

WELCOME TO MEXICO

ACCOMMODATIONS & MEETING: MEXICO CITY

Accommodations will be provided for you at Hotel Emporio. Emporio Reforma is located on Mexico City's main avenue, Paseo de la Reforma, just 30 minutes from the capital's International Airport. A hotel room has been reserved in your name beginning on the afternoon of the August 12 and check-out will be on August 15.

Accommodations will be covered by the organizers, however please settle any other hotel additional charges such as telephone and the mini-bar before checking out.

Meetings on all three meeting days will be held at the Instituto de Investigación Jurídicas from Universidad Nacional Autónoma de México. Transportation from the hotel to the meeting venue will be provided.

ACCOMMODATIONS & MEETING: OAXACA

The Hotel Victoria is located just 5 minutes from downtown and minutes from the airport and the archaeological sites of Mitla and Monte Alban. It also offers a panoramic view of the city and the Valley of Oaxaca. A hotel room has been reserved in your name beginning on the afternoon of the August 15 and check-out will be on the morning of August 18.

Accommodations will be covered by the organizers, however please settle any other hotel additional charges such as telephone and the mini-bar before checking out.

The meeting will be held at the hotel.

MEALS

Breakfast, Lunch and 2 Coffee/Tea breaks will be provided to you on the days of the meeting. If you have any dietary restrictions, please let us know beforehand. A meal allowance of \$30USD will be provided for dinner for the evenings of August 13-17.

REIMBURSEMENTS

Any reimbursable expenses incurred on your travel dates will be provided via wire transfers after the completion of the workshop, upon submission of receipts. You may provide receipts to Trisha Viecco via email at viecco@cbpp.org. Reimbursable expenses include: meals during travel days (example: airport meals), transportation to/from your local airport, visa expenses, and travel insurance (up to \$50USD).

820 First Street, NE Suite 510
Washington, DC 20002 USA
Tel: +1 202 408 1080
Fax: +1 202 408 8173

Xicotencatl 370-601
Del Carmen, Coyoacán,
C.P. 04100 México, D.F.
Tel: +5255 5658 3165
+5255 5282 0036

The Armoury, 2nd Floor,
Buchanan Square
160 Sir Lowry Road
Woodstock, South Africa
Tel: +27 021 461 7211
Fax: +27 021 461 7213

802 Raj Atlantis
Near SVP School,
off Mira-Bhayender Road,
Beverly Park, Mira Road (E)
401107 Mumbai, India
Tel: +91 22 2811 4868
+91 96 6507 1392

We DO NOT reimburse for phone calls, laundry or passport renewal fees. **Please remember to keep your receipts-we cannot reimburse without them!** Reimbursements are made via wire transfer after the meeting, we do not provide checks or cash for reimbursement. After the meeting an email will be sent out to all participants with further instructions on how to submit expenses for reimbursement.

TRANSPORTATION: MEXICO CITY

You will arrive at the Mexico City International Airport - MEX. A driver, holding a card with your name, will be there to meet you as soon as you exit the baggage claim area.

TRANSPORTATION: OAXACA

You will arrive at the Oaxaca International Airport - OAX. A driver, holding a card with your name and the Hotel Victoria, will be there to meet you as soon as you exit the baggage claim area.

TRAVEL & FLIGHTS

If for some reason there is an unexpected change in your travel plans or your flight is cancelled, please contact Trisha Viecco at viecco@cbpp.org or at +1-202-408-1080. If you are traveling during the weekend or non-office hours, please contact the Corporate Traveler at their 24 Hour Emergency Assist number: +1-202 286 6704.

SAFETY

In general, you will be moving around the most important and safest neighborhoods in Mexico City, but as always, when traveling it pays to be attentive and cautious. Robberies happen most often in areas frequented by tourists, including the Bosque de Chapultepec, around the Museo Nacional de Antropología and the Zona Rosa. Be on alert at the airport and bus stations, and remember to keep your bag between your feet when checking in. Crowded metro cars and buses are favorite haunts of pickpockets. Unless absolutely necessary, avoid carrying ATM cards, credit cards or large amounts of cash. At night it is better to walk in groups. Always take care of your purses, wallets and so on.

CURRENCY

The most convenient form of money is a major international credit card or debit card; Visa, MasterCard and American Express cards can be used to obtain pesos from ATMs. The exchange rate that banks use for ATM withdrawals is normally better than the 'tourist rate' for currency exchange. You should exchange dollars to the local currency once you arrive at the Centro since most shops do not accept dollars. **DO NOT EXCHANGE MONEY AT THE AIRPORT.**

OUTLETS

Outlets in Mexico are the same as the US, flat blades plug.



MEDICAL CARE & EMERGENCIES

In case of a medical emergency, please contact the receptionist at the hotel for information on immediate medical services. 060 for police, 080 for the fire department and ambulances, 078 for highway emergencies, (55) 5250-0123 for tourist security (for Mexico City). If you have an emergency or need assistance you can also contact Emilene Martinez at +52 1 55 6010 0835.

If you have an emergency while in Oaxaca, please contact the front desk and also alert Helena Hofbauer who will be staying at the Hotel Victoria.

If you have any questions, please do not hesitate to contact us.