



INTER-AMERICAN INSTITUTE FOR GLOBAL CHANGE RESEARCH

LOGISTIC INFORMATION

**29th Scientific Advisory Committee Meeting – SAC
23-25 June 2009**

**Joint Principal Investigator's Meeting
24-26 June 2009**

Venue of the meetings:

29th Scientific Advisory Committee (SAC) meeting:

Mercosul Building
Luis Piera 1992
Uruguay, Montevideo
Telephone: (598-2) 413 2075

Joint Principal Investigator's meeting:

Hotel Meliá Confort
Hector Miranda 2361
Uruguay, Montevideo
Telephone: (598-2) 710 3800

Air-tickets

Arrangements have been made individually on the basis of your preference. Either IAI has paid your ticket upfront or you have purchased your air-ticket and will be reimbursed.

Reimbursement

Travel reimbursement is made on the basis of:

- Air-tickets according to prior approval by the IAI Director (Copy of travel agent's invoice)
- Transportation from/to the airports in your home country
- Airport taxes
- Visa fees (if required)
- For those who have paid their air-tickets, IAI can cover travel insurance, if needed, of up to a maximum cost of US\$ 60.00 for emergency travel and medical expenses during the stay in Montevideo

Small amounts can be reimbursed in cash, while larger expenses (e.g. air-tickets) will be reimbursed by check or bank transfer.

Please complete the enclosed REIMBURSEMENT FORM with **an estimation** of your expenses (transportation from/to airports; airport taxes; visa fees) and return it by email to Roseli Luz (roseli@dir.iai.int) no later than **June 5, 2009**. You will need to bring this form to Montevideo with you and annex all original receipts to receive your reimbursement.

Please note that IAI will not cover expenses for issuance or renewal of passports or tips for any services.

Travel Insurance

Air-tickets bought through the IAI travel agent include travel insurance. If you need assistance during your stay in Montevideo, please call: **5521 3804-6028** (collect call).

Hotel Accommodations

Rooms for all participants have been booked at the **Meliá Confort Montevideo**. The IAI will cover your accommodation, which includes breakfast. The IAI will not cover any extras expenses (telephone calls, laundry, mini-bar etc.).

Check-in time is 14:00 and check-out time is 12:00.

The hotel offers free wireless internet connection in all rooms and public areas.

Welcome Dinner

All participants are invited by the IAI Directorate to a welcome dinner on 24 June at 8pm (venue TBA).

Per Diem

The IAI will provide you with a per diem to cover lunch, dinner and small expenses during your stay in Montevideo.

Visa and Vaccine

Please check with the local Uruguayan Consulate/Embassy in your country, if you need a visa or vaccine to enter Uruguay.

Departure Tax

A departure tax of US\$ 31 will be charged at the airport when you leave Montevideo.

Transportation in Montevideo

Montevideo is served by Carrasco International airport. The easiest way to get to the hotel from the airport is by taxi. It costs approximately \$960 Uruguayan Pesos or US\$40.

Currency:

The official currency of Montevideo is the Uruguayan Peso: USD 1 = 24 Pesos.

Voltage: 220 V**Local time:** -3 GMT

Telephone Codes: Country code 598, Montevideo City code, 2

Climate:

Temperature in June is about 6-10°C.

If you have any questions, please do not hesitate to contact Roseli Luz at roseli@dir.iai.int.