

## **Inter-American Institute for Global Change Research (IAI)**



### ***IAI Training Institute on Vulnerability Associated with Climate Variability and Climate Change in the Americas***

*October 17 - 28, 2005  
Asuncion, Paraguay*

## **GENERAL LOGISTICAL INFORMATION**

### **AIRPLANE TICKETS**

IAI will try to purchase all Training Institute Participant's tickets from Brazil, as our travel/airline company usually gives us a discount in order to maximize our limited budget. These fares, generally economy or promotional fares, have some restrictions. We will try to accommodate schedule changes as much as possible, but please be advised that only in case of an emergency IAI can reimburse penalty fees (\$ 50 - \$ 100/per change). We would like to thank all participants for your collaboration and understanding.

If you have any questions or problems with your ticket, please contact Ms. Eliana Peloggia at the IAI Directorate at tel. +55.12.3945.6866 or by fax +55.12.3941-4410 or by e-mail: [Eliana@dir.iai.int](mailto:Eliana@dir.iai.int).

### **VISA**

Please check with the local Paraguayan and Brazilian Consulates/Embassies in your country, if you need a visa. Please let us know if you need any additional assistance in this regard. There will be a field trip to Itaipu hidroelectrical power plant and Iguazu falls (in Brazil) during the Training Institute.

### **VACCINE**

Please contact your local Paraguayan and Brazilian Consulates/Embassies and a Travel Agency regarding the need of any vaccines (such as yellow fever, etc).

### **TRAVEL INSURANCE**

If requested, IAI will be pleased to purchase a travel insurance (health/life insurance) policy for you in case you are not covered by a policy from your home institution. Please inform us if you DO NOT NEED A TRAVEL INSURANCE.

c/o INPE - Ave. dos Astronautas, 1758 - São José dos Campos, SP, 12227-010 BRAZIL  
Tel. +55.12.3945.6855 or 3945.6856 Fax +55.12.3941.4410

## **Inter-American Institute for Global Change Research (IAI)**

### **LODGING**

We will make hotel reservations for all participants at the Crown Plaza Hotel located at:

Crown Plaza Hotel  
Cerro Corá, 939 c/ EE.UU.  
Tel: (595 21) 452 682  
Fax: (595 21) 448 731  
[crowneasuncion@hotel.com.py](mailto:crowneasuncion@hotel.com.py)

The hotel rate for a single room and taxes will be paid directly by IAI. Each participant must pay for his/her own incidental expenses such as telephone, room service, etc. at check-out.

### **TRANSPORTATION AIRPORT/HOTEL/AIRPORT**

Further information on ground transportation will be posted on the IAI website at [http://www.institutes.iai.int/ti\\_2005\\_paraguay.htm](http://www.institutes.iai.int/ti_2005_paraguay.htm)

### **MONEY IN PARAGUAY**

The current exchange rate is 1 US dollar = 6100,00 Guaranis (September, 2005). Major international credit cards are accepted at the Crow Plaza Hotel, as well as at most restaurants, shops, etc.

### **TRAVEL PER DIEM AND TRAVEL REIMBURSEMENT**

IAI will pay the hotel room and taxes directly. Breakfast is included in your hotel rate. IAI will also pay for lunch during the week. You will receive a daily per diem of US\$ 15,00 for dinner and miscellaneous. The cost of an average meal in Asuncion is about US\$ 5,00.

Along with your per-diem you will receive the "Travel Expense Form" and the "IAI Travel Reimbursement Policies Sheet" for any allowable reimbursement.

You can claim reimbursement for local transportation, visa fees, and airport taxes. It would help us if your claim form is completed in US\$. Please make sure to attach receipts of your claims. IAI cannot reimburse you if the receipts are not attached.