



Inter-Parliamentary Union
For democracy. For everyone.

World e-Parliament Conference 2016

28-30 June 2016

Co-organized by the Inter-Parliamentary Union and the
Chamber of Deputies of Chile
#eParliament



PRACTICAL INFORMATION NOTE

1. Dates, Venue and Working Modalities

The World e-Parliament Conference 2016 is co-organized by the Inter-Parliamentary Union and the Chamber of Deputies of Chile, in partnership with UNDP and the National Democratic Institute (NDI) and with support from partner organizations.

The Conference will be held at the Chilean parliament in Valparaíso from Tuesday 28 June to Thursday 30 June 2016. Details of the conference venues and a map identifying the various locations will be added to the Conference web site in due course.

Valparaíso is approximately 110km from the international airport in Santiago. Transportation will be organized between the international airport and the conference hotels (see 6. *Transport*).

The Conference will start at 9.30 a.m. on 28 June with the Opening Ceremony, followed by the launch of the World e-Parliament Report 2016. It will continue in parallel sessions until the afternoon of 30 June, when participants will reconvene in plenary for the conclusions of the conference. A guided tour of the Parliament will be organized during the Conference.

All panels and sessions will be interactive, with ample time for debate. Participants are requested not to read prepared speeches. Instead, they are invited to ask questions and participate in the debates by making brief statements and comments. No formal list of speakers will be drawn up in advance. The order of interventions and questions will be decided by the Chair or Moderator.

During the Conference, online interaction, information sharing and participation will be promoted through the use of social media and collaboration tools. Online engagement will be facilitated by using Twitter (hashtag #eParliament) and online collaboration boards where delegates can share comments, facts and ideas in parallel to the proceedings.

2. Conference website

All information about the conference will be made available at www.ipu.org/wepr2016 and www.wepc2016.org.

3. Registration

3.1. Audience

All national parliaments are invited to include members of parliament, secretaries general and parliamentary ICT staff in their delegations. Parliaments are encouraged to send gender-balanced delegations.

Other participants in the conference will include experts from civil society, academia, the private sector and international organizations etc. Requests for registration from interested parties will be handled on a case-by-case basis.

3.2. Conference registration

Participants need to register in advance with the IPU, which will process all registration requests.

- Delegates should preferably register online via the online registration form (<http://www.wepc2016.org/en/registration>).
- Alternatively, delegates can contact the IPU Secretariat to obtain the registration form in Word, which can be returned by e-mail: postbox@ipu.org.

The IPU Secretariat will confirm the registration by e-mail. The confirmation e-mail will contain a link where delegates can register for transportation (see 6. *Transport*).

The **deadline for conference registration is Friday 27 May 2016**. It is strongly recommended to register early for the Conference, as late registration may result in delays in processing, limited access to transport, and insufficient time to obtain a visa.

Any modifications concerning the composition of the delegation should be communicated directly to the IPU Secretariat.

4. Badges

Distribution of conference badges will start on **Tuesday, 28 June, at 8:00 a.m.** at the entrance to the conference venue. Delegates are required to bring a copy of the confirmation e-mail and passport (or a valid photo ID card) when collecting their conference badge.

It is imperative for all delegates to observe relevant security procedures. All delegates are requested to wear their conference badge at all times when at the Chamber of Deputies of Chile.

5. Visas

Delegates will require a visa to enter Chile; a tourist visa will suffice. Delegates are strongly encouraged to make the necessary arrangements at the earliest opportunity.

Depending on the participants' country of origin there are two ways to obtain the visa.

5.1. Visa upon arrival

Delegates from Latin America, the European Union, the United States, Canada and Australia can receive a 90-day tourist visa upon arrival at the international airport in Santiago.

Please see at <http://www.wepc2016.org/en/practical-information> a list of all countries with the respective exemptions, requirements and fees to be paid.

5.2. Visa required prior to travel

Delegates from all other countries need to obtain a visa prior to travel.

The visa application process takes at least 4 weeks, and requires a passport document valid for 6 months or longer. Visas are only issued by Chilean consulates, embassies and diplomatic missions.

Please see <http://wepc2016.org/images/wepc2016/documents/consularoffices.pdf> for a list of all Chilean consular offices around the world.

The visa application procedure can be initiated online using the *Sistema de Atención Consular (SAC)* portal (<https://tramites.minrel.gov.cl/>). It is strongly recommended to carry out this procedure in coordination with the nearest Chilean consular office, and to contact the consular office prior to submitting the online application.

For further information about visas, please see the following documents at <http://www.wepc2016.org/en/practical-information>:

- 1) *FAQ on visa requirements and process*
- 2) *List of required documents for tourist visa application*
- 3) *List of all countries and respective visa exemptions, requirements and fees*
- 4) *List of all countries and respective diplomatic visa arrangements*

Upon request, IPU will provide an invitation letter to confirmed participants to support their visa application.

Please note that the co-organizers are not able to provide any assistance in obtaining visas. The visa application and granting procedure is entirely managed by the respective Chilean consulate, without involvement of the IPU or the Chamber of Deputies.

6. Transport

The Chamber of Deputies of Chile is kindly offering to all delegates the following transportation services.

- **Airport-to-hotel transfer:** an airport-to-hotel transfer service from Santiago International Airport to the official conference hotels in Valparaiso and Viña del Mar (see 7. *Hotels*) will be available for delegates on 26 and 27 June.

Arriving delegates will be welcomed at the airport by Parliament staff. On the Conference website (<http://www.wepc2016.org/en/practical-information>) detailed information will be provided about where exactly at the airport delegates can locate the transfer buses. A map will be provided of the relevant airport building, as well as contact details of relevant Parliament staff.

- **Hotel-to-conference transfer:** on the days of the Conference (28, 29 and 30 June) a transfer service will be available in the mornings from the official conference hotels to the conference venue, and in the afternoons back to the hotels.
- **Hotel-airport transfer:** on 1 and 2 July a hotel-to-airport transfer will be available for departing delegates from the official conference hotels to Santiago International Airport.

Delegates may also make their own transport arrangements through their countries' diplomatic representation in Chile.

To use the transportation services, delegates must register in advance with IPU using the online transfer registration form, on which they must specify arrival and departure times and the hotel where they will stay.

IPU will provide a link to the online transfer registration form in the e-mail that confirms delegates' registration for the Conference (see 3.2. *Conference registration*).

The **deadline for online transfer registration is 15 June 2016**. Delegates who do not register for transport may experience delays or not be able to access the provided transport services. Any changes in travel data must be communicated to the IPU as soon as possible.

7. Hotels

A list of official conference hotels (located in Valparaiso and Viña del Mar) is available on the conference web site (<http://www.wepc2016.org/en/practical-information>).

Delegates are responsible for their own hotel expenses. Delegates should contact the hotels directly to make their reservations. Please note that the co-organizers are not able to provide any assistance with hotel reservations.

It is recommended that Delegations from countries having an Embassy or a Diplomatic Mission in Chile make their hotel reservations through their respective Embassy or Diplomatic Mission. Embassies and Missions are accustomed to receiving national delegations and to handling hotel reservations.

Delegations from countries that do not have a diplomatic representation in Chile may reserve hotel rooms via their preferred tourist operator. Attention is drawn to the fact that, in keeping with the practice of all hotels in Valparaiso and Viña del Mar, details of a credit card as a guarantee for reservations will be requested.

8. Meals and refreshments

During the Conference, lunch and refreshments in between sessions will be provided by the Chamber of Deputies at the conference venue. In addition, a formal dinner is provided at the end of the first day. All other meals are at delegates' own expense.

9. Languages

Simultaneous interpretation will be provided in English, French and Spanish at all sessions of the conference. One additional interpretation booth may be made available to delegations upon request.

The official documentation will be available in English, French and Spanish.

10. Documents

The official documents of the conference will be the agenda, annotated agenda, aide memoire and the list of participants.

Should delegates wish to distribute their own documents or other material pertaining to the agenda of the conference, they may use a table provided for that purpose in the immediate vicinity of the meeting rooms.

11. List of Participants

A provisional List of Participants will be issued on the basis of confirmations received by the IPU as of 31 May 2016. A revised List of Participants will be published after the conference on the conference website. Participants are kindly requested to report any changes in the provisional List of Participants to the Registration Desk.

12. Contact

Requests for further information concerning the World e-Parliament Conference 2016 should be addressed to the Inter-Parliamentary Union (E-mail: postbox@ipu.org; Phone: +41 22 919 41 50).