



**IX ANNUAL MEETING OF THE
ASIA PACIFIC PARLIAMENTARY FORUM**

GENERAL INFORMATION

VENUE OF THE 9TH ANNUAL MEETING

The 9th Annual Meeting will be at the National Congress Building, Valparaíso, Chile.

VISAS

All delegates and accompanying persons will require a visa to enter Chile. For advice on visas to enter Chile, please contact your nearest Chilean Consulate soon and advise them that you will be attending the 9th Annual Meeting.

REGISTRATION

All delegations are asked to fill out a Registration Form and send it to the 9th Annual Meeting Secretariat at the earliest opportunity and, no later than 15 November 2000. Upon arrival in Viña del Mar delegates will be required to register their attendance at the Registration Desk located in the lobby of their Viña del Mar hotel. They will then be given documents about the Annual Meeting activities in Viña del Mar and Valparaíso and other documents related to the Annual Meeting. Additionally, on Tuesday 16th, at the National Congress Building, delegates and other registered persons will be provided with an identification badge to facilitate identification and for security reasons. Security badges will have to be worn at all time inside the National Congress Building.

AIRLINE TRAVEL AND TRANSPORTATION

In order to ensure proper arrival and departure assistance, and transportation to and from Santiago's airport to Viña del Mar hotels, all participants are kindly requested to provide timely and accurate flight information. Should any changes occur, please notify the Secretariat for the 9th Annual Meeting at the earliest opportunity. Ground transportation associated with the official Annual Meeting program will be provided by the Chilean Congress. This will include transport to and from airport and a daily shuttle service between Viña del Mar hotels and National Congress.

ACCOMPANYING PERSONS

Delegates are welcome to bring an accompanying person to the 9th Annual Meeting in Valparaíso. Accompanying persons will be included in all social engagements for Annual Meeting participants, and a special program of activities is planned during the Annual Meeting's working sessions. Further information will be available upon registration.

LANGUAGE

English will be the official language of the Annual Meeting. Simultaneous interpretation into Japanese, Korean, Mandarin and Spanish will be provided for all sessions. Facilities for interpretation into other languages can be provided upon request but delegations will have to bring their own interpreters. Request for such arrangements must be made to the 9th Annual Meeting Secretariat no later than 15 November 2000 as interpretation facilities are limited.

CURRENCY EXCHANGE AND CREDIT CARDS

The local currency is Chilean Pesos (\$) which consists of notes (\$ 20.000, \$ 10.000, \$ 5.000, \$ 2.000, \$1.000, \$500) and coins (\$500, \$100, \$50, \$10, \$5, \$1). On 12 October 2000 the exchange rate was Chilean peso \$ 565 per US\$ 1.00. Most major international currencies can be exchanged at local banks in Valparaíso and Viña del Mar, and major credit cards are widely accepted throughout the country. The banks are open from 9:00 a.m. until 2:00 p.m.

ACCIDENT. MEDICAL AND LUGGAGE INSURANCE

Personal accidents, medical care, luggage and currency loss insurance will be the responsibility of individual participants. It is highly recommended that you take out appropriate insurance before your departure for Chile.

CLIMATE

Valparaíso and Viña del Mar have an average daily temperature of 23°C in January, which drops to an average nightly temperature of 13°C

GRATUITY

While it is not compulsory, tipping is expected in Chile. US\$ 1.00 per bag for hotel porters is considered acceptable. Ten percent of the bill is an appropriated tip in restaurants.

AIRPORT FEE

Santiago's International Airport (Arturo Merino Benitez) is approximately one and a half hours from Valparaíso. An airport tax of US\$18 is charged on all departures from Chilean airports. It can be paid in U.S. dollars or local currency.

EXPENSES

In accordance with APPF Procedures, the host Parliament (Chile) will bear the cost of organizing the Annual meeting and participants will cover their expenses for attending the Meeting. Delegation membership will be limited to a maximum of ten parliamentarians. This limitation shall not apply to the host parliament.

DOCUMENTATION

Participating delegations are kindly requested to forward to Chile no later than 15 November 2000 their Registration, Accommodation and Travel Forms. A copy of the theme papers, proposed resolutions and written comments must be forwarded to the IX Annual Meeting Secretariat in Valparaíso, by the end of November. The first week of December the IX Annual Meeting Secretariat will distribute to APPF member countries, the collected theme papers, proposed resolutions and written comments.

