

Practical information

1. Dates and venue

The 19th meeting of the Conference of the Parties (CoP19) will be held in Panama City, Panama, from 14 to 25 November 2022. It will be held at the following address:

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

The 75th and 76th meetings of the Standing Committee will be held at the same venue on 13 November and 25 November respectively.

2. Hotel reservations

Delegates, including sponsored delegates, are responsible for making their own hotel reservations and should do so as soon as possible.

Further details about hotels are provided [here](#).

Any queries should be directed to 19copcitespma@miambiente.gob.pa. Please indicate HOTEL BOOKING in the subject of the email.

3. Visas

Participants are responsible for obtaining their own visas and should do so as soon as possible.

The Host Country has generously agreed to waive visa fees for all officially registered participants. Information on visa requirements is available in Annex 2 to this Notification.

Participants from a country that require a visa to enter Panama are encouraged to register as early as possible in order to obtain the visa assistance letter from the Secretariat and to start the visa application process early. Participants should note that Panama does not have embassies in all countries, e.g., in the Africa region Panama has embassies in three countries: Egypt, Morocco and South Africa, and it is therefore important to initiate the process to apply for visas as soon as possible.

Any queries should be directed to 19copcitespma@miambiente.gob.pa. Please indicate VISAS in the subject of the email.

4. Office space

Reservations of office space at the Panama Convention Centre should be addressed to 19copcitespma@miambiente.gob.pa. Please indicate OFFICE SPACE in the subject of the email.

All offices will be furnished with a desk, a desk chair and two chairs for visitors. Office rental costs will depend on the requirements. Please specify any additional requirements: computer, meeting table (indicate the number of seats), etc. The bank information and account number for payment for the office space will be provided in another Notification.

5. Exhibition space

All enquiries about the reservation of exhibition space at the Panama Convention Centre should be addressed to 19copcitespma@miambiente.gob.pa. Please indicate EXHIBITION SPACE in the subject of the email.

If you require help in the arrangement of the exhibition space or furniture, please indicate it in the mail so that arrangements can be made with the event organizer at an additional cost. The exhibition spaces vary in their prices (standard size is USD 5,000.00 for the duration of the CoP) and will depend on the requirements. The exhibition spaces have a standard size of 2m² (2m * 2m). The bank information and account number for payment for the exhibition space will be provided in another Notification.

All enquiries about catering services at your exhibition space should be sent directly by the exhibitors to Javier Araque jaraque@panamaconventions.com (Panama Convention Center - PCC).

6. Side events

Side event organizers should submit their request online [here](#) before **31 July 2022**. Please note that only Parties and accredited observer organizations can organize side events. All meeting rooms will be equipped with a screen and a projector. The CITES Secretariat will be able to confirm the organization of side-events by **19 August 2022**. After confirmation from the CITES Secretariat about the time and date of the side-event, you will receive the contact details for any specific IT or catering requests you may have.