



**INTERSECTORAL EVENT ON SOCIAL PROTECTION AND EMPLOYMENT**  
**Toward an intersectoral focus on social protection in the Americas: Labor, social development and social security**

December 10-12, 2014 – Mexico City

**LOGISTICAL AND TRAVEL INFORMATION**

**Venue:** Headquarters of the Inter-American Conference on Social Security (CISS)

**Address:** Calle San Ramón s/n, Delegación Magdalena Contreras, Colonia San Jerónimo Lídice  
C.P. 10100. Mexico City

**Registration**

All participants should complete the Registration Form attached to this bulletin and send it back according to the instructions.

**Funding**

Travel expenses are the responsibility of each participant. Nevertheless, the OAS, with resources from the RIAL Voluntary Contribution Fund and other sources of support, will be able to co-finance some participation expenses for representatives of Ministries of Labor or Social Development from small economies.

**Lodging**

It is each participant's responsibility to directly book a reservation at a hotel of his or her preference, except for those receiving financial assistance, in which case the OAS will make reservations in the hotel of the Inter-American Conference on Social Security (CISS).

**Recommended hotels:**

**Hotel of the Inter-American Conference on Social Security (CISS) - event venue**

**Address:** Calle San Ramón s/n, Delegación Magdalena Contreras, Colonia San Jerónimo Lídice  
C.P. 10100. Mexico City

**Rate:** "A" USD 48 and "B" USD 62 (approximately), including breakfast.

**Contact:** Citlalli Vivar

**Tel:** (52) (55) 5377-4711 or (52) (55) 5595-0011 ext. 4711



Email: [citlalli.vivar@ciss.net](mailto:citlalli.vivar@ciss.net) and [rocio.tostado@ciss.net](mailto:rocio.tostado@ciss.net)

All participants who want to make use of the hotel of the Inter-American Conference on Social Security should complete the lodging request attached to this bulletin and sent it back according to the instructions. The deadline to guarantee lodging for the event is **November 26**.

To obtain the negotiated rate, event participants should fill in the attached lodging request and send a scanned copy to [citlalli.vivar@ciss.net](mailto:citlalli.vivar@ciss.net) and [rocio.tostado@ciss.net](mailto:rocio.tostado@ciss.net). The requests will be processed in the order in which they are received. Depending on availability, the CISS hotel will inform participants by email if their request was authorized and provide instructions to pay for the rooms by bank transfer. To guarantee a room, each guest must send a scanned copy of a bank deposit slip made out to the CISS hotel. Rooms should be completely paid for before arrival. Reserved rooms not guaranteed by November 26 will be made available to other guests.

**\*Hotel Pedregal Palace**

**Address:** Periférico Sur 3487, Col. San Jerónimo Lídice, Deleg. Magdalena Contreras, C.P. 10400. Mexico City.

8 min. by car (3 km) from CISS.

**Preferred rate for CISS:** USD 88 (approximately). Simple accommodation. Includes breakfast and taxes.

To obtain the preferred rate, reservations and payments should be done through the CISS hotel. Fill in the lodging request form for the CISS hotel according to the instructions and the CISS will inform you of how to make the payment. Rooms should be completely paid for by each guest before arrival. If you make your reservation directly with the Pedregal Palace hotel, it is not possible to offer the preferred rate.

**CISS contact:** Citlalli Vivar

**Tel:** (52) (55) 53774711 or (52) (55) 55950011 ext. 4711

**Email:** [citlalli.vivar@ciss.net](mailto:citlalli.vivar@ciss.net) and [rocio.tostado@ciss.net](mailto:rocio.tostado@ciss.net)

**\*Hotel Royal Pedregal**

**Address:** Periférico Sur 4363, Tlalpan, Jardines de la Montaña, 14210 Mexico City  
15 min. by car (8 km) from CISS.

**Rate:** USD 114.50 (approximately)

Single accommodation, includes taxes, does not include breakfast

**Contact:** <http://www.hotelesroyal.com.mx/>

**\*Hotel Fiesta Inn**

**Address:** Periférico Sur No. 5530 Col. Pedregal de Carrasco, 04700 Mexico City  
15 min. by car (9 km) from CISS.

**Rate:** USD 95 (approximately)

Single accommodation, includes taxes, does not include breakfast

**Contact:** <http://www.fiestainn.com/es/mx-ciudad-de-mexico/hotel-periferico-sur>

**\*Hotel Camino Real**

**Address:** Periférico Sur 3647, La Magdalena Contreras, Héroes de Padierna, 10700 Mexico City  
11 min. by car (4 km) from CISS.

**Rate:** USD 133 (approximately)

Single accommodation, includes taxes, does not include breakfast

**Contact:** <http://www.caminoreal.com/pedregal>

**Transportation to and from the airport**

Participants are responsible for making their own local transportation arrangements. There are taxi companies inside the airport that can be hired for fixed rates by zone.

## **Entry and exit requirements**

Delegates are responsible for complying with the visa requirements established by the Government of Mexico. For more information, visit: <http://www.sre.gob.mx/serviciosconsulares/index.php/es/visas>

## **Language**

The meeting will include simultaneous interpretation in English and Spanish.

## **Currency**

The currency of Mexico is the peso (MXN). The exchange rate as of October 22, 2014 is USD 1 = MXN 13.54

## **Climate**

December temperatures can be as low as  $-3^{\circ}\text{C}$  ( $26.6^{\circ}\text{F}$ ) at night and can rise during the day to  $15^{\circ}\text{C}$  ( $59^{\circ}\text{F}$ ) or  $20^{\circ}\text{C}$  ( $68^{\circ}\text{F}$ ).

## **Contact**

For any questions about this meeting, please contact:

### **OAS – Secretariat for Integral Development (SEDI)**

Att. Alexandra Barrantes or Maria Claudia Camacho

Tel: 1 (202) 370-4658, 1(202) 370-4952 – [abarrantes@oas.org](mailto:abarrantes@oas.org); [mcamacho@oas.org](mailto:mcamacho@oas.org)

### **Inter-American Conference on Social Security**

Att. Anel Valencia

Tel: (52) (55) 55374716 – [anel.valencia@ciss.net](mailto:anel.valencia@ciss.net)



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and social security**

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**REGISTRATION FORM**

Last Name / Apellidos		First Name / Nombre	
Title / Cargo			
Organization / Organización			
País / Country			
Telephone / Teléfono	Fax	E-mail / Correo Electrónico	

All delegates should complete and return this form by no later than **December 1** to:

Carolina Ahumada and/or Laura Blanco SEDI/OAS  
E-mail: [cahumada@oas.org](mailto:cahumada@oas.org); [lblanco@oas.org](mailto:lblanco@oas.org)  
Fax: 1 (202) 458 3149  
Tel: 1 (202) 370 5439, 1 (202) 370 4616

Government delegates should send this Form through their country's **Permanent Mission** to the OAS. **If you require financial assistance\***, please send this form in by no later than **November 14, 2014**. Otherwise, the deadline for receiving this form is **December 1**.

\*Resources are limited and requests for financial assistance will be analyzed and granted on a first-come, first-served basis.

**Solicitud de Hospedaje / Lodging Request**

Fecha/ <i>Date</i>
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<b>Organizador/ Organizer</b>	OEA, CISS, STPS, SEDESOL
<b>Evento / Event</b>	TALLER OEA (9-13 dic. 2014) /OAS Workshop (Dec. 9-13, 2014)
<b>Fecha de arribo / Arrival date</b>	<b>Fecha de salida / Departure Date</b>

Hospedaje por noche  
En el Hotel CISS el costo por noche es "A" \$ 650.00 y "B" \$ 850.00 (pesos mexicanos) e incluye un desayuno. Costo del desayuno extra \$150.00 (pesos mexicanos).  
La CISS tiene un convenio con el Hotel Pedregal Palace, a 3 km aprox. Para beneficiarse de la tarifa preferencial, las reservaciones deben hacerse por conducto de la CISS; habitaciones sujetas a disponibilidad.

*Lodging per night*  
*At the CISS Hotel the cost is "A" \$650.00 and "B" \$850.00 (Mexican pesos) per night, including one breakfast. Extra breakfast \$150.00 (Mexican pesos).*  
*The CISS has a preferential rate in the Pedregal Palace Hotel, at 3 km. approx. To benefit from the preferential rate, reservations must be made through the CISS; availability is limited.*

Marque el número de noches que se hospedará y la habitación de su preferencia. \*

*Mark the number of nights you will be staying and the type of room you prefer. \**

Noches/Nights	"A" - Costo Total / Total Cost	"B" - Costo total / Total cost	Pedregal Palace
<b>1</b>	[ ] \$ 650.00	[ ] \$ 850.00	[ ] Desde \$ 1,053.00 por
<b>2</b>	[ ] \$1,300.00	[ ] \$1,700.00	[ ] habitación sencilla por noche
<b>3</b>	[ ] \$1,950.00	[ ] \$2,550.00	[ ] (incluye impuestos) sin
<b>4</b>	[ ] \$2,600.00	[ ] \$3,400.00	[ ] desayuno

Desayunos adicionales CISS \_\_\_\_\_ / *CISS Extra breakfasts* \_\_\_\_\_

\*Las solicitudes se atenderán en el orden en el que se reciban. / \*Requests will be considered in a first come first serve basis.

**Datos del huésped / Guest information**

Sr. /Mr.	Sra. /Mrs.
<u>Apellidos / Last name</u>	<u>Nombre (s) / Name</u>
<u>Cargo / Position title</u>	<u>Institución, organización o dependencia /Institution, organization or department</u>
<u>Dirección postal / Mailing Address</u>	<u>País / Country</u>
<u>Correo electrónico / E mail</u>	<u>Teléfono /Phone</u>
	<small>Código país /country code      Ciudad /city      Número /Number</small>
	<input type="text"/>

**Para uso interno de la CISS / For CISS use only**

**Firma del huésped / Guest signature**

**Autorización**  
**Coordinación Financiera y Administrativa**      CFA/FV-007

Envíe esta forma llena y escaneada a [rocio.tostado@ciss.net](mailto:rocio.tostado@ciss.net) y [citlalli.vivar@ciss.net](mailto:citlalli.vivar@ciss.net). Una vez que su solicitud sea autorizada, recibirá una notificación para hacer el pago correspondiente.

*Fill in the form and send it scanned to [rocio.tostado@ciss.net](mailto:rocio.tostado@ciss.net) and [citlalli.vivar@ciss.net](mailto:citlalli.vivar@ciss.net). Once our request is authorized, you will be notified to make the corresponding payment.*