



LOGISTICS NOTE



VENUE INFORMATION

The 2019 APEC Business Ethics for SMEs Forum will take place at the **Sheraton Santiago Hotel and Conference Center from 9-10 September, 2019**. The hotel is located at Avenida Santa Maria 1742, Santiago, Providencia, Región Metropolitana, Chile. The Sheraton Santiago is the largest hotel in Chile and a venue for major events in the capital city.

GUEST ROOM RESERVATIONS



All delegates are responsible for making their own guest room reservations and should do so as soon as possible. Delegates are encouraged to stay at the Sheraton Santiago Hotel. A limited number of discounted guest rooms at the Sheraton are available for delegates on a first come, first serve basis. Make hotel reservations using this website link: [Sheraton Santiago Reservations](#).

Once the hotel room block is full, attendees may be able to make hotel reservations using the Sheraton Santiago website, a travel agency, or a third-party hotel booking website. Please note that nightly guest room rates are subject to change and availability. In the case the Sheraton Santiago is fully booked, which is anticipated during the Forum dates, the closest accommodations include the [Ladera Hotel](#), [Solace Hotel](#), or [Panamericana Hotel Providencia](#).

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AIRPORT TRANSFERS

Taxis in Santiago are comparably priced to other major metropolitan areas, and are the most convenient way to transfer from the airport. Upon exiting customs, participants should follow the yellow and black signs to taxi company counters in the airport's main lobby. These counters will book you a flat-rate fare to your destination, and will direct you to a driver. Participants looking for a lower cost transportation option can use [TurBus](#), Santiago's public transportation company. Buses pick up passengers at Terminal Alameda and Terminal San Borja every 20 minutes during the daytime, dropping off at the Pajaritos Metro station downtown where you can transfer to other buses or trains.

The Sheraton can also arrange a private car for airport transportation. Please contact Ms. Uehara (naomi.uehara@sheraton.com) or Mr. Guzman (roberto.guzman@sheraton.com) with your guest room reservation number and flight information to book private car service. The estimated charge for private car service from the airport to the Sheraton is US \$55 each way.



ARRIVAL INFORMATION & BADGE COLLECTION

Please register for the Forum using [this link](#). Please note your name will be displayed on your name badge and participant list exactly as entered in the online registration form.

Badges may be collected at the following times and locations:

- **Sunday, 8 September (14:00-16:00)** at Sheraton Santiago Conference Center (O'Higgins Room)
- **Monday, 9 September (08:00-08:30)** at Sheraton Santiago Conference Center (outside San Cristobal Room)
- **Tuesday, 10 September (07:30-08:00)** at Sheraton Santiago Conference Center (outside San Cristobal Room)

Delegates arriving into Santiago on Sunday, 8 September are encouraged to pick up registration materials from 14:00-16:00 to avoid long registration lines on Monday, 9 September.

Delegates arriving into Santiago on Saturday or earlier will be invited to an optional social excursion activity with other delegates for the full day on Sunday, 8 September. Further information on this optional social excursion will be sent to those who complete their online registration. Delegates who attend the social excursion will be provided their badge and registration materials at the conclusion of the activity and therefore will not need to register on Monday, 9 September.

VISAS

Ordinary passport holders from **Brunei Darussalam, China, Papua New Guinea, Philippines, and Chinese Taipei** are required to secure a visa prior to entry into Chile. Ordinary passport holders from **Australia, Canada, and Mexico** are required to pay a reciprocity fee at the airport. Visa applications should be submitted to your local Chile consular office at the earliest possible time to allow for sufficient processing. Official/Diplomatic passport holders from these and other APEC economies may also require a visa and should inquire with your local Chile consular office to confirm entry requirements. If the local Chile consular office in your economy requests additional materials to process your application, please email info@klprinciples.org (Medical Device Sector) or info@mcprinciples.org (Biopharmaceutical Sector) for assistance. Delegate registrations must be submitted online before assistance can be provided with visa materials.

LANGUAGE

The event will be conducted in English as the official language of the APEC Forum. Simultaneous interpretation services will be offered between English and Spanish throughout both days of the formal program.

DRESS ATTIRE

Requested attire for the entire workshop is business dress.

LUNCH / REFRESHMENTS

Sponsored lunch opportunities may be offered onsite during both days as a convenience to attendees. It is not recommended that participants make lunch arrangements offsite during the Forum. Coffee, tea, and light refreshments are provided by the APEC Secretariat during designated networking breaks.

PARKING & GROUND TRANSPORTATION

Limited parking is available at the Sheraton Santiago at a rate of US \$22 per day (estimate). Participants are encouraged to utilize mass transit, ride sharing, or taxi service. Those wishing for expeditious arrival and departure to the venue each day can arrange private car service (drop-off and pick-up) with Sheraton concierge by contacting +56-2-2233-5000.



LITERATURE TABLE

Forum delegates are welcome to bring one or two non-commercial, non-promotional articles, such as codes of ethics, or other informative literature for Forum delegates. A designated “literature table” will be located in the foyer area of the conference.

INTERNET ACCESS

There will be free wireless internet access throughout the event. Please see posted signs for network and access code details.

WEATHER

September is the end of the winter season in Santiago. The average high temperature in September is 12 Celsius (53 Fahrenheit), and the average low temperature is 5 Celsius (41 Fahrenheit). Delegates are advised to bring layers of clothing and an umbrella as Santiago concludes this season with the potential for showers and cool temperatures.

TOURISM

Delegates interested in planning tourist activities in Chile before and/or after the Forum are encouraged to visit the Official Site of [Chile Travel](#) sponsored by the National Tourism Service for more information.

CONTACT INFORMATION FOR GENERAL INQUIRIES

Business Ethics for APEC SMEs Technical Secretariat Telephone: +1-202-508-8764

Medical Device Sector Inquiries: info@klprinciples.org

Biopharmaceutical Sector Inquiries: info@mcprinciples.org