



**UNITED NATIONS**  
CLIMATE CHANGE

**COP30**  
**BRASIL**  
**AMAZÔNIA**  
BELÉM 2025

## **ADMINISTRATIVE NOTE**

# **CO-CREATING PATHWAYS TO FURTHER ENGAGE LOCAL COMMUNITIES IN THE UNFCCC PROCESS**

**BRASÍLIA, OCTOBER 14, 2025**



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## 1. INTRODUCTION

The incoming COP 30 Presidency welcomes you to Brasília for the second mandated dialogue on co-creating pathways to further engage local communities in the UNFCCC process, taking place on **14 October** in Brasília (per decision 14/CP.29). **Hybrid participation is available.**

This note outlines the administrative and logistical arrangements and serves as a reliable reference for all organizational matters related to the event.

For more information about the dialogue, please visit <https://lcipp.unfccc.int/events/2nd-LC-Dialogue>.

For logistical inquiries, please send an e-mail to [luiza.gouvea@itamaraty.gov.br](mailto:luiza.gouvea@itamaraty.gov.br).

### About Brasília

*Founded in 1960 as the new capital of Brazil, located in the Central Plateau, Brasília is today one of the largest cities in the country, housing the headquarters of the three branches of government and home to around 3 million people. Designed by architect Oscar Niemeyer and urban planner Lúcio Costa, Brasília is the only modernist city inscribed as a UNESCO World Heritage Site.*





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## 2. VENUE INFORMATION

### Co-creating pathways to further engage local communities in the UNFCCC process

*A mandated dialogue convened by the incoming COP 30 Presidency*



**Date:** 14 October 2025



**Time:** 09:00 – 13:00 (UTC-3)



**Venue:** Rio Branco Institute Auditorium, SAF S Q5 Lote 02/03 - Asa Sul, Brasília - DF, 70070-600, Brazil

This dialogue is open to all. If you haven't yet done so, please complete the Expression of Interest (Participation) form (see [here](#)), whether you plan to join in person or remotely, so we can keep you informed about COP 30 engagements and ongoing efforts to further engage local communities in the UNFCCC process.

**Please bring an official ID or passport** for entry at the venue. Kindly note that seating is limited and no additional overflow room will be available.







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### 3. VIRTUAL PARTICIPATION AND INTERPRETATION

**Simultaneous interpretation** for this dialogue will be available in **English, Spanish, French and Portuguese.**

 Zoom link for remote participation:

 <https://uso6web.zoom.us/j/83912488725>

 The event will also be livestreamed in the Maloca (Portuguese only)

Access link via RoutetoBelem (page password: UNTEST / user login / login password: UNTEST):

<https://www.routetobelem.com/maloca-amazon>



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## 4. ACCOMODATION

Participants in this dialogue are responsible for arranging their own accommodation — costs will not be covered by the Brazilian government. See below an indicative list of 5- and 4-star hotels in Brasília:

### ROYAL/GOLDEN TULIP BRASÍLIA ALVORADA

Website: <https://royal-tulip-brasil-ia-alvorada.goldentulip.com/em-us/>

Contact: +55 61 3424-7018 ou [df.reservas@goldentulip.com.br](mailto:df.reservas@goldentulip.com.br)

Location: Setor de Hotéis e Turismo Norte, Trecho 1, Conjunto 1B – Blocos A e B

### MELIÁ BRASIL 21

Website: <https://www.melia.com/pt/hoteis/brasil/brasil-ia/melia-brasil-21>

Contact: +55 61 3218-4700 ou [melia.brasil21@melia.com](mailto:melia.brasil21@melia.com)

Location: Setor Hoteleiro Sul (SHS), Quadra – - Conjunto – - Bloco D – Asa Sul

### B HOTEL

Website: <https://bhotelbrasil-ia.com.br/>

Contact: +55 61 9655-9335, +55 61 98185-8369, [comercial@bhotelbrasil-ia.com.br](mailto:comercial@bhotelbrasil-ia.com.br)

Location: Setor Hoteleiro Norte (SHN), Quadra – - Lote – - Bloco J – Asa Norte

### WINDSOR PLAZA HOTEL

Website: <https://www.windsorhoteis.com/hotel/windsor-plaza-brasil-ia/>

Contact: +55 61 99318-3960, +55 61 2195-1100, [clsilva@windsorhoteis.com.br](mailto:clsilva@windsorhoteis.com.br)

Location: Setor Hoteleiro Sul (SHS), Quadra – - Bloco – - Asa Sul

### WINDSOR BRASÍLIA

Website: <https://windsorhoteis.com/hotel/windsor-brasil-ia/>

Contact: +55 61 99318-3960, +55 61 2195-1100, [clsilva@windsorhoteis.com.br](mailto:clsilva@windsorhoteis.com.br)



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☐ Location: Setor Hoteleiro Norte (SHN), Quadra – - Conjunto A – Bloco – - Asa Norte

#### MERCURE BRASÍLIA LIDER GRAND

☐ Website: <https://all.accor.com/hotel/3627/index.pt-br.shtml>

☐ Contact: +55 61 99115-1306 ou [mateus.mota@accor.com](mailto:mateus.mota@accor.com)

☐ Location: Setor Hoteleiro Norte (SHN), Quadra – - Bloco – - Asa Norte

#### MERCURE BRASÍLIA EIXO MONUMENTAL

☐ Website: <https://all.accor.com/hotel/3632/index.pt-br.shtml>

☐ Contact: +55 61 99115-1306 ou [mateus.mota@accor.com](mailto:mateus.mota@accor.com)

☐ Location: Setor Hoteleiro Norte (SHN), Quadra – - Bloco – - Asa Norte

#### CULLINAN HPLUS PREMIUM

☐ Website: <https://www.hplus.com.br/hoteis/cullinan-hplus-premium/>

☐ Contact: +55 61 99347-8119, +55 61 3433-3880, [eventos@hplus.com.br](mailto:eventos@hplus.com.br)  
ou +55 61 99229-1865, +55 61 3433-3851, [reserva@hplus.com.br](mailto:reserva@hplus.com.br)

☐ Location: Setor Hoteleiro Norte (SHN), Quadra – - Bloco – - Asa Norte

#### ATHOS BULCÃO HPLUS EXECUTIVE

☐ Website: <https://www.hplus.com.br/hoteis/athos-bulcao-hplus-executive/>

☐ Contact: +55 61 99347-8119, +55 61 3433-3880, [eventos@hplus.com.br](mailto:eventos@hplus.com.br) ou +55  
61 99229-1865, +55 61 3433-3851, [reserva@hplus.com.br](mailto:reserva@hplus.com.br)

Location: Setor Hoteleiro Norte (SHN), Quadra – - Bloco – - Asa Norte

#### BRASÍLIA PALACE HOTEL

☐ Website: <https://www.plazabrasilia.com.br/brasiliapalace>

☐ Contact: +55(61) 33069000, +55(61) 33293133 ou +55(61) 33193543  
[reservaspalace@plazabrasilia.com.br](mailto:reservaspalace@plazabrasilia.com.br)

☐ Location: Setor de Hotéis e Turismo Norte, Trecho 1, Conjunto 1



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## 5. VISA REQUIREMENTS

Brazil has visa waiver agreements with many countries. Check out visa requirements for each country and passport type: [Entry Visas to Brazil](#)

**Courtesy visas** specifically for the purpose of attending this event may be arranged upon request. Please contact:

✉ [luiza.gouvea@itamaraty.gov.br](mailto:luiza.gouvea@itamaraty.gov.br)





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## 6. ARRIVAL, IMMIGRATION AND CUSTOMS

For the temporary admission of goods, weapons or equipment into the Brazilian territory, as well as authorization to carry weapons, when applicable, delegations must fill out and send to [logcop30@itamaraty.gov.br](mailto:logcop30@itamaraty.gov.br), attached to a Verbal Note, at least 3 business days prior to arrival, the following forms:

- 1) [Declaration for Temporary Admission of Goods](#)
- 2) [Autorização temporária de porte de arma de fogo](#) (temporary authorization to carry firearms)
- 3) [Autorização de uso de equipamentos de comunicação](#) (authorization to use communication equipment)

Failure to submit the forms in advance will result in the rejection of the authorizations and delayed bureaucracy upon arrival. The forms and additional information are available at <https://www.gov.br/mre/pt-br/assuntos/cerimonial/cerimonial>.

Brasília International Airport (BSB Presidente Juscelino Kubitschek International Airport) offers international connections to Buenos Aires (GOL), Lima (LATAM), Panama City (COPA), Miami (GOL), Orlando (GOL), and Lisbon (TAP). If entering the country through another airport, baggage must be collected for customs clearance at the point of entry.

In Brasília, a shuttle service will be provided between the airport and hotels. Routes and timetables will be announced in a separate document.



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## 7. POINTS OF INTEREST

### Square of the Three Powers

The Square of the Three Powers (Praça dos Três Poderes) is the political center stage of the country, hosting the headquarters of the three powers of the State: the Planalto Palace (Executive Power), the National Congress (Legislative Power) and the Federal Supreme Court (Judicial Power). The Square and the buildings that surround it are the work of Oscar Niemeyer and Lúcio Costa. The Pantheon of the Fatherland and Freedom – Tancredo Neves Memorial, which is part of the Three Powers Cultural Complex, was established on September 7th, 1986, to honor national heroes who held ideals of freedom and democracy.



### Metropolitan Cathedral

The Metropolitan Cathedral of Our Lady of Aparecida, or simply the Cathedral of Brasília, is a Catholic temple and the seat of the Archdiocese of Brasília. The building is considered one of architect Oscar Niemeyer's most iconic works of art and one of the most visited tourist attractions in the country. The temple houses the first replica, precisely identical to Michelangelo's famous Pietà sculpture. The replica was blessed by Pope John Paul II in June 1989.





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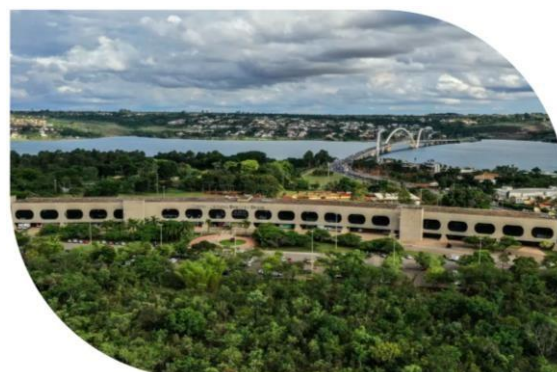
### City Park Sarah Kubitschek

Parque da Cidade Sarah Kubitschek, often simply referred to as Parque da Cidade, is a sprawling urban oasis in Brasilia, offering a vibrant escape from the city's architectural vigor. Designed by renowned landscape architect Roberto Burle Marx, the park stretches over 4,000 hectares, making it one of the largest urban parks in the world. Its undulating terrain is dotted with serene lakes, lush green spaces, and meandering paths that cater to joggers, cyclists, and families seeking leisure. The park is named in honor of Sarah Kubitschek, the wife of former President Juscelino Kubitschek.



### Banco do Brasil Cultural Center

The Banco do Brasil Cultural Center aims to bring together, in one place, all possible forms of art and creativity. The place has large living spaces, a bistro, art galleries, a cinema room, a theater, a central square and gardens, where exhibitions, musical shows, film screenings and performances are held.



### TV Tower

The TV Tower is a visual landmark in Brasilia that provides a panoramic view of the city's urban design. It is the second tallest structure in Brazil, at 230 meters high. The project was signed by Lúcio Costa, architect and urban planner who designed Brasilia.







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### Memorial of Indigenous Peoples

Built in 1987, the Memorial of Indigenous Peoples is a museum, cultural center, and research institution. Conceived by anthropologists Darcy and Berta Ribeiro and designed by architect Oscar Niemeyer, the building's spiral shape is inspired by the villages of the Yanomami tribe. The Memorial seeks to celebrate and promote the cultural richness and diversity of indigenous peoples.



### Juscelino Kubitschek Memorial

The JK Memorial is a mausoleum and museum dedicated to Juscelino Kubitschek, the former president of Brazil responsible for the construction of Brasília. Designed by Oscar Niemeyer, the Memorial features emblematic objects of Brasília, along with Kubitschek's personal collection.



### Botanical Garden

The Botanical Garden of Brasília serves as a center for environmental preservation, research, and education, which can be appreciated on the interpretive trails open to public visitation. Spanning over 5,000 hectares, it showcases the rich biodiversity of the Cerrado biome. As a sanctuary for native flora and fauna, the "Garden of the Cerrado" contributes to conservation efforts and promotes awareness of Brazil's ecological heritage.





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## 8. GENERAL INFORMATION

**Payment methods** accepted in Brazil include credit and debit cards and cash (reais), besides PIX, free and instant payment method available for those who have bank accounts in the country.

When using a card, you can chose credit or debit. Both methods are widely accepted in most establishments. Both MasterCard and Visa are widely accepted

To exchange cash, there are ....., like Western Union, DayCâmbio, Rede Câmbio Seguro, Confidence Câmbio, among others, many of which operate in Brazilian airports. It i salso possible to withdraw cash in reais in ATM machines all over the city.



**Voltage and Power Outlets.** Electrical voltage in Brazil varies between 110V and 220V, depending on the location. Many hotels offer outlets for both voltages, and portable transformers are readily available at electrical supply stores. In Brasília, the voltage is 220V. The outlets are type N and have a 3-pin standard. For safety reasons, the outlets are recessed, so connection and power only occur when the plugs are fully inserted into the outlet.





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**Weather.** In Brasília, in October, the weather is usually hot and dry, with temperatures ranging from 17°C at night to 30°C during the day, with some chance of scattered rain.

**Health and vaccine recommendations.** Proof of vaccination is not required to enter the country. Vaccinations or COVID-19 tests are not required to enter the country either.

However, Brazilian health authorities recommend that international travelers update their vaccination status before arriving in Brazil, in accordance with the vaccination schedule guidelines of their country of origin or residence, particularly against yellow fever, polio, measles, rubella, diphtheria, and tetanus.

### Emergency Services



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Police



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Medical Assistance



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Fire Department



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*We wish all a great  
meeting!*

