



Inter-Parliamentary Union  
For democracy. For everyone.

## 12<sup>th</sup> Summit of Women Speakers

### Women Speakers: Working so every voice counts

Centro Empresarial Torres CAINCO, Santa Cruz, Bolivia  
6-7 December 2017

Organized by the Chamber of Deputies of Bolivia and the Inter-Parliamentary Union



## GENERAL INFORMATION NOTE

**This Note provides information about the Summit and related arrangements**

### 1. VENUE AND SCHEDULING

The Summit of Women Speakers of Parliament will be held on 6 and 7 December 2017 in the Centro Empresarial Torres CAINCO, Santa Cruz (Bolivia).

### 2. PARTICIPATION

Women Speakers of parliament are invited to participate in the Summit. In the case of bicameral parliaments, women Speakers of each chamber are equally invited. Women Speakers can be replaced by their female deputy Speaker. Women Presidents of regional and international parliamentary assemblies and organizations that are Associate Members or Permanent Observers of the IPU are also invited.

The size of the delegation from each parliament and associate Member, including the Speaker, should not exceed five persons per House. The size of delegations from observer regional assemblies should not exceed two persons.

### 3. ORGANIZATION OF PROCEEDINGS

Women Speakers of parliament, women Presidents of regional and international parliamentary assemblies and organizations, and guest speakers will be invited to address the Summit as panellists.

In order to benefit from each other's experience and set the tone for an interactive debate, each woman Speaker or President is invited to make a three- to four-minute presentation in one of the sessions of the Summit. Speakers are invited to indicate three topics of sessions on which they wish to make a presentation by completing the attached registration form.

Once presentations are made, the floor will be open for debate. In addition to the presentation they will deliver as panellists, Speakers can contribute with short remarks to all the other agenda items.

Observers will be able to intervene once the Speakers' requests to take the floor have been exhausted.

### 4. EXPECTED OUTCOME

At the close of the Summit, an outcome document will be issued. It will contain a summary of conclusions and a series of actionable recommendations of the 12<sup>th</sup> Summit of Women Speakers of Parliament.

### 5. DOCUMENTS

Written texts of the presentations will be distributed to participants as they become available. The Summit's Secretariat will strive to make these documents available in English and French and, where possible, also in Spanish.

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To the extent possible and for the information of participants, the IPU Secretariat will make available background documentation relevant to the issues under discussion.

Participants wishing to distribute to their colleagues relevant documentation will be required to provide it in sufficient quantities and put it on a table set aside for that purpose

## 6. LANGUAGES

Simultaneous interpretation will be provided into and from English, French and Spanish.

Two additional interpretation booths will be available for Speakers addressing the Summit in any other language. They should provide their own interpreter; the additional booths will be reserved on a first come-first served basis. These interpreters should contact a member of the Summit staff ahead of time. If at all possible, individual statements written in languages other than the official ones should be translated and given to the IPU Secretariat for distribution.

## 7. SEATING ARRANGEMENTS

Each delegation will be allotted five seats at the Summit table. Delegations from bicameral parliaments composed of both Speakers will be allotted ten seats. Additional seating will be made available in the Summit room for persons accompanying the parliamentary delegations.

Observer delegations will be allotted two seats at the table.

## 8. REGISTRATION

Invited parliaments are requested to send their list of participants attending the Summit using the enclosed Registration form, to the following addresses by **22 November at the latest**:

<b>Chamber of Deputies:</b>  Unidad de Relaciones Internacionales y Cooperación Externa, Cámara de Diputados Asamblea Legislativa del Estado Plurinacional de Bolivia La Paz - Bolivia Tel : +591 2 2144517 (Interno 4517) Fax : +591 2 2201921 E- mail : <a href="mailto:relaciones.internacionales.bo@gmail.com">relaciones.internacionales.bo@gmail.com</a>	<b>CC:</b> <b>Inter-Parliamentary Union</b> 5 chemin du Pommier case postale 330 1218 Grand-Saconnex Geneva Switzerland Tel: +41 22 919 41 50 Fax: +41 22 919 41 60 E-mail: <a href="mailto:postbox@ipu.org">postbox@ipu.org</a> / <a href="mailto:vs@ipu.org">vs@ipu.org</a>
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## 9. HOTEL ACCOMMODATION AND RESERVATIONS

The Host Parliament has made block bookings at the following hotels:

<b>Hotel Radisson</b> Sra. Ana Karent Grágeda, Coordinadora Comercial Av. 2ª N° 4 Colinas de Urubó Santa Cruz, Bolivia Mobile: +591 7781 0414 Tel: +591 3 371 8000 <a href="mailto:ana.grageda@ghlhoteles.com">ana.grageda@ghlhoteles.com</a> <a href="http://www.radisson.com/santa-cruz-bolivia">www.radisson.com/santa-cruz-bolivia</a>	<b>Hotel Hampton by Hilton</b> Jorge Encinas Ruiz Ejecutivo de Ventas Av. San Martín "Esq. Calle E" Equipetrol Norte Santa Cruz, Bolivia Tel: +591-3-3182380 Fax: +591-3-3437170 <a href="mailto:jencinas@merincosa.com">jencinas@merincosa.com</a>	<b>Buganvillas Hotel suites &amp; spa</b> Marcela Pérez Losada Gerente de Ventas y marketing Sayuri Mamani. Ejecutiva de Ventas y Reservas Av.Roca y Coronado 901 Santa Cruz, Bolivia <a href="mailto:ventas@hotelbuganvillas.com">ventas@hotelbuganvillas.com</a> <a href="mailto:corporativo@hotelbuganvillas.com">corporativo@hotelbuganvillas.com</a> Tel: +591-3 -3551212
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Participants are kindly requested to complete the hotel registration form and return it not later than **22 November 2017**.

Reservations received after this date will be subject to availability, with no guarantee. Reservations will be dealt with on a first-come first-served basis.

## **10. ARRIVAL AND DEPARTURE**

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In order to ensure an efficient reception service, all participants are kindly requested to provide the necessary arrival and departure information, including dates, flight numbers and arrival and departure times on the hotel reservation form.

The competent services of the Chamber of Deputies of Bolivia will welcome delegates upon their arrival at the Santa Cruz Airport, and arrange their ground transfers to and from the airport. They will also provide shuttle/bus transfers for delegates between their hotels and the official Summit venue and related events.

## **11. VISAS**

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Entry visas are required except for citizens of countries which have visa exemption agreements with the Bolivia and for holders of diplomatic passports.

The Bolivian embassies situated in the participating countries will be advised to facilitate expeditious issue of visas to the delegates.

For delegates from countries where there are no Bolivian diplomatic/consular missions, visas will be issued upon arrival at the Santa Cruz Airport or at other entry airports (La Paz, Cochabamba, etc). In such cases, delegates are kindly requested to send a copy of their passport indicating its number, as well as flight details (name of airline and the date and time of arrival in Bolivia), in order to facilitate their entry.

Please note that this arrangement is applicable only for entering and leaving the Bolivia. For travels routed through other countries, delegates must make their own arrangements to comply with the immigration requirements of transit countries.

## **12. MEDICAL FACILITIES**

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During the Summit, first aid facilities will be provided at the venue of the Summit. All other medical facilities and prescriptions will be at the participants' own expense.

## **13. REGISTRATION AND INFORMATION DESK**

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A Registration and Information Desk will be available to participants at the Summit venue and hotels. At venue, the Desk will operate from 4 to 8 December 2017, between the hours of 8.00 a.m. and 6.00 p.m. At the hotels, the Desks will function from 5 to 8 December 2017, between the hours of 8.00 a.m. to 8.00 p.m.

Participants are kindly requested to register with this service as soon as possible after their arrival. It will issue identity badges, deal with enquiries concerning the Summit and handle messages and mail.

For the purpose of identity badges, delegates are kindly requested to e-mail their passport-size photographs with white background to the Host Secretariat along with their data, function and travel by **22 November 2017** at the latest.

## **14. SECURITY**

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All necessary security measures will be taken by the national authorities. Participants are required to wear their identity badges at all times when they are at the Summit venue and at all official functions during the Summit.

Delegations arriving in Bolivia accompanied by personal security teams are kindly requested to provide a list of their security detail, including any specific requests required for certain groups.

Any delegations accompanied by personal security teams that carry weapons are requested to report that fact to the organizers in advance of their arrival so that the weapons may be registered accordingly upon entry into the country.

## **15. WEATHER CONDITIONS**

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General weather conditions: temperatures range from 21°C to 31°C.

## **16. CURRENCY REGULATIONS**

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At 15 November 2017, the exchange rate was 6,86 bolivianos = US\$ 1 (Approx.).

## **17. PRESS**

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Journalists wishing to cover the Summit are requested to obtain accreditation from the Host Parliament.

The Press Office of the Chamber of Deputies of the Plurinational Legislative Assembly of Bolivia will coordinate access for the accredited press.

## **18. TRANSPORT**

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During the Summit, a shuttle service to and from the hotels and the Summit venue and social event locations will be arranged by the Chamber of Deputies.

## **19. OTHER SERVICES**

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The following services will be available to participants at the Summit venue:

- Bureau de change
- Cyber café
- Stenographic assistance
- Photography

## **20. RECEPTIONS**

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Information regarding receptions and other activities will be available in due course.

## **21. DIETARY REQUIREMENTS**

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Participants are kindly requested to inform the organizers of any special dietary requirements or religious dietary restrictions so that the necessary catering arrangements can be made.