

INFORMATION NOTE

United Nations Department of Economic and Social Affairs (UN DESA)
Division for Sustainable Development Goals

High Level Integrated Workshop on UN-Water SDG 6 Capacity Development Initiative in Panama

Meeting Date: 30 Oct – 1 Nov 2023

Location: Panama City, Panama

1. Workshop venue

The workshop will take place at **Fundación Ciudad del Saber**

Address : edificio 104, calle Luis Bonilla, Ciudad del Saber, Clayton, Panamá
Apartado postal 0843 – 03081, Tel: (507) 306-3700; (507) 317-3799



2. Hotel recommendation

[Holiday Inn Panama Canal](#)

Address: Ave. Omar Torrijos Herrera, Panama, 7336 Panama

Contact person:

Edlin Chavarria | Gerente de ventas Internacionales | International sales Manager

Bern Hotels & Resorts Panamá

Tel.: 206-8858/ 6756-2793 echavarria@bernhotelspanama.com

<https://www.ihg.com/holidayinn/hotels/us/en/panama/pcyhi/hoteldetail>

Rate in Holiday Inn \$75.00+10% tax per night

(This is for suggestion and recommendation only. All participants are responsible for securing their own accommodation.)

3. Daily Subsistence Allowance for participants residing outside of Panama City

*To note that participants based in Panama City don't get DSA reimbursement.

For the 12 participants residing outside of Panama City, DSA Daily Subsistence Allowance will be paid out on 30 Oct at the conference site during lunch break – details to be shared at a later date

The current established rate for Panama City is US\$230 daily. 3 day DSA plus transportation reimbursement will be paid to the 12 participants to support their accommodation and transportation. Please note that DSA payment is also dependent on full participation of the workshop. The corresponding sum will be called back for missing attendance.

Please ensure you **bring proof of identity** (valid national identity document, valid drivers licence or valid passport) with the name for ease of verification.

4. Field trip

In the morning of 1st November, a field trip to the Panama Canal will be arranged. – details to be shared at a later date

5. Attendance sheet.

All participants (residing both inside and outside of Panama City) need to sign the attendance sheet for each day of the workshop.

6. Insurance

- In issuing invitations to the meeting participants, the United Nations assumes that the participants concerned are in good health and have no illness or disability that might prevent them from travelling to or participating in the workshop as required by the United Nations.
- In light of the above, participants are responsibility for arranging, at their own expense, such life, health and other forms of insurance coverage for the duration of their services, as they deem appropriate.

Contact details

Government of Panama

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CDI Coordination Team

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