

LASA2017 Local Logistics

Registration

As in the past, all LASA Congress participants and attendees must be registered; no exceptions can be made. The deadline for congress participants to pre-register was March 14, 2017 (5:00 pm EDT).

Registration and check-in areas will be located at the Pontificia Universidad Católica (PUCP). The main registration area will be near the Complejo de Innovación, for participants arriving via the LASA-provided shuttles, and a second registration area will be near the Puerta Principal, for all those arriving independently. Security at the PUCP is a priority and for this reason, all participants must have a photo ID and proof of congress registration in order to enter the campus. Participants are encouraged to check in for the congress starting on Friday, April 28, from 1:30 pm to 7:30 pm at the designated locations.

Registration and check-in hours:

Friday, April 28, 1:30 pm – 7:30 pm at the designated locations around Lima

Saturday, April 29, 7:00 am – 8:00 pm

Sunday, April 30, 7:00 am – 6:30 pm

Monday, May 1, 7:30 am – 1:00 pm

Check-In

Registered US participants will receive their name badges and *constancias* via certified mail, and their program books (if preordered) at the PUCP registration areas. All other participants will receive their name badge, preordered program book, *constancia*, and other information at the time of check-in. Printed program books are only available if ordered and paid for at the time of registration. Otherwise, the program book will only be available online and in our exclusive application.

Participants are urged to give themselves ample time to check in before their scheduled sessions.

People who attend the Welcome Ceremony and Reception on Friday night will be required to wear their badges.

All attendees and participants entering the PUCP campus must have a photo ID and proof of congress registration.

Individuals planning on attending Saturday morning sessions should consider checking in from 1:30 pm to 7:30 pm on Friday, April 28 if at all possible.

On-Site Registration

On-site registration will be limited due to security reasons. Only individuals with evidence of academic affiliation and a photo ID will be allowed to register on-site, after having met the security criteria of the PUCP. Individuals registering on-site should proceed to the on-site registration area to pay the required fees and receive their materials. MasterCard, American Express, and Visa credit cards are the only acceptable forms of payment.

Congress Sessions and Proceedings

Sessions will be held at the Pontificia Universidad Católica. Congress papers received by the Secretariat by the April 7 deadline were posted to the LASA website before the start of the meeting.

- **Pre-conference Sessions** will be held in Pabellón N
- **Sessions** will be held in Pabellón A and Pabellón H
- **The Book Exhibit and Book Presentations** will be located in the Esplanada del Aulario (across from Pabellón A)
- **The Film Festival** will be located at the Auditorio de la Facultad de Derecho
- **The Welcome Ceremony** will be held at the Museo de Arte de Lima
- **The Gran Baile** will be held at the Westin Lima Hotel & Convention Center
- **Section and Non LASA** receptions will be held at the Westin Lima Hotel & Convention Center
- **The Graduate Breakfast** will take place at the Westin Lima Hotel & Convention Center

Contracted Hotels

JW Marriott Hotel Lima (12 kms from the PUCP)
Malecon De La Reserva 615,
Miraflores, Lima

The Westin Lima Hotel & Convention Center (11 kms from the PUCP)
Las Begonias 450, San Isidro, Lima

Sheraton Lima Hotel (7 kms from the PUCP)
Avenida Paseo de la República 170,
Distrito de Lima 15001, Peru

Ibis Larco Miraflores (12 kms from the PUCP)
Avenida Larco 1140 Miraflores, Lima,
Lima 18

Meliá Lima (5 kms from the PUCP)
Avenida Salaverry 2599, San Isidro
15076, Peru

Hotel los Tallanes (8.5 kms from the PUCP)
Av Jorge Basadre 325, San Isidro
15073, Peru

Transportation from the Airport to Hotels

Jorge Chávez International Airport is Peru's main airport. It is located in the Constitutional Province of Callao. Road access to the airport is via Elmer Faucett Av. This is approximately 9 km from the PUCP, 21 km from the JW Marriott, 17 km from the Westin Lima Hotel and 12 km from the Sheraton Lima.

Upon arriving to the airport, it is possible to rent a car or take a certified taxi.

Travel in and around Lima

EasyTaxi, Satelital and Uber are all used in Peru, but depend on phone or data service.

Taxis (at taxi stands) There are no metered taxis in Lima. Please negotiate fares before getting into a taxi. Registered taxis are identifiable by the license number painted on the side and an authorization sticker on the windshield.

Buses Lima offers bus service through various routes. Fares are affordable and paid in cash.

El Metro The city has a service of a rapid transit system called the Metropolitano. "El Metro" has a dedicated lane that runs from the south of the city, through the center then up north. At times it will only stop at certain platforms. Payment is made using an "e-card" which can be purchased or recharged at vending machines on the platforms.

Shuttle between Hotels and PUCP LASA will be providing a shuttle between the official LASA hotels and the PUCP. Only individuals with the LASA name badge will be permitted to board the buses. The times and routes will be made available closer to the congress. Please be prepared to have alternative transportation in case of exceptional needs.

Audio/Visual Equipment

LASA will provide an LCD projector, a screen, and the proper connections for a laptop in each meeting room. **Each panel will be responsible for bringing a laptop for their presentation.** Separate audio and video equipment will not be provided. Any video presentations should be recorded on DVD or any other media so they may

be viewed via the laptop. Presenters will be required to provide their own speakers if needed. AV staff will be available if participants experience any problems with the equipment.

Child Care

LASA will subsidize the cost of child care for accepted participants who bring their children to Lima. LASA will provide reimbursements at the rate of US\$10.00 per hour for one child and US\$15.00 for two or more children, for a maximum of 10 hours.

LASA's maximum responsibility per family will be \$100.00 for one child and \$150.00 for two or more children. A parent who bills LASA for child care must be a 2017 member of the Association and a registered attendee of LASA2017. To receive reimbursement, the parent must submit the original bill from the caregiver, with the name(s) of the child(ren) and the dates of the service, to the LASA Secretariat on or before July 15, 2017. **The caregiver must be an official child care service. Family members will not be reimbursed for child care.*

Constancias

Constancias for LASA2017 will be provided either via certified mail or during check-in at the designated locations and the PUCP. ■