

REGIONAL WORKSHOP – PROGRAMATIC PARTNERSHIP

31 January 2023 to 4 February 2023

Below you will find administrative and logistical details for your mission to Panama.

Before traveling:

- ✓ Verify with your travel agency if there are any special requisites for your entry to Panama, in accordance with your nationality and country of origin.
- ✓ It is possible that you must show proof of economic solvency to migration authorities.
- ✓ There are no special requisites for entry to Panama regarding COVID-19.

LODGING



Sheraton Grand Panama
Vía Israel y Calle 77
Panama City, Panama
Phone: +507305-5100
Website: [Sheraton Grand Hotel Panama](https://www.sheraton.com/hotels/panama)

Hotel Check-In:

- ❖ **Your reservation is made and guaranteed by IFRC.**
- ❖ Those who pay for their own room are reminded that they can do so at the time of check-out.
- ❖ The agreed group rate is USD110.00 plus 10% service tax and includes:
 - Breakfast
 - Wi-Fi



The hotel has the following amenities:

- 4 ATMs
- 24 hours restaurant - cafeteria
- 24 hours gym
- Room Service
- Business Center



AIRPORT-HOTEL TRANSFER:

The company in charge of the airport-hotel-airport transfer is Mayko Transport & Service.

The driver from Mayko Transport and Service will be waiting for you after you exit through customs. The driver will have a sign with the IFRC logo, you shall approach the chauffeur and state your name.

Please note that there are 2 terminals at the Tocumen International Airport in Panama. The transportation service driver will be waiting for you at the terminal where you arrive. If you exit the airport through the other terminal, you will not find the transport service driver waiting for you.

If you have any last-minute issue or if you can't find the transport service when you exit the airport terminal, please log in to the free Wi-Fi at the airport and **call Mayko Alvarado at his cellphone +507 6743-3423 or call Erika Díaz at her cellphone +507 6674-1581.**

If you do not need transfer from the airport to the hotel, please let us know in advance, at least 24 hours before your travel date.

MEETING ROOM:

The workshop will take place in the **Salón Taboga**, located on floor M1 of the hotel. You can reach it through an elevator or by using the escalator.

MEALS:

Breakfast is included with your reservation and will be served at the Café Bahía restaurant in the hotel at level S1.

Lunch will be included all days of the meeting and will be served in a reserved space within the Café Bahía restaurant in the hotel at level S1.

Dinner is not included. The hotel serves a dinner buffet at the Café Bahía restaurant for USD 28.00. The hotel also has the Las Hadas restaurant and coffee shop open 24 hours.

Nearby the hotel you can find many restaurants with many gastronomic options and prices.

ADDITIONAL ACTIVITY:

You are invited to a group dinner outside the hotel Sheraton Grand Panama.

Date: Wednesday, 1 February 2023

Place: Jade "Rooftop" at the Westin Costa del Este Hotel

Time: 8:00 p.m.

Theme: Tropical BBQ

Dress code: Casual or shirt with tropical colors, jeans and comfortable shoes.

Transportation: Please be at the Sheraton Grand Panama lobby at 7:30 p.m. where a bus will be waiting for you to take you to the Hotel Westin Costa del Este.

DRESS CODE FOR THE MEETING:

For the meeting business casual is recommended. We also recommend bringing a blazer or light coat as the temperature of the A/C in Panama tends to be quite low.

BIOSAFETY MEASURES:

Panama no longer requires the use of face masks; however, their use is recommended in close and crowded places. Please remember to wash your hands and keep them sanitized.

CONTACTS:

During your mission in Panama, your focal points for Security and Administration/Logistics are:

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Erika Díaz | cellphone +507 6674-181 | erika.diaz@ifrc.org