

Information Note

Expert Group Meeting on Reporting to the United Nations Forum on Forests 7-10 February, Brasilia, Brazil

1. Date and venue

The Expert Group Meeting on Reporting to the United Nations Forum on Forests (UNFF) is scheduled to be held in Brasilia, Brazil, from 7 to 10 February, 2017. Meetings will be held from 9:00 a.m. to 5:00 p.m. daily

The meeting will be held at the Ministry of Foreign Affairs: Itamaraty Palace (Palácio Itamaraty – Ministério das Relações Exteriores), Room: San Tiago Dantas, Esplanada dos Ministérios, Bloco H).

2. Registration:

The registration will be made at the entrance of Room San Tiago Dantas, at the underground level of Itamaraty Palace. In the first day, a list of participants will be made available to control officers at the main entrance of the Palace to ensure access.

3. Immigration Requirements

Participants are advised to contact the nearest Embassy or Consulate of Brazil regarding an entry visa, if necessary, and other immigration requirements, like yellow fever vaccination.

4. Transportation

Information on transportation, fares and services from Juscelino Kubitschek International Airport in Brasilia can be found at: <http://www.bsb.aero/br/>
The easiest way to go from the Hotel area to the Venue is by taxi. Uber services are also available in Brasília. There is only one bus line that provides direct transportation between the hotel areas and Itamaraty (147.5).

5. Hotel Accommodation

Participants are responsible for making their own hotel reservations. It should be noted that credit cards or other booking guarantees may be required for hotel reservations. Please see Annex I for hotel information.

6. Electricity

The supply voltage in Brasilia is 220 volts. On request, most hotels will provide transformers to visitors with electrical appliances of a different voltage, but the number of transformers available might be limited. The power plugs used in Brazil are Three-pin

Type N, round-shaped (The Type N socket was designed to work with Type C plugs as well). It is recommended that delegates bring their own travel adapter.

7. Language

The Expert meeting will be conducted in English. The official language in Brazil is Portuguese.

8. Weather and Time Zone Information

In February, temperatures in Brasilia range between a maximum of 29° C in the daytime and a minimum of 18° C at night. The time zone is 3 hours minus of GMT.

9. Currency and Rate of Exchange

The Brazilian currency is the Real. The current exchange rate (January 2017) is oscillating around 1 US\$ = R\$ 3,2 (Reais). Currency exchange facilities are available at the airport and at Banco do Brasil in the meeting venue.

10. Smoking

In Brazil, smoking is permitted only in designated or open public areas. Please be aware that covered open areas, such as under street marquees, are also off-limit. Fines are applicable.

11. Tipping

Tips are on average 10% of the total amount but may depend on the quality of the service provided. In restaurants it is common to leave 10% of the total amount. It is usual custom at airports and in the hotels to tip 5-10 Reais (2-3 USD) per suitcase to baggage handlers and hotel bellboys. It is also customary to tip hotel room maids 5-10 Reais per day (2-3 USD).

12. Emergency phone numbers

Police - Tel. 190

Fire and Ambulance- Tel. 193

13. Contacts:

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ANNEX 1

Hotels around Ministry of Foreign Affairs in Brasilia, Brazil

Hotel	Price (expedia)	Address	Approximate time required to venue by bus (google)	Tel	URL	Stars
Melia Brasil 21	\$74	SHS Quadra 6 - Bl. B, D e F - Asa Sul, Brasília - DF, 70316-000, Brazil	14min (every 7min)	+55 61 3218-4700	https://www.melia.com/en/hotels/brazil/brasil/melia-brasil-21/index.html	****
Allia Gran Hotel Brasilia Suites	\$54	SHN, Quadra 5, Bloco B - Asa Norte, Brasília - DF, 70705-020, Brazil	19min (every 7min)	+55 (61) 3424-2500	http://www.alliahotels.com.br/allia/brasil/brasilia-suites/	****
Nobile Suites Monumental	\$46	SHN Quadra 4 Lote B - Asa Norte, Brasília - DF, 70704-000, Brazil	19min (every 7min)	+55 61 3044-4001	http://www.nobilehoteis.com.br/hoteis/brasilia/nobile-suites-monumental/#localizacao	****
Comfort Suites Brasilia	\$71	SHN Quadra 4 Bl D BL D - Asa Norte, Brasília - DF, 70710-934, Brazil	20min (every 20min)	+55 61 3424-6000	http://www.atlanticahotels.com.br/hotel/brasilia/comfort-suites-brasil	***
Royal Tulip Brasilia Alvorada	\$106	SHTN Trecho 1 Conj 1B, Bloco C - Asa Norte, Brasília - DF, 70800-200, Brazil	11min (every 30min)	+55 61 3424-7000	http://www.royaltulipbrasiliaalvorada.com/en/location	*****
Windsor Plaza Brasilia	\$90	BL N - SHS, s/ - Asa Sul, DF, 70322-914, Brazil	14min (every 7min)	+55 61 2195-1100	http://windsorhoteis.com/hotel/windsor-plaza-brasil/apresentacao/	*****
Windsor Brasilia Hotel	\$95	SHN Q. 1 - Asa Norte, Brasília - DF, 70702-900, Brazil	17min (every 3min)	+55 61 2195-1900	http://windsorhoteis.com/hotels/windsor-brasil/hotel-in-brasil/?lang=en	****
BBB Rooms Centro Norte Brasília DF	\$48	SHN Quadra 3 Bloco A - Asa Norte, Brasília - DF, 70703-900, Brazil	20min (every 20min)		http://bbbrooms.com/hotel/bbbrooms-centro-norte-brasil-df/	***

Other hotels: [https://www.expedia.com/Hotel-Search?rfr=TG.LP.SrchWzd.Hotel&storedCheckinField=&lang=1033&storedCheckoutField=#destination=Federal+District+\(state\),+Brazil&startDate=02/06/2017&endDate=02/10/2017&adults=1®ionId=6052627&hotelName=brasilia&sort=recommended](https://www.expedia.com/Hotel-Search?rfr=TG.LP.SrchWzd.Hotel&storedCheckinField=&lang=1033&storedCheckoutField=#destination=Federal+District+(state),+Brazil&startDate=02/06/2017&endDate=02/10/2017&adults=1®ionId=6052627&hotelName=brasilia&sort=recommended)