



WHO FRAMEWORK CONVENTION  
ON TOBACCO CONTROL

## Conference of the Parties to the WHO Framework Convention on Tobacco Control

Fourth session  
Punta del Este, Uruguay, 15–20 November 2010

FCTC/COP/4/DIV/2  
15 August 2010

---

# Guide for participants in the Conference of the Parties

## VENUE AND DATE

1. The fourth session of the Conference of the Parties to the WHO Framework Convention on Tobacco Control (WHO FCTC) will be held at the conference centre of the Conrad Hotel in Punta del Este, Uruguay (Parada 4 de la Mansa, Punta del Este, Maldonado, Tel: +(598) 42 49 11 11, [www.conrad.com.uy](http://www.conrad.com.uy)). It will open at 10:00 on Monday, 15 November 2010, and is expected to close no later than 13:00 on Saturday, 20 November 2010. Informal regional consultations will be held on Sunday, 14 November 2010 from 16:00 to 18:30.

## CREDENTIALS

2. An advance signed copy of credentials should be sent to the Convention Secretariat **by 1 November 2010**, by fax to (+41) 22 791 58 30 or by e-mail to [copfctc@who.int](mailto:copfctc@who.int). Participants are reminded, however, that original credentials are required and should be submitted to the Convention Secretariat no later than 24 hours after the opening of the session, if possible. In accordance with Rule 18 of the Rules of Procedure of the Conference of the Parties to the WHO FCTC, credentials shall be issued by the Head of State or Government, the Minister for Foreign Affairs, the Minister of Health or any other appropriate government authority. In the case of a regional economic integration organization, credentials shall be issued by the competent authority of that organization.

## REGISTRATION

3. Participants will be able to register and receive their badge before the opening of the session.

The registration desk located in the conference centre of the Conrad Hotel will be open at the following times:

Sunday	14 November 2010	10:00–18:00
Monday to Friday	15–19 November 2010	08:00–18:00
Saturday	20 November 2010	08:30–13:00

4. Delegations whose credentials have not been communicated to the Convention Secretariat before the opening of the session should deposit them at the registration desk. **Please note that only those individuals whose names appear on valid credentials will be issued with a badge. Access to the conference centre and to the meeting rooms will be restricted to persons wearing badges.**

5. Parties will be seated in English alphabetical order at seats displaying country names. States with observer status and other participants will be accommodated in other reserved areas in the room.

6. For security and identification purposes, all participants are requested to wear their meeting badges at all times while in the conference area, whether attending meetings or social functions.

## WORKING HOURS

### Sunday, 14 November 2010

16:00–18:30	Regional consultations (African Region, Region of the Americas, South-East Asia Region, European Region, Eastern Mediterranean Region and Western Pacific Region)
-------------	---

### Monday, 15 November 2010

10:00–13:00	Plenary session and opening ceremony
15:00–18:00	Plenary session
19:00	Welcome reception, hosted by the Minister of Health of Uruguay at the Conrad Hotel

### Tuesday, 16 November 2010 to Friday, 19 November 2010

09:00–10:00	Regional consultations (African Region, Region of the Americas, South-East Asia Region, European Region, Eastern Mediterranean Region and Western Pacific Region)
10:00–13:00	Plenary session or committees
15:00–18:00	Plenary session or committees

## Saturday, 20 November 2010

10:00–13:00 Plenary session or committees

Closing plenary session

## LUNCHTIME SEMINARS

7. Lunchtime seminars will be organized during the session and will be open to all participants. A schedule of these seminars will be made available in advance.

## LOCAL ARRANGEMENTS

8. *Abtour Viajes* is the local agent appointed by the Government of Uruguay to assist participants, in coordination with the Convention Secretariat, with accommodation in Punta del Este, airport transfers, visa applications, shuttle service between hotels and the conference venue, and other local arrangements. For further information, participants are invited to consult *Abtour Viajes*' dedicated web site for the session: <http://www.cop4fctc.com>.

## VISA REQUIREMENTS

9. Participants are requested to ensure that they are in possession of a valid passport or an appropriate travel document recognized by the Government of Uruguay and to obtain, as appropriate, an entry visa from the Uruguayan embassy *at the point of origin – or from the nearest Uruguayan Embassy or Consulate – prior to entering Uruguay*. For more information on visa requirements, please contact a Uruguayan diplomatic or consular office or visit <http://www.dnm.minterior.gub.uy>. Participants are also advised to obtain a transit visa, if necessary. The local agent, *Abtour Viajes*, is also able to assist participants with their visa applications provided a request and the necessary information are submitted **by 1 October 2010**. Further information can be found on the local agent's web site <http://www.cop4fctc.com>.

## ARRIVAL IN MONTEVIDEO AND TRANSFER TO PUNTA DEL ESTE

10. Welcome desks will be located in Punta Del Este airport and in the arrivals area of Montevideo International Airport to assist participants with the transfer to Punta del Este and to their hotels. Participants wishing to avail themselves of the transfer service provided by the Uruguayan authorities are requested to indicate this choice on the hotel booking form attached to this document (Annex 2), which is also available online on the web site of *Abtour Viajes* <http://www.cop4fctc.com>. *Abtour Viajes* has also an office in the arrivals area of Montevideo International Airport.

## LOCAL TRANSPORTATION

11. Local transportation will be made available to all participants by the Uruguayan authorities. Shuttle services will be available on a daily basis from 14 to 20 November 2010 between places of

accommodation and the conference centre. Participants are requested to consult the shuttle timetables posted in the reception area of their hotel. On departure, participants will be transported to Montevideo International Airport or to Punta del Este airport, provided they have completed the travel information details contained in Annex 2 (also available at <http://www.cop4fctc.com>) and informed the local agent, *Abtour Viajes*.

## HOTEL RESERVATION

12. Participants are requested to complete the hotel booking form attached to this document (Annex 2) and return it directly to *Abtour Viajes*, by e-mail to [cop4@abtour.com.uy](mailto:cop4@abtour.com.uy) or by fax to (+598) 29 02 19 96. The hotel booking form can also be completed online on <http://www.cop4fctc.com>. Participants are reminded that credentials are required to participate in the session, as indicated above.

13. The rates quoted in the hotel list (Annex 3) include breakfast, as well as service charge and government tax. For cancellation, modifications of dates or any other changes to hotel reservations, participants are requested to inform directly the local agent, *Abtour Viajes*, as soon as possible and to read carefully the cancellation and modification conditions available on their web site (<http://www.cop4fctc.com>). Rooms will be assigned according to information provided by *Abtour Viajes* and on a **first-come, first-served basis**.

14. Travellers will have to settle their bill directly with the official local agent *Abtour Viajes*. The Convention Secretariat is not responsible for hotel expenses.

## TRAVEL AND PER DIEM FOR PARTICIPANTS FROM LOW- AND LOWER-MIDDLE-INCOME COUNTRIES

15. To facilitate the participation of representatives of low- and lower-middle-income country Parties, the Convention Secretariat will be able to support the cost of travel (economy fare by the most direct route and payment of a per diem) for one participant designated by each Party eligible for travel support (see Annex 1). Participants should note that travel arrangements will be processed by the Convention Secretariat only on receipt of valid credentials, in original form or as an advance signed copy. To facilitate timely travel arrangements, Parties eligible for travel support are requested to communicate their credentials to the Convention Secretariat no later than **10 September 2010**.

16. Participants entitled to payment of a per diem and whose travel has been arranged by the Convention Secretariat are requested to contact the per diem desk during the session.

## ON-SITE FACILITIES

17. **Travel agency:** Participants should ensure that their return bookings are confirmed soon after their arrival in Punta del Este. Should participants require any changes to be made to their bookings during the session, they should contact the local agent, *Abtour Viajes*, at the agency's desk located in the conference centre, outside the plenary hall.

18. **Telephone:** Card-operated public telephones for domestic and international calls are available in the conference centre.
19. **Cybercafé:** Internet booths are available in the conference centre for Internet, e-mail and word processing. The conference centre is also equipped with a wireless fidelity (Wi-Fi) system.
20. **Postal Services:** A mailing service is available in the conference centre.
21. **Medical services:** There will be an emergency medical facility in the conference centre. The facility will be manned by a medical doctor/paramedic during the working hours of the session, including social events. A list of hospitals (private and public) will be available on request at the information desk.
22. Participants requiring urgent medical attention away from the conference centre are advised to contact the emergency services at 911.
23. **Bank/currency exchange facilities:** The Uruguayan Peso is the Uruguayan unit of currency (as of 1 June 2010, 1 US dollar was equivalent to around 20 Uruguayan Pesos). Participants are encouraged to exchange foreign currency upon arrival in the baggage claim area of the airport. Foreign currency exchange services are available at most hotels. Several banks are located around 500 metres from the conference centre and are normally open from 13:00 to 17:00, Monday to Friday. Travellers cheques and the currencies of most countries can be cashed at banks. International credit cards (Visa, Diners Club, MasterCard, American Express) are accepted at most hotels, restaurants and shops.
24. **Catering facilities:** Lunches will be provided for participants for the duration of the session. There are restaurants and a coffee shop in the conference centre.
25. **Smoking is not permitted in the conference area allocated to the session.**

## LIST OF PARTICIPANTS

26. A provisional list of participants (document FCTC/COP/4/DIV/1) will be distributed at the beginning of the session. This list will be issued on the basis of the credentials received by the Convention Secretariat up to 16:00 on Sunday, 14 November. A revised list will be issued later and distributed with the normal distribution of documents.

## DISTRIBUTION OF DOCUMENTS

27. Documentation required prior to the session will be dispatched to Parties and observers 60 days before the opening of the session. There will be a documents distribution counter at the conference centre, from which participants may collect in-session documents. Documents may also be accessed at the WHO FCTC web site (<http://www.who.int/fctc>).
28. The Convention Secretariat regrets that it will *not* be possible for the Secretariat to dispatch documents on behalf of participants at the conclusion of the session.
29. The only distribution of documents considered official is the distribution of documents through the documentation desk.

## **RESERVATION OF ROOMS FOR BILATERAL AND PRIVATE MEETINGS**

30. There is limited space for bilateral or private meetings; however, upon request, rooms can be designated by the Convention Secretariat for specific appointments. Regrettably, interpretation cannot be provided for such meetings.

## **INSURANCE**

31. Participants should note that the Convention Secretariat cannot be held liable for any claim resulting from death, injury, sickness or other disability in connection with their participation in the session. Participants are therefore responsible for making their own insurance arrangements as necessary.

## **VACCINATION REQUIREMENTS**

32. There are no specific vaccination requirements to enter Uruguay. For further information, participants are advised to consult the WHO international travel and health web site at <http://www.who.int/ith>.

## **WEATHER AND TIME**

33. The weather is usually warm and sunny in Punta del Este in November, with a temperature of 15–25°C.

34. Standard time in Uruguay is GMT-2 (summer time).

## **ELECTRICITY**

35. City and town electricity systems are 200 volts. Plugs have three cylindrical pins (European type).

## **VALUE ADDED TAX (VAT) AND AIRPORT DEPARTURE TAX**

36. VAT, currently at 22%, is levied on all goods and services and is usually included in the advertised or marked price (except in bars, restaurants and hotels where VAT is 9%). VAT paid by tourists on certain categories of goods is refundable on departure. It is not possible to claim a VAT refund on hotel bills.

37. Participants should note that an airport tax of US\$ 36 (as of 1 June 2010) must be paid by travellers upon departure. Diplomatic passport holders are exempt from this tax.

## USEFUL CONTACTS

Convention Secretariat in Geneva:

Tel.: (+41) 22 791 5484/2713; Fax: (+41) 22 791 5830; E-mail: [copfctc@who.int](mailto:copfctc@who.int)

Contacts in Punta del Este:

- Conference centre (+598) 42 49 11 11
- Local travel agent *Abtour Viajes*: (+598) 29 08 51 52, Email: [cop4@abtour.com.uy](mailto:cop4@abtour.com.uy), web site: <http://www.cop4fctc.com>.
- Emergency/Police services: 911

38. A telephone directory with the names and functions of the staff serving the session will be available at the documentation desk.

## SAFETY AND SECURITY

39. Although Punta del Este is a very safe town, participants are advised to observe normal safety precautions when moving around the town. In particular:

- Stay alert: watch your luggage and briefcase.
- Please enquire at your hotel reception desk about use of safety deposit boxes.
- Always carry with you the address of your hotel and the conference centre. This will be helpful should you need to take a taxi.
- Should you encounter anything unforeseen and require assistance, please make use of the following emergency numbers: Emergency/Police services: 911.
- Note that neither WHO nor the local organizers can be held responsible for the loss of personal objects left unattended at meetings.





## ANNEX 1

**PARTIES TO THE WHO FCTC ELIGIBLE FOR TRAVEL SUPPORT  
(low- and lower-middle-income countries)**

Albania	Madagascar
Angola	Maldives
Armenia	Mali
Azerbaijan	Marshall Islands
Bangladesh	Mauritania
Belize	Micronesia (Federated States of)
Benin	Mongolia
Bhutan	Myanmar
Bolivia (Plurinational State of)	Nauru
Burkina Faso	Nepal
Burundi	Nicaragua
Cambodia	Niger
Cameroon	Nigeria
Cape Verde	Niue
Central African Republic	Pakistan
Chad	Papua New Guinea
China	Paraguay
Comoros	Philippines
Congo	Republic of Moldova
Cook Islands	Rwanda
Democratic People's Republic of Korea	Samoa
Democratic Republic of the Congo	Sao Tome and Principe
Djibouti	Senegal
Ecuador	Sierra Leone
Egypt	Solomon Islands
Gambia	Sri Lanka
Georgia	Sudan
Ghana	Swaziland
Guatemala	Syrian Arab Republic
Guinea	Thailand
Guinea-Bissau	Timor-Leste
Guyana	Togo
Honduras	Tonga
India	Tunisia
Iran (Islamic Republic of)	Tuvalu
Iraq	Uganda
Jordan	Ukraine
Kenya	United Republic of Tanzania
Kiribati	Vanuatu
Kyrgyzstan	Viet Nam
Lao People's Democratic Republic	Yemen
Lesotho	Zambia
Liberia	

## ANNEX 2


**FCTC**

 WHO FRAMEWORK CONVENTION  
ON TOBACCO CONTROL

**Fourth session of the Conference of the Parties  
to the WHO Framework Convention on Tobacco Control  
Punta del Este, Uruguay  
15–20 November 2010 (Conrad Hotel)**

<b>PARTICIPANTS DETAILS: (Please write in block letters or type)</b>	
Title:      Ms.              Mr.                              Dr.                              Prof.	
Family name/Apellido:	First Name/Nombre:
Address/Dirección:	Organization/Institución:
City/Ciudad:	Country/País:
Phone/Teléfono #:	E-mail:
Hotel Preference:	Nº of Rooms:
Room Category/Tipo de Habitación:	Price:
Arrival/Llegada	Departure/Salida
Date/Día: _____	Date/Día: _____
Flight/Vuelo: _____	Flight/Vuelo: _____
Time/Hora: _____	Time/Hora: _____

<b>Shuttle service:</b> I wish to use the shuttle service between Airport and my Hotel:      YES / NO
--

**Abtour Viajes will contact you after receipt of the completed form.**

I authorize the official local agent, <i>Abtour Viajes</i> , to charge my credit card with: 1) The cost of the first night: USD _____ Visa _____ Master Card _____ American Express _____ Credit Card N°: _____ Expiry Date: _____ Security Code: _____ Credit cardholder's name: _____ Signature: _____ <b>Cancellation/modification: See conditions for on <a href="http://www.cop4fctc.com">http://www.cop4fctc.com</a></b>
---

Please return this form **by 30 October 2010 at the latest** to:  
*Abtour Viajes* / Attention: Ms. Ines Escardo and Ms. Pia Henderson  
 by e-mail to: [cop4@abtour.com.uy](mailto:cop4@abtour.com.uy) or by fax to: +598 29 02 19 96  
 or download from <http://www.cop4fctc.com>

## ANNEX 3

**HOTEL LIST**

The rates shown below are quoted in US dollars and include breakfast, service charge and government tax. Transport will be provided between the hotels listed below and the conference centre of the Conrad Hotel in Punta del Este. For contact details of the hotels and cancellation/modification conditions, please consult Abtour Viajes' web site at <http://www.cop4fctc.com>.

<b>Hotel and category</b>	<b>Single</b>	<b>Double</b>	<b>Triple</b>	<b>Quad</b>	<b>Distance to venue</b>
<b>Conrad Hotel (5*)</b>					0
Standard	175	190			
Junior Suite	310	310			
Executive Suite	395	395			
<b>Mantra Resort (5*)</b>					10 km
De Luxe King	230	230			
Grand De Luxe Twin	230	230			
<b>L'Auberge (5*)</b>					2.5 km
Classic	200	200			
Classic sea view	240	240			
De Luxe	340	340			
Junior Suite	450	450			
<b>Las Dunas (5*)</b>					12 km
Suite Junior	155	175			
Suite Senior	178	200			
<b>Jean Clevers (4*)</b>					500 m
Superior	112	125			
<b>Don Pepe (4*)</b>					2 km
Standard	85	85			
Superior	94	94			
De Luxe	113	113			
<b>Ajax (3*)</b>					150m
Standard	74	74			
<b>Remanso (3*)</b>					500 m
Standard	99	99			
Superior	115	115			
<b>Salto Grande (3*)</b>					400 m
Standard	70	80	130	130	

<b>Hotel and category</b>	<b>Single</b>	<b>Double</b>	<b>Triple</b>	<b>Quad</b>	<b>Distance to venue</b>
<b>San Fernando (1*)</b>					600 m
Standard Double	74	74			
Standard Twin	74	74			
<b>Concorde (3*)</b>					1.3 km
Standard	70	84			
<b>Azul (3*)</b>					1 km
Standard	60	66	90	110	
<b>Aqua (1*)</b>					500 m
Standard	58	64			
<b>Days Inn Mansa (3* Sup)</b>					200 m
Standard Twin	105	130			
Standard Double	105	130			

= = =