



II Conferencia Ministerial sobre la Sociedad de la Información

El Salvador 6, 7 y 8 de febrero de 2008



Operational Guideline II Ministerial Conference on the Information Society eLAC2007

San Salvador, El Salvador

The purpose of the following document is to provide participating delegates with the necessary information to facilitate their participation in the "II Ministerial Conference on the Information Society eLAC2007", to be held in San Salvador, El Salvador, February 6-8, 2008.

The organizer's staff will be pleased to answer any inquiries on the logistics and organization of the Conference.

GENERAL INFORMATION ABOUT THE CONFERENCE

A. VENUE

The conference will take place in San Salvador, El Salvador, at the Radisson Hotel.

INAUGURATION:

- It will be held in the rooms Norte America, Caribe and Centroamerica, February 6, 2008 at 9:00 am.

CONFERENCE ROOMS:

- Rooms Sur America, El Salvador and Centroamerica, will be used for the Plenary Sessions.
- Room Norte America, will be the Official Delegate's Conference Room

COMPUTER CENTER FOR PARTICIPANTS:

- Room Jade will be a computer center equipped with computers, Internet access, printer, photocopier, and scanner. This room will be available during the development of the event, February 6-8, 2008.

PRESS ROOM:

- Room Apaneca will be used as Press Room, for both national and international media, and will be equipped with computers internet access, printer, photocopier and scanner. It will be available from the 5th of February.
- All common areas have free Wi-fi access.

OFFICIAL LANGUAGES OF THE CONFERENCE:

The governing languages for the event are Spanish and English. These as well will be the working languages at the meetings. Simultaneous interpretation shall be provided. Work documents will be distributed in Spanish and English on a timely basis.

ACCREDITATION AND CREDENTIALS:

The Ministry of Foreign Affairs will be providing all the official delegations with credentials. For security reasons this ID needs to be visible during the daily sessions and the official activities during the conference. This credential will be given to each participant upon registration, or as a last instance at 7:30 am, on February 6, 2008, room Juayua.

To hasten the process of accreditation and minimize any inconvenient, you can register online at: www.elac2007.org or download the registration form and send it via e-mail at: registelac2007@rree.gob.sv or Fax: (503) 2231-1347.

B. HOTEL ACCOMODATION

Hotel reservations have to be booked before January 15th, directly with the recommended hotels. The rate offered by these hotels is a special group rate. When placing the reservation please mention you are attending the eLAC Conference.

Each participant must make sure her/his registration has been processed by the hotel and request the reservation number or code. To guarantee the reservation, it is indispensable to provide the flight number and the time of arrival and departure, as well as the type and number of the credit card. The hotel bill will be payed directly by each participant at the end of her/his stay.

The following hotels offer a preferential rate for this Conference:

<u>HOTEL</u>
VENUE: RADISSON HOTEL ★★★★★ 89 Ave. y 11 Calle Poniente, Colonia Escalón, San Salvador, El Salvador Tel: (503) 2500-0779; 2257-0700 Fax: (503) 2257-0750 Website: www.radisson.com/sansalvadores Reservations: grupos@hotelsal.com Attention: Mr. David Lemus
SHERATON PRESIDENTE HOTEL ★★★★★ Avenida La Revolución, Colonia San Benito, San Salvador, El Salvador Tel: (503) 2283-4000; 2283-4083 Fax: (503) 2283-4040 Website: www.sheraton.com/sansalvador Reservations: reina.luna@sheratonpresidente.com.sv Attention: Mrs. Reina Luna
HILTON PRINCESS HOTEL ★★★★★ Boulevard del Hipódromo y Ave. las Magnolias, Colonia San Benito, San Salvador, El Salvador Tel: (503) 2298-4545 Fax:(503) 2298-1500 Website: www.sansalvador.hilton.com Reservations: cescobar@hiltonprincess.com Attention: Mr. Carlos Escobar
HOLIDAY INN ★★★★★ Esquina Calle 2 y Calle 3, Centro Estilo de Vida la Gran Vía, Antiguo Cuscatlán, El Salvador Tel: (503) 2249-3012 y 2249-3000 Fax: (503) 2249-3001 Website: www.marriott.com/salcy Reservations: nancy.castro@courtyard.com Attention: Sra. Nancy Castro

C. TRANSPORTATION

The organizers will provide the necessary transportation to mobilize the participants of the conference from the International Airport at Comalapa to the following hotels: Radisson, Sheraton Presidente, Hilton Princess and Holiday Inn.

D. VISAS

As host, El Salvador will provide the necessary assistance for the entrance of the official delegations.

E. TOURIST PACKAGES

The days before the event, February 3, 4 and 5, participants will be arriving and can take advantage of special packages to tour El Salvador. Additional tour packages shall be available the days following the conference, February 9, and 10.

During the conference, tour packages will also be available for people accompanying you. Special rates, destinations and other information can be viewed at www.asotur.org

F. GENERAL INFORMATION ABOUT EL SALVADOR

Climate and Temperature

San Salvador is a warm city with a tropical climate; the average temperature is 28°C. The rainy season is from May until October.

Time and area code

The Standard time of El Salvador is: GMT-6

Electricity / Voltage

The electric current is 110 watts, at 60 Hz.

Currency

The legal currency of El Salvador is the US Dollar.

Tax and Tips

Value Added Tax (13%) is already included in marked/advertised price (exceptions are specified). Tips in restaurants and nightclubs is 10%, this is usually included in the bill.

Airport Tax

Exit Tax is US\$ 32

Credit and Debit cards

International credit and debit cards such as VISA, AMERICAN EXPRESS and MASTER CARD are widely accepted in restaurants, hotels and commercial establishments.

Commercial establishment schedules

Although there is no defined schedule, most establishments open from 8:00 am to 7:00 pm; main shopping malls close around 9:00 pm; banks open from 9:00 am to 5:00 pm; ATM ´s are available 24 hours.

International Dialing

To make international calls dial the carrier (155, 145 or 144) prefix 00 + country code + city code + telephone number.



◆ 1. RADISSON HOTEL

◆ 2. SHERATON PRESIDENTE HOTEL

◆ 3. HILTON PRINCESS HOTEL

◆ 4. HOLIDAY INN