Dear PEER Forum Participants,

In preparation for the PEER Forum in Lima, Peru, March 22-25 (please see updated agenda attached), I would like to pass along some information regarding travel, logistics, and the meeting itself.

Hotel

Everyone attending the conference from outside of Lima (and a few Lima residents who requested rooms) will be staying at the JW Marriott Lima, located at Malecón de la Reserva 615 – Miraflores, telephone +51 1217-7000 (<http://www.marriott.com/hotels/travel/limdt-jw-marriott-hotel-lima/>).  Please check the attached rooming list, verify that you find your name and your check-in and check-out dates, and notify me of any errors as soon as possible. For those of you whose flights arrive in the middle of the night or very early in the morning, the room has been reserved for the previous night, to make sure you will be able to check in immediately to get some rest after your flight.

Unless you are a member of the U.S. government or other donor organization, the National Academy of Sciences (NAS) will be paying directly for the cost of your hotel room, which includes free breakfast and Internet service. You will, however, need to pay for any other charges you make at the hotel, such as room service or restaurant meals, telephone calls, drinks, tours, or taxi services within the city. The hotel accepts cash and credit cards, so please be sure you bring enough resources with you to cover your needs. U.S. government staff members will need to pay for their entire hotel bills at check-out.

Airport Transfers

A separate email will follow this one with specific instructions for those flying into Lima.

Dress Code

The dress code for our meeting is generally business casual, so please feel free to wear comfortable clothing. We will be hearing remarks from the Deputy Chief of Mission of the U.S. Embassy in Lima on Sunday evening and visiting the USAID Mission on Wednesday morning, so somewhat more business-like attire would be appropriate on those days.

Conference Site and Daily Transport

The forum will be held in the Bolognesi-Pizarro room and adjoining breakout rooms at the JW Marriott for the first three days. Those of you not staying at the hotel are responsible for your transportation to and from the venue. The last morning session of the forum (Wednesday, March 25) will take place at USAID Lima. Buses will depart from the JW Marriott promptly at 8:00 AM on that day, so please be on time that morning and bring an official means of identification (passport or national ID card). The mission does not allow visitors to bring laptops computers, tablets, mobile phones, cameras, headphones, sharp objects, or medications in amounts greater than what you would need during your visit, so please leave those items back at the hotel. Otherwise, security at the mission will take them from you and return them when we leave at the end of the visit. **Because we will not return to the hotel until lunch at around 1 PM, those of you who are checking out of the Marriott on March 25 will need to be sure to have breakfast, check out of your rooms, pay any bills you have incurred, and store your luggage with the hotel in time to depart at 8:00 AM.**

Poster Session

PEER principal investigators and project representatives have been invited to present posters highlighting their projects. **Please bring your poster with you on Monday so that hotel staff can hang your poster for the poster session that evening or store it in preparation for Tuesday’s session.** Please see the attached list to find out whether you have been assigned to be in attendance at your poster during the session for Poster Group I (5:30 – 6:30 on Monday, March 23) or Poster Group II (5:30 – 6:30 on Tuesday, March 24).

Meals

Breakfast will be served each day in the hotel restaurant free of charge (the cost is already included in your room rate). Free lunches and coffee/tea breaks will be provided throughout the forum, and a free dinner will be provided on Sunday, March 22. No other organized group meals have been planned, so you may choose to eat at the hotel restaurant or elsewhere in Lima as you prefer. Miraflores, the neighborhood where our hotel is located, has many restaurants in all price ranges. Just across the street from our hotel is the Larcomar shopping mall, which has a casual food court and several medium-priced restaurants, many with beautiful sea views. The hotel staff and our Lima-based participants can probably offer other suggestions for places within walking distance or a short taxi ride.

Other Personal Expenses

NAS staff have been in contact with all PEER PIs about reimbursement for their travel and personal expenses throughout the event. Guest speakers whose travel is being paid by NAS should save their receipts for any individual expense items of $75 or more and keep a record of all expenses, and NAS staff will provide instructions after the event regarding how they can submit their claims for reimbursement. U.S. government staff should follow their own standard reimbursement procedures. Please note that NAS staff members on-site are not able to provide reimbursement or advance funds to any participants during the event, so it is essential that travelers arrive with sufficient resources to cover their needs.

NAS Staff On-Site

Kelly Robbins, Lina Stankute-Alexander, and I will all be there at the forum and will arrive at the JW Marriott Hotel on March 20. You may contact us through e-mail or by leaving a message at the hotel’s reception desk. Additionally, Kelly and I will have local numbers, which I will share on Friday that you can feel free to reach us at.

I wish all of you safe travels and look forward to meeting you all in Lima! If you have any other questions as you prepare for the forum, please e-mail me at PEER@nas.edu or dplacht@nas.edu.