



Innovation in a digital world



II Session of the Conference on Science,
Innovation and ICTs of ECLAC

San José, Costa Rica - 12 and 13 September 2016

SECOND MEETING OF THE CONFERENCE ON SCIENCE, INNOVATION AND INFORMATION AND COMMUNICATIONS TECHNOLOGIES

San José, 12-13 September 2016

GENERAL INFORMATION

PRESENTATION

The second meeting of the Conference on Science, Innovation and Information and Communications Technologies will be held in San José on 12 and 13 September 2016.

The purpose of this document is 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 that delegates may have before or during the event.

1. General information on Costa Rica

Costa Rica is located in the southern part of Central America and is bounded by Nicaragua to the north, the Caribbean Sea to the east, Panama to the south-east and the Pacific Ocean to the south and west.

It measures 51,100 km² in area, and has a population of 4,253,897.

Administratively, Costa Rica is divided into seven provinces: San José, Alajuela, Cartago, Guanacaste, Heredia, Limón and Puntarenas.

The capital and largest city, located in the centre of the country, is San José.

Language

Costa Rica's official language is Spanish; English is also spoken, especially in tourist areas.

Climate

Costa Rica has fairly constant temperatures, with only small variations during the year. In the central valley, where San José is located, the average temperature is 21°C. In coastal areas, temperatures vary from 24°C to 30°C.

September is a winter month in Costa Rica, with rain most afternoons.

Useful information for visitors

Local currency	The currency used in Costa Rica is the colón (plural: colones). The current exchange rate is approximately 550 colones to the United States dollar. United States dollars, in cash or travellers cheques, may be exchanged in almost all hotels and in banks. The exchange rate in hotels and in banks is almost always the same, so visitors are advised to exchange money at their hotel for greater convenience. All hotels accept United States dollars or credit cards, but change is mostly given in local currency. Most restaurants take credit cards, with Visa, MasterCard and American Express the most widely accepted. Although exchange facilities are readily available, visitors are advised to purchase some currency on arrival in Costa Rica. Credit cards may be used for cash withdrawals at some banks and automatic teller machines (ATMs) in San José. Visa and MasterCard are the most widely accepted for this purpose.
Local time	UTC/GMT-6.
Electricity	110V. Plugs have two flat prongs.
Water	Tap water is drinkable in most of Costa Rica. Nevertheless, travellers are advised to buy bottled water for personal consumption.
Airport tax	An exit tax of US\$ 29 per person is payable at the airport. However, since May 2015, this tax has been included in ticket prices by carriers including American Airlines, US Airways, JetBlue, Copa Airlines, Avianca, Lacs, TACA and Aeroperú.
Tipping	Hotels are required by law to add a 10% service charge and a 3% tourist tax to their rates. Restaurants and other establishments automatically include taxes and a 10% tip in the bill. Tips are not usually given to taxi drivers, but are accepted by tour guides.
Taxis/remises	San José has a good taxi service. Prices are controlled and metered (the meter is known as a <i>maría</i>). Cabs are red with a yellow triangle on their forward doors. Airport taxis are orange and very reliable. Visitors are advised not to use unauthorized taxi services. The basic taxi fare is approximately US\$ 2 per kilometre, meaning that transfers between the airport and the hotel cost between US\$ 25 and US\$ 30, depending on traffic. Hotel taxis have fares for specific routes, although these differ little from regular fares. Online reservations can be made via the following link: http://www.taxiaerpuerto.com/index.php?option=com_content&view=article&id=4&Itemid=104&lang=es

2. Meeting venue

The second meeting of the Conference on Science, Innovation and Information and Communications Technologies will be held on 12 and 13 September 2016 in the Augusto el Grande room of the Holiday Inn San José-Aurola.

The hotel is located in central San José, a 40-minute ride from the airport, in light traffic. At peak traffic times, between 6 a.m. and 9 a.m. and between 4 p.m. and 6 p.m., the journey may take up to 90 minutes.

The hotel particulars are as follows:

HOLIDAY INN SAN JOSÉ-AUROLA (5*)

Address: Avenida 5, Calle 5
Frente al Parque Morazán
San José
Telephone: (506) 2523 1000
Website: <http://www.aurolahotels.com>

3. Meeting coordination

The meeting is being organized by the Economic Commission for Latin America and the Caribbean (ECLAC) and the Ministry of Science, Technology and Telecommunications of Costa Rica.

Questions on substantive matters related to the meeting may be directed to Sebastián Rovira of the Division of Production, Productivity and Management of ECLAC (tel. (56-2) 2210 2237, e-mail: sebastian.rovira@cepal.org) or Luis Fidel Yáñez, Officer in Charge of the Office of the Secretary of the Commission (tel. (56-2) 2210 2237, e-mail: luis.yanez@cepal.org).

Questions on operational matters related to the meeting should be addressed to Verónica Galaz of the Division of Production, Productivity and Management of ECLAC (tel. (56-2) 2210 2239, e-mail: veronica.galaz@cepal.org).

4. Hotel reservations

The ECLAC Conference Services Unit has reserved a block of rooms at special rates at the hotel where the meeting will take place:

HOLIDAY INN SAN JOSÉ-AUROLA (5*)

- Standard room: US\$ \$85 per night (not including 13% tax), maximum 2 people. Includes breakfast, high-speed wireless Internet, desk and cable television.
- Executive room: US\$ \$105 per night (not including 13% tax), maximum 2 people. Includes breakfast, high-speed wireless Internet, desk and cable television.

Reservations: **Jennifer Rojas**
E-mail: jrojas@aurolahotels.com
Telephone: (506) 2523 1266

Reservation requests should be addressed directly to the hotel by **19 August 2016, using the attached form**. The hotel cannot guarantee the special rate or the availability of rooms after this date.

Delegates are responsible for making their own reservations. It is advisable to check that the hotel has processed your reservation and to request a confirmation code or number.

A credit card number is required to make a reservation. Hotels in Costa Rica apply a no-show policy whereby reservations may be cancelled up to 24 hours prior to expected arrival; otherwise cardholders who fail to appear will be charged for the first night. All delegates must settle their own hotel bill at the end of their stay.

5. Entry requirements for Costa Rica

Holders of regular, diplomatic and official passports should contact the embassy or consulate of Costa Rica in their country to request information on entry and visa requirements.

Costa Rica requires an international yellow fever vaccination certificate in some cases. This certificate becomes valid 10 days after vaccination. It is usually required for persons entering Costa Rica temporarily or permanently and who are proceeding from the following countries or have visited them in the previous 90 days: Angola, Benin, Bolivarian Republic of Venezuela, Brazil, Burkina Faso, Cameroon, Colombia, Democratic Republic of the Congo, Ecuador, Gabon, the Gambia, Ghana, Guinea, Guyana, Liberia, Nigeria, Peru, Plurinational State of Bolivia, Sierra Leone and Sudan. Travellers are advised to make enquiries on this point prior to travel.

Official website of the Ministry of Foreign Affairs of Costa Rica: <http://www.rree.go.cr/>.

6. Local transport

Participants are responsible for their own transportation between the airport and the hotel.

7. Registration of participants

An online registration system will be available on the ECLAC website <http://innovalac.cepal.org> from **16 August 2016**.

Registration of delegates will commence on Monday, 12 September at 2 p.m. in the lobby outside the Augusto el Grande room (17th floor). Participants will be issued with identification badges which, for security purposes, must be shown at all meetings.

For further information on the registration of participants, please contact Paula Warnken (paula.warnken@cepal.org, tel. (56-2) 2210 2651) or Verónica Galaz (veronica.galaz@cepal.org, tel. (56-2) 2210 2239).

Registering through the online system **does not exempt** delegations from the requirement to send an official note indicating the names of the head of delegation and accompanying members.

8. Opening session

The opening session of the meeting will commence at **3 p.m.** on **12 September 2016** in the Augusto el Grande room (17th floor) of the Holiday Inn San José-Auroa.

9. Internet

A wireless Internet connection (Wi-Fi) will be available in the offices provided for the meeting and in the conference rooms.

10. Languages

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

11. Documents

It will be possible to consult the meeting documents as they become available on the Conference website <http://innovalac.cepal.org>

12. Medical service

The Government of Costa Rica will provide first aid services in the event that emergency medical assistance is required the meeting venue. Any secondary health care will be at the participant's own expense.



UNITED NATIONS
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HOTEL RESERVATION REQUEST

First name		Last name	
Head of delegation <input type="checkbox"/>	Delegate <input type="checkbox"/>	Observer <input type="checkbox"/>	Special guest <input type="checkbox"/>
Official title:			
Agency or institution:			
Address:			
City:		Country:	
Telephone:	Fax:	E-mail:	

I request a reservation at:

HOLIDAY INN SAN JOSÉ-AUROLA Avenida 5, Calle 5 Frente al Parque Morazán Telephone: (506) 2523 1000 Contact: Jennifer Rojas E-mail: jrojas@aurolahotels.com	Standard single <input type="checkbox"/> US\$ 85 plus 13% tax (includes breakfast and Internet)	
	Standard double <input type="checkbox"/> US\$ 105 plus 13% tax (includes breakfast and Internet)	
Date of arrival in Costa Rica:	Flight number:	Arrival time:
Date of departure from Costa Rica:	Flight number:	Departure time:

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

American Express <input type="checkbox"/>	MasterCard <input type="checkbox"/>	Visa <input type="checkbox"/>	Other <input type="checkbox"/>
Credit card number:			Expiry date:

Reservation requests should be addressed directly to the Holiday Inn San José-Aurola **no later than 19 August 2016**. Delegates are responsible for their own reservations. It is advisable to check that the hotel has processed your reservation and to request a confirmation code or number.