Guide for Participants

Released on 16 June 2011
Last updated on 19 July 2011

VENUE OF THE CONFERENCE

1. The World Conference on Social Determinants of Health will be held in Rio de Janeiro, Brazil, at the following address:

   Sofitel Rio de Janeiro Copacabana
   Avenida Atlantica
   4240 Copacabana
   RJ 22070002
   Rio de Janeiro
   Brazil

   The Conference will open at 14:00 on Wednesday, 19 October 2011 and is expected to close no later than 18:00 on Friday, 21 October 2011.

LANGUAGES

2. The working languages of the Conference will be English, French, Portuguese and Spanish in plenary sessions. The working languages of breakout sessions will be English, French and Spanish.
REGISTRATION OF MEMBER STATES' DELEGATES

Paragraphs 3 and 4 concern arrangements for Member State Delegates only.

3.1. Member States' delegates are requested to provide credentials and register. The following mechanism will apply:

(i) Countries' Permanent Missions in Geneva will be provided with a unique username and password to be used for online registration of the delegates and uploading of the note verbale containing the composition of the delegation. Member States without a Permanent Mission in Geneva will be provided with a unique username and password through WHO Representative/Liaison Offices in their respective capitals as appropriate. The electronic registration system can be accessed at https://extranet.who.int/datacol/survey.asp?survey_id=1810. Should you encounter any problems with the online registration please send an email to sdh@who.int with the subject "Problems with registration system".

(ii) In order to update the list of delegates, it is necessary to resubmit a new online form and upload the new note verbale at the same link provided in (i) above.

(iii) The Conference Secretariat will use the information provided in the credentials to generate both meeting badges and the List of Participants. Please note that only those individuals whose names appear on credentials will be issued with a badge. Access to the Conference centre and to the meeting rooms will be restricted to persons wearing badges.

3.2 Original copies of the credentials should be submitted to the Conference Secretariat at the following address in Geneva:

Director
Department of Ethics, Equity, Trade and Human Rights
World Health Organization
1211 Geneva 27
Switzerland

3.3 Delegations whose original credentials have not been communicated to the Conference Secretariat before the opening of the Conference should deposit them at the Conference Secretariat in Copacabana, situated at the venue of the Conference before the opening of the Conference.

TRAVEL FOR PARTICIPANTS FROM LEAST DEVELOPED COUNTRIES

4. To facilitate the participation of representatives of the above-mentioned countries, the following will be provided for one delegate of such Member State:

- A return economy air ticket by the most direct route to Rio de Janeiro.
- Hotel accommodation.

Travel arrangements will be processed by the Conference Secretariat only on receipt of valid credentials, in original form or as an advance signed copy. To facilitate timely travel arrangements, participants eligible for travel support are requested to communicate their credentials to the Conference Secretariat not later than 31 August 2011.
REGISTRATION OF PARTICIPANTS OTHER THAN WHO MEMBER STATES' DELEGATES

5. Participation at the Conference is by invitation only.

5.1 Please use the unique username and password provided in your invitation letter for online registration. The electronic registration system can be accessed at https://extranet.who.int/datacol/survey.asp?survey_id=1832.

5.2 Problems with Registration

Should you encounter any problems with the online registration please send an email to sdh@who.int with the subject "Problems with registration system".

LATE REGISTRATION

6. All participants will also be able to register and receive their badges before the opening of the Conference. The registration desk will be located at the Conference Secretariat in Hotel Sofitel and will be open on the following days and times:

- Tuesday, 18 October 2011, from 07:00 to 20:00
- Wednesday, 19 October 2011, from 07:00 to 20:00
- Thursday, 20 October 2011, from 07:00 to 20:00
- Friday, 21 October 2011, from 07:00 to 10:00

ADMINISTRATIVE AND LOGISTIC SUPPORT

7. Conference Secretariat address details:

WCSDH Secretariat in Geneva:

Department of Ethics, Equity, Trade and Human Rights
World Health Organization
1211 Geneva 27, Switzerland
Tel: +41 22 791 1415/4926
Fax: +41 22 791 1584
Email: sdh@who.int
WCSDH web site: www.who.int/sdhconference

WCSDH Secretariat in Rio de Janeiro:

Método Eventos
Tel: +55 21 2548-5141
Fax: +55 21 2545-7863
Email: wcsdh2011@metodorio.com.br
Official Travel Agency (local travel agent):

Blumar Turismo
Tel: +55 21 2142 9315
Fax: +55 21 2511 3739
Email: wcsdh2011@blumar.com.br

7.1. Método Eventos is the Rio de Janeiro Conference Secretariat appointed by the Government of Brazil to assist participants in collaboration with the WHO Conference Secretariat. The Rio de Janeiro Conference Secretariat will provide information about accommodation in Copacabana, airport transfers, visa applications, shuttle service between hotels and the Conference venue, and other local arrangements.

VISA REQUIREMENTS

8. Participants are requested to ensure that they are in possession of a valid passport or an appropriate travel document recognized by the Government of Brazil. Moreover and as appropriate, participants requiring an entry visa from a Brazilian Embassy must obtain it from the Brazilian Embassy located in their recognized place of residence - or from the nearest Brazilian Embassy or Consulate - prior to entering Brazil. For more information on visa requirements, please contact a Brazilian diplomatic or consular office or visit http://brazil.visahq.com/.

VACCINATION REQUIREMENTS

9. There are no specific vaccination requirements to enter Brazil.

10. Participants intending to travel to the Amazon or the Pantanal regions, prior to, or just after the Conference, must take specific precautions against yellow fever. Although not compulsory, vaccination against yellow fever is recommended.

11. Participants entering Brazil via Colombia, Ecuador or Peru, will be required by the immigration authorities to provide an up-to-date yellow fever vaccination certificate.

12. For further information, participants are advised to consult the WHO International Travel and Health website at www.who.int/ith.

INSURANCE

13. Participants should note that neither WHO nor the local organizers can be held liable for any claim resulting from death, injury, sickness or other disability in connection with their participation at the Conference. Participants are therefore responsible for making their own insurance arrangements as necessary.
HOTEL RESERVATIONS

14. Participants are requested to complete the Hotel Booking Form (Annex II) and return it directly to Blumar Turismo, by email (wcsdh2011@blumar.com.br) or by fax (+55 21 2511 3739). Hotels can also be booked online at www.blumar.com.br/wcsdh2011. Please note that block bookings have been made, however, in order for the rooms to be maintained, participants must confirm their reservation as soon as possible. Participants are also advised to consult www.blumar.com.br/wcsdh2011 for information on cancellation and modification policies.

15. The rates quoted on the list of hotels (Annex I) include breakfast, as well as service charge and government tax. Rooms will be assigned according to information provided to Blumar Turismo and on a first-come, first-served basis. For cancellation, modifications of dates or any other changes to hotel reservations, participants are requested to inform Blumar Turismo as soon as possible. Participants are also advised to consult www.blumar.com.br/wcsdh2011 for information on cancellation and modification policies.

16. Participants will have to settle their hotel bills directly with the official local agent, Blumar Turismo. The Conference Secretariat is not responsible for hotel expenses.

ARRIVALS, TRANSFERS AND DEPARTURES

17. Participants wishing to avail themselves of the transport service provided by the Brazilian authorities are requested to indicate this choice on the hotel booking form attached to this document (Annex II), which is also available online on the website of Blumar Turismo at www.blumar.com.br/wcsdh2011. Participants must ensure that they have completed their travel information details and send the completed form to the local travel agent, Blumar Turismo. The form is also available at www.blumar.com.br/wcsdh2011.

18. On departure, participants will be transported to Rio de Janeiro International Airport. Participants should note that an airport tax of R$ 67 (approx. US$ 43) must be paid by travellers upon departure. Diplomatic passport holders are exempt from this tax.

LOCAL TRANSPORTATION INCLUDING TRANSPORT TO AND FROM THE AIRPORT

19. Local transportation will be made available to all participants by the Brazilian authorities. Shuttle services will be available on a daily basis from 18 to 21 October 2011 between hotels and the Conference venue. Participants are requested to consult the shuttle timetables posted in the reception area of their hotel.

SEATING ARRANGEMENTS

20. Member State delegates will be seated in English alphabetical order at seats displaying country names. Other participants will be accommodated in other reserved areas in the room.

21. For security and identification purposes, all participants are requested to wear their meeting badges at all times while in the Conference area, whether attending meetings or social events.
LIST OF PARTICIPANTS

22. A provisional list of participants will be distributed at the beginning of the Conference. This list will be issued on the basis of registration information received by the Conference Secretariat up to 14:00 on 18 October 2011. A revised list will be issued later and distributed with the normal distribution of documents.

DISTRIBUTION OF DOCUMENTS

23. Documentation required prior to the session will be dispatched to participants 30 days before the opening of the Conference. There will be a documents distribution counter at the Conference venue, from where participants may collect in-session documents. Documents may also be accessed through the WCSDH website at www.who.int/sdhconference.

24. The only distribution of documents considered official is the distribution of documents through the documentation desk.

25. The Conference Secretariat regrets that it will not be possible for the Secretariat to dispatch documents on behalf of participants at the conclusion of the Conference.

RESERVATION OF ROOMS FOR BILATERAL AND PRIVATE MEETINGS

26. There is limited space for bilateral or private meetings, however, upon request, rooms can be designated by the Conference Secretariat for specific appointments. Regrettfully interpretation cannot be provided for such meetings. For further information, please contact Método Eventos by email: wcsdh2011@metodorio.com.br.

ON SITE FACILITIES

27. Conference Secretariat: There will be a registration desk at the Conference venue to assist the participants and to issue them with badges and Conference material.

28. Travel Agency: Those participants who have received their tickets through Blumar Travel Agency may be able to make changes to their bookings during the Conference, by contacting the agent at their desk located at the Conference venue.

29. Cybercafé: Internet booths will be available at the Conference venue for internet, email and word processing. The Conference venue is also equipped with a wireless fidelity (Wi-Fi) system.

30. Medical services: There will be an Emergency Medical Facility at the Conference venue. This service will be manned by a medical doctor/paramedic during the working hours of the Conference, including social events. The medical facility will be linked to a network of hospital services (public and private).

31. Participants requiring urgent medical attention away from the Conference venue are advised to contact the emergency number listed under point 39 (below).
Bank/currency exchange facilities: The Real is the Brazilian unit of currency. As at 1 May 2011, 1 US dollar was equivalent to around 1.55 Brazilian Real. Participants may exchange foreign currency upon arrival, inside the airport at banks located at the Arrivals area, at Terminal 1 (open 24 hours every day) and Terminal 2 (open every day from 06:00 to midnight). Foreign currency services are available at most hotels. ATM machines can be found at several locations, including at the Conference venue.

- Banco do Brasil – has one branch that provides foreign currency exchange facilities. The bank is located at Av. Nossa Senhora de Copacabana nº 594 (within a walking distance of 10 minutes from the Conference venue). This service is open from 10:00 to 17:00 from Monday to Friday.

- International credit cards (Visa, Diners Club, MasterCard, American Express) are accepted at most hotels, restaurants and shops.

Catering facilities: Lunch will be provided for the Conference participants on 20 and 21 October 2011. A restaurant and coffee shop are available at the Conference venue.

Smoking is not permitted in the area allocated to the Conference.

ELECTRICITY

City and town electricity systems are 110 volts.

WEATHER AND TIME

The weather in Rio de Janeiro in October is usually cool but not cold, with a temperature of 20-25°C.

Standard time in Brazil is GMT - 3.

A telephone directory with the names and functions of the staff serving the Conference will be available at the documentation desk.

SAFETY AND SECURITY

Although Copacabana is a safe suburb, participants are advised to observe normal safety precautions when moving around the town. In particular:

- Stay alert: watch your luggage and briefcase
- Please enquire at your hotel reception desk about use of safety deposit boxes
- Always carry with you the address of your hotel and the Conference venue. This will be helpful should you need to take a taxi.
- Should you encounter anything unforeseen and require assistance, please make use of the following emergency number: +55 21 7835 2833
- Note that neither WHO nor the local organizers can be held responsible for the loss of personal objects left unattended at meetings.
**ANNEX I.**

**LIST OF HOTELS**

The rates shown are quoted in US Dollars and include breakfast, service charge and government tax. Transport will be provided between the hotels listed below and the Conference venue. For contact details of the hotels and cancellation/modification conditions, please consult the web site at [www.blumar.com.br/wcsdh2011](http://www.blumar.com.br/wcsdh2011).

<table>
<thead>
<tr>
<th>#</th>
<th>Hotel</th>
<th>Distance</th>
<th>Category</th>
<th>Single</th>
<th>Double</th>
<th>Triple</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Sofitel * (16)</td>
<td>Superior</td>
<td>$468.90</td>
<td>$468.90</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Deluxe</td>
<td>$517.44</td>
<td>$517.44</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Superior suite</td>
<td>$667.59</td>
<td>$667.59</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Superior club millesime</td>
<td>$622.54</td>
<td>$622.54</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Jr. suite</td>
<td>$792.33</td>
<td>$792.33</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Rio Othon * (15)</td>
<td>1.1 km Superior side view</td>
<td>$414.00</td>
<td>$414.00</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Windsor Excelsior (20)</td>
<td>2.5 km Standard</td>
<td>$369.60</td>
<td>$397.32</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Ipanema Plaza (09)</td>
<td>1.3 km Superior</td>
<td>$365.40</td>
<td>$365.40</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>JW Marriott (10)</td>
<td>1.7 km Atrium view</td>
<td>$340.20</td>
<td>$340.20</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ocean view</td>
<td>$405.30</td>
<td>$405.30</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Golden Tulip Regente (07)</td>
<td>600 m Standard</td>
<td>$231.00</td>
<td>$231.00</td>
<td>x</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Deluxe</td>
<td>$259.35</td>
<td>$259.35</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Tulip Inn Copacabana (18)</td>
<td>1.7 km Standard</td>
<td>$203.70</td>
<td>$203.70</td>
<td>x</td>
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<tr>
<td></td>
<td></td>
<td>Deluxe</td>
<td>$308.70</td>
<td>$308.70</td>
<td>x</td>
<td></td>
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<tr>
<td>8</td>
<td>Golden Tulip Continental (08)</td>
<td>3.9 km Standard</td>
<td>$196.35</td>
<td>$196.35</td>
<td>x</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Deluxe</td>
<td>$245.70</td>
<td>$245.70</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Copacabana Rio (04)</td>
<td>500 m Standard</td>
<td>$191.33</td>
<td>$213.33</td>
<td>$266.67</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Orla Copacabana (13)</td>
<td>290 m Standard</td>
<td>$183.00</td>
<td>$183.00</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Copacabana Sol (05)</td>
<td>2.1 km Standard</td>
<td>$182.00</td>
<td>$182.00</td>
<td>$220.00</td>
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<tr>
<td>12</td>
<td>Olinda Othon Classic (12)</td>
<td>2.1 km Standard</td>
<td>$178.50</td>
<td>$178.50</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Portinari (14)</td>
<td>500 m Standard</td>
<td>$174.00</td>
<td>$174.00</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Copa Sul (03)</td>
<td>450 m Standard</td>
<td>$169.05</td>
<td>$169.05</td>
<td>$209.30</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>South American (17)</td>
<td>750 m Deluxe</td>
<td>$165.90</td>
<td>$165.90</td>
<td>$207.90</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Windsor Palace (21)</td>
<td>2.2 km Superior executive</td>
<td>$159.00</td>
<td>$174.30</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Oceano Copacabana (11)</td>
<td>2.2 km Deluxe</td>
<td>$144.00</td>
<td>$144.00</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Atlantico Copacabana (02)</td>
<td>2.5 km Standard</td>
<td>$126.00</td>
<td>$126.00</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Vilamar Copacabana (19)</td>
<td>1.3 km Standard</td>
<td>$120.00</td>
<td>$134.00</td>
<td>$167.00</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Debret (06)</td>
<td>750 m Standard</td>
<td>$119.70</td>
<td>$133.35</td>
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<tr>
<td></td>
<td></td>
<td>Deluxe ocean view</td>
<td>$161.70</td>
<td>$175.35</td>
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<tr>
<td>21</td>
<td>Atlantis Copacabana (01)</td>
<td>300 m Standard</td>
<td>$107.00</td>
<td>$120.00</td>
<td>$160.00</td>
<td></td>
</tr>
</tbody>
</table>

* Sofitel and Rio Othon are the official hotels

Please note the numbering in brackets corresponds to the numbers on the map.
1. **Participant Details**

<table>
<thead>
<tr>
<th>Family name:</th>
<th>First Name:</th>
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<tbody>
<tr>
<td>Address:</td>
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<tr>
<td>Organization:</td>
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<tr>
<td>City:</td>
<td>Country:</td>
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<td>Phone:</td>
<td>Email</td>
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2. **Accommodation Information**

<table>
<thead>
<tr>
<th>Hotel Preference:</th>
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<tbody>
<tr>
<td>Type of room: ( ) SINGLE ( ) DOUBLE</td>
</tr>
<tr>
<td>Room Category:</td>
</tr>
<tr>
<td>Check in date:</td>
</tr>
<tr>
<td>No. of rooms:</td>
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3. **Arrival/Departure Information**

<table>
<thead>
<tr>
<th>Date:</th>
<th>Flight No.:</th>
<th>Airline:</th>
<th>Arrival Time:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arrival Date:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Departure Date:</td>
<td></td>
<td></td>
<td>Departure Time:</td>
</tr>
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<td>Flight No.:</td>
<td>Airline:</td>
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</tbody>
</table>

Cancellation/modification: See conditions on www.blumar.com.br/wcsdh2011

Please return this form **as soon as possible** to:

wcsdh2011@blumar.com.br or by fax to +55 21 25113739 or confirm your reservation at our website

www.blumar.com.br/wcsdh2011
ANNEX III.

LOCATION OF HOTELS