

**LOGISTICS MEMO FOR THE THIRD MEETING
OF THE ANDEAN COMMUNITY OF PRACTICE (COP3)**

16-21 JULY 2007

CUZCO, PERU

Logistics Memo

Conference Dates

The conference is from July 16-21. There will be a welcome dinner the evening of the 16th at the Royal Inka Hotel in Pisac. We will stay at the hotel from the 16th-20th. The night of the 20th we will stay in Cusco and participants can depart from there on the 21st.

Transportation

Each group when they arrive in Cuzco can take a taxi from either the airport or bus station to the venue in Pisac. The taxi will cost around USD \$10 or 40 soles. Upon arriving at the hotel, McKnight will reimburse you for this cost. Our local logistics coordinator, **Leone Fuentes (telf. 51-84-237718/ 51-84-9638667)** will be at the Cuzco airport all day July 16th to receive participants. **Claire Nicklin** will be at the **Royal Inka Pisac Hotel** from July 15th and you can reach her there at **51-84-203064; 51-84-203066; 51-84-203366**.

Some participants will have to spend the night in Lima. **Martha Huanes** can help you coordinate your travel from the airport and stay in Lima. Her e-mail is: m.huanes@cgiar.org; and her phone numbers are **(51 1) 974-16-219; (51-1) 349 6017**.

Venue

The meeting will take place at the **Royal Inka Pisac Hotel**, which is 45 minutes from Cuzco in the Sacred Valley. Information about the hotel is available at their web site www.royalinkahotel.com. Note that there is a Jacuzzi and gym, so pack accordingly.

Contact information:

Contact person: Freddy Aragon, Administer

Email – royalinka@speedy.com.ec

Phone: 51-84-203-064

Meals: Buffet meals, as well as two coffee breaks, will be provided by the hotel for the duration of the meeting.

Translation services: We will have simultaneous translation services available during the meeting English-Spanish-Quechua.

Internet/Computer access: There will be 2 computers available with internet access.

Telephone access: There are telephones in every room.

The evening of the 20th we will move to a hotel in Cuzco, called Casa de Campo. This hotel is in the historic San Blas neighborhood of Cuzco and is in walking distance of the Plaza de Armas. Their webpage is: www.hotelcasadecampo.com.

Contact information:

Contact person: Araceli Zuniga

Email: paula96@terra.com.pe

Phone: (51-84) 244-404

Address: Tandapata 296-B, San Blas, Cuzo, Peru

Climate / weather

Pisac lies at 9,000 feet (2750 m) above sea level and is quite a bit milder than Cuzco which is at 11,300 ft. The weather is springlike, warm during the day and cool at night.

July is a relatively dry month, so we should have nice weather. Typically, temperatures range from the mid-60s during the day and mid-40s at night. Temperatures fall quickly after sunset.

Because of the altitude, the sunlight is strong – bring good sunscreen and use it if you'll be out and about.

Money

Peru uses the Nuevo Sol (or “sol/ soles” for short) current exchange rate is 3.16 soles to the dollar. Money can be exchanged at the airport or soles can be withdrawn at ATMs.