

11 July 2017

Original: English*

**Twenty-seventh Meeting of Heads of
National Drug Law Enforcement Agencies,
Latin America and the Caribbean**
Guatemala City, 2-6 October 2017

Information for participants

Conference venue

The Twenty-seventh Meeting of Heads of National Drug Law Enforcement Agencies, Latin America and the Caribbean will be held from 2 to 6 October 2017, at the Salón Azaria Cayalá, zona 16 Guatemala.

Coordination

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

Ms. Olga Teruel Ampuy
Telephone: +43 1 26060 ext. 5105
Fax: +43 1 26060 5885
Email: olga.teruel@unodc.org; sgb@unodc.org

National coordination of the conference will be undertaken by SECCATID. The following persons are responsible for coordination and logistics:

Ms. Marielisa González
Telephone: (+502) 25046000 ext. 134
Mobile phone: (+502) 53185008
Email: prevencion@seccatid.gob.gt

Mrs. Claudia Ordóñez
Telephone: (+502) 25046000 ext. 119
Mobile phone: (+502) 52017563
Email: cordonez@seccatid.gob.gt

Registration of participants

Registration will begin on Monday, 2 October from 8.30 a.m. in Salón Azaria Cayalá, In order to facilitate their participation at the Twenty-seventh Meeting of

* Available only in English, French and Spanish, which are the working languages of the subsidiary body.



Heads of National Drug Law Enforcement Agencies, Latin America and the Caribbean, participants are kindly requested to register using the form attached to this document (annex A), which should be sent electronically with a copy to:

- Ms. Olga Teruel Ampuy (UNODC) at sgb@unodc.org, olga.teruel@unodc.org
- Ms. Claudia Ordoñez (SECCATID) at cordonez@seccatid.gob.gt

Participants will be provided with identification badges, which, for security purposes, must be shown at all meetings.

Inaugural Ceremony

The opening of the meeting/inaugural ceremony will be held at 10 a.m. on Monday 2 October at Azaria Cayalá.

Dress code

The participants in the Twenty-seventh Meeting of Heads of National Drug Law Enforcement Agencies (HONLEA), Latin America and the Caribbean, may wear business attire.

Languages

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

Meals

Coffee-break services will be served during the 5 days of the meeting. There will be a permanent coffee station and water in a specific area within the meeting room.

Meals, with the exception of one welcoming cocktail, must be borne by the participant.

Hotel reservation

The Government of Guatemala has reserved a limited number of rooms with special rates at the following hotels:

Hotel Westin Camino Real

Single room: US\$ 145.00(breakfast and Internet included)
Double room: US\$ 160.00(breakfast and Internet included)
Att.: Alvaro Ruiz
Email: alvaro_ruiz@caminoreal.com.gt

Hotel Biltmore

Single room: US\$ 75.00 (breakfast and Internet included)
Double room: US\$ 85.00(breakfast and Internet included)
Att.: Regina Peláez
Email: regina_pelaez@hotelbiltmore.com.gt

Hotel Barcelo

Single room: US\$ 83.00 (breakfast and Internet included)
Double room: US\$ 83.00 (breakfast and Internet included)

Att.: Melany Herrera
Email: guatemalacity@barcelo.com

Hotel Intercontinental

Single room: US\$ 139.00 (breakfast and Internet included)
Double room: US\$ 139.00 (breakfast and Internet included)
Att.: Alexys Juarez/Karla Corzo
Email: alexys.juarez@r-hr.com/karla.corzo@r-hr.com

Requests for reservations should be addressed directly to the hotel using the hotel reservation form attached (annex B).

Information about other hotels

<i>Hotel</i>	<i>Single Room</i>	<i>Double Room</i>	<i>Contact information</i>
Holiday Inn	\$75.00	\$85.00	reservaciones@hinn.com.gt
Radisson	\$80.00	\$80.00	eventossociales@radissonguatemala.com
Marriot Court Yard	\$105.00	\$116.00	gcifuentes@courtyardguatemala.com
Hilton Garden Inn	\$85.00	\$100.00	saguiar@hgiguatemala.com

Currency

The local currency is the Guatemala Quetzal (GTQ). The average exchange rate is currently approx. GTQ 7.90 to the United States dollar.

Transport from the airport to hotels

Participants are advised to book their flights well in advance of the meeting with the travel agency and airline of their choice. The Government of Guatemala will be responsible for the reception of participants upon arrival at the Aurora Airport and their transportation from the airport to their places of accommodation and back.

Transfer

Participants will be provided with daily transfers from their hotels to the Salón Azaria, Cayalá and back.

Visas

Participants are advised to consult the consulates of Guatemala in regards to visa requirements to enter the country, so that they may carry out the necessary procedures beforehand.

Medical service

During the entire event, medical service and ambulances will be at Azaria Cayalá.

Local time

The local standard time in Guatemala City is: UCT/GMT -6 hours.

Climate

The temperature in Guatemala City is around 26°.

Electricity and Internet

In Guatemala, the electrical current has a voltage of 110 throughout the country.

Delegates will have access to a wireless Internet connection (Wi-Fi) at the Salón Azaria, Cayalá.

Country code

The country code for Guatemala is: (502) (plus a number of 8 digits).

Taxes

Any purchase of goods in Guatemala are subject to a 12 per cent Value Added Tax. The hotels also charge a fee for the provision of accommodation of 10 per cent. There is a departure tax at La Aurora International Airport of \$30.00+Q20.00 of security tax, which are already included in the airplane ticket.

Gratuities

Tips are not included anywhere. In Guatemala, it is customary to tip 10 per cent of the cost of the total consumption. Today, many restaurants automatically include the tip in the receipt or invoice.

Use of firearms

For bringing and carrying firearms in the country, participants must process the relevant permits.

The carrying of firearms inside the premises of the Salón Azaria Cayalá is prohibited at all times.

General information about Guatemala

Guatemala is a sovereign State located in the north-western part of Central America. It has a rich indigenous culture that is rooted in its Mayan heritage and the Spanish influence of the colonial era.

Despite its relatively small size, Guatemala has a very varied climate owing to its mountainous terrain, which rises from sea level to 4,220 metres above sea level. As a result, the country has a diverse range of ecosystems, from the mangrove swamps of the Pacific wetlands to the cloud forests of the high mountains.

The capital of Guatemala is Guatemala City, officially called “Nueva Guatemala de la Asunción”.

The official language is Spanish, although there are also 23 Mayan languages, as well as Xinka languages and Garifuna. Garifuna is spoken by the people of African descent living in the department of Izabal, located on the Caribbean coast.

Guatemala City has a mix of modern and colonial architecture and diverse art forms that mark the passage of time and social developments. You can visit monuments, museums, churches, art galleries, theatres and iconic buildings. The historic quarter

is home to the Miguel Ángel Asturias Cultural Centre, the Civic Centre to the south and the main boulevards Avenida Reforma and Avenida Las Américas.

A short distance from the capital lies the picturesque and enchanting city of Antigua Guatemala, an iconic symbol of Spanish colonial heritage. It is located in Panchoy Valley and is surrounded by three volcanoes and mountains home to coffee plantations. It was declared a World Heritage Site by UNESCO in 1979 owing to its history and beauty. With its unique cobblestone streets and historic buildings, the city offers a backdrop against which splendid cultural and religious traditions come to life.

Annex A

REGISTRATION FORM

Twenty-seventh Meeting of Heads of National Drug Law Enforcement Agencies, Latin America and the Caribbean Guatemala City, 2-6 October 2017	
Nombre/First name:	Apellido/Last name:
Cargo/Title/Position:	
Institución/Organization/Institution:	
Dirección/Address:	
Ciudad/City:	País/Country:
Teléfono/Telephone:	Correo electrónico/E-mail:
Fax/Fax:	
TRAVEL DETAILS:	Número de vuelo/Flight No.:
Fecha de llegada/Date of arrival:	
Hora de llegada/Time of arrival:	Número de vuelo/Flight No.:
Fecha de partida/Date of departure:	Dieta especial/Special diet:
Hora de partida/Time of departure:	

Please send this registration form to UNODC:

Ms. Olga Teruel Ampuy

Email:

olga.teruel@unodc.org
sgb.@unodc.org

With copy to:

Ms. Claudia Ordoñez

Email:

cordonez@seccatid.gob.gt

Annex B

HOTEL RESERVATION FORM

Twenty-seventh Meeting of Heads of National Drug Law Enforcement Agencies, Latin America and the Caribbean Guatemala City, 2-6 October 2017			
<i>Name/Nombre:</i>		<i>Last Name/Apellido:</i>	
<i>Address/Dirección:</i>			
<i>City/Ciudad:</i>		<i>Country/País:</i>	
<i>Phone/Teléfono:</i>	<i>Fax:</i>	<i>Email/Correo electrónico:</i>	
POR FAVOR, SELECCIONE UN HOTEL/PLEASE SELECT A HOTEL:			
Hotel Westin Camino Real 14 Calle 0-20, Zona 10 Tel. (+502) 2333 3000 Álvaro Ruiz: alvaro_ruiz@caminoreal.com.gt <i>Single room: US\$ 145.00</i> <i>Double room: US\$ 160.00</i>		Hotel Biltmore 15 Calle 0-31, Zona 10 Tel. (+502) 2410 5000 Regina Peláez: regina_pelaez@hotelbiltmore.com.gt <i>Single room: US\$ 75.00</i> <i>Double room: US\$ 85.00</i>	
Hotel Barcelo 7a Avenida, 15-45, Zona 9 Tel. (+502) 2378 4000 Melany Herrera: guatemalacity@barcelo.com <i>Single or double room: US\$ 83.00</i>		Hotel Intercontinental 14 Calle 2-51, Zona 10 Tel. (+502) 2413 4444 Alexys Juarez: alexys.juarez@r-hr.com / karla.corzo@r-hr.com <i>Single or double room: US\$ 139.00</i>	
Fecha de llegada al país: <i>Date of arrival:</i>		Nº de vuelo: <i>Flight number:</i>	
Fecha de salida del país: <i>Date of departure:</i>		Nº de vuelo: <i>Flight number:</i>	

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 <input type="checkbox"/>	Master Card <input type="checkbox"/>	Visa <input type="checkbox"/>	Otra/Other <input type="checkbox"/>
Nº de tarjeta de crédito/Credit card number:			
Fecha vencimiento: <i>Expiry date:</i>			