

**BUSINESS ETHICS FOR APEC SMES
BIO-PHARMACEUTICAL SECTOR EXPERT WORKING GROUP**

-- LOGISTICS NOTE --

Mexico City, Mexico
September 26-28, 2011

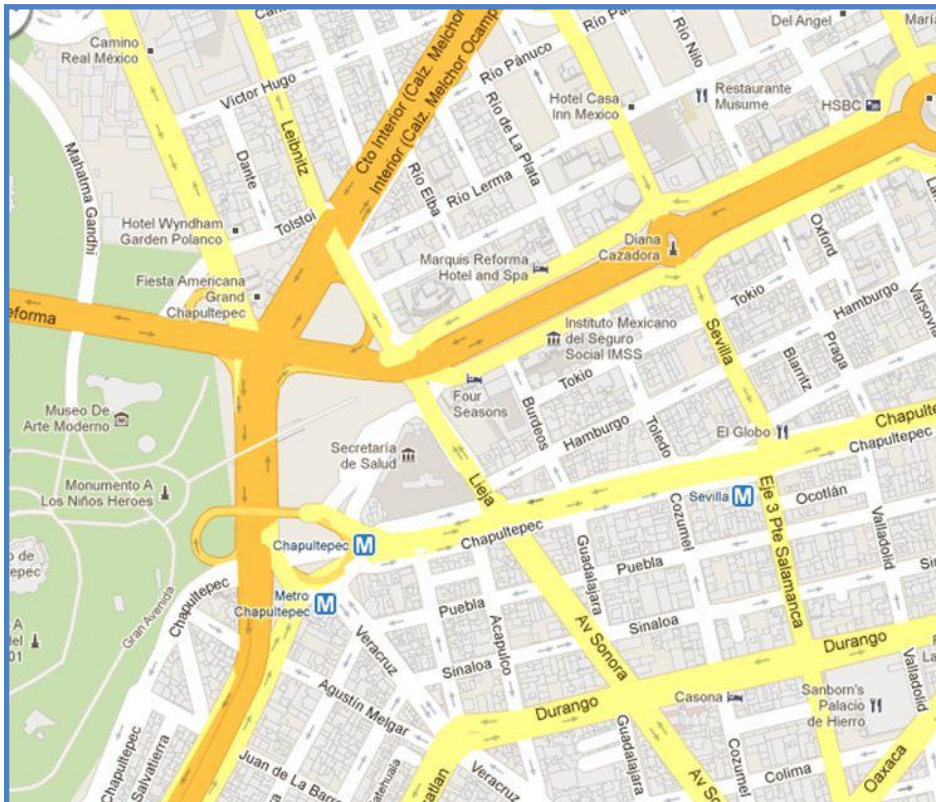
Venue: Four Seasons Hotel Mexico, D.F.

The Four Seasons Hotel is located in the center of Mexico City, roughly 30 minutes away from Benito Juárez International Airport by motor coach or taxi. For participants who desire to stay at the Four Seasons Hotel, rooms have been placed on reserve from September 26 through September 29. Participants reserving their accommodations before September 2 will receive a special rate of USD 180 per night with light breakfast. Hotel tax is 2.5 percent and there is an additional tip of USD 5 per night for housekeeping and USD 7 upon arrival and departure of bellhops. We have been advised that guest room availability at the Four Seasons is now extremely limited and participants are urged to secure their reservations as soon as possible.

Four Seasons Hotel Mexico, D.F.

Paseo de la Reforma #500
Colonia Juárez, México, D.F.
México, 06600
Tel: 52 (55) 5230-1818

Any questions may also be directed to ewg@crowell.com and assistance will be provided. A map of the Four Seasons Hotel location in Mexico City is provided below:





**Asia-Pacific
Economic Cooperation**



Airport Transfer Service

Participants staying at the Four Seasons Hotel may secure roundtrip airport transfer services through Guest Services upon securing their room reservation for a charge of USD 149 roundtrip and 5.8 percent tax. For participants selecting this option, please provide the hotel with your choice of vehicle type, airline name, flight number, and estimated time of arrival. It is recommended that you contact the Four Seasons Hotel and secure your airport transfer in advance of your flight departure.

Participants may also select a taxi service to and from the airport for an estimated charge of USD 30 each way. The Four Seasons Hotel recommends Yellow Cab or Nueva Imagen Cab for airport transfer services. Secured at arrival, their purchase booths may be found upon clearing customs at Benito Juarez International Airport.

Any questions may also be directed to ewg@crowell.com and assistance will be provided.

Travel Visas

Citizens of the following APEC member economies are not required to obtain visas prior to entry into Mexico: Australia, Canada, Chile, Hong Kong, Japan, New Zealand, Singapore, South Korea, and the United States.

Citizens of Brunei Darussalam, China, Chinese Taipei, Indonesia, Malaysia, Papua New Guinea, Peru, the Philippines, Russia, Thailand, and Vietnam are required to secure visas in most cases prior to entry into Mexico. Participants from these economies are advised to consult with the Mexican Embassy in their home economy and secure their visa as soon as possible. If required, we may arrange for a letter of invitation to assist you in securing visas. Please contact ewg@crowell.com as soon as possible if you require such a letter.

APEC Funding Eligibility and Information

APEC funding is available to cover economy airfare and per diems for a limited number of participants from travel-eligible economies: Chile, China, Indonesia, Malaysia, Mexico, Papua New Guinea, The Philippines, Peru, Russia, Thailand, Viet Nam. The total per diem provided is expected to be \$850. Once approved, you will be connected directly with the APEC Secretariat to arrange for reimbursement for your airfare and per diem.

Weather

In its valley setting, Mexico City offers a temperate climate with cooler temperatures than coastal regions. The city enjoys warm weather, year round. During the time of the Expert Working Group meeting, Mexico City's average temperature ranges from 12 to 24 degrees Celsius or 54 to 75 degrees Fahrenheit.

Meeting Registration

Welcome packets will be provided upon check-in for all expert participants staying at the Four Seasons Hotel. Local participants as well as those staying at other lodging accommodations in Mexico City will receive their welcome packets during the Welcome Reception planned for the evening of Monday, September 26 from 7:00-9:30pm (Merida Room). Any questions may also be directed to ewg@crowell.com and assistance will be provided.

