



GENEVA GROUP INTERNATIONAL

Geneva Group International World Conference
Rio de Janeiro, Brazil
30 October – 02 November 2008

hosted by

**DE ROSA, SIQUEIRA
E ADVOGADOS ASSOCIADOS**

To all participants

In order to help you prepare for your visit to Brazil we have put together a list of useful information (in alphabetical order):

v **Arrivals and departures**

Most of the guests are arriving by plane.

Rio de Janeiro-Galeão Airport (Antonio Carlos Jobim International Airport) is the main airport in Rio, which is only 20 kilometers from downtown.

We have organized airport transfers for those of you who have already registered for them. You will receive detailed information about the airport transfers by separate e-mail in due course.

v **Banks**

Banks are open weekdays from 10 am to 4 pm; and are closed on weekends and public holidays. Automated teller machines (ATMs) can be found almost everywhere; some machines provide 24-hour cash withdrawal (R\$) facilities for major credit cards.

v **Bar**

We can enjoy our evenings (after dinner) in the wonderful area of the hotel bar called the "Horse's Neck". The bar is open provided there are enough customers.

v **Business hours**

Office hours are generally from 9 am to 6 pm. Stores normally open at 9 am and close at 7 pm. Lunch is usually taken from 12 pm to 2 pm. Most offices are closed on Saturdays and Sundays.

v **Car rentals**

Major car rental agencies have branches in Rio de Janeiro. Reservations should be made at the point of origin. Should you require a rental car for a day or two during your stay, your hotel concierge can make the necessary arrangements. Car rental agencies, including Avis and Hertz, can be also found at the main airport in terminal one.

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v **Credit or Bank Card Cash Withdrawals**

Visa card holders may withdraw cash from Banco do Brasil and Banco Itaú. Card holders with a PIN number may obtain cash from the 24-hour machines; those without will have to await verification, available from 10 am to 4 pm.

Rio de Janeiro International Airport Exchange Department ("Seção de Câmbio")

It is located on the 3rd floor. Tel.: (55-21) 3398-3652. Hours of operation: For U.S.\$ and Euro, from 8 am to 10 pm daily. Exchange of other currencies: Mondays to Fridays, 10 am to 6 pm. 24-hour machines are also available.

MasterCard holders with a PIN number may obtain cash from any 24-hour machine which lists CIRRUS among its participating banks. For cash withdrawals on an American Express card: call 0800-785050.

v **Hotel check in / check out**

Check in time is 14:00 hrs. Check out time is 12:00 hrs.

v **Currency**

The Brazilian currency is the Real (R\$); there are 100 centavos in one Real. Coins are bronze-colored for 1 centavo, silver for 5, 10, 25 and 50 centavos, and a nickel and bronze coin for R\$1.

Banks and exchange bureaux charge a commission on exchange transactions, which visitors should check beforehand. As elsewhere, the rates of exchange for cash and travellers' cheques are marginally different, and coins are not exchangeable. Money changers are obliged by law to display net rates of exchange. Receipt notes must be issued by law; it is advisable to keep these until after departure.

v **Dates and places**

The official program starts on Thursday, 30 October with a Welcome Reception and ends with the Gala Dinner on Saturday night, 02 November 2008. Some Practice Group meetings (optional) will take place on Thursday afternoon and Sunday morning, according to the program.

Conference Hotel

Hotel [Sofitel Rio de Janeiro](#)
Avenida Atlantica 4240
Copacabana 22070-002
Rio de Janeiro, Brazil
Tel: +55 21 252 512 32
Email: sofitelrio@accorhotels.com.br

Main Conference Room:

Room "Rio de Janeiro II" (RJII)

The **Welcome Reception** will be at the Round Pool Area in the hotel. The **Welcome Dinner** will take place in the hotel in the **Copacabana and Flamengo rooms**.

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Dinner out on Friday

Porção Rio's Restaurant

Avenida Infante Dom Henrique s/n, Parque do Flamengo, Flamengo/Catete/Gloria

Rio de Janeiro

Brazil

Tel: +55 21 2554-8535

Gala Dinner out on Saturday

Restaurant Jockey Club

Av Pres Antônio Carlos 501

Rio de Janeiro, 20020-010, Brazil

Tel: +55 21 2262-3366

v **Dress**

Brazilians are fashionable and businessmen tend to wear dark, stylish suits. Ladies should bring along a lightweight wrap or jacket as the major hotels, restaurants and bars as well as the subway and most taxis are air-conditioned. Please note we do not have a black tie dress code for the Gala Dinner or any of the programs this year.

v **Electricity**

The electricity current at the Sofitel Rio de Janeiro is 220 volts.

v **Golf Round**

The round of golf will take place on **Thursday, 30 October 2008**, at the Itanhangá Golf Club in Rio de Janeiro (<http://www.itanhang.com.br>).

Departure from the hotel lobby will be at 08:00 hrs. The return to hotel will be around 16:30 hrs. Golf players will receive all detailed information in a separate e-mail.

v **Hospitality Desk**

The GGI hospitality desk will be located on the Convention floor (level E) directly in front of the main conference room "Rio de Janeiro II" in the Hotel Sofitel Rio de Janeiro. Please make sure you sign up for the **Practice Group meeting(s)**, for the **workshop of your choice** and for the **Saturday sightseeing option** of your choice upon check in at the hospitality desk!

v **Internet Access**

The hotel has WIFI wireless internet access in every room.

v **Medical Services**

Most hotels have immediate access to on-call 24-hour medical assistance. There are also many government and private hospitals with 24-hour emergency and out-patient departments. All hotels have lists of recommended medical services.

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v **Meeting point**

The meeting point for all transfers and excursions will be the lobby of the Hotel Sofitel Rio de Janeiro.

v **Parking**

The Sofitel has private indoor parking and valet parking.

v **Practice Group Meetings**

On Thursday afternoon and Sunday morning some Practice Group meetings will take place, directly organized by the Practice Group chairmen. If you have not yet registered for a Practice Group meeting or if you have contributions to the agenda, there is still time to contact the Chairman of the group concerned.

Thursday, 14:00 – 17:30	International Taxation <i>Room Lagoa</i>	Oliver Biernat o.biernat@benefitax.de
	Insolvency <i>Room Master 145</i>	Dr. Attila Kovács kovacs.attila@krs.hu
	IT, E-Commerce & Telecommunications <i>Room Master 136</i>	Dr. Bernd Tremml btremml@law-wt.de
Sunday, 09:30 – 12:00	Real Estate <i>Room Arpoador</i>	Dr. Reinhard Nacke nacke@fps-law.de
Sunday, 10:00 – 12:00	Debt Collection <i>Room Botafogo</i>	Johan F. Langelaar langelaar@tklaw.nl
	M&A <i>Room Master 145</i>	Andrew Lindsay cal@denisontill.com

v **Recreation**

The Sofitel Rio de Janeiro's leisure and sports facilities include a wellness, health and fitness center. The wellness part is equipped with a swimming pool, solarium, sauna, steam room and hair salon. The hotel has gift shops and newsstands and offers babysitting and child care facilities.

v **Safety and Security**

As in any city in the world the size of Rio de Janeiro, the key to an uneventful stay is to protect yourself from pickpockets and carry as little cash and as few valuables as possible. The Rio de Janeiro military police and the municipal guard corps have stations and reporting centres. In case of need, do contact the hotel front desk for guidance and assistance.

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v **Shopping**

American Express, VISA, Diner's Club and MasterCard are accepted at the majority of shops. Occasionally a small discount is offered on cash sales. Personal cheques drawn on overseas banks are not accepted. Generally speaking, travellers' cheques are welcome. Visitors are encouraged to check the daily dollar rate at their hotels before shopping.

v **Special Meals**

If you have any dietary requirements or special requests (e.g. food allergies, vegetarian meals), please let us know as soon as possible. We want your stay to be a memorable experience.

v **Telecommunications**

Brazil is connected to all appropriate, international telephone and satellite communications systems providing trouble-free connections to virtually anywhere in the world. Most hotels provide guest room International Direct Dial (IDD) services; some hotels have in-room Internet hook-up and fax machines. Others offer this service through their Concierge or Business Center. Outside hotels, long-distance calls can be made from IDD payphones or cardphones in various locations. Telemar also provides service at certain hours of the day at their Copacabana and Ipanema offices. The push-button, call-home system, providing immediate connection to the operator of the country required, is also available.

For information about dial access and IDD phone locations, contact the hotel operator. Not all local calls from private phones are free. However, shops, restaurants and bars without payphones will usually permit free use of their phones.

v **Time**

The time in Brazil is 3 hours behind Greenwich Mean Time (GMT); GMT -3.

v **Water**

Rio de Janeiro's water supply conforms to international standards. Due to the pronounced taste of chlorine in the water, it is advisable to drink bottled mineral water.

v **Weather**

We are expecting sunny weather with temperatures around 23°C/27°C (during the day).

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