



Organization of American States

THIRD MEETING OF MINISTERS AND HIGH AUTHORITIES OF SCIENCE AND TECHNOLOGY

**“Translational Science, Technology, and Innovation:
Knowledge for Competitiveness and Prosperity”**

November 17 and 18, 2011

Panama City, Panama

<http://www.oas.org/en/sedi/dedtt/st3m>

INFORMATION BULLETIN

1. Venue and Date of Meeting

The Third Meeting of Ministers and High Authorities of Science and Technology will be held on November 17 and 18, 2011 in Panama City. All working sessions will be held at the RIU PLAZA PANAMA HOTEL, located at *Calle 50 con 53 Este*, Panama City.

The inaugural session will be held on November 17, at 8:30 a.m. at the host Hotel. The schedule for the Ministerial Meeting will be circulated in due course, and copies will also be available at the time of accreditation.

2. Coordinators:

National Coordinator

Claudia M. Guerrero

Director of International Technical Cooperation

Panama City, Panama

Tel: (507) 517-0014 ext.1003

Email: coordinacionnacional@senacyt.gob.pa

OAS Coordinator

Rodrigo Idrovo

Principal Conference Specialist

Organization of American States

Washington, D.C., USA

Tel: (202) 458-3746

Email: ridrovo@oas.org

3. Hotel

The Government of Panama has blocked a limited number of rooms at the RIU PLAZA HOTEL for all delegations. To facilitate this, reservations should be made by using the form in Appendix I attached hereto, which form must be submitted to the National Coordinating Office.

All reservation requests must be accompanied by a credit card number with the respective date of expiration, in order to be confirmed. Hotel bills must be paid directly by each participant at the end of the meeting.

RIU PLAZA PANAMA HOTEL
Calle 50 con 53 Este
Panama City, Republic of Panama
Tels.+507-269-1000/+507-378-9000
Fax. +507-378-9005
www.riuplaza.com

ROOM TYPE	PER NIGHT ROOM RATE
Deluxe	US\$ 135.00 Sgl/Dbf + taxes (US\$148.5)
Executive	US\$ 170.00 Sgl/Dbf + taxes (US\$187.00)
Senior Suite	US\$ 350.00 Sgl/Dbf + taxes (US\$385.00)
Presidential Suite	US\$ 700.00 Sgl/Dbf + taxes (US\$770.00)

INCLUDES:

- De luxe room
- Buffet Breakfast
- Initial contents of miinibar (cost for refill)
- Wireless Internet
- Use of swimming pool & Fitness Center

All participants must make their own reservation using the form in Appendix I, which must be emailed to: coordinaciónnacional@senacyt.gob.pa and/or faxed to: +507-507-0005 and reservations will be assigned strictly in the order which requests are received and according to the information provided. If a form does not have the information of the credit card used to secure the reservation, it will not be processed.

The hotel will honor the special group rate for those individual reservations for guests arriving 5 days before or staying 5 days after the end of the event, provided that said rates are requested at least 15 days in advance through the National Coordinating Office.

All hotel reservations, without exception, must be confirmed by October 10, 2011. Thereafter, advance reservations that are not confirmed will be canceled and the National Coordinating Office cannot be held responsible for bookings made at the assigned hotel.

Individual cancellations of confirmed reservations are accepted at least 72 hours prior to date of the reservation. Individual cancellations after that time period shall be subject to a penalty of payment for the first night of the room reservation.

4. Air Transportation

It is recommended that delegates and observers make their round-trip flight reservations, either directly with airlines or through travel agencies, as soon as possible. International flights to and from Panama City arrive and depart from the Tocumén International Airport (code PTY). Delegations shall pay their own air fares to Panama.

The Government of Panama has chosen COPA Airlines (CM) as the official airline for the event. Please refer to the Appendix III at the end of this Information Bulletin for the approved codes to be provided by each passenger at the time of booking to receive a discount on your airfare.

5. Entry and Departure Requirements

Delegates shall be responsible for meeting the visa requirements established by the Government of Panama. It is recommended that those participants who require a visa should contact the nearest Panamanian embassy or consulate to apply.

For more information, visit:

- National Immigration Service: www.migracion.gob.pa
- *Panamá Tramita* www.panamatramita.com

6. Vaccination against Yellow Fever:

This will depend on country of origin and each participant should check with the authorities or the airline.

7. Airport Reception

The Government of Panama will provide a shuttle service from the airport to the host hotel beginning Wednesday, November 16, and from the host hotel to the airport until Sunday, November 20, for all members of delegations. Delegates arriving or departing on those dates may use these transportation services, once they were notified via the form in Appendix II.

To facilitate the process of reception at the airport, please fill out the form attached hereto as Appendix II with complete information on your arrival and departure, and send it to the National Coordinating Office:

National Coordinator
Claudia M. Guerrero
Director of International Technical Cooperation
Panama City, Panama
Tel: (507) 517-0014 ext. 1003
Fax. (507) 507-0005
Email: coordinacionnacional@senacyt.gob.pa

8. Registration

To confirm your participation in the meeting, please use the electronic form on the official WEB Site <http://www.oas.org/en/sedi/dedtt/st3m> . The dead-line for registration is the 31st of October, 2011.

9. Registration of Participants

Registration of participants will take place in the lobby of the hotel where the meeting will be held, beginning at 12:00 noon on Wednesday, November 16, continuing until 12:00 noon on November 17. At the time of registering, please present a photo ID.

In order to be able to enter the meeting rooms, all accredited participants must pick up their badges at the same registration desk.

NOTE FOR NATIONAL AUTHORITIES OF SCIENCE AND TECHNOLOGY: The Letter of Accreditation for official delegates must be sent through the respective countries' Permanent Missions to the OAS, to Martha Beltrán-Martínez, email mbeltranmartinez@oas.org, Telephone: (202) 458-6195, Fax 202-458-3259 or at the following address:

Martha Beltrán-Martínez
Office of Science, Technology and Innovation
Department of Economic Development, Trade, and Tourism
Organization of American States
1889 F St. NW
Washington, D.C., 20006
U.S.A.

10. Working Languages and Documents

The proceedings of the meeting will be conducted in the Organization's official languages: English, French, Portuguese, and Spanish. There will also be simultaneous interpretation in these languages. Delegations may download the documents for the meeting from the website: <http://www.oas.org/en/sedi/dedtt/st3m>.

This meeting will adhere to the environmentally-friendly meetings policy recently instituted by the OAS and fully supported by the Panamanian government. **There will therefore be no printing or distribution of working document folders and all delegates must bring their own set of printed documents, or access them from their own computers via Wireless.**

11. Communications

The host hotel will have a Delegates' Lounge with computers connected to the Internet. Participants must place local, mobile, and international phones calls from their rooms as each participant is responsible for settling his or her bills prior to departure.

12. Currency

The currency of Panama is the Balboa, which is at parity with the US dollar. Credit cards (Visa, Master Card or American Express) are accepted at most business establishments in the country. The host hotel has ATMs operating 24 hours a day.

13. Climate

Panama has a tropical, warm, and humid climate, with annual temperatures averaging between 23 ° and 27 ° C in coastal areas. Inland, at higher altitudes, temperatures can be as low as 19° C. The rainy season runs from May to December.

14. Local Time

UTC/GMT -5 Standard Time

15. Electric current

The electric current in Panama City is 110 volts.

16. Medical Care

Since January 18, 2011, the Panamanian Government has been offering free travel insurance to all visitors arriving through the Tocumén airport. Upon arrival, visitors will get a card, which must be presented whenever they receive medical care. This benefit covers tourists against accident or illness (no pre-existing) for their first 30 days in the country.

To cater to tourists, the insurance company has installed a 24-hour exclusive care Tourist Call Center, which can be reached at telephone numbers 204-9300 and 204 2312. In addition, the meeting venue will also have basic first aid services.

APPENDIX I

**THIRD MEETING OF MINISTERS AND HIGH AUTHORITIES
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Panama City, Panama

FORMULARIO DE RESERVACIÓN DE HOTEL / HOTEL RESERVATION FORM

INFORMACIÓN DE HUÉSPED / GUEST INFORMATION

Apellidos _____ Nombre (s) _____
Last Name _____ First Name _____

Ciudad _____ País _____
City _____ Country _____

Teléfono/Phone _____ Fax _____

Hab. Sencilla _____ Hab. Doble _____ Compartirá con _____
Sgle. Room _____ Dble. Rate _____ Share with _____

Fecha de llegada/Arrival date _____ Fecha de salida/ Departure date _____

TARIFAS ESPECIALES / SPECIAL RATES

ROOM TYPE	PER NIGHT ROOM RATE
Deluxe	US\$ 135.00 Sgl/DbI + taxes (US\$148.50)
Executive	US\$ 170.00 Sgl/DbI + taxes (US\$187.00)
Senior Suite	US\$ 350.00 Sgl/DbI + taxes (US\$385.00)
Presidential Suite	US\$ 700.00 Sgl/DbI + taxes (US\$770.00)

Tarjeta de Crédito/ Card Number _____ AMEX VISA MC

Expiración/Expiration _____ Nombre del tarjeta habiente _____
Cardholder's name

- Toda reservación que no cuente con número de tarjeta de crédito con su correspondiente fecha de vencimiento, no será recibida por el hotel y estará sujeta a disponibilidad.
- The Hotel will not accept any reservation that is not accompanied by a credit card number and expiration date, and any such reservation will be subject to availability.
- E-mail to/a: [coordinación nacional@senacyt.gob.pa](mailto:coordinación_nacional@senacyt.gob.pa) o fax. +507-507-0005

APPENDIX II

**THIRD MEETING OF MINISTERS AND HIGH AUTHORITIES
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INFORMACIÓN DE LLEGADA Y SALIDA / ARRIVAL AND DEPARTURE INFORMATION

Nombre / Name: _____

Cargo/Position: _____

País u Organismo que Representa:

Country or Organization Represented: _____

Ciudad:

City: _____

País:

Country: _____

Teléfono / Telephone: _____

Fax: _____

Fecha de Llegada:

Arrival Date: _____

Aerolínea y No. de Vuelo:

Airline and Flight No.: _____

Hora de Llegada:

Arrival Time: _____

Fecha de Salida:

Departure Date: _____

Aerolínea y No. de Vuelo:

Airline and Flight No.: _____

Hora de Salida:

Departure Time: _____

**Por favor enviar este formulario por correo electrónico a la siguiente persona y dirección / Please send this form
via email: coordinacionnacional@senacyt.gob.pa**

Fax. +507-507-0005

APPENDIX III



Name of Event:	<i>Third Meeting of Ministers and High-Level Authorities of Science, Technology, and Innovation of the Organization of American States</i>
Date of Event:	November 17 and 18, 2011
Event City:	Panama City
Discount from Central America/the Caribbean	15% -# CODE C3718
Discount from North America/South America	10% - # CODE B3718

Reservation Information: Call our reservation call center or contact your local Copa Airlines Sales office or Call Center and give them the date and name of the event. It also applies to online purchase through our website www.copaair.com. (Include the discount code in the "Promo Code" box).

The discount applies to the purchase of your airline ticket at the published airfare available at the time of purchase. The benefit is only valid for participants in this event: *"Third Meeting of Ministers and High-Level Authorities of Science, Technology, and Innovation of the Organization of American States (OAS)"*

Note: Provide this information as proof of participation.

Restrictions: Not applicable to promotional or Business Class fares, and cannot be combined with any other promotion. Valid for published airfares in classes: T,S,I,Q,U,V,B,N,K,H, and Y.

Valid for travel from: November 12 - 23, 2011.

Valid only on flights operated by Copa Airlines (CM) and/or Colombia Copa Airlines (CM *) on Panama City routes.

For further details on our reservation numbers and office locations, please visit the following website: <http://www.copaair.com/html/user/default.aspx?pageid=72&lang=es>

Claudia M. Guerrero M.-
 SENACYT
www.senacyt.gob.pa