



**REGIONAL MEETING FOR LATIN AMERICA AND THE CARIBBEAN ON THE
INTERNATIONAL DECADE FOR PEOPLE OF AFRICAN DESCENT**
Organized by the Office of the High Commissioner for Human Rights
Hosted by the Government of Brazil
3 - 4 December 2015, Brasilia, Brazil

Information Note N° 4

I. Venue

The regional meeting will be held in the Juscelino Kubitschek Auditorium of the Office of the Public Prosecutor for the Rights of the Citizen (Procuradoria Federal dos Direitos Cidadao) located at the following address: SAF Sul Quadra 4 Set C, Brasília, DF.)

II. Delegates and observers and the list of speakers

United Nations experts of the Durban follow-up mechanisms and the Committee on the Elimination of Racial Discrimination have been invited to participate in the meeting and will introduce discussions on each of the three themes of the International Decade of People of African Descent (Recognition, Justice and Development). Their presentations will be approximately 15 minutes in length. Delegates (representatives of Member States of the region) and Observers (national human rights institutions, equality bodies and civil society representatives) will have the opportunity to take the floor and be allotted a speaking time of 5 minutes and 3 minutes respectively, to make interventions on the themes of the agenda and/or share relevant good practices.

Delegates and observers wishing to take the floor should register in advance on the list of speakers, which will be open for inscription starting from 2 December 2015 at 15h00. The list will be located at the registration area in lobby of the meeting venue. It will only be possible to register *once* for each of the *three items* of the agenda of the regional meeting.

III. Registration and room capacity

Registration will take place at the lobby of the Juscelino Kubitschek Auditorium, in the following days and times:

- December 2, 2015, from 15h00 to 18h00
- December 3, 2015, from 8h30 to 11h00.

It is desirable that participants register in advance, so that the meetings can start strictly on time. Participants must bring: 1) their **application form** duly completed, and 2) their **passport** or **national identity document**.

Due to space limitations and for safety reasons, accreditation to the meeting will be closed once the room reaches its full capacity. The meeting proceedings will be broadcast in the original language used by the speakers via the following link:

www.tvmpf.mpf.mp.br/

IV. Documentation

Documents and other useful material are available at:

<http://www.un.org/en/events/africandescentdecade/upcoming-events.shtml>

Written contributions from delegates and observers on the themes of the meeting are welcome and can be distributed at the meeting. They should be written in either English, Spanish, Portuguese or French. A table will be available to facilitate their distribution. As the Secretariat of the meeting will not be able to make photocopies of documents, participants are highly encouraged to bring sufficient copies, bearing in mind the green policy of the United Nations.

V. Working languages and interpretation

The working languages of the regional Meeting will be Spanish, French, English and Portuguese.

VI. Transportation to the meeting venue

Shuttle buses will be made available to transport participants to and from the meeting venue every morning and early evening, in front of the Cullinan Hplus Hotel (address: Via W 3 Norte, s / n - Asa Norte, Brasília - DF, 70704-050) as follows:

December 3

09h00 Departure from Cullinan Hotel to the venue
12h15 Departure from the venue to *Pier 21* (lunch)
13h30 Departure from *Pier 21* to the venue
20h00 Departure from the venue to Cullinan Hotel

December 4

07h30 Departure from Cullinan Hotel to the venue
12h15 Departure from the venue to *Pier 21* (lunch)
13h30 Departure from *Pier 21* to the venue
18h30 Departure from the venue to Cullinan Hotel

VII. Lunch

Given the limited capacity of the cafeteria at the meeting venue participants are encouraged to have lunch at nearby restaurants located at Pier 21. To facilitate that there will be transportation available to participants, from the event venue to nearby restaurants during lunch times. (Please refer to schedule above).

Participants are kindly requested to respect the schedule and are encouraged to make use of the buses to return promptly to the venue, in order that meeting discussions can resume as scheduled on the agenda.