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**CENTRE FOR CO-OPERATION WITH NON-MEMBERS
COMMITTEE ON INTERNATIONAL INVESTMENT AND MULTINATIONAL ENTERPRISES**

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Emerging Market Economy Forum

**WORKSHOP ON "FOREIGN DIRECT INVESTMENT POLICY AND
PROMOTION IN LATIN AMERICA"**

Information note to participants and observers

(Lima, 15-17 December 1998)

72390

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INFORMATION TO PARTICIPANTS AND OBSERVERS

I. Administrative arrangements

1. There are no visa requirements for any Latin American country. As concerns OECD countries a visa is required for participants from Hungary, Poland, Czech Republic and Turkey.
2. The Peruvian Government will be host to the Workshop. The meeting will be held at the

Los Delfines Hotel

Calle Los Eucaliptos 555, San Isidro

Lima 27 Peru

where registration will start at 8:00 a.m. on Tuesday, 15 December 1998. Participants and observers are requested to present themselves at the meeting room with a passport or other identification containing a photograph. Badges will be issued entitling admission to the workshop.

II. Hotel reservation

3. **Participants are entitled to a special rate at the Los Delfines Hotel of US\$100 per day, including breakfast, taxes and other hotel facilities. Reservations: Ms. Gabriela COLMENAR or Ms. Isabel GOMEZ, tel: (51) 1 215 7000; fax: (51) 1 215 7073 / 215 7070; e-mail: reservas@losdelfineshotel.com.pe; website: <http://www.losdelfineshotel.com.pe> Please use the reference "OECD/EU Workshop" when making your reservations. Participants are requested to make their own travel and hotel arrangements and all travelling costs will be borne by the participants.**

III. Documentation

4. The provisional agenda is attached. Other documentation will be distributed among participants before the Workshop or will be made available at the meeting. Participants are invited to provide background papers on the subject of the Workshop and/or typescripts of their major interventions, including copies of their papers and interventions on computer diskettes.

IV. Procedural arrangements

Timetable

5. The Workshop will start on Tuesday, 15 December 1998, at 9:00 a.m., with opening addresses on behalf of the host country, the EU Commission and the OECD. Participants and observers are requested to arrive early to facilitate registration. The Workshop will continue on Wednesday 16 December and will conclude on Thursday 17 December in the morning.

Proceedings

6. A lead speaker will open each session, making a presentation on the general theme of the session and will be followed by designated discussants. A general discussion will follow where all participants will have the opportunity to take the floor. The basic method for conducting the debate will be for the Chair to recognise requests to speak. Participants are requested to be brief in their interventions. There will be simultaneous English-Spanish translation.

7. **Lead speakers, discussants, as well as any participant who wish to have the text of their oral statements or other documents distributed, should arrange for this text to be passed on to the Secretariat as early as possible for reproduction and distribution.** Members of the Secretariat will stay at the same hotel, where they can be reached before the meeting.

8. For any arrangements, please contact: **Ms. Carmen Villegas-Caballero, Consultant, Organisation for Economic Co-operation and Development, 2 rue André Pascal, 75016 Paris. Tel.: (33 1) 4524 79 72; fax: (33 1) 4524 1842, e-mail: carmen.villegas-caballero@oecd.org**

V. Social events

9. Any social events will be announced at the beginning of the meeting.