretariat to the Governing Bodies of the United Nations Office on Drugs and Crime (UNODC), Vienna, through:

Ms. Olga Teruel Ampuy
Tel.: +43 1 26060 Ext. 4634
Fax: +43 1 26060 5885
E-mail: olga.teruel@unodc.org, sgb@unodc.org

* English, French and Spanish are the working languages of the subsidiary body.

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Please recycle

Registration of participants

Registration will begin on Monday, 6 October from 8.30 a.m. in the Grand Salón at the Sheraton Asunción Hotel. To facilitate the registration process, please send the attached registration form (Annex A), to the following e-mail address: honleaparaguay@gmail.com with copies to olga.teruel@unodc.org and sgb@unodc.org.

Inaugural ceremony

The inaugural ceremony will be held at 10 a.m. on Monday, 6 October in the Grand Salón at the Sheraton Asunción Hotel.

Languages

The official languages of the meeting are English, French and Spanish. Simultaneous interpretation will be provided.

Hotel reservations

The Government of Paraguay has communicated directly with the Sheraton Asunción Hotel, Hotel Ibis Asunción, Hotel Los Alpes, Montecristo Hotel Boutique and Paramanta Hotel in order to negotiate special rates. However, as it is high season, the hotels are not able to block a set number of rooms for a long time, so we recommend booking during the first week of September.

Sheraton Asunción Hotel (conference site)

Address: Avda. Aviadores del Chaco 2066, Asunción
Reservations contact person: María Alexandra Cubilla — Rominna Laurino
Tel.: (+595 21) 617 7102; (+595 21) 617 7150
Fax: (+595 21) 617 7229
E-mail: reservas.asuncion@sheraton.com
www.sheraton-asuncion.com.py

Special rates:	Classic single room:	US$ 150 + 10 per cent VAT
	Classic double room:	US$ 170 + 10 per cent VAT
	Sheraton single room:	US$ 200 + 10 per cent VAT
	Sheraton double room:	US$ 220 + 10 per cent VAT
	Sheraton single suite:	US$ 275 + 10 per cent VAT
	Sheraton double suite:	US$ 295 + 10 per cent VAT

[*] *Including American-style buffet breakfast*

For participants unable to book at the Sheraton Asunción Hotel, the following is recommended:

Ibis Hotel

Address: Avda. Aviadores del Chaco 2060, Asunción
Tel.: (+595 21) 620 1000
E-mail: h7324-re@accor.com
www.ibis.com

Price for standard double room: US$ 86
[*] *American-style buffet breakfast US$ 8*

Reservations must be made directly with the hotel preferably by 8 September 2014. After that date, the hotel reserves the right to change the rate and cannot guarantee that rooms will be available.

It is essential for delegates to provide the hotel with their flight number and date of arrival in and departure from Paraguay as well as their credit card type and number in order to confirm the booking. Please complete the attached form (Annex B, page 9), which contains all the necessary details, and forward it directly to the hotel by 8 September 2014.

Currency

The local currency is the guaraní (G) and the current exchange rate is approximately 4.430 guaraníes to the dollar.

Information about other hotels

Hotel	*Single room ($ USD)*	*Double room ($ USD)*	*Contact information*
Los Alpes	$50 per night	$56 per night	**Contact Phone Number:** (+595 21) 607 348 (+595 21) 665 345 **Website:** www.hotellosalpes.com.py **Address:** Avda. Santa Teresa 2855 e/Coronel Cabrera and Dr. B. Caballero **E-mail:** losalpessantateresa@gmail.com
Montecristo Hotel Boutique	$99 per night	$121 per night	**Contact Phone Number:** (+595 21) 615 300 **Website:** www.montecristo-hotel.com.py/ **Address:** Sargento Marecos 427 c/Spain **E-mail:** info@montecristo-hotel.com.py
Paramanta Hotel	$75 per night	$85 per night	**Contact Phone Number:** (+595 21) 607 053 (+595 21) 607 052 **Website:** www.paramantahotel.com.py **Address:** Avda. Aviadores del Chaco No. 3198 **E-mail:** reservas@paramantahotel.com.py

Hotel	*Single room ($ USD)*	*Double room ($ USD)*	*Contact information*
Le Pelican	$54 per night	$66 per night	**Contact Phone Number:** (+595 21) 625 855 (+595 21) 661 436 **Website:** www.hotellepelican.com **Address:** Avda. Santa Teresa 2489, esq. Gumercindo Sosa **E-mail:** info@hotellepelican.com
Hotel Guaraní Esplendor	$114 per night	$133 per night	**Contact Phone Number:** (+595 21) 45 2099 **Website:** www.guaraniesplendor.com **Address:** Oliva esq. Independencia Nacional
Hotel Crowne Plaza Asunción	$220 +10 % VAT per night	$220 +10 % VAT per night	**Contact Phone Number:** (+595 21) 452 682 **Website:** www.crowneasuncion.com.py **Address:** Cerro Cora 939, corner Estados Unidos **E-mail:** reservas@crowneasuncion.com.py
Granados Park Hotel	$140 +10 % VAT per night	$150 +10 % VAT per night	**Contact Phone Number:** (+595 21) 497 921 (+595 21) 445 324 **Website:** www.granadospark.com.py **Address:** Estrella esq. 15 de Agosto **E-mail:** reservas@granadospark.com.py

Transport from the airport to the hotel

Participants are advised to book their flights well in advance of the meeting with the travel agency and airline of their choice and to inform the contact persons at the National Antidrug Secretariat of their itinerary for the coordination of pick-up upon arrival.

At the Silvio Pettirossi International Airport, there will be a welcome team to assist participants with their transfer to the hotel.

Transfer

The National Antidrug Secretariat will organize daily transfers for participants from their hotels to the Sheraton Asunción Hotel and back.

Medical service

Throughout the event, there will be a medical service and ambulances on site at the Sheraton Asunción Hotel. All participants are advised to take out medical insurance; any additional medical costs shall be borne by the individual.

Any participant requiring specialized medical assistance, including with respect to any allergies, diets and medication being taken, must inform the organizers of the event by completing the relevant form.

Climate

The temperature in Asunción varies annually between 18° and 30° Celsius. The month October is in the summer season.

Local time

The local standard time is: UTC/GMT-3

Electrical current

In Paraguay, the electric current is 220 volts throughout the country.

Country code

The country code for Paraguay is: (+595) (21 for Asunción) (plus a six-digit number).

Taxes

All purchases in Paraguay are taxed with a 10 per cent value added tax. Hotels also have a 10 per cent service charge. There is an exit tax at the Silvio Pettirossi International Airport of US$ 28, which is included in the air fare.

Gratuities

No tip is included in restaurant bills. In Paraguay, it is customary to give a 10 per cent tip. These days, however, many restaurants automatically include a service charge on the receipt or bill.

Use of firearms

In order to bring into and carry firearms in the country, participants must obtain the relevant permits.

The carrying of firearms inside the premises of the Sheraton Asunción Hotel is strictly prohibited at all times.

Visas

Participants are advised to consult the consular offices of Paraguay as to whether a visa is required to enter the country, so that they can carry out the corresponding procedures beforehand.

Necessary precautions will be taken to guarantee the authorization of visas at the airport for the duration of the Twenty-fourth Meeting of Heads of National Drug

Law Enforcement Agencies, Latin America and the Caribbean for participants who are unable to obtain visas prior to arrival in the country.

General information

Founded as a fortress on 15 August 1537 by Juan de Salazar de Espinoza, Asunción soon became the "Support and Defence of the Conquest", because it was the centre for the conquistadors looking for gold and silver in Upper Peru. It is also known as the Mother of Cities, because expeditions departed from there for the refounding of Buenos Aires and to found other population centres such as Corrientes, Santa Cruz de la Sierra and Santa Fe. Another name that Asunción earned was the Cradle of Liberty of America, because it was the site where the Revolt of the Comuneros originated.

The capital of Paraguay, Asunción, is situated on a gently rolling hilly landscape: its "seven hills" essentially form the boundaries of the different neighbourhoods. The altitude above sea level is 120 metres at the highest point and the city covers an area of 117 km^2. According to the latest census, it has a population of 512,919 inhabitants.

Today, Asunción is a welcoming city, filled with colour during the spring when the lapacho and jacaranda flowers blossom and fragrant with jasmine flowers and orange blossoms. With its ancient buildings and modern towers, neighbourhood shops and amazing shopping centres, modest inns and spectacular hotels, local cuisine and international gastronomy, its arts and crafts, its Guaraní language and guaraní melodies, and its romantic nights and sophisticated shows — Asunción is a real pleasure to visit.

Interesting places to visit

This city that is in constant motion offers a variety of interesting activities. You can go shopping on the main calle Palma or walk around shopping centres (Del Sol, Mcal. López, Villa Morra, Pinedo) and streets with first-class shops and international brands. A walk during the night in Asunción is an unforgettable experience, with restaurants serving local and international food, cafés, cinemas, theatres, concerts, pubs, bars, clubs and casinos spread across two districts: the Historic Centre and the upscale area of Villa Morra (Paseo Carmelitas, Senador Long), where most of the nightlife is to be found.

The city was settled on the left bank of the Paraguay River. In addition to the river itself, there is a bay known as the Bahía de Asunción, where the port, customs and the oldest sports club in Paraguay, the "Club de Regatas el Mbigua", are located. In the riverside area of Asunción, there are old shipyards from the nineteenth century, the berth of the National Armada with docks for repairs, the Puerto Sajonia Sports Club and the beaches and facilities of the Paraguay Yacht and Golf Club.

Government Palace: The Government Palace is the seat of the Government. It was built between 1858 and 1867 for the residence of Francisco Solano López, who could not live there because of the sudden onset of the War of the Triple Alliance. It

was restored and opened in 1892 for the Fourth Centennial of the Discovery of America and was made the seat of the Government in 1894.

Church of the Incarnation: The Church of the Incarnation was built on one of the hills in Asunción and is the largest house of worship in the city. Its style is based on models from the Renaissance.

House of Independence: The House of Independence was built in 1772 and was the meeting place for patriots who sought emancipation for Paraguay. It was the place which, on 14 May 1811, national heroes went out to overthrow the then Spanish governor.

National Pantheon of the Heroes: Construction of the National Pantheon of the Heroes began in 1864, but was not finished because of the War of the Triple Alliance. It was completed in 1936. The remains of the great national heroes of Paraguay lie in its crypt.

Museo del Cabildo: This building was the first house of the Government and later became the seat of the National Congress. It is now a museum containing a large part of the country's cultural heritage.

Annex A

REGISTRATION FORM

Twenty-fourth Meeting of Heads of National Drug Law Enforcement Agencies, Latin America and the Caribbean Asunción, 6-10 October 2014	
***Nombre*/First name:**	***Apellido*/Last Name:**
***Cargo*/Title/Position:**	
***Institución*/Organization/Institution:**	
***Dirección*/Address:**	
***Ciudad*/City:**	***País*/Country:**
***Teléfono*/Fax:**	***Correo electrónico*/E-mail:**
DETALLES DE VIAJE:	
***Fecha de llegada*/Date of arrival:**	***Número de vuelo*/Flight No.:**
***Hora de llegada*/Time of arrival:**	
***Fecha de partida*/Date of departure:**	***Número de vuelo*/Flight No.:**
***Hora de partida*/Time of departure:**	***Dieta Especial*/Special diet:**

Sírvase enviar este formulario de registro a:

Correo electrónico: honleaparaguay@gmail.com

Con copia a la UNODC:
Sra. Olga Teruel Ampuy **Correo electrónico: olga.teruel@unodc.org**
sgb@unodc.org

Annex B

HOTEL RESERVATION REQUEST

Twenty-fourth Meeting of Heads of National Drug Law Enforcement Agencies, Latin America and the Caribbean Asunción, 6-10 October 2014		
Nombre/*First name*:	**Apellido/*Last Name*:**	
Dirección/*Address*:		
Ciudad/*City*:	**País/*Country*:**	
Teléfono/*Tel.*:	**Fax:**	**Correo electrónico/*E-mail*:**

Hotel ……. ***Tarifa Especial*:** ☐ ***Desayuno*:**	**Hotel ……..** ***Precio por habitación sencilla*:** *USD$ ……* ☐ ***Precio por habitación doble*:** *USD$ ……*
Hotel …… ***Precio por Habitación Sencilla o Doble*:** ☐ *USD $.....*	
Fecha de llegada al país/*Date of arrival*:	**N° de vuelo/*Flight No.*:**
Fecha de salida del país/*Date of departure:*	**N° de vuelo/*Flight No.*:**

Autorizo el uso de la siguiente tarjeta de crédito a fin de garantizar mi reserva de hotel/ ***I authorize the use of my credit card to guarantee my hotel reservation:***			
American Express ☐	**Master Card** ☐	**Visa** ☐	**Otra/*Other*** ☐
N° de tarjeta de crédito/*Credit card No.*:			
Fecha de vencimiento/*Date of expiration*:			

LAS RESERVAS DEBERÁN SOLICITARSE **PREFERIBLEMENTE EN LA PRIMERA SEMANA DE SEPTIEMBRE**/RESERVATIONS MUST BE MADE **PREFERABLY IN THE FIRST WEEK OF SEPTEMBER**

SIGA LAS INSTRUCCIONES EN LA SIGUIENTE PÁGINA/PLEASE SEE INSTRUCTIONS ON THE FOLLOWING PAGE

SÍRVASE ENVIAR ESTE FORMULARIO DIRECTAMENTE AL HOTEL DE SU ELECCIÓN/PLEASE SEND THIS FORM DIRECTLY TO THE HOTEL OF YOUR CHOICE:

Sheraton Asunción Hotel:	reservas.asuncion@sheraton.com
O/Or	
Hotel Ibis:	h7324-re@accor.com
O/Or	
Hotel Los Alpes:	losalpessantateresa@gmail.com

Con copia a la UNODC:	sgb@unodc.org olga.teruel@unodc.org
Y	
A la Secretaria Nacional Antidrogas:	honleaparaguay@gmail.com