REPUBLIC OF PANAMA
Ministry of Foreign Affairs



Operations Manual
VII Summit of the Americas, Panama 2015

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A. Message of His Excellency Juan Carlos Varela Rodríguez, President of the Republic of Panama

As hosts of the VII Summit of the Americas, We, Panamanians, give a warm welcome to all Heads of State and/or Government and delegations that converge in this Isthmus motivated by the desire to discuss and reach consensus to ensure prosperity with equality for all nations of our continent.

I share the pride we feel to be hosting a renewed hemispheric dialogue in which, integration, cooperation, peace and justice are the pillars of the policies that will emanate from this meeting under the theme “Prosperity with Equity: The Challenge of Cooperation in the Americas”.

The VII Summit of the Americas Panama-2015 is then the starting point of this new process of consolidation of our hemisphere, where we will share experiences and best practices so that each of our agendas of State stands for progress. With the contribution of different social actors such as youth, entrepreneurs, civil society and academia, we will be able to generate “Mandates for Action” that will guide many of the state policies of our continent in the coming years.

This is both a large and significant opportunity to strengthen democratic values, defense of human rights, institutional transparency and individual freedoms that allow us to continue with a sustainable and inclusive economic growth.

The presence of observers and visitors and the media testify to the world of this historical event that Panama is honored to facilitate, fulfilling our responsibility to promote dialogue and consensus.

Welcome to the Republic of Panama, a nation that welcomes you with fraternal spirit, and I invite us to become that generation of men and women remembered as a civilization of peace, solidarity and inclusion.

B. VII SUMMIT OF THE AMÉRICAS

"Prosperity with Equity: The Challenge of Cooperation in the Americas"

INTRODUCTION

Panama City will host the VII Summit of the Americas, which will draw together Heads of State and/or Government of the Americas between the 10th and 11th of April, 2015.

The Operating Manual of the Summit that we present aims to state the guidelines of the organization and the facilities offered to Heads of State and/or Government and Distinguished Delegations by the Government of the Republic of Panama. It also includes forecasts of: Arrivals of Heads of State and/or Government and Foreign Ministers, accommodation, meeting rooms, protocol, accreditations, transportation, security, communications and other logistics matters for the normal development of the meetings.

The Summits are top level meetings that require complex and long preparation, which is why the sending of the duly compiled forms on the website for its management and electronic record by the different delegations is essential, copies thereof are attached to this document.

The Ministry of Foreign Affairs, through the Organizing Committee of the VII Summit of the Americas, has assumed all of the organizational and operational coordination. This requires that we maintain all contacts with the various parties through the appropriate channels, so that the results of the same are the ones expected by all participating countries.

Panama City, February 25th, 2015

C. PROVISIONAL AGENDA

VII SUMMIT OF THE AMÉRICAS

"Prosperity with Equity: The Challenge of Cooperation in the Americas"

ATLAPA CONVENTION CENTER

Thursday April 9, 2015

Development of Forums: Business, University Presidents, Youths and Civil Society

Meeting of Their Excellencies, Ministers of Foreign and members of the Summit Implementation Review Group (SIRG)

Venue: Salón Portobelo, ATLAPA Convention Center

7:00 p.m. Welcome cocktail to Their Excellencies, Ministers of Foreign and members of SIRG.

Venue: Plaza Los Libertadores, Palacio Bolívar, Casco Antiguo

Format: **1+6 (Stand-up Reception)**

Friday Abril 10, 2015

All day: Arrival of Heads of State and/or Government.

Possible participation in the forums of Heads of State and/or Chancellors

6:00 p.m. Opening Ceremony of the VII Summit of the Americas, Panama 2015

Venue: Anayansi Theater, ATLAPA Convention Center.

Speakers: SG-OAS, SG-UN, President of the Republic of Panama

Format: **1+1+6**

8:00 p.m. State Dinner hosted by His Excellency Juan Carlos Varela Rodríguez, President of the Republic of Panama and the Honorable Mrs. Lorena Castillo de Varela, First Lady of the Republic, in honor of Heads of State and /and Government participating in the VII Summit of the Americas.

Venue: Monumental Complex of Panamá la Vieja.

Format: 1+1+2

* **Official Photo** (There are two scenarios for the photo, one at ATLAPA Convention Center, in case of rain, and another one in the Monumental Complex of Panama la Vieja)

Saturday April 11, 2015

7:30 a.m. Opportunity for breakfast meetings or bilateral meetings of Heads of State and/or Government

Venue: Host hotels of each Delegation

9:00 a 10:30 a.m. First Plenary Session of the VII Summit of the Americas.

Venue: Plenary Hall, Salón Las Islas, ATLAPA Convention Center

Format: **1+1+6**

10:30 a 1:00 p.m. Departure of Heads of State and/or Government.

Venue: La Huaca Theater, ATLAPA Convention Center

Format: **1+1**

1:00 a 2:00 p.m. Working Lunch of Heads of State and/or Government

Venue: Salón Las Islas, ATLAPA Convention Center

Format: **1+1+6**

2:30 a 4:30 p.m. Second Plenary Session of the VII Summit of the Americas

Venue: Salón Las Islas, ATLAPA Convention Center

4:30 p.m. Signature of Terms of Reference Document and Official Closing of the VII Summit of the Americas

Venue: Plenary Hall, Salón Las Islas, ATLAPA Convention Center

4:45 p.m. Press Conference, Press Center.

Lugar: Las Totumas, ATLAPA Convention Center.

END OF OFFICIAL PROGRAM

Departure of Heads of State and/or Government to their hotels or return to their respective countries.

D. PROGRAM OF THE FIRST LADY OF PANAMA FOR THE FIRST LADIES OR COMPANIONS OF PARTICIPATING HEADS OF STATE TO THE VII SUMMIT OF THE AMERICAS

"Prosperity with Equity: The Challenge of Cooperation in the Americas"
Panama, 10 and 11 April, 2015

Friday, 10 April 2015	
All Day	Arrivals of His Excellencies Heads of State and/or Government and Honorable First Ladies
7:00 p.m.	Inaugural ceremony of the VII Summit of the Americas, Panama 2015 **Place:** Anayansi Theater, ATLAPA Convention Center **Dress Code:** Coctail Dress
8:00 p.m.	Dinner offered by His Excellency Mr. Juan Carlos Varela Rodríguez, President of the Republic of Panamá and the Honorable Mrs. Lorena Castillo de Varela, First Lady of the Republic of Panama, to the Heads of State and/or Government participating in the VII Summit of the Americas, Panama 2015 **Place:** Monumental Complex of Panamá La Vieja **Official Photo:** (There are two scenarios for the photo, one at the ATLAPA Convention Center, in the event of rain, and another one in the Monumental Complex of Panama La Vieja) **Note:** Outdoor Dinner

Saturday, 11 April 2015	
9:10 a.m.	Departure for the Trump Ocean Club International – Hotel & Tower
9:30 a.m.	Arrival at Trump Ocean Club International – Hotel & Tower
9:35 a.m.	Cultural Meeting of the Americas **Format:** 1 + 2 **Dress Code:** Casual
11:15 a.m.	- Bilateral Meetings (Optional) - Art Exhibition **Place:** Trump Ocean International – Hotel & Tower
12:05 p.m.	Transfer of the First Ladies to the Causeway of Amador
12:25 p.m.	Arrival at the Marina of Amador
12:30 p.m.	Lunch and tour of the Bay of Panama on board M/N Sha Sha Sha IV
2:30 p.m.	Return to the Marina of Amador
2:45 p.m.	End of the Official Program

1. GENERAL INFORMATION OF THE REPUBLIC OF PANAMA

The Republic of Panama is located in the Northern Hemisphere, in the inter-tropical zone close to the Equator. Latitude: Between 7°11' North y 9°39' North', Longitude:: Between 77° 10' West y 83° 03' West. It is a narrow strip of land that goes from East to West with coasts on the Atlantic and Pacific Oceans. It borders to the east with the Republic of Colombia and to the west with the Republic of Costa Rica.

Panama has an area of 75,517 square kilometers, an estimated population of 3,405,813 inhabitants (National Institute of Statistics and Census of the General Comptroller Office of the Republic, 2010.

1.1. Brief History

After the expeditions of Rodrigo de Bastidas (1501) and Diego de Nicuesa (1510), the establishment of temporary settlements on the Isthmus began, a fact that left the imprint of colonization of the Spanish crown in the new continent.

In 1504, the Spaniards built a road between the coasts of the Isthmus of Panama to transport the gold and silver from Peru. There are still vestiges of that road called Camino de Cruces, where hundreds of thousands of mules laboriously transported the artworks of the Inca Empire melted into ingots to be sent to Spain.

In September 1513, after crossing the Darien jungle, Vasco Nunez de Balboa, discovered the South Sea (Pacific Ocean). In September 15, 1519, Pedrarias Dávila, Governor of Castilla del Oro, founded the first settlement on the shores of the American Pacific Ocean, which is now known as Panama la Vieja.

In 1739, the Spanish crown ends the well-known trade fairs from Portobelo to the metropolis, resulting in the subsequent loss of the commercial primacy of the Isthmus. This opens the compass for the revolution that culminated in the independence from Spain on November 28, 1821, a date which initiates our voluntary union at the Greater Colombia.

Colombia's civil war, known as the Thousand Days' War, (1899-1902) leads to the separation of Panama on November 3, 1903; The Hay-Buneau Varilla Treaty was signed 15 days later with the United States of America, which allowed the construction of the Interoceanic Canal through our Isthmus.

On August 15, 1914, the steamer Ancon is the first ship to cross the waters of the Canal and this feat of engineering achieves an extraordinary triumph by placing the Isthmus of Panama in an advantageous place in terms of the development of the tertiary sector of its economy.

It is undeniable the importance of the construction of the interoceanic canal to Panama. In 1904, the United States began the construction works of such a

monumental feat of engineering. In 1880, the French led by the builder of the Suez Canal, Ferdinand de Lesseps, had begun the construction of the canal, but without success due to diseases that plagued the Central American Isthmus and claimed more than 25,000 lives. The main cause of mortality was malaria, yellow fever, smallpox, typhoid, dysentery, parasites and multiple accidents. For that reason and mismanagement of money, the French company entered into an economic bankruptcy and the project was cut short when they had built just 33 miles of the canal. Three years later, the New Panama Canal Company was founded to complete the work. In 1903, the United States bought the rights to the French company for $40 million, with a view to obtaining the benefits of controlling the interoceanic waterway.

The struggle to recover our sovereignty largely set the development of the next 97 years, culminating with reversion of the Interoceanic Canal to Panama and its definitive handing over by December 31, 1999.

Today Panama, besides being the heart of the Americas, offers political, legal, economic and financial stability.

It also has modern ports, free trade zones for the distribution of goods to every part of Latin America, laws with fiscal, tax, immigration and labor benefits, which cause benefits on investments. With the use of the Dollar as legal tender, the problems of devaluations and inflation are eliminated, making banking operations smoother. Besides the solidarity, we also offer an integral country with its banking and trade, sources of wealth, useful means for a promising future, through the International Financial Center. We invite and open the doors to the Colon Free Zone, the world's second largest Free Trade Zone and the first in America.

1.2. Political-Administrative Division and Political System

The Republic of Panama is divided in 10 provinces and five indigenous territories. The Government headquarters is in Panama City, Capital of the Republic

Panama has a Republican, Democratic and Representative Government, as established by the 1972 Political Constitution The Government has three powers: The Executive, the Legislative and the Judicial. The Executive Power is exercised by the President of the Republic, a Vice-President and its Ministers. The Legislative power is vested on the National Assembly, consisting of 71 legislators. Both powers are elected by direct vote for a period of five years.

The Judicial power is vested on the Justice Supreme Court made up of nine Magistrates which are appointed for a period of ten years.

1.3. Economic Profile

The Panamanian economy is clearly based on services, with the Colon Free Zone, the banking sector, the Panama Canal and business tourism as its major economic activities.

The Panamanian economy grew by 6.8% in 2014 (World Bank) with a projection of 6.2 for 2015 and an unemployment rate of 4%. This performance was characterized by the growth of activities associated with the external sector, such as the recovery of exportation of bananas and port services and those related to the domestic economy such as the cultivation of grains and cereals, manufacture of building materials, telecommunications, computer services, banking, and the effort of the Panamanian Government to invest on infrastructure and roads, as the grand project of the Panama Canal expansion, the construction of the Metro of Panama City and the different phases of the coastal strip (Cinta Costera), in addition to the contribution and investments from the active private sector that have contributed to the dynamism of the Panamanian economy.

The tourist industry has experienced an increase in recent years, with the arrival of new airlines. A government policy is been developed to make of this activity a major contributor within the national economy, through a sustained use of the abundant Panamanian tourism resources.

There is a favorable environment for foreign investment in Panama. There are several very attractive factors for entrepreneurs, such as the Panama Canal, the Colon Free Zone, the Interoceanic Region, the International Financial Centre, the Processing Zones, and the use of the dollar as legal tender. This allows the Investor to find advantages in our country for investment.

1.4 Official Currency

Balboa is the official currency of the Republic of Panama; however the US dollar is legal tender. For the convenience of our visitors, there is a branch of the Banco Nacional at Tocumen International Airport with authorized counters for foreign exchange services.

1.5. Official Language

Spanish is the official language of the Republic of Panama.

1.6. Religion

The majority religion in Panama is Roman Catholicism, although the Constitution of the Republic allows the practice of other religions.

1.7. Climate

The Panamanian climate is tropical and its geographical position between two oceans allows to have a great biodiversity that other countries do not possess, with two seasons: rainy and dry. The first, known as “winter”, lasts from May to December with rains that allow receiving the warm sunshine for much of the day. During the dry season, known as "summer", from mid-December to April, the pleasant trade winds blow constantly.

The meteorological conditions expected for the days of the VII Summit are:

- Average maximum temperature 31.8° C / 89.24° F
- Average minimum temperature 23.4° C / 74.12° F
- Average temperature 24.5° C / 76.1 ° F
- Average relative humidity: 83%

1.8. Useful Information

Local Time: GMT-5
Electric Current : 120V. 240V is available at hotels.

Taxes: All purchases in Panama are taxed at 7% of Tax on the Transfer of Goods and Provision of Services (ITBMS), excepting medicines, food and school supplies for this measure..

Tips: Some restaurants include service charge in their bills. A 10% tip on total consumption is customary.

Airport Tax: The airport tax is included in the airfare cost for international commercial flights,

Opening Hours:

Shops: 9:30 a.m. to 7:00 p.m., working full time, from Monday to Sunday.

Banks: 8:30 a.m. to 3:00 p.m. ATMs are available to users 24 hours.

Government Offices: 8:00 a.m. to 4: 00 p.m.

Important Phones

- International calls via operator: 106
- Local time: 105
- Phone Directory assistance (helpline): 102

The area code to Panama is 507. The national and international Phone service operates 24 hours a day via operators or by MADI system of direct dialing that is available to most countries.

In the Appendixes, you may find a list of phones of embassies and international organizations accredited to Panama (Appendix 1) and also a list of major airlines (Appendix 2), restaurants (Appendix 3), shopping centers (Appendix 4), main hotels in Panama City (Appendix 5) and Migratory Requirements to enter the Republic of Panama (Appendix 6).

2. INFORMATION ON THE ORGANIZATION OF THE VII SUMMMIT OF THE AMERICAS

2.1. General Information of the event

The Summit of the Americas will be held in Panama on the 10th and 11th of April, 2015, an hemispheric conclave that convenes Heads of State and/or Government of the Americas to discuss common issues and agree on joint actions to address current and future challenges in the region.

2.2. Delegations attending the VII Summit

Missions chaired by Heads of State and/or Government and their spouses, Ministers of Foreign Affairs and National Coordinators of the hemisphere.

Accredited ambassadors based in Panama will have their own invitation.

Delegations should be accredited through a note sent to the Ministry of Foreign Affairs, indicating the conformation of the delegation in order of precedence. A credential will be issued in order to identify each of the members of the delegations that will allow access to areas where Summit events will take place. It must be filled out before **March 16** of this year.

Accreditation form will be available online on the website of the Summit

The Accreditation form will be available online on the website of the Summit (www.cumbredelasamericas.pa) and the website of the Ministry of Foreign Affairs of the Republic of Panama (www.mire.gob.pa). (See Appendix A).

2.3. Official Precedence

The precedence of the Opening Ceremony and Plenary Session will be determined by alphabetical order in Spanish of the countries. The precedence of social activities will be assigned by balloting to be held at the preparatory logistical meeting.

3. Venues for the VII Summit of the Americas

3.1. Main Site of the Summit: ATLAPA Convention Center



ATLAPA (Atlantic-Pacific), is one of the most complete convention centers in the world and crossroads of the Americas. Its excellent facilities are ideal for conferences, conventions, trade shows and meetings, with facilities and services for world-class events, where the Anayansi Theatre/Auditorium stands out.

ATLAPA combines the artistic and cultural heritage of our people, with the technology of this century; it is an impressive Convention Center with multiple services and a total capacity of up to 10,500 people for meetings. It is built in the heart of Panama City and minutes away from shopping centers, the banking area, hotels and international airports, making Panama the right place for your next visit.

The Convention Center also has rooms for bilateral meetings, offices and amenities, 1,200 parking spaces and it is located opposite to the entrance to the South Corridor (Corredor Sur).

3.1.1. Opening Ceremony

It will be held at the Anayansi Theater, ATLAPA Convention Center, with a capacity of 2,800 people comfortably seated.

3.1.2. State Dinner

3.1.2.1. Monumental Complex of Panama La Vieja

Panama was in the beginning formed by a series of wooden houses and some others made of straw, but in the early seventeenth century, the construction in stone gradually begins, which corresponds to many of the monumental remains that currently exist.

The ancient City of Panama was founded on August 15, 1519 by Governor Pedro Arias Dávila, and was established as the first Spanish settlement on the Pacific coast of America.

The Plaza Mayor was the main place of the city, which was surrounded by buildings. The city had seven monasteries, all were stone structures, and it also had other stone buildings as the Cabildo.

By the time that the pirates attacked, the city was practically built of stone. Since its founding, Panama had a very important place in the colonial history of America and even Europe. It was a place of expeditions to explore other areas of Central and South America.

The City of Panama was used as a place of traffic of all goods and people going to Spain and coming to South America. Besides, it was a crossing points of especially precious metals, hence its importance to other countries.

It is documented that over 60% of the precious metals that were going to Spain passed by the Isthmus. This shows the attraction for pirates, especially those who were enemies of Spain, like the French, the British, and later the Dutch.

The pirate Henry Morgan came to the Isthmus in 1668, when he attacked Portobelo and Fort San Lorenzo was taken. After this victory, he promised to attack the City of Panama.

Once Fort San Lorenzo was taken, he began his journey to Panama La Vieja, almost all the way through Camino de Cruces.

On January 28, 1671, the day of looting, the Matasnillo battle begins, near the city of Panama. Some have documented that the battle was very close to what is now the Parque Omar.

In this place it could have developed the battle, where some 2,200 pirates fought against some 2,200 Spaniards who were defending the city. History tells us that those who lost the battle were the Spaniards, and Morgan and his pirates ran off with the victory.

Governor Perez de Guzman, possibly after having been defeated in battle, gave the order to burn down the munitions dump (structures where they had gunpowder and ammunitions), the fire of this structure caused a huge explosion that spread throughout the city, which ultimately was consumed by flames.

3.1.3. Plenary session

It will be held at “Las Islas of ATLAPA”, an area consisting of three rooms, with a total area of 3,200 square meters.

3.1.4. Departure of Heads of State and/or Government

The departure of the Heads of State and/or Government shall be verified at La Huaca Theater of ATLAPA Convention Center.

3.1.5. Final Press Conference

It will be held at **"Las Totumas"**, which also include the Media Centre of the Summit, with rooms for the media (with Laptops and printers), setting for interviews, attention to journalists and others.

4. Accommodation

4.1. Official Delegations

The headquarter hotels for accommodation of the Heads of State and/or Government, Ministers of Foreign Affairs, Heads of Delegation, Special Guests and other members of the Official Delegation by country, are the Sheraton Panama Hotel, RIU Plaza Hotel and the Miramar Intercontinental Hotel.

The Accommodation Committee will support the rooms reservation process of in hotels that are available to the Summit, in order to do this it is important to get the accreditation form online on the website http://cumbredelasamericas.pa/ **no later than Monday March 16, 2015**, including accommodation requirements. (See Appendix A)

The Panamanian Government will make available to the Official Delegation of each country, on the headquarter hotels of the Summit, 12 rooms (1 + 1 + 10) distributed as follows:

- A suite room for each president
- A junior suite for each Minister of Foreign Affairs and/or Head of Delegation.

Additionally, each delegation shall have a maximum of ten (10) rooms in the Headquarter Hotel, which cost shall be borne by each visiting country. The allocation of floor and hotel rooms was determined by lot during the Meeting of the Summit Implementation Review Group (SIRG), at the headquarters of the OAS in November 2014.

4.1.1. The Host country shall cover the following expenses:

1. The accommodation of Heads of State and/or Government of the participating countries: room + taxes, from the 9th to 12th of April, 2015, (3 nights); internet, breakfast and meals, (President and First Lady).

2. The allocation of the Chancellors and/or Head of Delegation: room + taxes, from the 8th to 12th April, 2015 (4 nights), internet, breakfast and meals: (Chancellor - Head of Delegation)

Note: The Host Country shall not cover expenses incurred by laundry, spa, mini bar, beauty parlors, international calls, room service, so that the costs of the rooms not detailed in paragraphs 1 and 2 shall be covered by each participating country. In this sense, hotels shall request to guarantee additional charges with a credit card upon check-in

4.1.2. Accommodation for delegations

The Hotels Committee further suggests other hotels subject at affordable rates to welcoming government delegations, representatives of civil society and social partners, youth representatives participating in meetings to be held in a prior date or during the Summit. Accreditation forms duly compiled must be sent no later than March 16, 2015. Attached to this Operations Manual of the Summit, you will find a table of suggested hotels. (See Appendices B/5),

For purposes of reservation in these hotels, when filling out the appropriate form contained in the website of the Summit http://cumbredelasamericas.pa/, Delegates must submit the credit card number to complete the reservation. These hotels will have a mobilization circuit of collective transport for meetings and protocol events during the summit.

4.1.3. Reservations in other Hotels of the City

There are other available hotels in Panama City for those delegations that prefer them. In that case, they must make reservations through their respective Diplomatic Missions in Panama. No transportation services will operate from these hotels to the Convention Center- venue of the Summit, previous Forums or social

events, so it is suggested to go to one of the hotels listed above and which are located in the center of the city to have the transportation service available.

4.1.4. Accommodation for the Press

Arrangements have been made with local hotels to facilitate the accommodation with favorable rates to the members of the international press who visit us, without implying that they cannot stay in other hotels of their choice. A list of hotels near to the banking and commercial area of the city is shown on the website http://cumbredelasamericas.pa/, so it is recommended to proceed with the registration according to the instructions on that website. A round trip mobilization circuit is provided from these hotels to the Press Centers, located in ATLAPA Convention Center and the other one next to Vasco Nunez de Balboa Convention Center, which planning is stated in the Instructions for the Press to facilitate their tasks.

4.1.5. Accommodation for Crew: Crew of military and private aircrafts, which cost shall be borne by the delegation. The Organizing Committee recommends to the crews:

- Holiday Inn Hotel located in Clayton or Tryp Panama located in Albrook, which are the closest to Panama – Pacific Airport.
- Riande Continental Airport Hotel, the closest to Tocumen International Airport.

4.1.6. Payment Conditions

- As for the rooms, which payment is borne by Official Delegations of each country or International Organizations, reservation must be guaranteed with a credit card.
- Delegations wishing to stay in other hotels must make their respective reservation through their respective Embassies or International Organizations accredited to Panama and guarantee said reservation with a credit card.
- For the accommodation of Official International Media, the corresponding form must be filled in (Hotel Reservation for International Media) and the reservation must be guaranteed with a credit card. We suggest Plaza Paitilla Inn.

- Crew members of Presidential Airplanes must make their reservations through their Embassy or International Organization accredited to Panama and the reservation must be guaranteed with a credit card.

  Vehicles are available to the distinguished visitors upon arrival at the Panama-Pacific Airport and for presidential caravans. Similarly, at the Tocumen International Airport,

5. Transport

The Organizing Committee of the VII Summit of the Americas shall make available to each participating delegation the following vehicles:

Official delegations headed by Heads of State and/or Government: One (1) car for the Heads of State and/or Government plus one (1) car to the accompanying minister. A van type vehicle shall be assigned for the transfer from Airport-Hotel-Airport of the delegation and luggage, the rest of needs must be covered by the delegation or by their Embassy or Consulate in Panama.

A transportation circuit between the three official hotels and ATLAPA Convention Center will be provided on the 10th and 11th of April.

For the transfer between ATLAPA and State Dinner at Panama Viejo on February 10, after the Opening Ceremony, public transportation will be provided. The return to the hotels will be in individual caravans.

Support staff will be provided with transportation facilities since their arrival at Panama-Pacific International Airport and Tocumen International Airport in appropriate buses especially hired to take them to their hotels. Likewise, the return trip to the airport is ensured as reported on the arrivals and departures forms, arranged for this purpose on the website of the Summit.

5.1. Arrival and Departures Airports

5.1.1. Panama-Pacific Airport (Main Airport)

This airport has all aviation facilities for the operation of big aircrafts. It has a wide parking area for aircrafts, waiting and welcoming room in excellent conditions, permanent immigration and customs staff, but its greatest advantage is that due to its low traffic it can be used solely for reception honors and it can be physically isolated from other areas which makes it easier to apply security measures.

5.1.2. Tocumen International Airport

It is the main international air terminal; it has good Presidential and Diplomatic Rooms, important for the presidents of those countries which arrive on commercial flights. To the Heads of State arriving at the airport in presidential or military aircraft, as this airport does not have parking space or space to stay overnight for large aircraft due to the high traffic volume of airline flights; this can be solved by sending the aircrafts to stay overnight at Panama-Pacific Airport.

Panama-Pacific International Airport has been designated for official receptions; any country that decides to use another terminal waives the reception honors,

5.1.3. Overview of Arrivals and Departures

To schedule the arrival and reception of Delegations, it is requested to report in advance to the Organizing Committee of the VII Summit - Airport Sub-Committee, details of your arrival and departure.

The delegations will be received and seen off at the Panama-Pacific Airport, which have all the facilities for migration processes, baggage handling, transportation to the Hotel assigned and vice versa.

We remind you that each delegation must accredit, with the corresponding form, a liaison officer, who will be responsible for the above tasks, in order to facilitate all procedures before the Panamanian airport authorities.

In those cases where the visiting country is not represented in Panama, an official appointed by the Airport Sub-Committee shall attend these matters.

The respective Diplomatic Representation must have vehicles of support duly accredited, to transport the designated officials and to support the activities mentioned above once the formalities are completed

The drivers name and license number of vehicles that will enter the Panama-Pacific Airport and Tocumen International Airport, in the amount stated in this manual, must be previously accredited by filling out the form provided for this purpose on website of the Summit and on the website of the Ministry of Foreign Affairs.

To enter the Republic of Panama, delegates should have a valid passport. Delegates requiring visas should request them at the respective Diplomatic

Missions or Consulates of Panama. Failure to achieve its acquisition by any circumstances out of our control or if there is no Diplomatic or Consular mission in the country, the visa will be issued on arrival at the International Airport, for which the applicant delegate must bring two (2) color photographs, size 3 x 4.

All countries signatories of Visa Suppression Agreements are exempted from this requirement.

It is important to remind the Diplomatic Missions that the existing laws of the Republic of Panama forbid the importation into the luggage of passengers of: hazardous substances, plants, animals, products and byproducts.

5.1.4. Arrivals and Departures of Delegations

5.1.4.1. Flights of official, military or private aircrafts

We suggest that the Liaison Officer of the Diplomatic Mission designated to assist on passport formalities, luggage, customs and press, is at the International Airport of arrival, an hour before the arrival of the plane transporting his/her delegation.

5.1.6. Overflight and Landing Permit

Ooverflights and landings permits must be processed directly to the Civil Aviation Authority by submitting the form: Data needed for overflight and/or landing authorization of aircrafts with foreign registration, which must be submitted before March 5, 2015. This form can be filled through the website: www.aeronautica.gob.pa (Permit Form). To confirm the flight number and license number, contact ta@aeronautica.gob.pa

Up to (1) support officer from the Diplomatic Mission and up to three (3) members of the president advance party will be allowed to be present at the airport to provide assistance

Upon arrival of the aircraft transporting the Heads of State and/or Government, in its final position on the platform, the Director of Protocol of Panama, accompanied by the Ambassador of the respective country will come into the plane to invite the visiting Dignitary and the First Lady, if any, to disembark.

Dignitaries will be welcomed with a simplified honor ceremony. The Director of Protocol of the State welcomes and introduces the Official Retinue and invites the Head of State and/or Government and First Lady, to take their positions to walk along the honor guard and get into the Presidential Room or Diplomatic Room, as it may be the case.

When they decide to do so, Heads of State and/or Government will present a short salute to the media, by approaching the assigned location

The accompanying press must come down first and the retinue, after the Heads of State and/or Government and the First Lady have done so, will be led outside of the honor guard directly to the vehicles,

Accompanying press will be in a marked place to cover the arrival ceremony if necessary.

Passports of Delegates must be handed by the Liaison Officer of the Diplomatic Mission and the officer assigned by the Organizing Committee at the office established for such purposes at the Presidential Room

Countries which Heads of State and/or Government arrive in Panama onboard military or private aircraft must hire an authorized company to provide the required support services (fuel, ladders, towing hooks, vehicles, power supplies, personnel and equipment for loading and unloading luggage, cleaning of aircraft, crew support, and others).

After been refueled and serviced, official, military and private aircrafts must be moved to the designated areas where they will stay until their departure. Perimeter security will be provided in such place, which must be coordinated through the Security Sub-Committee.

The Panamanian Government will cover the aeronautical charges applied to military and private aircrafts.

5.1.7. Departures from Panama – Pacific International Airport

Boarding will proceed immediately from the Presidential or Diplomatic Room of the International Airport, the retinue will board first and finally the Head of State and/or Government, which will be seen off by the authorities designated in each case.

Should there be adverse atmospheric conditions (rains), the caravan may be taken directly to the aircrafts stairs (without honor ceremony).

5.1.8. Flight son Commercial Flights

We suggest that the Liaison Officer designated to assist on passport formalities, luggage, customs and press, is at the International Airport of arrival, an hour before the arrival of the plane transporting his/her delegation.

5.1.9. Arrival and reception at the Main terminal – Commercial flights

The Airline Company will be instructed to request all passengers to stay in their seats until the Head of State and/or Government has disembarked.

Dignitaries arriving on commercial flights will be welcomed in the main building of Tocumen International Airport by the Assistant Director of Protocol and Ceremonies of the State and the Ambassador of said country in Panama, who will board the aircraft through the corresponding gate and will accompany the

distinguished visitor and his delegation to the Diplomatic Room of the Terminal. After the documents have been processed, they will get into the vehicles at the entrance of the airport in order to be taken to the hotels.

Passports of the Head of State and/or Government shall be submitted by the designated officer of the Diplomatic Mission, together with the Officer designated by the Organizing Committee – Airport Sub-Committee, in an office enabled in the same place of receipt.

5.1.10. Departures from the Main Terminal

The luggage of the Head of State and/or Government and other delegates will be carried to the airport on vehicles specially assigned, which will be at the hotel 2 hours prior to the check-in time indicated by the airline.

Delegation members must arrive at the airline counter with their travel document and luggage to do their check-in.

The search process for security reasons of all luggages will be determined by the airline.

6. Luggage

The Liaison Officer of the Diplomatic Mission, responsible for luggage, will be assisted by an Officer designated by the Organizing Committee - Airport Sub-committee, who will give support if the uploading of luggage of the delegation is necessary. The Government of Panama will provide transportation to the respective hotel. The same procedure applies to the departure of delegations, in coordination with the Liaison Officer of the Commission, the Liaison Officer of Diplomatic Mission and the Organizing Committee - Airport Sub-Committee.

The head of luggage of the Delegation and the Liaison Officer of the Diplomatic Mission will be responsible for coordinating the uploading at the aircraft and accommodation of luggage in the vehicles.

Items and pieces of equipment carried as part of the luggage by attendants of the VIII Summit of the Americas may be entered under a special customs regime rules, to that effect Diplomatic Mission are requested to make the relevant communication, so that the Organizing Committee, Airport Sub-Committee may proceed with the procedure for authorizing the temporary entry, issued by Customs, which shall be signed and received at the Airport by the responsible Officer designated by the Embassy. Likewise, prior to departing from Panama, said permit must be returned to the same place, to cancel the designated authorization

To facilitate the identification of luggage belonging to Heads of State and Government, First Ladies and Official Delegations, the Ministry of Foreign Affairs, the Organizing Committee, Airport Sub-Committee will timely deliver the corresponding tags for luggage to the Diplomatic Missions accredited to Panama, and those not having a mission in Panama will receive them through their concurrent meetings.

7. LIAISONS

7.1. Official Liaisons

A Liaison Officer will be assigned to each delegation, whose main functions will be to accompany the Head of the delegation permanently, to channel requests between organizing Officers and visiting delegations and to take care of any issue regarding the accommodation, security, transportation, medical service, protocol and any other need that may arise.

7.1.1. Diplomatic Liaisons

A Liaison Officer of their mission accredited to Panama will be assigned to the participating delegations, which will be in permanent contact with the diplomatic liaison assigned by the Organizing Committee in order to guarantee an efficient coordination with the participating delegation and solve any situation that may arise.

They will also be in charge of handling the luggage with the Protocol Officers assigned at the port of arrival and with the designated Officers in the headquarter hotel, both on arrival and departure.

If the visiting country does not have a mission in Panama, an officer of the Airport Sub-Committee will be in charge.

8. Press and Media

Media interested in covering the VII Summit of the Americas must be accredited through the website www.cumbredelasamericas.pa , in the option "press and media". The accreditation period expires on March 15, 2015, whereby we thank for complying with the established deadlines in order to give the deserved attention to journalists who attend this important event.

The official media team, those who are part of the team of Heads of State and/or Government, Foreign Ministers or Heads of Delegation, should be accredited as part of the official delegation.

8.1. Press Center

The VII Summit of the Americas shall have a press center equipped for members of the press to comfortably perform their news coverage in Salón Las Totumas, on the ground floor.

In that room, the following will be provided:

- Computers
- Printing and copying center
- WI-FI Services
- Phone lines to use with prepaid calling cards
- Closed loop broadcast of events in the official program, available in English and Spanish
- Satellite Transmission of events in the official program - fly away
- Reserved space for mobile units and satellite transmission equipment at the rear side of ATLAPA Convention Center, close to the load entrance and the press center.
- Interviews cabins equipped with a banner in the background and two chairs
- Conference room

8.1.1. Press Liaisons

It will establish liaison personnel for each country, to better satisfy the needs of the media, access to information and different areas within open spaces for the press. Also, there will be liaisons established for the use of different areas within the press center, such as cabins for interviews or press conference, among others.

For members of the official press (those accredited as part of an official delegation), there will be liaisons assigned to speed their coverage and during the intervention of their Head of State and/or Government, as well as bilateral meetings at which they participate.

A contact card will be delivered along with the press manual with the name, email and cell phone of these liaisons.

9. Security

9.1. General aspects

The Republic of Panama, with its Homeland Security bodies and the Organization of the VII Summit of the Americas, has planned a Protection and Security Operation to be deployed from March 13 until April 13, 2015, in order to assist in the effort to provide the necessary protection to the Heads of State and/or

Government of the Member States of the Western Hemisphere, attending the VII Summit of the Americas, on April 10 and 11, in the Republic of Panama.

The Institutional Protection Service (SPI) will be responsible for coordinating the Protection and Security of Heads of State and/or Government. It shall coordinate in advance with the Ministry of Foreign Affairs, the entry to the country of escorts' personnel who carry weapons and individual ammunition, as well as the communications equipment.

The Institutional Protection Service (SPI), will form the Task Force "EQUIDAD" with the National Police, National Air Service (SENAN), State Border Service (SENAFRONT).

The following general rules are established for knowledge and information of the protection and security teams who accompanying the dignitaries:

The participating delegations are requested to inform well in advance to the Security Coordination body (Institutional Protection Service), movements and visits who that the Heads of State and/or Government wish to make outside the official program, to take the appropriate security measures.

The movements of each of the caravans and the designated routes shall have the protective measures established by the Directorate of Institutional Protection Service Coordinator (Security Coordinator).

9.1.1. Security of Facilites

ATLAPA Convention Center, Headquarter Hotels, Airports, as well as other sites where activities take place on the occasion of the VII Summit of the Americas, shall have strict security mechanisms, in charge of specialized personnel of the Institutional Protection Service (SPI) and other Homeland Security bodies, establishing for it, all control and procedures mechanisms to enter the country.

Security personnel of each delegation, will establish in advance the necessary coordination for access to rooms intended for accommodation, working or social meetings, of the Head of State and/or Government and his/her retinue, under the coordination and supervision of the Directorate of the Institutional Protection Service (SPI) for the VII Summit of the Americas

9.1.2. Airports-Aircrafts Security

The safety of aircrafts transporting Heads of State and/or Government and their delegations, during their stay in the Republic of Panama, is in the custody of the National Air Service (SENAN).

9.1.3. Credentials

Press Credentials:
Press shall have a general badge that must be used permanently during the Summit. This will allow access to public places within the restricted areas where activities are developed.

9.1.4. Vehicle Passes and Security of Movements

There will be various distinctive identifications to facilitate the movement of vehicles to be used in different activities.

Presidential Capsules:

- They will have special distinctive identifications.

Vehicles of national authorities:

- They will use distinctive identifications to access the different events or ceremonies.

Support vehicles which will enter to the Airports:

- They will have the corresponding distinctive identifications.
  Buses of retinues, baggage cars, press busses and press Baggage Cars.

- They will have the corresponding distinctive identifications for their movements.

9.1.5. Applications for entry, possession of weapons and other items

The entry and possession of weapons shall be permitted only to personnel that is part of the security scheme of Heads of State and/or Government, for which an application to carry weapons must be completed, accompanied by a respective note of the Diplomatic Mission addressed to the Directorate of Protocol of the Ministry of Foreign Affairs of Panama, with the respective Application for Safe-Conduct of Weapons duly completed, which must be submitted in advance.

9.1.6. Agents and Weapons

Security personnel from each of the official delegations may carry weapons, setting a maximum of one per person and the principle of reciprocity that exist in this matter between the participating States will apply. The entry of automatic weapons is not authorized.

Admission of protection and detection elements is allowed, such as bullet proof vests, coats, armored blankets, explosive, metal and radio frequency detectors, which should be detailed in the Weapons Form (See Form).

A form indicating the name of the agent who will carry the weapon, type, brand, number of gun, caliber, cartridge and chargers must be submitted. This information must be sent through the appropriate Embassy to the Ministry of Foreign Affairs of Panama, Directorate General of Protocol, for the purpose of obtaining permits for entry and possession of weapons.

A List indicating the official delegation, name, passport number and position (use the Summit form "International Accreditations Record") should be addressed.

9.1.7. Radio comunicaciones

Delegations that require to enter temporarily to Panama portable radios, transmitters-receivers radios, fixed wireless and mobile repeaters, in any mode of operation, trunked or conventional, to operate their own radio systems. To that end, operation frequencies were determined in V.H. F. and U.H.F bands, ranges that shall be assigned upon request of the delegations through the established formats during the VII Summit of the Americas, require prior authorization in order to be accredited.

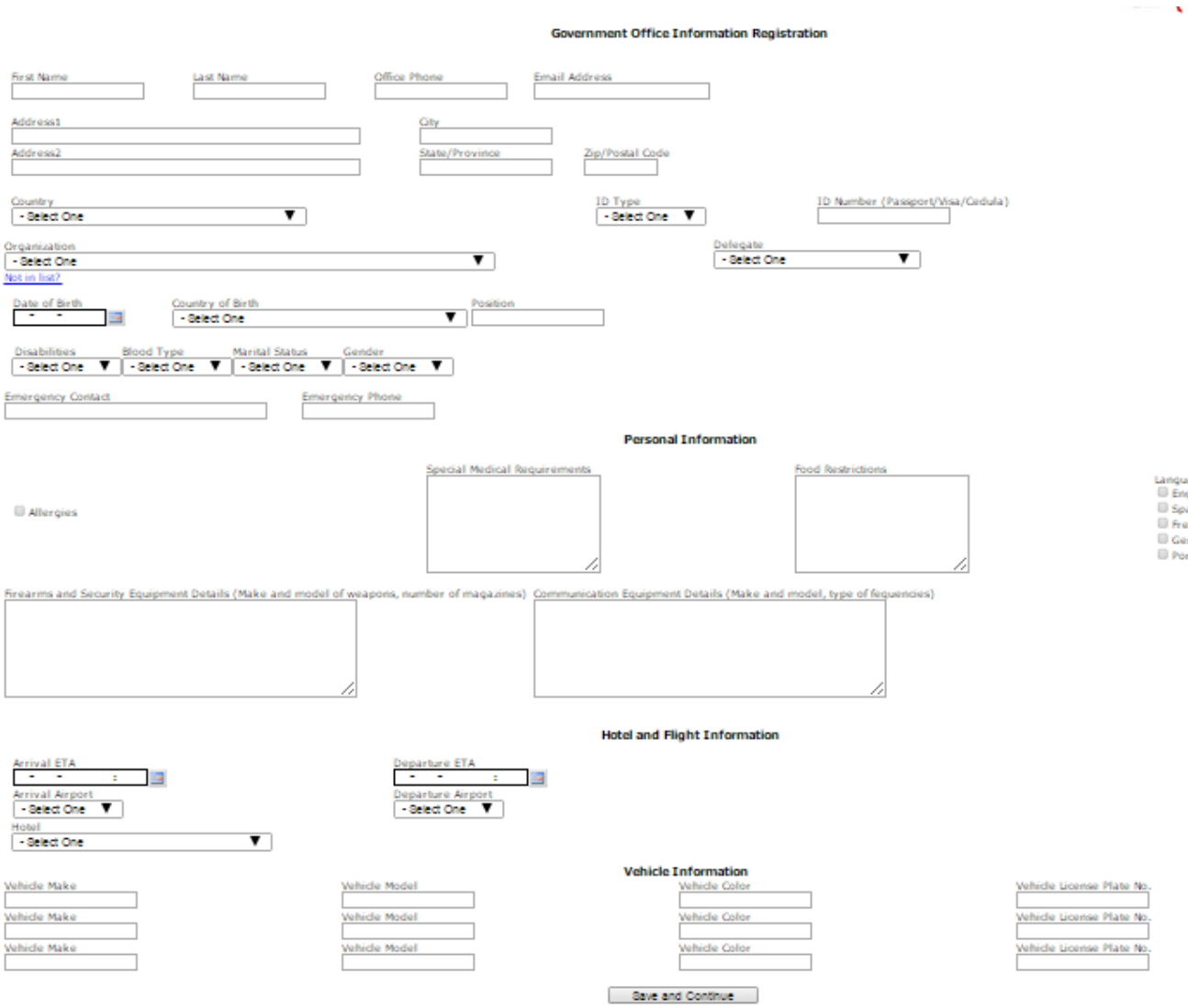
Likewise, it is forbidden to use any other communication technologies unauthorized.

For this purpose, the participating delegations shall make the necessary arrangements with the Organizing Committee of the VII Summit of the Americas, duly submitting the Radio communication Form, to be approved by the Commission.

Appendixes

SECCTION “A”

(FORMS)



Government Office Information Registration

First Name | Last Name | Office Phone | Email Address

Address1 | City

Address2 | State/Province | Zip/Postal Code

Country - Select One | ID Type - Select One | ID Number (Passport/Visa/Cedula)

Organization - Select One | Delegate - Select One

Not in list?

Date of Birth | Country of Birth - Select One | Position

Disabilities - Select One | Blood Type - Select One | Marital Status - Select One | Gender - Select One

Emergency Contact | Emergency Phone

Personal Information

Allergies | Special Medical Requirements | Food Restrictions

Languages Spoken: English, Spanish, French, German, Portuguese

Firearms and Security Equipment Details (Make and model of weapons, number of magazines) | Communication Equipment Details (Make and model, type of frequencies)

Hotel and Flight Information

Arrival ETA | Arrival Airport - Select One

Departure ETA | Departure Airport - Select One

Hotel - Select One

Vehicle Information

Vehicle Make | Vehicle Model | Vehicle Color | Vehicle License Plate No.

Vehicle Make | Vehicle Model | Vehicle Color | Vehicle License Plate No.

Vehicle Make | Vehicle Model | Vehicle Color | Vehicle License Plate No.

Save and Continue





FORMULARIO DE ACREDITACIÓN
MEDIOS DE COMUNICACIÓN

INFORMACIÓN PROFESIONAL - PROFESSIONAL INFORMATION

Name / Nombre
First Name
Last Name

Segundo Apellido / Second Last Name

Teléfono de Oficina / Office Phone*

Teléfono Celular / Mobile Phone*

Dirección / Address / Country
Ciudad
Estado/Provincia
Código postal (Zip/Postal)
País

Cédula - Pasaporte - Visa / ID - Passport - Visa*

Correo Electrónico / Email*

Estado Civil / Marital Status*
Seleccionar

Género / Gender*
Seleccionar

Fecha de Nacimiento / Birth Date

País de Nacimiento / Country of birth*

Tipo de medio / Type of Media*
Seleccionar

Nombre de medio / Name of media*

Foto Carnet - Fondo BLANCO / Photo - WHITE background*
Seleccionar archivo Ningún archivo seleccionado

Carnet de Periodista / Journalist ID*
Seleccionar archivo Ningún archivo seleccionado

Carta de Medio / Letter of media Director*
Seleccionar archivo Ningún archivo seleccionado

Cargo / Position*
Seleccionar

INFORMACIÓN PERSONAL / PERSONAL INFORMATION

Discapacidad / Disability*
Seleccionar

Grupo Sanguíneo / Blood type*
Blood type

Contacto de Emergencia / Emergency Contact*
Primer nombre
Apellido

Teléfono or Phone Number*

Alérgico / Allergies*
- Si
- No

Tipo de Alergia / Allergies Details

Idiomas / Language*
- Español
- Inglés
- Portugués
- Francés

Cámaras (Ingresar cantidad, modelo y color de las cámaras a ingresar) / Camera (insert quantity, model and color of cameras to be entered)*

Micrófono (Ingresar cantidad, modelo y color de las cámaras a ingresar) / Microphones (insert quantity, model and color of cameras to be entered)*

Vehículo (especificar si ingresará una unidad movil al área e identificar marca del auto, color, número de placa, póliza de seguro) / Vehicle (specifcy if any vehicle will enter de área and identify car Brand, color, plaque and insurance number)

Otros equipos / Other equipment*

CIVIL AVIATION AUTHORITY OF PANAMA

http://190.34.189.245:1227/T_A/formulario/permiso_aterrizaje.html

Datos necesarios para tramitar la notificación de Sobrevuelo y/o Aterrizaje de Aeronaves con matrículas extranjeras

Mandatory information to notify overflight/landing of foreign aircraft

Matrícula / Registration :

Tipo Aeronave / Aircraft Type:

Teléfono / Telephone:

Peso max / Max. Weight:

Correo Electronico: / E-mail

Fax / Fax:

Procedencia / Origin

Solicitado por / Requested by:

Dirección Postal / Billing Address:

Responsable de Operacion / Responsible for Payment:

Propósito de Vuelo / Purpose of Flight:

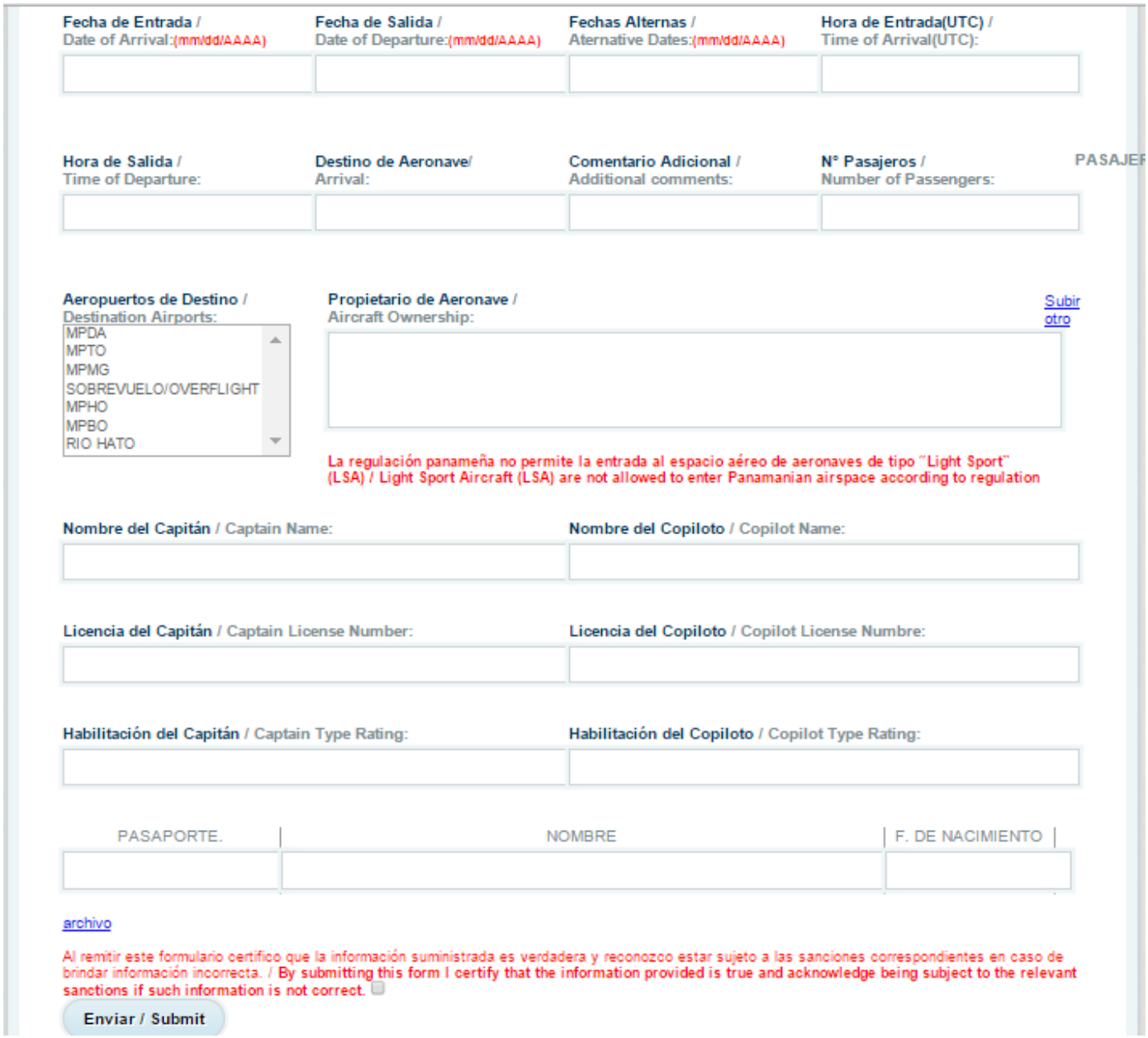
- Sobrevuelo / Overflight (0-1)
- Vuelo Privado / Private Flight (0-2)
- Negocios / Business (0-3)
- Oficial / Official(0-4)
- Escala Tecnica, Combustible, Ambulacia, Mal Tiempo / Technical Scale, Fuel, ambulance, Bad Weather(0-5)
- Turismo / Tourism(0-8)
- Mantenimiento / Maintenance(0-9)

Tipo de Vuelo / Type of Flight:

- Vuelo Privado / Private Flight
- Vuelo Comercial / Commercial Flight

Tipo de Trámite / Type of Request:

- Autorizacion de Aterrizaje / Authorization Landing
- Autorizacion de Sobrevuelo / Authorization Overflight



Fecha de Entrada / Date of Arrival:(mm/dd/AAAA)

Fecha de Salida / Date of Departure:(mm/dd/AAAA)

Fechas Alternas / Alternative Dates:(mm/dd/AAAA)

Hora de Entrada(UTC) / Time of Arrival(UTC):

Hora de Salida / Time of Departure:

Destino de Aeronave/ Arrival:

Comentario Adicional / Additional comments:

N° Pasajeros / Number of Passengers:

PASAJE

Aeropuertos de Destino / Destination Airports:

MPDA
MPTO
MPMG
SOBREVUELO/OVERFLIGHT
MPHO
MPBO
RIO HATO

Propietario de Aeronave / Aircraft Ownership:

Subir otro

La regulación panameña no permite la entrada al espacio aéreo de aeronaves de tipo "Light Sport" (LSA) / Light Sport Aircraft (LSA) are not allowed to enter Panamanian airspace according to regulation

Nombre del Capitán / Captain Name:

Nombre del Copiloto / Copilot Name:

Licencia del Capitán / Captain License Number:

Licencia del Copiloto / Copilot License Numbre:

Habilitación del Capitán / Captain Type Rating:

Habilitación del Copiloto / Copilot Type Rating:

PASAPORTE.	NOMBRE	F. DE NACIMIENTO

archivo

Al remitir este formulario certifico que la información suministrada es verdadera y reconozco estar sujeto a las sanciones correspondientes en caso de brindar información incorrecta. / By submitting this form I certify that the information provided is true and acknowledge being subject to the relevant sanctions if such information is not correct.

Enviar / Submit

APPENDIXES

SECCTION “B”

(USEFUL INFORMATION)

Appendix 1

Embassies and International Organizations accredited by the Government of the Republic of Panama

Embassy	Phone
Republic of Argentina	264-6561
Federal Republic of Germany	263-7733
Honorary Consulate of Belize	441-1616 y 227-0997
Republic of Bolivia	269-0274
Federative Republic of Brazil	263-5322
Canada	264-9731
Republic of Chile	264-4317
Republic of China (Taiwan)	264-0993
Republic of Colombia	264-9266
Republic of Korea	264-8203
Republic of Costa Rica	223-4059
Republic of Cuba	227-5277
Republic of Ecuador	264-2654
Arab Republic of Egypt	263-5020
Republic of El Salvador	223-3020
Kingdom of the Netherlands	280-6650
Kingdom of Spain	227-5122
United States of America	207-7000
French Republic	211-6200
Republic of Guatemala	269-3475
Republic of Haiti	269-3443
Republic of Honduras	264-5513
Republic of India	264-3043
Italian Republic	225-8948
Honorary Consulate of Jamaica	216-9255
Japan	263-6155
Republic of Libya	227-3365
United Mexican States	263-4900
Republic of Nicaragua	264-3080
Republic of Paraguay	263-4782
Republic of Peru	263-1556
Republic of Poland	263-5097
United Kingdom of Great Britain	269-0866
Dominican Republic	270-3884

Russian Federation	264-1635
Holy See	269-2102
Oriental Republic of Uruguay	264-2838 y 264-8389
Bolivarian Republic of Venezuela	269-1244
Socialist Republic of Vietnam	265-2551

International Organizations	**Phone**
Organization of American States OAS	317-0557 317-0558
Inter-American Development Bank IDB	263-6944
Latin American Export Bank BLADEX	210-8500
Inter-American Center of Tax Administrations CIAT	265-2766 223-1075 223-1044
Confederation of Latin American Credit Unions COLAC	227-3322
Smithsonian Tropical Research Institute	212-8000
Inter-American Tropical Tuna Commission	Telefax 225-6036
Panama-United States Commission for the Eradication and Prevention of Screw Worm COPEG	232-6030
United Nations Development Programme UNDP	265-0838
International Regional Organization for Agricultural Health (RIOPPAH)	317-0901 317-0902 317-0903
Regional Office of the United Nations Children's Fund UNICEF	317-0257 317-0260

National Office of the United de Nations Children's Fund UNICEF	317-0261
Food and Agriculture Organization of the United Nations FAO	228-5259
Pan American Health Organization PAHO and World Health Organization WHO	262-0030
Inter-American Institute for Cooperation on Agriculture IICA	264-5680/ 0976/1503/ 0560
Water Center for the Humid Tropics of Latin America and the Caribbean (CATHALAC)	317-0125 317-0126
Central American Coordination Center for Natural Disaster Prevention (CEPREDENAC).	316-0064 al 0067
Japan External Trade Organization (JETRO)	263-5850/ 3217
Japan International Cooperation Agency - JICA	264-9669 264-9406 264-9259
International Federation of Red Cross and Red Crescent Societies	317-1300
World Food Programme WFP	317-3900

Appendix 2
Major Airlines

NATIONAL COMPANIES	PHONE	FAX
MAPIEX AERO destination: David, Bocas del Toro (Island), Changuinola and Panama City . E-mail: reservaciones@aero.com.pa	**315-0888**	**315-0290**
AERO TAXI Destination: San Blas (Kuna Yala) E-mail: iflyab@aeroperlas.com	**315-7520**	**315-7537**
ANSA Destination: San Blas (Kuna Yala) E-mail: iflyab@aeroperlas.com	**315-7521**	**315-7537**
AVIATUR Destination: San Blas (Kuna Yala), Darién, Sambú, Garachiné, La Palma, Jaqué, Piña, Contadora, San Miguel. Special flights. E-mail: aviatur@sinfo.net	**315-0311**	**315-0316**
HELIPAN Rental and helicopter tours E-mail: salesoffice@helipan.com	**315-0452/53**	**315-0534**
HELIX (helicopter charter flight)	**264-5155**	**-**
IBERIA E-mail: ptyto2@iberia.es	**227-3966**	**227-2070**
AVIANCA E-mail: gerencia@aviancapanama.com	**223-5225**	**263-7797**
CONTINENTAL AIRLINES *	**263-9177**	**264-6778**
COPA AIRLINES *	**227-0116/4551**	**264-6778**
CUBANA E-mail: ventascubana@cableonda.net	**227-2122**	**227-2241**
DELTA AIRLINES *	**214-8118** **00800-560-0043**	**-**
GRUPO TACA	**360-2093**	**360-2101**

MEXICANA E-mail: mxpty3@cableonda.net	**264-9855**	**223-7469**

Appendix 3
Restaurants in Panama City

Miramar Inter-Continental Hotel
International Cuisine
Miramar Restaurant
Plaza Miramar, Balboa Ave.
Phone: 214-1000 • Ext. 6540

Ángel Restaurant
Spanish cuisine, seafood specialties
Argentina Ave., in front of the park
Phones: 263-6868 / 263-6411

El Cortijo Restaurant
International Cuisine
Reserved areas with capacity of 8 to 60 people:
Saldueno, Jaralta, Romero and
Alhaserrada
Phones: 269-6386

Pencas Restaurant
International and National Cuisine
Causeway – Soberania Ave.
Phone: 211-3671

La Casa del Marisco
Seafood specialties and Basque food
Balboa Ave
Phone: 223-7755

Parrillada Jimmy Restaurant
Diagonal to ATLAPA Convention Center
Phone: 226-1096 / 226-1323

Sheraton Panama Hotel & Casino Convention Center
International Cuisine
Las Hadas Restaurant
San Francisco, Panama, Panama
Phone: +507 305-5100

Appendix 4
Shopping Centers

Multiplaza, Vía Israel, Panama City, Panama

Albrook Mall, aside of Gran Terminal de Transporte, Albrook, Panama City

Multi Centro, Avenida Balboa, Paitilla, Panama City.

El Dorado Shipping Center, Ricardo J. Alfaro Ave., (Tumba Muerto), Panama City.

Plaza Concordia, Vía España (Banking Area), Panama City.

Vía Venetto Shopping Center, aside of Hotel El Panamá, 49 St., Panama City.

Bal Harbour, Vía Italia, Punta Paitilla, aside of Plaza Paitilla, Panama City.

Los Pueblos, entrance to Cerro Viento, national route to Tocumen Airport, Panama City.

Plaza New York, 50 St. y 53 St E. Street, Panama City.

Metromall, Domingo Díaz Ave, Panama City.

APPENDIX N° 5

VII SUMMIT OF THE AMÉRICAS
HOTELS
Accommodation suggestions for visiting delegations

HOTEL	Room Type	Single	Double	Included Services
Wyndham Garden Panama Downtown	suites - dos rooms	**60.00**	**60.00**	Internet, continental breakfast
Wyndham Garden Panama City	Deluxe rooms	**70.00**	**70.00**	Internet, continental breakfast
Torres de Alba 1 and 2	Suite Standard	**89.00**	**99.00**	Buffet Breakfast, internet
Torres de Alba- Torre 3	Suite Superior	**119.00**	**129.00**	Buffet Breakfast, internet
Sonesta Hotel	Preferential King Preferential Twin Sonesta King Sonesta King Royal Sonesta King	**90.00** **90.00** **100.00** **100.00** **110.00**	**90.00** **90.00** **100.00** **100.00** **110.00**	Buffet Breakfast, internet
Riande Granada Urban Hotel	Standard room Superior room Executives Junior Suites	**90.00** **100.00** **110.00** **135.00**	**90.00** **100.00** **--** **--**	Buffet Breakfast, internet
Ramada Panama Downtown	Deluxe	**80.00**	**85.00**	Internet, continental breakfast
Double Tree by Hilton	Standard Room Deluxe Suite	**89.00** **104.00** **119.00**	**99.00** **--** **--**	Buffet Breakfast, internet WIFI
The Executive Hotel		**85.00**	**95.00**	Buffet Breakfast, internet WIFI
Toscana Inn	Standard Room	**77.00**	**77.00**	Buffet Breakfast, internet WIFI
Hilton Garden Inn		**90.00**	**100.00**	Buffet Breakfast, internet WIFI
Clarion Victoria Hotel and Suites	Deluxe	**66.00**	**66.00**	Buffet Breakfast, internet WIFI
Metro Hotel Panama	Standard Room	**69.00**	**--**	Continental Buffet Breakfast,

HOTEL	Room Type	Single	Double	Included Services
	Premium Room	--	77.00	Internet WIFI
The Saba Hotel	Standard Queen Standard King Standard Superior King **Superior (3 adults)**	**60.00** **70.00** **88.00**	 **75.00** **100.00**	A la carte breakfast Internet, WIFI
TRYP Albrook Mall		**115.00**	**115.00**	Buffet Breakfast, Internet
Courtyard Panama Metro mall	Standard Room	**179.00**	**189.00**	Buffet Breakfast, Internet
Hotel Grace	City view Corner pacific Executive suite Grace Panama suite	**120.00** **130.00** **145.00** **165.00**	**120.00** **130.00** **145.00** **165.00**	American breakfast, Internet WIFI
Plaza Paitllla Inn	Standard Room	**80.00**	**85.00**	Buffet Breakfast, Internet WIFI

APPENDIX 6

Republic of Panama
Ministry of Foreign Relations
Directorate General of Foreign Policy

REQUIREMENTS AND PROCEDURES OF VISAS TO ENTER PANAMA

I. Citizens of the following countries of the Americas require authorized visa (or consulted visa) to enter Panama:

Cuba
Haiti
Dominican Republic
Surinam

Countries that require **AUTHORIZED VISA** must follow this procedure. This visa is requested in the Panamanian Consulate accredited in their countries, who send the request to Panama Migration, who with the Security Council shall approve the visa or not. The user must fill out the visa application, meet the requirements under the National Immigration Service and provide scanned copy of the passport (all pages). The time taken for the procedure on Migration and Security Council can currently be 20 to 30 days, after fulfilling all requirements. The maximum length of stay in Panama is one month. If further time is required, you should visit the Directorate of National Immigration Service Office upon arrival in Panama.

Note: If it is Diplomatic, Consular, Official or Service Passport and an authorized visa is required, the application thereof must be sent to the Consular Department of the Ministry of Foreign Affairs in Panama (note of the institution requesting the visa and stating purposes of trip, length of stay, others, the application form does not have to be filled in) and scanned copy of passport for its duly authorization. The application process may take up to 5 business days after fulfilling all requirements.

II. Citizens of the following countries of the Americas dos not require authorized visa to enter Panama, neither with ordinary passport nor diplomatic passport, consular, official or special passport:

Antigua and Barbuda	BNO British National Overseas	Colombia	United States of America	Jamaica	San Vincent and The Grenadines
Argentina	Bolivia	Costa Rica	Granada	Mexico	Saint Lucia
Bahamas	Brazil	Dominica	Guatemala	Nicaragua	Trinidad and Tobago
Barbados	Canada	Ecuador	Guyana	Paraguay	Uruguay
Belize	Chile	El Salvador	Honduras	Peru	Venezuela

The maximum length of stay in Panama for the citizens of these countries is 6 months. If further time is required, you should visit the Directorate of National Immigration Service Office upon arrival in Panama and apply for another immigration status.

III. Citizens of the following countries in the Americas do not require a visa to enter Panama if they have a diplomatic, consular, official, special or service passports:

Cuba
Haiti
Dominican Republic

IV. Any citizen of the countries of the Americas requires a stamped visa in their passport visa to enter Panama:

Countries that require **STAMPED VISA** (or Consular Visa) should follow the following procedure. This visa is requested in Panamanian consulates accredited in their countries. The user must fill in the application form of stamped visa, providing a full copy of the passport and filling in all the requirements of the National Immigration Service. The time it takes to grant this visa after fulfilling all the requirements that are requested for the case, is 5 business days. The maximum length of stay in Panama will be 1 to 3

months. If the visa is issued for 3 months, the same cannot be extended. If the visa is for less time and an extension in the length of stay is required, the request has to be made in person to the Department of National Immigration Service upon arrival in Panama

IMPORTANT: by means of Executive Decree 248 of July 21, 2009 it was stated that: "**every person regardless of nationality, possessing a valid visa duly issued by the United States, Australia, Canada, United Kingdom, and any State that is part if the European Union, and which has been used at least once to enter the territory of the granting State, or whom provide evidence of its legal residence in these countries, may enter the country ... ". with no need of visa application.**