



Logistical information for participants

As was communicated through [Notification to Parties No. 2022/035](#), the 19th meeting of the Conference of the Parties (CoP19), as well as the associated 75th and 76th meetings of the Standing Committee (SC75 and SC76) will take place in Panama City, Panama, from 13 to 25 November 2022.

Venue

The meeting will be held at the following address:

[Panama Convention Center](#)
Calle Gral. Juan D. Peron
Ciudad de Panamá, Panama

Google Map showing the location of the Panama Convention Center:
<https://www.google.com/maps/place/Panama+Convention+Center>

Transport to/from the airport and the venue

Delegates, representatives, and other participants travelling by air will arrive at the Tocumen International Airport. There will be dedicated immigration lane at the airport as well as a special information booth for CoP19 delegates at the Tocumen International Airport.

Options relating to transport to and from the airport can be accessed on the Host Country's website:
<http://cop19-cites.miambiente.gob.pa>

Taxis can be requested by dialing the following numbers:

- America Libre (taxi) +507 22111932
- Concordia (Taxi) +507 2367848

Transport Apps:

- Uber App
- Alco App (Taxi)

Parking

Parking at the Panama Convention Center will be available for participants commuting by car. Prior arrangements must be made. Please contact Ms Jennifer Arce through e-mail logistica1@festieventospanama.com.

Hotel reservations

Participants are fully responsible for making their own hotel arrangements and are encouraged to make accommodation reservations well in advance. Party delegations should request their permanent diplomatic missions in Panama, or where applicable embassies or consulates, to make the necessary reservations with a hotel in Panama or the nearby area, if needed. A list of hotels can be found in Notification to the Parties [No. 2022/035](#).

Credentials

Parties are reminded that in accordance with Rule 5 of the [Rules of Procedure](#), representatives of Parties must have been granted powers by a proper authority, i.e. the Head of State, the Head of Government or the Minister of Foreign Affairs, or, in the case of a regional economic integration organization, by the competent authority of that organization, enabling him/her to represent the Party at the meeting.

All credentials shall be submitted to the Secretariat of the Convention, where possible at least one week before the opening session of the meeting by post, or upon arrival, together with a translation into English, French or Spanish if they are not in one of these languages.

Only signed originals are accepted. Copies, including scans and faxes of the original credentials, are not acceptable. Credentials granting powers to the Representative, any Alternative Representative or Advisers of a Party must be on official stationery with a letterhead that indicates the country and government office that has issued them.

It is recommended that all signed original credentials, together with the list of names of members of the delegation, be submitted to the CITES Secretariat at the venue of the CoP meeting. Credentials should be handed to Secretariat staff at the registration desk, in an envelope which clearly indicates that it contains credentials.

Parties will be able to make interventions but will not be able to vote until their credentials have been accepted by the Credentials Committee.

On-site registration (issuance of the conference badge and distribution of speaking/voting cards)

Access to the venue of the meetings is subject to the presentation of a valid CoP19 badge with a photograph. These badges will be issued at the Registration Centre (Boletería) located left of the main entrance of the Panama Convention Center upon the presentation of the Priority Pass, a valid passport or an identification card with a photograph.

Speaking/voting cards will be distributed at a separate counter where Parties should also give the original of their letter of credentials.

Registration will commence on 12 November 2022 at 2pm. The hours of registration from 13 November onwards will be between 8:00 a.m. and 6:00 p.m. daily.

For Ambassadors and Ministers, Permanent Missions should please contact the CITES Secretariat at mea-cites-registration@un.org and send us a recent passport-sized photo (size 3.5 x 4.5 cm) if you wish to obtain their badges in advance. This category of “Special Guests” will be able to access the Panama Convention Centre through a fast lane.

For security reasons, the display of conference badges is mandatory at all times to gain access to the venue and meeting rooms. Any loss of a conference badge should be reported immediately to the staff at the registration counter.

For media registration and accreditation, please refer to the media advisory on the CITES website: https://cites.org/sites/default/files/eng/cop/19/EN_Media_Accreditation_CITES_CoP19.pdf

Wi-Fi

A password-protected Wi-Fi service is available at the Panama Convention Center for CoP19 participants. The Wi-Fi network name and password will be printed on your CoP19 conference badge.

The CoP19 intranet is optimized for a faster 5GHz network, which requires the device to have the right wireless network adapter. Participants who have an older computer that supports only the 2.4GHz network may experience problems, including unstable connection and denied access to the CoP19 intranet.

Participants can check whether their computer can use this faster frequency by following the steps described on the following websites:

<https://www.youtube.com/watch?v=s4jxJzrp4el>

In order to allow as many participants to have high-speed access to the Internet as possible, access to audio/video streaming and downloads using the CoP19 Wi-Fi will be limited. Participants are strongly discouraged from using these and other services other than strictly for CoP19-related purposes.

Web streaming of the proceedings of the meeting will be available and the links made available on the CITES Website (cites.org).

CoP19 Intranet

The Secretariat will set up a CoP19 intranet, which will provide participants with all the required information for the day-to-day conduct of the meeting. These include access to, *inter alia*:

- Working documents
- In-session documents
- Summary records
- Working groups schedules
- Regional meetings
- Schedule of side events
- Status of accepted credentials
- Press briefings/conferences

More information on how to access the CoP19 intranet will be made available at the beginning of the meeting.

The CoP19 intranet and bulletin boards will replace the “CITES Daily Journal”, which was previously available in printed format.

Timing of the sessions of the Plenary, Committee I and Committee II

Please note that the sessions will run as follows (except for the first day that includes the Opening Ceremony) – please consult the Working Programme [[CoP19 Doc. 3 \(Rev. 1\)](#)] and the [Daily Schedule](#):

- Morning session: 9am to 12pm
- Afternoon session: 2pm to 5pm
- Evening sessions (Com II – 16 November 2022 and Com I – 17 November 2022): 7pm to 10pm

Since the meetings cannot run overtime, the morning sessions will start exactly at 9am, the afternoon sessions at 2pm and the evening sessions at 7pm. In order for participants to take their seats by 9am, delegates are encouraged to enter the committee rooms and get their headsets by 8:45am.

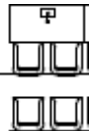

Side event organizers are kindly requested to finish on time to allow for the prompt start of the afternoon session at 2pm. In order for participants to take their seats by 2pm, delegates are encouraged to enter the committee rooms and get their headsets by 1:45pm.

Similarly, for evening sessions, delegates are encouraged to enter the committee rooms and get their headsets by 6.45pm.

Seating

Parties will have four seats assigned per delegation (2 at the front with a desk and 2 seats immediately behind). Extra free seating will be available elsewhere for any additional members of the delegation.

Observer organizations will have two seats assigned per delegation (2 at the front with a desk).

Party delegates' seating arrangement	Observers seating arrangement
	

Documents

Participants are strongly encouraged to make use of the CoP19 intranet to access the CoP documents, including in-session documents, in electronic format. For those with computer capacity problems, a limited number of ethernet cable stations will be located outside the committee rooms so that the delegates can connect and download meeting documents.

Delegates wishing to have hard copies of the working documents are advised to print them before arriving in Geneva. All working documents can be downloaded in one .zip file from a link posted at the top of the working document webpage at: <https://cites.org/eng/cop/19/agenda-documents>

For printing and other services, delegates can make use of the business center from 08.00am to 12.00 noon and from 13.30 pm to 17.00 pm, Monday through Friday. The table below reflects the cost associated with printing at the business center:

	8.5 x 11	21 x 36
Black and white photocopies	\$0.18	\$0.20
Full color photocopies	\$0.20	\$0.25
Black and white printout	\$0.25	\$0.30
Full color printout	\$0.30	\$0.35

Exhibitions and information documents

The exhibition area is on the upper level and all arrangements relating to this must be coordinated through Festieventos (Jennifer Arce: logistica1@festieventospanama.com). Delegates are not allowed to exhibit in any other areas not specifically designated as exhibition area and that has been secured with Festieventos prior to the start of the meeting.

Hard copies of information documents referred to in Rule 30.1 and 2 may be distributed on the tables provided for this purpose, next to the information booth in the foyer.

Interpretation and statements

Interpretation of the sessions of the Plenary and of the Committees is provided in the three official languages of the Convention (English, French and Spanish). Delegates are requested to send a copy of the statement they plan to make to interpreterscop19@gmail.com or to give a paper copy to the conference officers in the meeting room at least 30 minutes in advance. This does not prevent delegates from making changes upon delivery, but it will facilitate clarity and accuracy of interpretation in all languages. Please include in the title of the statement, the name of the country/organization(s), the meeting (Plenary, Committee I or II) and the relevant agenda item number. Statements provided in advance are treated as confidential and checked against delivery for the purpose of the official record.

Delegates are requested to deliver statements at a normal speaking pace. Rapid delivery risks impeding clarity and accuracy in interpretation.

Headsets

Headsets will be available at the entrance of the Committee rooms. Participants are kindly reminded to ALWAYS bring back the headsets at the end of the day so that they can be charged overnight.

Participants will be charged USD 200 or more if they lose a headset.

Press conference/press briefing

The room for press briefings is located in Canal 1 (next to the Committee II meeting room). If you wish to organize a press conference or a press briefing, please contact Mr David Whitbourn (mobile +41 79 552 1507, email: david.whitbourn@cites.org) or Ms. Jennifer Vionnet (email: jennifer.vionnet@cites.org).

Arranging a room for a working group

If you have been asked by one of the Committees to chair a working group, please contact Mr. Maroun Abi Chahine (email: maroun.abi-chahine@cites.org).

Medical services

A nurse will be on duty throughout the meeting at the First Aid station on the ground level of the Panama Convention Center. In an emergency situation on-site, please dial **+507 6802-3636 (Spanish and English)**. Delegates requiring urgent medical attention outside of the Panama Convention Center are advised to make use of the following WhatsApp number for medical care: **+507 6618-4122** (if it is an emergency, please call the number for emergency situations provided above).

Facilities for disabled persons

Disabled persons needing special assistance are encouraged to inform the Panama Convention Center in advance of their arrival time and assistance needs. For disabled persons arriving by car, drop-off will be possible directly in front of the main entrance area. Parking facilities for disabled persons will be available at the Panama Convention Center. To make arrangements to access the parking, please contact Ms Jennifer Arce through e-mail logistica1@festieventospanama.com or by calling this number: +507 6771-4619

Lifts and access ramps are available on every floor leading to Committee I and Committee II as well as meeting rooms on the upper level. Restrooms for disabled persons are also available on each floor. For any kind of on-site assistance needs, please call Ms. Arce on the number provided above.

Insurance

Participants should note that the CITES Secretariat will not be held liable for any claim resulting from death, injury, sickness or other disability in connection with their participation in the meeting. Participants are therefore responsible for making their own insurance arrangements, as necessary.

Services for participants

Please note that travel and hotel reservation service, IT support (for computer problems), etc. are available at the information booth in the foyer.

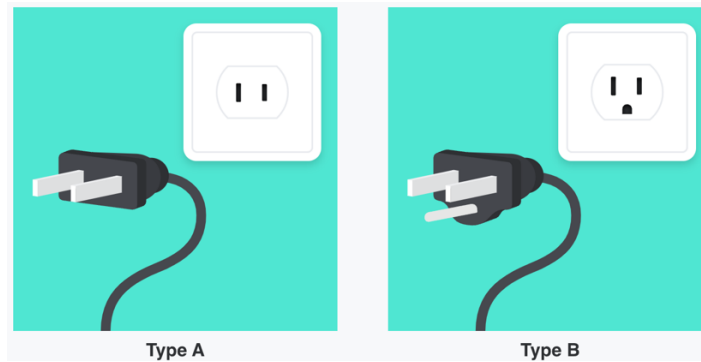
For lost and found items, please inquire at the information booth.

A prayer room will be available to participants throughout the meeting in Canal 1.

Other logistical details

Electricity

The electrical currents are 120V supply voltage and 60Hz. Panama has the two associated plug types shown below:



The Secretariat does not have any plug adapters available for participant use. Plug adapters and mobile phone chargers can be purchased at the shops located in the Panama airport and shopping centers.

Bank/currency exchange facilities

The currency in Panama is the balboa (B/), but USD can also be used. ATMs and currency exchange services are available at the Panama Airport and in shopping malls. An ATM is not available at the Panama Convention Center.

Restaurants

The Panama Convention Center will offer a variety of catering services on site and two lunch areas have been prepared: one on the ground level (Canal 1) and one on the upper level (America 3). Other restaurants can be found in the vicinity of the Convention Center.

Weather and time

In November, the temperature in Panama City fluctuates between 20.3°C (68°F) and 32.9°C (91.2°F). Rain or thunderstorms may occur.

Standard time in Panama is GMT-5 / UTC-5 (EST)

Language

Spanish is the working language of Panama.

Safety and security

Panama City can generally be regarded as a safe city with a low rate of violent crime. However, pickpocketing and snatching of handbags or mobile phones do occur in the vicinity of, or within, the train and bus stations, the airport and in public parks.

Delegates are advised to take the following precautions when moving around the city:

- stay alert;
- watch your luggage and briefcase;
- avoid walking alone at night;
- keep to well-lit areas;

- be aware of individuals posing as police;
- always ask for proper identification before surrendering your passport or complying with any requests;
- be particularly vigilant at the airport, train station and when checking into your hotel;
- never leave anything on car seats as doing so attracts the attention of thieves; and
- never leave valuables in a parked car.

Panama emergency telephone numbers are:

- police: 104
- ambulance service: 911
- fire: 103

The CITES Secretariat cannot be held responsible for the loss of personal objects left unattended at meetings.

Customs

The Parties or observers importing promotional articles relating to the CoP are urged to fill out the form found in the DOCUMENT section on the host country website:

<http://cop19-cites.miambiente.gob.pa>

The completed form must be sent to the following e-mail address on or before **4 November 2022** for the entry process to be facilitated by customs: 19copcitespma@miambiente.gob.pa

General information form

The host country kindly invites participants to complete a general information form accessible on the host country website:

<http://cop19-cites.miambiente.gob.pa>

Please note that the form is available in English and Spanish. The information, to be submitted on a voluntary basis, will facilitate assistance to be provided by the host country relating to medical emergencies; and flight and accommodation information will assist in determining the carbon footprint of the meeting.

Kindly send the completed form to the following e-mail: 19copcitespma@miambiente.gob.pa