

Guide for delegates

1. VENUE AND DATE

Hotel Panamericano, Buenos Aires, Argentina (Carlos Pellegrini 551, Buenos Aires, telephone: +54 11 4348 5000). The first plenary will open at 10:00 on Monday, 19 November 2012, in Salon Grand Panamericano, first floor, and the session is expected to close no later than 18:00 on Wednesday, 21 November 2012.

2. CONFIRMATION OF PARTICIPATION AND REGISTRATION

The composition of delegations should be delivered to the Secretariat no later than 5 November 2012, and can be transmitted by fax (number +41 22 791 4730) to the Department of Essential Medicines and Health Products, or by an e-mail to ingolfsdotting@who.int.

3. ENTRY BADGES

Participants will be able to collect their badges before the opening of the session at the registration desk in Hotel Panamericano, in the lobby located outside salon Parana, underground level. The registration desk will be open:

- On Sunday, 18 November, from 14:00 to 18:00
- From Monday, 19 November to Wednesday, 21 November, from 08:00 to 18:00

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

4. WORKING HOURS

Monday, 19 November, Tuesday, 20 November and Wednesday, 21 November

08:45 – 09:45	Regional consultations (to be confirmed) <ul style="list-style-type: none">– African Region – Room “Los Jardines”– Region of the Americas – Room “Rio Parana A+B”– Eastern Mediterranean Region – Room “Amazonia”
10:00 – 13:00	Plenary meeting

- 13:45 – 14:45 Regional consultations (to be confirmed)
- European Region – Room “Los Jardines”
 - South-East Asia Region – Room “Rio Parana A+B”
 - Western Pacific Region – Room “Amazonia”

15:00 – 18:00 Plenary meeting

Please note that on the first day there will be a welcome reception, hosted by the Minister of Health, Government of the Argentine Republic (details and location will be communicated later).

5. LOCAL ARRANGEMENTS, HOTEL RESERVATION, ARRIVAL IN BUENOS AIRES AND TRANSFER TO THE HOTELS

DAFING Group is the official local agent appointed by the Government of the Argentine Republic to assist participants, in coordination with the WHO Secretariat, with accommodation in Buenos Aires and airport transfers. For further information, participants are invited to consult the following dedicated web site for the session:

Web site (English/Spanish version): <http://www.dafing.com/msm-ssffc.html#>

DAFING GROUP (Local Travel Agent):

Tel: +54 11 48219700 Int 116

Fax: +54 11 48219700

E-mail: Giovanni@dafing.com

A number of selected hotels at negotiated rates have been pre-booked by the host country to facilitate accommodation for delegates (see Annex). Participants wishing to use the SSFFC pre-booking of hotels need to complete a hotel reservation request by **5 November 2012** directly on the agent web site (<http://www.dafing.com/msm-ssffc.html#>), where further information on each hotel is available. All selected hotels are located within 5–15 minutes' walking distance of the Conference venue.

DAFING will handle participants' requests for the SSFFC selected hotels on a **first-come, first-served** basis. Reservation will be confirmed by DAFING upon receipt of the requested credit card information.

Upon request, free-of-charge airport transfers will be organized for participants by DAFING, but only if the hotel room reservation is made through them and the requested information and itinerary is provided on line.

Most of the participants will arrive at the Ezeiza International Airport “Ministro Pistarini”, which is approximately 35 km from the city centre. Driving from Ezeiza international airport to the city centre takes approximately 45–90 minutes by taxi. A one way taxi journey from the airport to the city costs between US\$ 35–US\$ 50 (tax included). DAFING also offers private transfer services for US\$ 120 (roundtrip, tax included).

Note for participants who will not be using the airport transfer services proposed by DAFING at Ezeiza airport: As soon as you claim your baggage and exit the custom area of the airport, many people will approach you and offer car services to the city. It is strongly recommended that you **DO NOT** travel in any of these cars, since these people are not authorized to carry passengers and usually take advantage of tourists. Instead, participants should go to the taxi reservation booths available outside the airport. **Only official black and yellow Buenos Aires EZE taxi cabs should be used.** Participants may wish to hire chauffeured cars (“remises”) at the booking desk located right after the customs area. It is strongly advised to negotiate the fare at the time of hiring the vehicle.

Some participants from subregions may arrive at the Aeroparque Jorge Newbery airport, which is located at 6 km from the centre of Buenos Aires.

Note for participants who will not be using the airport transfer services proposed by DAFING at Aeroparque Jorge Newbery airport: There is a taxi stop outside the arrivals hall within the airport. A one-way journey from the airport to the city costs between US\$ 6 to US\$ 10 (tax included). Car services (“remises”) are also available and it is strongly recommended to negotiate the fare if using this service.

6. VISA REQUIREMENTS

Participants are requested to ensure that they are in possession of a valid passport or an appropriate travel document recognized by the Government of the Argentine Republic and to obtain as soon as possible and as appropriate, an entry visa from the Argentine embassy at the point of origin – or from the nearest Argentine embassy or consulate – prior to entering the Argentine Republic. For more information on visa requirements, please contact an Argentine diplomatic or consular office or visit: http://www.cancilleria.gov.ar/portal/temas_consulares/visas/visas.html. Depending on their itinerary, participants are also advised to obtain a transit visa, if necessary, well in advance of their travel date.

7. INSURANCE

Participants should note that neither the Argentine Republic nor WHO can 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.

8. TRAVEL FOR DELEGATES FROM LEAST DEVELOPED COUNTRIES AND FROM A LIMITED NUMBER OF DEVELOPING COUNTRY MEMBER STATES

In accordance with resolution WHA50.1, special consideration will be given to delegates whose countries are classified as least developed countries by the United Nations. WHO will cover the cost of an economy/tourist airfare by the most direct route to Buenos Aires for one delegate of such countries. In addition, in order to facilitate wide representation in the meeting, and subject to the availability of resources, funds will be provided to cover the cost of an economy/tourist airfare by the most direct route to Buenos Aires for one delegate from a limited number of other developing country Member States upon their request. **Therefore least developed countries, and other developing country Member States who wish to request travel support, should send an e-mail to**

ingolfsdotting@who.int as soon as possible, and no later than 15 October 2012, and include in the e-mail a copy of the letter from their government indicating the composition of the delegation and the relevant name and contact details of the participant to be supported.

9. ON-SITE FACILITIES

Information desk: located on the first floor, in the foyer outside Salon Grand Panamericano (plenary hall).

Travel agency: participants should ensure that their return bookings are confirmed. Should participants require any change to be made to their bookings during the session, they should contact the local agent, DAFING Group, at the information desk.

Cybercafé: Internet booths are available free of charge for delegates on the first floor, in the foyer outside Salon Grand Panamericano.

Medical services: there will be an emergency medical facility in the Hotel Panamericano, from Monday, 19 November to Wednesday, 21 November (09:00–18:00). A list of hospitals (private and public) will be available on request at the information desk. In case of medical emergencies away from the conference centre, participants are advised to contact the emergency services at: 107.

Bank/currency exchange facilities: the Argentine Peso (\$, ARS) is the unit of currency in the Argentine Republic (as at 19 September, 1 US dollar was equivalent to around 4.67 \$ARS). Currency exchange facilities are available in the arrivals terminal of the airport. A few banks are also available within 500 meters from the Hotel Panamericano and are normally open from 10:00 to 15:00. **Please note that the use of Travellers Checks should be avoided as there are some restrictions for cashing them.** International credit cards (Visa, MasterCard, American Express) are accepted at most hotels, restaurants and shops.

Catering facilities: restaurants and coffee shops are available in the Hotel Panamericano and in the same neighbourhood.

10. LIST OF PARTICIPANTS

A provisional list of participants will be distributed at the opening of the session. This list will be issued on the basis of the information received by the Essential Medicines and Health Products secretariat up to 18:00 on Sunday, 18 November. A revised list will later be posted at the following link: <http://apps.who.int/gb/ssffc/>.

11. DISTRIBUTION OF DOCUMENTS

Documentation required prior to the session will be posted at the following link: <http://apps.who.int/gb/ssffc/>. There will be a documents distribution counter at the conference centre, from which participants may collect in-session documents.

12. VACCINATION REQUIREMENTS

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

13. WEATHER AND TIME

In November, the temperature in Buenos Aires normally ranges from 16°C to 25°C.

Standard time in Buenos Aires is GMT-3.

14. ELECTRICITY

220 volts at 50 Hertz. Adaptors may be needed. Type I plugs and outlets. These are diagonal with flat prongs.

15. USEFUL CONTACTS

Prior to the Conference – Essential Medicines and Health Products secretariat in Geneva:

Ms G. Ingolfssdottir
Tel.: +41 22 791 3648
E-mail: ingolfssdottir@who.int
Web site: <http://apps.who.int/gb/ssffc>

Contacts in Buenos Aires:

DAFING GROUP (Local Travel Agent):
Tel: +54 11 48219700 Int 116
Fax: +54 11 48219700
E-mail: Giovanni@dafing.com
Web site: <http://www.dafing.com/msm-ssffc.html>

MINISTRY OF HEALTH:
E-mail: msm-ssffc@msal.gov.ar
Web site: www.msal.gov.ar

HOTEL PANAMERICANO:
Address: Carlos Pellegrini 551, Buenos Aires (ZIP Code: 1009)
Tel: +54 11 43485000
Fax: +54 11 43485250

16. SAFETY AND SECURITY

Buenos Aires can generally be regarded as a safe city. However participants are advised to observe normal safety precautions when moving around the city. In particular:

- Stay alert: watch your luggage and briefcase.
- Please enquire at your hotel reception desk about the use of safety deposit boxes.
- Always carry with you the name and address of your hotel and the conference venue (preferably in both English and Spanish). 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: **Medical emergency services: 107 / Police: 101 or 911.**
- Note that neither WHO nor the local organizers can be held responsible for the loss of personal objects left unattended at meetings.

ANNEX

HOTEL LIST

The room rates quoted below are per room, per night, in US dollars and include applicable service charge, VAT and breakfast. Payment should be made by each participant directly to DAFING GROUP in US dollars (through the online reservation form at the DAFING web site given in paragraph 5 above). For contact details of the hotels and cancellation/modification conditions, participants are invited to consult the travel agent web site at <http://www.dafing.com/msm-ssffc.html>.

Hotels	Room type	Room Rate	Distance to venue (metres)	Address
Panamericano Hotels & Resort *****	Standard	USD 256	Meeting venue	Carlos Pellegrini 551 – Buenos Aires
Hotel Sheltown ****	Single	USD 117	950	Marcelo T de Alvear 742 – Plaza San Martín
	Twin	USD 117		
Hotel Impala ***	Single	USD 117	1100	Libertad 1215 – Recoleta
	Twin	USD 117		
Hotel Embajador ***	Single	USD 117	850	Carlos Pellegrini 1185 – 50mts. Av. Santa Fé
	Twin	USD 117		
Dazzler Libertad ****	Classic	USD 110	700	Libertad 902 – Capital Federal
	Superior	USD 136		
Dazzler Tower Maipu ****	Classic	USD 136	800	Maipú 856 – Capital Federal
Dazzler Tower San Martín ****	Classic	USD 150	1100	San Martín 920 – Capital Federal
Esplendor Buenos Aires ****	Concept	USD 155	950	San Martín 780 – Capital Federal
Rochester Concept ***	Standard	USD 104	500	Maipú 572 – Ciudad A. de Buenos Aires
	Superior	USD 117		
RH Rochester Concept ***	Single	USD 85	500	Maipú 572 – Ciudad A. de Buenos Aires
	Twin	USD 85		
NH Tango ****	Twin	USD 175	250	Cerrito 550 – Buenos Aires
NH 9 de Julio ****	Twin	USD 180	650	Av. Cerrito 154. C1010AAD Buenos Aires