

INFORMATION FOR IN-PERSON PARTICIPANTS

57th UNAIDS PROGRAMME COORDINATING BOARD (PCB) MEETING

16-18 December 2025, Brasília, Brazil

INTRODUCTION	
	This information note for the 57th UNAIDS PCB meeting has been prepared to facilitate active participant engagement and ensure the efficient conduct of the meeting. It is intended to be read in conjunction with the Modalities and Procedures for the 56th and 57th PCB Meetings (hereinafter referred to as the ‘modalities’). Additional information for participants joining the 57th PCB meeting in Brasília, Brazil is provided in the following document: Information for all participants (in person and virtual)
PCB MEETING	
Date and venue	The 57th PCB meeting will be held in person at the Royal Tulip Brasília Alvorada Hotel from 16 to 18 December 2025. <u>Address:</u> SHTN Trecho 1 Conj. 1B, Bloco C, Asa Norte Brasília-DF, CEP: 70800-200 <u>Website:</u> Royal Tulip Brasília Alvorada <u>Virtual Tour:</u> Royal Tulip Brasília In accordance with the above-mentioned modalities, limited online access via Zoom will be available for meeting members, participants, and observers who are unable to attend in person. The plenary sessions will be held in Room 2-3, while the drafting sessions will take place in Room 1.
PCB FIELD VISIT	
Date and venue	In the afternoon of Monday, 15 December 2025, in-person registered PCB members, participants and observers will have the opportunity to attend a field visit. The PCB field visits provide participants with direct exposure to the realities of the HIV epidemic and response, and direct engagement with stakeholders in the response. The visits are an opportunity to see and discuss the work undertaken by the Joint Programme together with national and international partners, providing significant added value to the discussions at the 57th PCB meeting. All delegates will receive a separate communication with the concept note of the field visit and will need to complete the Indico registration with the site of their choice. Each

	field visit site will have limited participation, and places will be distributed on a first-come, first-served basis. For delegations with more than 1 in person delegate, request to split between the different sites to allow a diverse composition on each site. The departure to the sites will be from the Royal Tulip Brasília, with specific times provided in advance for each site.
Field visit sites	1. Exhibition: “40 Years of the HIV/AIDS Response in Brazil” (15 minutes by car from the Royal Tulip) Divided into four thematic environments, the exhibition offers visitors an immersive experience into the history of Brazil’s HIV and AIDS response. It highlights key actors, epidemiological and operational data, and milestones through an engaging and evidence-based approach that combines scientific information and social participation. The exhibit integrates both physical and digital installations. 2. Specialized HIV/AIDS Service of the University Hospital of Brasília (HUB) (13 minutes by car from the Royal Tulip) The HIV/AIDS Service of the University Hospital of Brasília provides pre-exposure prophylaxis (PrEP), other prevention interventions, testing, and treatment referrals. As part of the Unified Health System (SUS), the public facility delivers comprehensive, free care — including prevention supplies, medications, testing, and counselling — ensuring equitable access for the entire community. 3. Parliamentary Front on HIV/AIDS (11 minutes by car from the Royal Tulip) The Mixed Parliamentary Front for Combating STIs, HIV/AIDS, and Viral Hepatitis is a cross-party coalition within Brazil’s National Congress that brings together lawmakers, health professionals, and civil society representatives to advance policies and political commitment toward eliminating these diseases by 2030. Established in 2000, the Front serves as a key platform for advocacy, public debate, and intersectoral coordination. It has been a strategic partner in promoting access to long-acting injectable treatments and plays a pivotal role in mobilizing federal budget resources to strengthen Brazil’s national HIV response. 4. Casa da Mulher Brasileira + Ceilândia Polyclinic (specialized HIV service) (45 minutes by car from the Royal Tulip – two sites in one visit) The Brazilian Women’s House is a federal government initiative launched in 2013 under the <i>Women, Living Without Violence</i> Program. It provides comprehensive and humanized support to women experiencing violence, integrating — in a single facility — essential services from the security, justice, and social assistance systems. These include specialized police units, public defenders, prosecutors, psychosocial support, temporary shelter, and employment reintegration programs. The institution also ensures referral to health and HIV services, guaranteeing continuity of protection and comprehensive care. Coordinated by the Ministry of Women in partnership with local governments and justice institutions, the initiative aims to ensure protection, autonomy, and rights, while reducing revictimization and strengthening Brazil’s national network to combat gender-based violence. The Ceilândia Polyclinic is a specialized health unit that provides comprehensive HIV care. Located in an economically vulnerable area, it serves and manages more severe cases, including those of advanced AIDS. The Casa da Mulher Brasileira refers HIV cases,

	cases of loss to follow-up, and other related situations to the Ceilândia Polyclinic.
HOTEL ACCOMODATION	
HOTELS	A block booking of rooms has been reserved at two hotels in close proximity to each other for in-person participants of the 57th PCB meeting in Brasília, Brazil: • Royal Tulip Brasília Alvorada (meeting venue) • Brasília Palace Hotel Except for delegates whose travel arrangements are managed by UNAIDS, all other participants are responsible for booking and confirming their accommodation directly through the respective hotel reservation links provided. - Staying at either the Royal Tulip Brasília Alvorada or the nearby Brasília Palace Hotel would offer a convenient access to the meeting venue, ensuring timely participation in plenary and drafting sessions, as well as ease of coordination for other scheduled activities. - Reservations will be confirmed directly by the hotels on a first-come, first-served basis; participants are therefore strongly encouraged to secure their rooms as early as possible. - During Indico registration, participants are kindly requested to indicate in which hotel they will be staying to facilitate logistical coordination and planning. - Lunch will be provided for all meeting participants at the Royal Tulip Brasília Alvorada on the official PCB meeting days (16-18 December 2025). Participants with special dietary requirements are kindly requested to indicate these on the Indico registration page.

DETAILS

Royal Tulip & Brasilia Palace

Royal Tulip Brasília Alvorada (meeting venue)

The Royal Tulip Brasília Alvorada will host the 57th PCB meeting. UNAIDS has secured negotiated rates for single and double rooms as outlined below. *Participants are also welcome to explore other booking platforms, where more competitive rates may be available.*

- Rates:** The rates listed in the attached table are guaranteed for reservations made by Friday, 28 November 2025, subject to availability. After this date, rates may vary.
- Payment:** Full prepayment is required and is non-refundable. Accepted methods: credit card, Pix, or bank transfer.
- Reservations:** Bookings may be made by email at df.reservas@goldentulip.com.br , using the reservation code “UNAIDS PCB 2025”.
- Early Check-In / Late Check-Out:** Subject to availability and must be requested at the time of booking. The cost for each is 50% of the daily rate. Early check-in starts at 8:00 AM; Late check-out is available until 6:00 PM.
- Inclusions:** Accommodation, breakfast and taxes. Lunch will be provided by the PCB Chair delegation.

Room Type	# Rooms	Royal Tulip Rates		Taxes and fees	Total Price	
Standard Single	15	BRL 1’050.00	USD 195.02	10% + 3%	BRL 1’189.65	USD 220.96
Standard Double	40	BRL 1’115.00	USD 207.10	10% + 3%	BRL 1’263.29	USD 234.64
Superior Single	55	BRL 1’124.00	USD 208.77	10% + 3%	BRL 1’273.49	USD 236.53
Premium Single	5	BRL 1’218.00	USD 226.23	10% + 3%	BRL 1’379.99	USD 256.31

Brasília Palace

Located within very short walking distance from the Royal Tulip, the Brasília Palace Hotel offers an alternative accommodation option at the following negotiated rates.

- Rates:** UN agreement rates are guaranteed for bookings made until 17 November 2025, subject to availability. After this date, rates may vary.
- Payment:** Prepayment is required and can be made via credit card, Pix, or bank transfer. Non-refundable.
- Reservations:** All bookings must be made via email to reservaspalace@plazabrasilia.com.br, using the reservation code “UNAIDS PCB 2025”.
- Inclusions:** Accommodation, breakfast and taxes. Lunch will be provided by the PCB Chair delegation at the Royal Tulip Alvarado Hotel.

Room Type	# Rooms	Brasília Palace Rates	Taxes and fees	Total Price
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	Standard single	25	BRL 514.00	USD 95.47	10%	BRL 561.00	USD 104.20
	Standard double	25	BRL 568.00	USD 105.50	10%	BRL 617.10	USD 114.62
	Superior single	50	BRL 546.00	USD 101.41	10%	BRL 600.60	USD 111.55
	Superior double	10	BRL 601.00	USD 111.63	10%	BRL 661.10	USD 122.79
Accommodation possibilities	Participants may choose alternative accommodation.						
	Kindly note that the United Nations Department of Safety and Security (UNDSS) recommends all hotels with four or above stars in Brasilia, Brazil.						
Arrival at Royal Tulip	A registration desk will be available in the hotel lobby on Monday, 15 December, and Tuesday, 16 December 2025, from 08:00 local time. Participants may collect their meeting badges and any additional information materials at that time. The badge will serve as your access pass for the full duration of the meeting. Participants are encouraged to arrive early to allow sufficient time for registration before the start of the sessions.						
Catering services	A coffee break and lunch will be provided daily for all delegates at the Royal Tulip Brasília Alvorada Hotel during the three meeting days (16–18 December 2025). An extended coffee break will be arranged for drafting group members prior to their sessions. In addition, coffee, tea, and water will be available throughout the day in front of the plenary room for all participants. A PCB reception dinner will take place on Tuesday, 16 December 2025 at the Royal Tulip Brasília Alvorada. Delegates who indicated in-person participation will receive further						

	details closer to the meeting date. Dietary restrictions communicated to the UNAIDS Secretariat will be shared with the hotel to ensure a variety of catering options are available.
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VISA/ETA APPLICATION PROCEDURES	
Check your nationality's visa regime	The entry requirements for Brazil depend on the delegate's nationality and travel purpose (e.g., tourism, business, conference). For most participants travelling for the meeting, the relevant category is short-term stay for business/conference purposes (no paid employment in Brazil). The official portal of the Ministry of Foreign Affairs of Brazil (MRE) lists "Visitor Visas (VIVIS)" — valid for stays up to 90 days for business or conference purposes — but visa exemption may apply for certain nation visa issuing. It is therefore essential that each delegate checks directly with their national visa issuing authority or the nearest Brazilian consulate/embassy to confirm whether a visa is required. • Visa — Ministério das Relações Exteriores • VISA EXEMPTION — Ministério das Relações Exteriores
E-Visa (online visa) option	Brazil offers an electronic visa ("e-Visa") mechanism for certain nationalities (citizens of Australia, Canada and the United States). Applicants whose nationality is eligible may apply online without visiting a consulate, for stays of up to 90 days. Serviços e Informações do Brasil+2 The e-Visa portal is: https://brazil.vfsevisa.com Delegates who believe they are eligible for the e-Visa are encouraged to submit their application as soon as their travel is confirmed, to allow for processing time.
Recommended action for delegates	- Check the visa requirement for your nationality as soon as possible. - If a visa is required, initiate the application promptly (some nationalities may apply online, others may need consular appointment). - A visa support letter can be requested through the 57th PCB Indico registration platform. http://pcbregistration.unaids.org - Save all relevant documentation (visa confirmation, entry/exit form, proof of registration for the meeting) and carry printed/soft copies. - Ensure your passport is valid for the duration of stay (and ideally for some months beyond). - You may be asked for evidence of return or onward travel, accommodation bookings, or sufficient financial means for your stay — typical for conference/business travel. - Serviços e Informações do Brasil+1 - Notify pcbgovernance@unaids.org if you anticipate any special circumstances (e.g. accompanying persons, visa delays).

Useful official links	Brazil e-Visa portal: https://brazil.vfsevisa.com Serviços e Informações do Brasil+1 Ministry of Foreign Affairs (Visa section): https://www.gov.br/mre/pt-br/consulado-miami/information-about-visas-in-english/electronic-visitor-visa-e-visa Serviços e Informações do Brasil+1 For other nationalities or non-online visa types: https://formulario-mre.serpro.gov.br/ (consular services portal) formulario-mre.serpro.gov.br
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TRAVEL ARRANGED BY UNAIDS	
Travel arrangements	In accordance with the PCB Modus Operandi, UNAIDS will cover the travel costs and per diem for PCB Members (but not Observers) in connection with the attendance at this meeting for: - (1) one representative from each developing country. - (1) one from each country with an economy in transition; <i>and</i> - (1) one representative from each of the nongovernmental organizations represented on the Board. In accordance with paragraph 21 of the PCB Modus Operandi — which provides that “funds shall be made available to cover the travel and per diem costs for one representative from each developing country, country with an economy in transition, and each of the five non-governmental organizations on the PCB” — the severe funding constraints that have necessitated adjustments to interpretation services, the Secretariat would need to prioritize available funds for travel support to PCB Member States in the lowest income categories. To ensure cost-effectiveness, the Secretariat will only be able to fund travel for eligible delegates whose details are received by the deadline of Friday, 7 November 2025.
Note	When commencing travel arrangements, travelers should keep in mind that the PCB will be preceded by a PCB field visit, which will take place in the afternoon of Monday, 15 December 2025.
Travel to Brasilia	The international airport in Brasilia is Brasília–President Juscelino Kubitschek International Airport (BSB). All international and domestic flights to and from Brasilia will arrive and depart from this airport. Participants who wish to travel domestically within Brazil can take flights from BSB. Brasília–President Juscelino Kubitschek International Airport provides services for both international and domestic flights, with numerous daily connections to major destinations within the country.
Airport pick-up and drop-off	Taxis and ride-sharing services such as Uber and 99 are widely available and considered safe and reliable in Brasília. While public buses operate between the airport and city centre, they may be less convenient for visitors unfamiliar with the routes. In line with UNDSS Brazil guidance, participants are advised to use Uber Comfort from

the designated pick-up point at Brasília International Airport (BSB) for transfers between the airport and their hotel. This option provides an added level of comfort and safety, particularly for first-time visitors.

The average fare between Brasília International Airport and the Royal Tulip Brasília Alvorada or Brasília Palace Hotel ranges from BRL 25–50 (approximately USD 4–9), depending on traffic and time of day.



Image: Uber pick-up and drop-off point at BSB Airport



Image: Example Uber app screenshot showing available ride options based on preferences

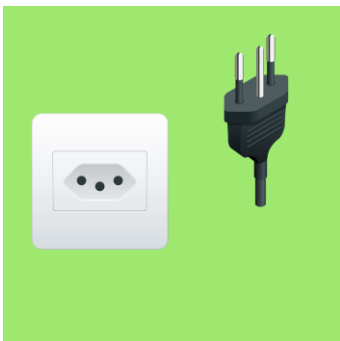
SECURITY AND HEALTH MEASURES

Security information & advisory

- The United Nations Department of Safety and Security (UNDSS) in Brazil is working in close coordination with national and local authorities in Brasília to ensure the highest level of safety and security for all delegates attending the 57th PCB meeting.
- A comprehensive **Security Advisory Note and/or briefing recording** will be shared with in-person participants to complement the logistics note and provide detailed guidance on

	local conditions, venue access, and personal safety measures. • A security briefing will also be organized closer to the meeting date for all in-person participants, offering an opportunity to address any specific questions related to travel, accommodation, or movement within Brasília. • The security note will remain a living document, and any relevant updates will be communicated to participants as the meeting approaches to ensure the most up-to-date information is available.
Health measures	• Delegates are advised to consult their medical providers well in advance of travel regarding immunization and vaccination requirements for Brazil. The World Health Organization (WHO) recommends that travelers to Brazil be vaccinated against yellow fever and carry an up-to-date International Certificate of Vaccination (yellow card). • For detailed information on vaccination requirements and other health-related recommendations, please consult: • WHO country information: https://www.who.int/countries/bra • WHO International Travel and Health: https://www.who.int/travel-advice • Delegates are encouraged to bring personal protective equipment such as masks, hand sanitizers, and other hygiene items according to their individual preferences. • In case of illness or medical need during the meeting, onsite medical personnel will be available to provide basic first aid. Nearby hospitals and medical facilities in Brasília—such as Hospital Sírio-Libanês Brasília and Hospital DF Star—can be consulted if needed. • More details available in Annex 1.

LOCAL INFORMATION	
Communication equipment, mobile phone networks, internet	To purchase a physical SIM card in Brazil, customers are required to present a CPF (Cadastro de Pessoas Físicas)—the national identification number issued to Brazilian citizens and residents. As most international visitors do not hold a CPF, delegates are advised to either use international roaming plans from their home mobile providers or purchase an eSIM before or upon arrival in Brazil, provided their devices are compatible. Major mobile service providers in Brazil include Vivo, TIM, and Claro, all offering extensive 4G and 5G coverage throughout Brasília. For delegates opting for eSIM solutions, several reputable providers operate in Brazil: • Holafly offers an unlimited data eSIM plan starting at approximately USD 30 for seven days. More information is available at: https://www.holafly.com. • Airalo provides a range of eSIM data plans, from approximately USD 5 to 40, depending on data volume and duration. Details can be found at: https://www.airalo.com. These options allow delegates to stay connected without the need for local registration or documentation.

	Both the Royal Tulip Brasília Alvorada and the Brasília Palace Hotel offer complimentary high-speed Wi-Fi throughout guest rooms, common areas, and meeting facilities, ensuring participants remain connected throughout their stay.
Electricity supply	Brazil operates on a standard voltage of 127V or 220V (depending on the region) with a frequency of 60Hz. The plug types commonly used are Type C (two round pins) and Type N (three round pins). Most modern devices with two round prongs are compatible with both socket types. Delegates are advised to bring a universal travel adapter to ensure compatibility with local outlets.  <i>Image: Example of plug types C and N used in Brazil</i>
Weather and clothing	December in Brasília is typically warm and humid, marking the height of the rainy season. Daily temperatures usually range from 18°C (64°F) in the early morning to around 27°C (81°F) during the day. Participants can expect frequent afternoon showers and occasional thunderstorms, and are advised to bring light clothing along with a rain jacket or umbrella. For up-to-date weather information, please consult the official website of the Instituto Nacional de Meteorologia (INMET): https://www.gov.br/inmet
Currency	The currency unit in Brazil is Brazilian Real (BRL).
Time zone	Brasília operates on Brasília Time (BRT), which is UTC-3. Time indications in the meeting program will follow BRT (UTC-3).

CONTACTS	
	• Registration: PCBRegistration@unaids.org • ZOOM / IT: PCBITSupport@unaids.org • Written statements, other questions including overall logistics: PCBGovernance@unaids.org

ANNEX 1 - USEFUL NUMBERS

BRASILIA RELEVANT (EMERGENCY) NUMBERS	
Police	190
Ambulance	192
Fire	193
UNAIDS Governance – Saliha Bayrakceken (logistics)	+41 79 476 70 67
UNAIDS Governance – Morten Ussing	+41 79 500 65 45
UNAIDS Country Office Brazil – Andrea Boccardi	+51 61 986 71 20 35
UNAIDS Country Office Brazil – Julia Desvignes(logistics)	+55 61 991 61 75 10
UNAIDS Country Office Brazil – Daniela Dantas (logistique)	+55 61 991 61 24 95
UNDSS Brazil - José Madureira	+55 61 981 53 89 27
Hospitals	• DF Star (Hospital) - +55 61 3251 3100 / SGAS 914, Conjunto H, lote 64-A e 65-A • Hospital do Coração do Brasil - +55 61 3213 4000 / SHLS 716, Conjunto G, Lote 6, Asa Sul • Hospital Santa Helena - +55 61 3261 3000 - SHLN 516 Conjunto D, Asa Norte • Hospital Santa Luzia - +55 61 3445 6000 / SHLS 716, Conjunto E, Lote 05, Asa Sul

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