



GENERAL INFORMATION

(Presented by the Secretariat)

1. **Site and dates of the meeting**

The First Meeting of the GREPECAS Task Force on Institutional Aspects will take place in Rio de Janeiro, Brazil, from 12 to 14 May 2004 at the Excelsior Copacabana Hotel.

2. **Address and contact numbers**

Excelsior Copacabana hotel, located at Av. Atlântica Num. 1800 - Copacabana, Rio de Janeiro - RJ.

- Telephone: + 55 21 2545-6000
- Fax: + 55 21 2557-1850
- E-mail: reservas.excelsior@windsorhoteis.com.br
- Web site: www.windsorhoteis.com

3. **Participants Registration**

The delegates' registration will take place on 12 May 2004, from 08:00 to 09:00 hours at the Florida Room of the Excelsior Copacabana hotel.

4. **Opening of the meeting**

The opening session of the meeting will take place on 12 May 2004, at 09:00 hours at the Plaza Excelsior Room, of the Excelsior Copacabana Hotel.

5. **Temperature**

During the month of May, the temperature in Rio de Janeiro ranges from 25EC to 28EC. The average humidity is 72%.

6. **Money exchange**

The Real is the national currency. Presently, the exchange rate is equivalent to R\$2,90 per US\$1.00. Preferably, change money in Banks, from 1000 to 1600 hours. The exchange agencies located at Copacabana or downtown open from 09:00 to 22:00 hours. It is possible to exchange dollars at the Excelsior Copacabana hotel.

7. Credit cards

The international credit cards usually accepted in shopping centers, hotels and restaurants are: American Express (AMEX), Diners, MasterCard/Cirrus and Visa.

8. Lodging

The suggested hotels, applying special fees to all participants of the Meeting, are the following:

HOTEL	Address/Tel/Fax/Mail	SINGLE/DOUBLE ROOM Reales (R\$)	Breakfast	Taxes US\$
<u>Excelsior Copacabana Hotel Rio de Janeiro</u>	Av. Atlântica 1800 – Copacabana – Rio de Janeiro Tel.: + 55 21 2545-6000 Fax + 55 21 2257-1850 E-mail – reservas.excelsior@windsorhoteis.com.br Web site: www.windsorhoteis.com.	Standard Single: R\$ 304,00 Double: R\$ 332,00 Superior Single: R\$ 328,00 Double: R\$ 353,00 Superior Executive Single: R\$ 353,00 Superior Executive Double: R\$ 383,00	Included	10% service + 5% ISS Room tax: US\$1,50/day
<u>Plaza Copacabana Hotel</u>	Av. Princesa Isabel, 263 – Copacabana – Rio de Janeiro Tel.: - + 55 21 2586-0000 Fax - + 55 21 2543-8071 E-mail – reservas.plaza@windsorhoteis.com.br	Standard Single: R\$ 214,00 Double: R\$ 236,00 Superior Single: R\$ 246,00 Double: R\$ 272,00 Superior Executive Single: R\$ 280,00 Superior Executive Double: R\$ 318,00	Included	10% service + 5% ISS Room tax: US\$1,50/day
<u>Windsor Palace Hotel</u>	Rua Domingos Ferreira, nº 6, Copacabana – Rio de Janeiro Tel.: - + 55 21 2548-0098 Fax - + 55 21 2549-9373 E-mail: reservas.windsor@windsorhoteis.com.br	Standard Single: R\$ 181,00 Double: R\$ 199,00 Superior Executive Single: R\$ 207,00 Superior Executive Double: R\$ 234,00	Included	10% service + 5% ISS Room tax: US\$1,50/day

9. Hotel reservations

Hotel reservations should be made directly to the hotel of your preference. Reservations will be accepted upon providing a credit card number and expiration date, mentioning the **First Meeting of the GREPECAS Task Force on Institutional Aspects** in order to obtain the special rates.

10. Local transportation

COOTRAMO is the authorized taxi service for the event and has a desk at the entrance area of the Galeao International Airport, Rio de Janeiro.

Telephone: + 55 21 3398-3751

NOTE: The airport tariff to the Excelsior Copacabana hotel (located at 30 minutes from the international airport) is of approximately R\$56.00 (fifty-six Reales).

There are also bus lines departing approximately every 20 minutes from the Galeao International Airport to the Copacabana area, where the Excelsior Copacabana hotel is located.

The Excelsior Copacabana hotel will have free shuttles to the Galeão International Airport as per the following timetable for the return trip of the participants:

Monday to Friday: 06:00, 08:00, 10:00, 12:00, 17:00 y 19:00 hours.

Saturday and Sunday: 10:20, 13:20 y 16:20 hours.

11. **Hospitals**

If necessary, the following hospitals are recommended:

Hospital Copa D'OR

Rua Figueiredo Magalhaes No. 875 - Copacabana
Tel. 2542-3600

Emergencia Hospital Miguel Couto

Rua Bartolomeu Mitre No. 1108 - Leblon
Tel. 2274-6050

Hospital da Lagoa

Rua Jardim Botânico No. 501 - Lagoa
Tel. 2529-4242 / 3111-5100

Hospital de Ipanema

Rua Antonio Parreiras nº 67 – Barrio: Ipanema - RJ
Tel. (21) 2287-2322

12. **Commercial working hours**

From 09:00 to 19:00 hours, approximately.
In commercial centres, from 10:00 to 22:00 hours.

13. **Electricity**

110 Volts.

14. **Airport tax**

The departure airport tax is US\$36.00 (international flights).

15. **Brazil visa**

To be verified at embassies and missions in respective States.

16. **Taxi service and tipping**

Tax charged to purchases is included in consumer prices. Tips in restaurants and related places are 10% of the total amount and mostly are included in the bills.

Rio de Janeiro city has a good taxi service. In Brazil, the payment of the taxi service is only the total amount, without tip.

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