

INFORMATION FOR PARTICIPANTS

Arrival in Brasilia: We have arranged for private service to pick you all up at the airport. You could identify the transportation service by the sign “IPC Employment Conference”.

Should any miss-encounter occur, official taxis are available right outside of the airport to your left. The cost of the ride should be about 30 “reais” in local currency or around 15 US dollars. Taxis will accept US dollars and perhaps Euros.

Hotel: Melia Brasilia, which is located at 10 minutes from the IPC and 13 minutes from the city “centre”.
Address: SHS Qd. 06, Conjunto A, Bloco F. Phone: (55 61) 218-4700 and (55-61) 326-2222.

We have scheduled no activities before the conference.

11 January.

You are asked to meet at the hotel lobby at 8:15 as transportation to the Conference will depart at 8:20. The conference will take place at the Escola Nacional de Administracao Publica (ENAP). Address: SAIS, Area 02-A, Brasilia (15-20 minutes ride from the hotel).

The morning session will take place in ENAP’s auditorium and attendance will be open. We will provide simultaneous translation to Portuguese.

We will have lunch at the ENAP’s restaurante of ENAP. Lunch will be restricted to conference participants and special invitees.

The afternoon session will shift to ENAP’s room 114 and participation is restricted to participants and special invitees. No translation will be provided here. We will have signs indicating the way.

Sessions will finish promptly at 18:00 hrs. Transportation will be available to take you to the Hotel.

12 January.

Meet at the hotel lobby at 7:55 to depart at 8:00 hrs.

Conference will continue in room 114.

Conference ends promptly at 18:00 hrs. Transportation will be available to the IPC and from there to the Hotel. 18:30 Coctél hosted by the IPC, our chance to show you our facilities.

Conference format:

Key note address will take 45 to 50 minutes, after which we will have round of questions and answers from the speaker.

All other speakers will take maximum 30 minutes, and discussants will have 10 minutes each. In each session we will have time for questions and comments from participants.

We will have overhead projector and power point projector.

We expect intense contributions from all participants in all sessions and we have allocated time for open discussions.

Brasilia. Temperatures during the day might reach about 29 degrees Celsius and go down to about 20 at night; average temperature during the day is 25 degrees Celsius. It is now the rainy season. If we have persistent rain, humidity and wind might make it feel lower (people here sometimes use a jacket, but many don’t).

If you are interested in tours around the city, the hotel is a good place to start looking. You can also ask Fabiane (IPC) for assistance.

Emergency contact numbers:

Fabiane Florencio: (55-61) 2105-5010, cell 9975-0263.

Eduardo Zepeda: 2105-5006, cell 7812-4940.