



General Assembly

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Latin American and Caribbean Regional Preparatory Meeting for the Fifteenth United Nations Congress on Crime Prevention and Criminal Justice

San José, 4–6 February 2025

Information for participants

1. Date and venue

The Latin American and Caribbean Regional Preparatory Meeting for the Fifteenth United Nations Congress on Crime Prevention and Criminal Justice will be held in San José from 4 to 6 February 2025. It will be organized by the Secretariat to the Governing Bodies of the United Nations Office on Drugs and Crime (UNODC) and hosted by the Republic of Costa Rica with the support of the Latin American Institute for the Prevention of Crime and the Treatment of Offenders (ILANUD).

The meeting will be held at the Barceló San José Hotel:

Address: Urbanización El Robledal, de Abonos Agro 700 metros sur, La Uruca,
San José
Telephone: +506 2220 2034
Website: www.barcelo.com/es-es/barcelo-san-jose/

2. Coordination

International coordination for the Meeting will be provided by the Secretariat to the Governing Bodies of UNODC in Vienna. The contact person is:

Ms. Olga Teruel Ampuy
Tel.: +43 1 26060 5105
Email: olga.teruel@un.org, cc: unodc-sgb@un.org

National-level support will be provided by ILANUD. The contact persons are:

Ms. Daniela Lanzoni Pérez
Tel.: +506 2257 5826, ext. 14
Email: daniela@ilanud.org

Mr. Daniel Sequeira Arias
Tel.: +506 2257 5826, ext. 74
Email: daniel@ilanud.org

Mr. Víctor Chaves Sánchez
Tel.: +506 2257 5826, ext. 29
Email: victor@ilanud.org

* Reissued for technical reasons on 22 January 2025.



3. Official languages

The meeting will be conducted in English, French and Spanish. Simultaneous interpretation will be provided. Official documents of the Meeting will be made available in those official languages.

4. Registration

Participants are required to register through the Indico system as soon as possible, and no later than 28 January 2025, using the following link: <https://indico.un.org/event/1014557/>.

Persons whose participation has been confirmed are requested to pick up their access cards at the event venue on Monday, 3 February, if possible, or between 8 a.m. and noon on Tuesday, 4 February 2025. For identification and security purposes, all participants are requested to present themselves at the registration desk hosted by ILANUD, located on the ground floor of the Barceló San José Hotel, upon arrival at the venue, where they will be issued with access cards.

Participants must present the official communication that identifies them as member of a delegation, together with their passport or other official photo identification, in order to obtain their access card, which should be worn at all times during the meeting.

In order to ensure the timely issuance of meeting credentials and materials to attendees, kindly complete the attached form (annex A) and return it via email to Ms. Daniela Lanzoni (daniela@ilanud.org), with copies to Mr. Daniel Sequeira (daniel@ilanud.org) and Mr. Victor Chaves (victor@ilanud.org). Please also send, attached to the same email, a passport photo taken against a white background. Please note that the attached form (annex A) must be completed in addition to the official online registration.

5. Documentation

Documents facilitating discussion of the items on the provisional agenda will be posted on the web page of the Meeting at www.unodc.org/unodc/en/crimecongress/regional/latin-america.html.

As part of measures taken to reduce costs and limit environmental impacts, hard copies of those documents will not be provided prior to the Meeting. Delegates may download the electronic versions of the documents and bring printed copies with them to the Meeting if they wish.

6. Accommodation

ILANUD has arranged for a limited number of rooms to be made available to meeting attendees at the Barceló San José Hotel. There is a special corporate package rate (4 nights) for meeting participants of US\$640 for a single room and US\$800 for a double room. The rate includes: 4 nights' lodging, 4 buffet breakfasts, 3 buffet lunches, 2 coffee breaks during the 3 days of the meeting, 1 opening night dinner, round-trip airport transfers, and wireless Internet access.

Reservation requests should be made in advance and addressed directly to the Barceló San José Hotel using the attached form (annex B), which should be sent to the following email addresses: sanjose@barcelo.com, sanjose.ventas3@barcelo.com, sanjose.ventas3@barcelogroup.onmicrosoft.com.

In order to reserve your hotel room at the special corporate package rate, you must do so directly, not through a travel agency or any other means. Attendees are responsible for making their own hotel reservation and should request a confirmation number or code. The hotel will need your flight number, arrival and departure dates and credit card information to guarantee the reservation (all major credit cards are accepted, including American Express, Diners Club, MasterCard and Visa).

For further information, please contact Ms. Daniela Lanzoni (daniela@ilanud.org) at ILANUD.

7. Transportation

The Barceló San José Hotel will provide transportation to and from the airport at designated arrival and departure times for participants staying at the hotel. In order to facilitate this service, participants are kindly requested to provide their itinerary in advance.

8. Visas and immigration requirements

Participants who require a visa to attend the session are expected to make their own visa arrangements by contacting the competent diplomatic or consular authorities of Costa Rica at least seven weeks prior to their intended date of arrival in Costa Rica.

A list of diplomatic missions of Costa Rica is available at: www.rree.go.cr/?sec=misiones&cat=deCR.

You are advised to apply for your visa well in advance. Enquiries relating to and applications for diplomatic and official visas should be addressed to the Diplomatic Department of the Ministry of Foreign Affairs at diplomatico@rree.go.cr with a copy to dtco@rree.go.cr by 12 December 2024.

9. Foreign exchange

The currency used in Costa Rica is the colón. The official exchange rate is fixed by the Central Bank of Costa Rica and is currently approximately 525 colones to the United States dollar. Please note that this is a variable rate that is subject to periodic adjustment.

Major international credit cards are accepted by most stores and restaurants.

10. Climate

San José is located on the central plateau of Costa Rica, at an elevation of approximately 1,100 metres above sea level, and has a subtropical climate. In February, the mean temperature is approximately 24 degrees Celsius (75 degrees Fahrenheit). The diurnal temperature range is relatively narrow, with maximum daytime temperatures of approximately 30 degrees Celsius (86 degrees Fahrenheit) and evening temperatures typically remaining below 20 degrees Celsius (68 degrees Fahrenheit). The conference rooms are air-conditioned.

11. Additional information

Further details regarding the administrative and logistical arrangements for the Meeting can be obtained from Ms. Daniela Lanzoni Pérez, who serves as the national-level focal point at ILANUD in San José. Ms. Lanzoni can be reached by telephone on +506 2257-5826, ext. 14, or by email at daniela@ilanud.org.

Should further information concerning the Meeting and the programme be required, please contact the Secretariat to the Governing Bodies of UNODC (unodc-sgb@un.org).

12. Health

Citizens of certain countries in the region are required to present a certificate of yellow fever vaccination in order to enter the country. For detailed guidance on this matter, please consult the following link for updated information provided by the Ministry of Health of Costa Rica (Spanish only): www.ministeriodesalud.go.cr/index.php/biblioteca-de-archivos-left/documentos-ministerio-de-salud/tramites/autorizaciones-y-certificaciones/carne-s/certificacion-de-fiebre-amarilla/1439-zonas-geografias-en-riesgo-de-transmision-de-fiebre-amarilla/file.

We advise participants to consult their airline and the nearest embassy of Costa Rica with regard to other health requirements.

First aid and ambulance services will be available on-site during the event. Participants are strongly encouraged to take out a travel or health insurance plan that is valid in Costa Rica in order to ensure coverage for any medical bills or hospitalization fees incurred while in the country.

Annex A

Latin American and Caribbean Regional Preparatory Meeting for the Fifteenth United Nations Congress on Crime Prevention and Criminal Justice

San José, 4–6 February 2025

LOCAL REGISTRATION FORM/ FORMULARIO DE REGISTRO LOCAL

Nombre/First name(s)

Apellidos/Last name(s)

Rango, título o cargo/Rank, title(s) or current position

Institución u organización/Institution or organization

País/Country

Jefe de Delegación Miembro de Delegación Otro.....

Head of Delegation Delegation member Other

Por favor confirme si ha realizado el registro por la plataforma Indico/Please confirm whether the online registration process via the Indico system has been completed

Si/Yes No

Información de contacto/Contact information

Teléfono/Telephone

Correo/Email

Dirección/Address

.....

Información logística/Logistical information

Fecha llegada/Arrival date Hora/Time.....

Aerolínea/Airline Número de vuelo/Flight No.

Fecha de retorno/Departure date Hora/Time.....

Aerolínea/Airline Número de vuelo/Flight No.

Por favor confirme si se ha realizado la reservación en el Hotel Barceló San José/Please confirm whether a reservation has been made at the Barceló San José Hotel

Si/Yes No

Por favor, indique cualquier requerimiento de salud, de movilidad y accesibilidad o alimenticio/Please indicate any special health, mobility and accessibility or dietary requirements:

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Por favor, enviar este formulario por correo a/Please send this form by email to:

Daniela Lanzoni daniela@ilanud.org

Daniel Sequeira daniel@ilanud.org

Victor Chaves victor@ilanud.org

Por favor, adjunte fotografía tamaño pasaporte/Please attach a passport photo

Annex B

HOTEL RESERVATION FORM/FORMULARIO DE RESERVA DE HOTEL Latin American and Caribbean Regional Preparatory Meeting for the Fifteenth United Nations Congress on Crime Prevention and Criminal Justice San Jose, 4–6 February 2025	
Last name/APELLIDO:	
Name/Nombre:	
Address/Dirección:	
City/Ciudad:	
Country/País:	
Telephone/Teléfono:	
Email/Correo electrónico:	
Barceló San José Hotel, Costa Rica Teléfono/Telephone: +506 2220 2034 Correo/Email address: sanjose@barcelo.com / sanjose.ventas3@barcelo.com Sitio web/Website: www.barcelo.com/es-es/barcelo-san-jose/	
Please select accommodation and corporate package/Por favor, seleccione una opción de hospedaje y paquete corporativo	
Pax 4 nights in single room: US\$ 640 <input type="checkbox"/> Pax 4 noches en habitación individual The rate includes: 4 nights' lodging, 4 buffet breakfasts, 3 buffet lunches, 2 coffee breaks during the 3 days of the meeting, 1 opening night dinner, round-trip airport transfers, and Internet access. La tarifa incluye 4 noches de alojamiento, 4 desayunos buffet, 3 almuerzos buffet, 2 refrigerios durante los 3 días de la reunión, 1 cena de inauguración, traslados de ida y vuelta al aeropuerto y acceso a Internet.	Pax 4 nights in double room: US\$ 800 <input type="checkbox"/> Pax 4 noches en habitación doble The rate includes: 4 nights' lodging, 4 buffet breakfasts, 3 buffet lunches, 2 coffee breaks during the 3 days of the meeting, 1 opening night dinner, round-trip airport transfers, and Internet access. La tarifa incluye 4 noches de alojamiento, 4 desayunos buffet, 3 almuerzos buffet, 2 refrigerios durante los 3 días de la reunión, 1 cena de inauguración, traslados de ida y vuelta al aeropuerto y acceso a Internet.
Fecha de llegada al país/ Date of arrival:	No. de vuelo y hora/ Flight number and time:
Fecha de salida del país/Date of departure:	No. de vuelo y hora/ Flight number and time:
Por favor, remitir este formulario por correo a/Please send this form by email to: sanjose@barcelo.com sanjose.ventas3@barcelo.com sanjose.ventas3@barcelogroup.onmicrosoft.com Daniela Lanzoni Pérez: daniela@ilanud.org Daniel Sequeira Arias: daniel@ilanud.org	