



Joint Conference 2015

Lima Peru

Nov 4 – 7, 2015



Invitation and Information

for Attending Delegates and Companions

Host firm

*Cauvi, Ferraro, Piaggio, Zegarra & Del Solar – Abogados
(C F D & Z Asesores S.A.C)*

Lima - Peru





INTRODUCTION:

Cauvi, Ferraro, Piaggio, Zegarra & del Solar - Abogados (CFD&Z ASESORES S.A.C.) is pleased to invite you to attend the ADVOC Joint Conference 2015.

We are delighted to be your host and look forward to welcoming you to Lima, Peru. You will find our city accessible, manageable, interesting, fun and charming.

Be sure to pack comfortable shoes, as much of the district of Miraflores in Lima (where the Marriott Hotel is located) is very walkable -in fact, it is the best way to see Miraflores and its surroundings.

HOST FIRM CONTACT INFORMATION:

Cauvi, Ferraro, Piaggio,

Zegarra & del Solar - Abogados

(CFD&Z ASESORES S.A.C.):

Av. Santa Cruz No. 875, Oficina 201,

Miraflores (Lima 18),

Lima – Perú

Telephone: (51-1) 651-2151

The e-mail addresses of our law firm’s contact persons are as follows:

- Manie Cantuarias R., Event Coordinator (mcantuarias@cauvilaw.com and maniecantuarias@gmail.com)
- Juan Manuel Zegarra M., Partner (jmzegarra@cauvilaw.com)

Enclosures in this package include:

- Formal Invitation and general information
- Registration Form
- Final programs for Delegates and Companions
- Social activities information
- Useful information for your trip to Peru.

TRAVEL AGENT CONTACT INFORMATION:

As you may probably know, our law-firm has hired the specialized services of a travel agency (TRAVEX SECURITY or, simply, TRAVEX) in order to help us with the organization of the **ADVOC Joint Meeting 2015** in Lima, Peru. TRAVEX will also handle the hotel reservations at the Marriott Hotel (and related issues), and will also take care of all the post-conference activities (trips to Cuzco/Puno; to Cuzco/Arequipa; to the Amazon jungle; to Paracas; etc.).

The persons in TRAVEX who are in charge of the hotel reservations are **Mrs. Lida Calderon, Mrs. Fátima Vinatea and/or Mrs. Antuanette Reaño**, who will be pleased to assist and help you with any inquiries you have in connection with the hotel reservations and related issues. In that regard, please feel free to contact any of them in order to organize and/or customize your hotel reservations, accommodations and other related issues. Their e-mail addresses are the following ones:

- lcalderon@travex.com.pe
- fvinatea@travex.com.pe
- areano@travex.com.pe





On the other hand, the person in TRAVEX who is in charge of all the pre and post-conference activities is **Mr. Ramiro Ruiz de Castilla**, who will be also pleased to assist and help you with any inquiries you have regarding the pre and/or post-conference tours. In that regard, please feel free to contact him in order to organize and/or customize the pre or post-conference trips of your preference (trips to Cuzco/Puno; to Cuzco/Arequipa; to the Amazon jungle; to the Paracas peninsula; etc.). His e-mail address is the following one:

- rruizdecastilla@travex.com.pe

REGISTRATION DUE DATE:

Registration and payment of Registration Fees for the ADVOC Joint Conference 2015 is due by **September 30, 2015**. Conference numbers are limited to 90 hotel rooms and a total of 160 attendees and guests. Registration Fees shall be paid directly to our law firm. In that regard, our firm has opened a special purpose bank account in a Peruvian bank (SCOTIABANK) in order to receive there all the transferences/deposits of funds regarding the due payment of the Registration Fees. The specific banking instructions are properly specified in the enclosed Registration Form.

REGISTRATION FORM:

Please send your completed Registration Form as soon as possible, but no later than **September 30, 2015**, to our law firm (Cauvi, Ferraro, Piaggio, Zegarra & del Solar - Abogados), more specifically send it by e-mail (as a PDF format) to both, Miss Manie Cantuarias **and** to Miss Lida Calderón, to the following e-mail addresses:

- Manie Cantuarias (law firm):
mcantuarias@cauvilaw.com
maniecantuarias@gmail.com
- Lida Calderón (TRAVEX):
lcalderon@travex.com.pe

CONFERENCE REGISTRATION FEES:

- Delegate registration fee is **US\$ 1,600.00**
- Companion registration fee is **US\$ 1,450.00**

The registration fees for delegates and companions cover the following costs and expenses:

- Welcome cocktail on Wednesday 4 of November.
- Lunch with soft drinks on Thursday 5 through Saturday 7 of November.
- Dinner with soft drinks on Friday 6 of November.
- Full day activity south of Lima on Thursday 5 of November.
- Lectures of interest at the Marriott Hotel on Friday 6 of November.
- Sightseeing activities on Friday 6 (delegates and companions) and Saturday 7 (only companions).
- Conference facilities and other meeting costs.
- Gala Dinner with drinks on Saturday night (November 7, 2015).
- All transportation fees to the scheduled activities, from Wednesday 4 through Saturday 7 of November.



Please note that the registration fees **do not include** the following items/concepts:

- Hotel costs
- Transportation from and to the airport
- Dinner on Thursday 5 of November (it is most probable that you will not wish/want to have dinner after the full day activity programmed for this particular day)
- Drinks at lunch or after dinner
- Any costs before Wednesday night's Welcome Cocktail or after Saturday night's Gala Party
- Transportation and/or sightseeing activities not included in the attached program
- Personal expenses

Please also note that once we have confirmed final numbers, there may be some minor adjustments to the Registration Fees. Because firm commitments have to be made for meals and events, no refunds will be made. Please also note that our program activities are also subject to eventual changes.

HOTEL ACCOMMODATIONS:

We have contracted a block of 90 rooms at the prestigious and very well located **Marriott Hotel**, a landmark located in the heart of the Miraflores district (at the crossroads of Malecón de la Reserva and Av. Larco Streets), one of Lima's modern and most popular residential districts, yet still a quite touristic location. Overlooking the immensity of the Pacific Ocean and with the remarkable Larcomar Shopping Mall just across the street, the hotel is ideally situated for visitors to explore (at walking distance) Miraflores's unique pedestrian boulevard (Malecón Armendariz - Malecón de la Reserva - Malecón Cisneros), nearby plazas,

shopping malls and boutiques, jewelry stores, antique stores, picturesque Indian markets, restaurants (and have a taste of the worldwide reputed Peruvian cuisine), etc.

The Marriott Hotel general contact information is as follows:

HOTEL MARRIOTT

Malecón de la Reserva No. 615,

Miraflores (Lima 18).

Lima – Perú

Telephone: (51-1) 217-7000

Conference attendees are responsible for making their own reservations and settling their hotel bills **directly with TRAVEX** (see "Travel Agent Contact Information" in this same document). Please contact TRAVEX to make your hotel booking now:

TRAVEX SECURITY

Av. Santa Cruz 873-875,

5th Floor,

Miraflores (Lima 18),

Lima - Perú

Phone: (51-1) 630-9800

Attn. Miss Lida Calderón: lcalderon@travex.com.pe

Group: ADVOC Joint Conference 2015

(Cauvi, Ferraro, Piaggio,

Zegarra & del Solar – Abogados)





The daily conference rate per room is:

Single/Double in USD - **\$240.00**

This room rate includes a daily breakfast, but excludes 10% hotel service fees and local 18% sales tax (VAT or "IGV" by its Spanish initials) which shall be added to the daily conference rate per room.

Notwithstanding, it is also possible to be relieved and excluded of the obligation to pay the 18% Peruvian sales tax (VAT or "IGV"), but this will happen only if the following essential requisites are duly and fully accomplished:

- The hotel invoice shall be issued directly in the name of the passenger/traveler, a natural person (not a legal entity) who is not a Peruvian resident.
- The natural person shall present his original Passport to the hotel.
- The natural person shall also present the original Immigration Form ("Tarjeta Andina de Migración") to the hotel.

Any other costs incurred during your stay will be added to your final hotel bill and paid by you on checkout.

If for any reason you don't want to stay at the Marriott Hotel, there are of course other nearby hotel alternatives (but we **have not** blocked nor contracted any hotel rooms there). In that regard, other highly recommended hotel alternatives are the **Belmond Miraflores Park Hotel** (Phone: 511-614-4000) and the **Hilton Lima Miraflores Hotel** (Phone: 511-200-8000), both of them at walking distance (between 6 and 8 blocks) from the Marriott Hotel, where the Joint Meeting will take place.

We strongly recommend booking your hotel as soon as possible because our 90-room

block and guaranteed rates will be held only through September, 2015. Many international events will take place in Lima during late October/early November 2015, so booking early is extremely important.

PRE AND POST-CONFERENCE OPTIONAL ACTIVITIES:

Delegates and/or companions who arrive on Tuesday night or Wednesday morning and delegates and/or companions who extend their stay past Sunday may wish to attend pre and post conference activities, as the case may be. Please indicate if you are interested in these activities on the attached Registration Form. Any costs are in addition to the Registration Fee.

COMPANIONS' PROGRAM:

Information on the companions' program is attached.

CONFERENCE DRESS CODE:

- Welcome cocktail (November 4): Gentlemen: Formal dark suit/tie. Ladies: Accordingly. No jeans nor tennis shoes allowed.

() Please be aware that in case you assist to the welcome cocktail with family members, the regulations of use of the premises where the cocktail will take place do not allow guests under 14 years old.*

- Full day activity south of Lima (November 5): Casual.
- Business meetings, sightseeing activities and Joint Conference (November 6 and 7): Business casual.
- Gala Dinner (evening of Saturday 7 of November): Black tie/dark suit, evening gown, cocktail dress or festive national dress.





WEATHER:

The ADVOC Joint Meeting 2015 will take place in the middle of the spring season in Lima, Peru. The average temperatures in Lima during this time in early November range from a low of 20°C/68°F to a high of 25°C/77°F, but as you all know the weather can be unpredictable (please also be aware that Peru is expecting the arrival/incidence of “El Niño” Phenomenon by the end of this year, which will probably rise the usual local weather temperatures).

Lima is located in the center part of the Peruvian coastline, in a narrow valley surrounded by desert land and, therefore, Lima is a city where it **usually doesn't rain**, so umbrellas and/or rain coats are not required during your stay in Lima (unless you have plans to travel to the Peruvian mountains and/or to the Peruvian jungle/rainforest, where these accessories will be quite useful and even “a must”).

Anyway, if you would like to check our weather forecast before you leave for Lima (Miraflores ZIP Code is Lima 18), please see the following web page:

<http://www.accuweather.com/en/pe/lima/264120/november-weather/264120>

IMMIGRATION/VISA:

The visa requirements for temporary visitors to travel to Peru may differ according to the passport you hold.

All inquiries regarding visas, including cost, should be directed to the Peruvian Embassy or Consulate in your country of origin.

FLIGHTS AND AIRPORT TRANSFERS:

We advise delegates to make flight arrangements early, as November is a popular time to visit Peru. Jorge Chávez International Airport is located 19Kms.

from downtown Lima and 19,3Kms. from the district of

Miraflores (where the Marriott Hotel is located). See the travel agent invitation at the end of this information for assistance on booking flights.

We suggest taking a taxi from Jorge Chávez International Airport to the Marriott Hotel in the district of Miraflores. There are several taxi stands inside the airport terminal, immediately after passing through the Peruvian customs area and just before leaving the airport. We strongly suggest to hire/take one of those (for safety/security reasons, during your stay in Lima **always** hire formal company taxis and **never** take a taxi directly from the street). The trip from the airport to the hotel takes approximately one (1) to one and a half (1:30) hours, depending on the day, time of day and traffic. The cost in USD is approximately **US\$50.00**

ADDITIONAL INFORMATION ABOUT LIMA:

Retail Stores: From Monday through Saturday, most stores open at 10:00 a.m. and close at 8:00 p.m. or 9:00 p.m. Some stores stay open later on Friday and Saturday nights. On Sundays, most stores open at 11:00 a.m. or noon and close at 7:00 p.m. or 8:00 p.m.

Restaurants: Most restaurants stop serving full dinners at 11:00 p.m. and may offer small plates until closing. The majority of restaurants, bars, and clubs close by 2:30 a.m., some as early as 1:00 a.m.

Taxes and Sales: Perú has a national sales tax (VAT or “IGV” by its Spanish initials) of 18% percent. November is considered midseason (pre-summer season) and thus is a very good time for discounts (specially for discounts in winter clothing).

Customary tips for good service:

- Restaurant and taxi service staff: 10% percent of the bill





- Bartenders: 10% percent of the bill
- Checkroom attendants: USD 1.00 per garment

Tips: All group meals include tips.

Credit cards, debit cards, and traveler's checks: These forms of payment are widely accepted in Peru. Lima has also an extensive network of ATM machines.

Smoking: Peruvian laws prohibit smoking in all buildings and closed spaces/rooms. Smoking is permitted outside in open spaces and also in specifically designated smoking areas.

Extending your stay in Peru: If you wish to extend your stay in Lima or elsewhere in Peru, please contact this travel agent:

TRAVEX SECURITY

Av. Santa Cruz 873-875,

5th Floor

Miraflores (Lima 18),

Lima - Perú

Phone: (51-1) 630-9800

