

INFORMATION NOTE

South America UNHCR-NGO Consultations:

“Solidarity in action on the path to the Global Refugee Forum”

- 21st & 22nd November 2019 -

Fundação Casa de Rui Barbosa, Rio de Janeiro, Brazil

1. DATES, TIME & VENUE

- Dates & time: *21st & 22nd November 2019 (09:00 - 18:30 hrs)*
- Venue: *Fundação Casa de Rui Barbosa* at Rio de Janeiro, Brazil

Map with location of the Fundação Casa de Rui Barbosa

- Address: R. São Clemente, 134 - Botafogo, Rio de Janeiro - RJ, 22260-002



More useful information is available at www.unhcr.org/americas-regional-consultations

2. PARTICIPATION CRITERIA FOR NGOs & PRIVATE SECTOR ORGANIZATIONS

Organizations that will participate shall fall under the following criteria:

- Organizations that work directly with asylum seekers, refugees internally displaced and stateless persons in the Americas
- Organizations willing to exchange good practices and experiences with respect to regional and specific country situations, as well as at a global level
- Indicated an intention to make new, innovative, or impactful pledges or other substantive contributions towards the GRF

Note:

1) Preference shall be given to local partners. Refugee-led organizations are encouraged to apply. Priority will be given to organizations who make new/innovative high-impact pledges and show evidence of a partnership approach (i.e. through joint pledges with other stakeholders such as the private sector or governments, for example).

2) **Diversity** will be sought for richer contributions and formulation of pledges.

3. REGISTRATION

- **Registration:** A registration form **must be filled out for each individual participant** using the following link: <https://forms.gle/fka6V5mrLPXcLjLA6>
- **Registration deadline:** 1st November.

- **All participants are required to register** in order to have their participation acknowledged and to be included in the list of participants.
- Upon completion of the registration form and approval of participation by UNHCR, participants will be provided with a **registration confirmation**. Please bring the registration confirmation and your passport the first day of the event.

5. ACCESSIBILITY

- To enable persons with disabilities to fully participate in the Consultations, any specific requests for the provision of accessibility services can be made by directly contacting your UNHCR country office **as early as possible**. Late requests will be satisfied to the extent possible.

6. NAME TAGS & SEATING ARRANGEMENTS

- Each participant will be provided with a name tag, which must be used for the entire period of the consultations **for proper identification and access** to the facilities. These should be collected the first day of the event in the welcome area.
- Seating arrangements in the sessions is informal.

7. INTERPRETATION

- Simultaneous interpretation will be provided in **Spanish, Portuguese, and English for all of the sessions**.

8. DOCUMENTATION

- The South America UNHCR-NGO Consultations **are paperless**.
- All the documents will be available online prior to the Consultations on UNHCR's website at www.unhcr.org/americas-regional-consultations.

9. FINGER FOOD & BEVERAGES

- **Finger food and beverages** will be provided to participants **during lunch time** on both days of the Consultations.

10. RECEPTION

- All participants are invited to attend a **reception** on the evening of **Thursday 21 November**. Further details will be provided at a later stage.

11. VISAS

- If a visa is required, you **must obtain it in your country prior to your departure.**
- If you require assistance please contact the UNHCR office in your country. UNHCR will only assist with visa upon special requests. UNHCR will not be in a position to assist you with last minute visa issues.
- Visas information: <http://www.brazil.gov.br/about-brazil/coming-to-brazil>

12. VACCINATIONS

- Please note that Brasil may request special vaccinations on Yellow Fever on the way in or out and you are responsible for that. You can contact the UNHCR office in your country who will assist with your travel arrangements.

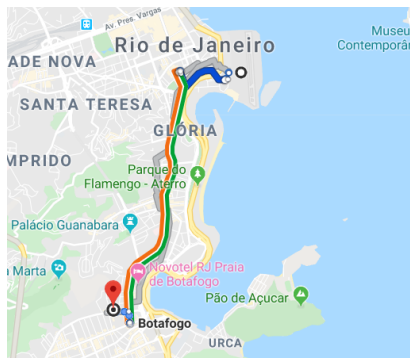
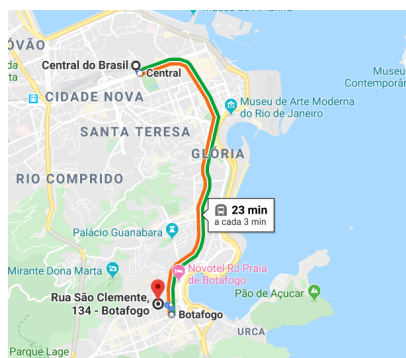
13. TRAVEL & ACCOMMODATION

It is up to the participants to organize their local travel and accommodation in Rio de Janeiro.

How to get to the Fundação Casa de Rui Barbosa?

- **From the airport (Aeroporto do Rio de Janeiro RJ Santos Dumont):**
 - **By Car:** approximately 20 minutes
 - **By Tram/Metro:** L1 > L1/L4 or L2 (approximately 30 minutes)
 - First stop (departure): Santos Dumont
 - Final Stop (arrival): Botafogo
- **From the bus terminal (Rodoviaria Novo Rio):**
 - **By Car:** approximately 20 minutes
 - **By Bus:** walk to take bus 1750D or 2750D (approximately 42 minutes)
 - First stop (departure): Via Binário do Porto próximo ao 414
 - Final Stop (arrival): BRS 1,2,3,I - Rua São Clemente próx
- **From the main train station (Central do Brasil):**
 - **By Car:** approximately 16 minutes
 - **By Tram/Metro:** L1/L4 or L2 (approximately 23 minutes)
 - First stop (departure): Central
 - Final Stop (arrival): Botafogo

*Taxis are also available in the city.



Where to stay in Rio de Janeiro?

We call your attention to the fact that **you should book your own accommodation**. A list of nearby hotels is provided below.

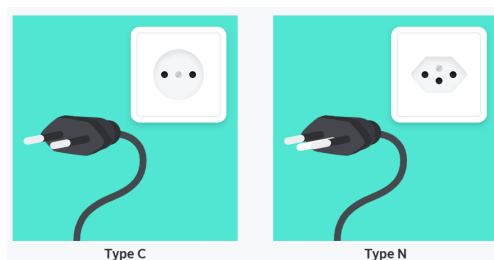
HOTEL	PRICE ESTIMATION PER NIGHT
Hotel Ibis Styles Rio de Janeiro Botafogo R. São Clemente, 30 - Botafogo, Rio de Janeiro - RJ, 22260-000 Tel: (21) 3166-9240 https://goo.gl/maps/wrgNSiMfxEeXgbZx5	U\$S 69
Ibis Rio de Janeiro Botafogo R. Paulino Fernandes, 39 - Botafogo, Rio de Janeiro - RJ, 22270-050 Tel: (21) 3515-2999 https://goo.gl/maps/nj5gPmFGLwBuENwL6	U\$S 44
Novotel RJ Praia de Botafogo Condomínio do Edifício Praia de Botafogo - Praia de Botafogo, 330 - Botafogo, Rio de Janeiro - RJ, 22250-040 Tel: (21) 2187-9999 https://goo.gl/maps/pe2GrEjX3qfAZMYW6	U\$S 73
Ibis budget RJ Praia de Botafogo Praça Joia Valansi, 24 - Botafogo, Rio de Janeiro - RJ, 22250-210 Tel: (21) 2156-6999 https://goo.gl/maps/qPCrCC5g653upTBGA	U\$S 39
Yoo2 Rio de Janeiro Praia de Botafogo, 242 - Botafogo, Rio de Janeiro - RJ, 22250-040 Tel: (21) 3445-2000 https://goo.gl/maps/zoKsDY3FKD5qwU9z8	U\$S 90

14. EVALUATION

- General evaluations will be available on the UNHCR website after the conference. The URL will be communicated at a later stage.
- **Your opinion matters! We kindly ask you to fill the evaluation to allow the necessary adjustments and continue to serve you in the best way possible.**

15. ELECTRICITY OUTLETS & VOLTAGE IN BRASIL

- For Brazil there are two associated plug types:
 - **Types C and N** (see picture)
- Brazil operates on a **127/220V supply voltage** and **60Hz**



16. USEFUL RESOURCES

Useful links:

- Fundação Casa de Rui Barbosa: <http://www.casaruibarbosa.gov.br/>
- Official Consultations website: www.unhcr.org/americas-regional-consultations
- Visas information: <http://www.brazil.gov.br/about-brazil/coming-to-brazil>
- Vaccinations information:
<https://wwwnc.cdc.gov/travel/destinations/traveler/none/brazil>