



**SIXTH MINISTERIAL CONFERENCE ON THE INFORMATION SOCIETY IN  
LATIN AMERICA AND THE CARIBBEAN**

**Cartagena de Indias (Colombia), 18-20 April 2018**

**GENERAL INFORMATION**

## **PRESENTATION**

The sixth Ministerial Conference on the Information Society in Latin America and the Caribbean will be held in Cartagena de Indias (Colombia), from 18 to 20 April 2018.

This document is intended to provide delegates with useful information to facilitate their work at the Conference.

The meeting coordinators will be available to answer any questions concerning logistical or organizational matters that delegates may have before or during the meeting.

### **1. General information on Cartagena de Indias**

Cartagena de Indias is the capital of the Bolívar department (Colombia). It was founded on 1 June 1533 by Pedro de Heredia. The government declared Cartagena a tourism and cultural district in 1991. The city is located on the shore of the Caribbean Sea.

Since it was founded in the sixteenth century and throughout the Spanish colonial era, Cartagena de Indias was one of the most important ports in the Americas. Most of the city's artistic and cultural heritage dates from this period. Cartagena declared its independence from Spain on 11 November 1811. This date is a national holiday in Colombia and the independence celebrations, the "Fiestas de Independencia", in the city last four days.

Cartagena has long been associated with the history of pirates. During the colonial era the city was repeatedly attacked by pirates from Europe, as its location made it vulnerable to raids. As a result, it became the most heavily defended city in South America and the Caribbean, in fact it was almost as fortified as the whole Gulf of Mexico at the time. Its colonial architecture is now being preserved.

Over time, Cartagena has developed its urban area, by preserving the historic centre, and has become one of the most important ports of Colombia, the Caribbean and the world, as well as a famous tourist destination. Today, the city has a total population of 971,700 inhabitants, making it the fifth most populous municipality in the country. Its historic centre, the walled city, was declared National Heritage of Colombia in 1959 and a World Heritage Site by the United Nations Educational, Scientific and Cultural Organization (UNESCO) in 1984. In 2007, its military architecture was chosen by the public as the fourth wonder of Colombia.

#### **Climate**

Cartagena de Indias has a humid tropical climate and an average temperature of 29°C. Relative humidity in the city is 90%, and the rainy season typically lasts from April-May to October-November. Although the city tends to have hot temperatures year-round, there is a sea breeze that makes the climate agreeable.

The temperature in the city ranges from 30°C to 33°C.

The weather forecast for the days of the event can be consulted at the following link: <https://www.accuweather.com/en/co/cartagena/107563/month/107563?monyr=4/01/2018>

## Useful information

<b>LOCAL CURRENCY</b>	The official currency of Colombia is the Colombian peso (Col\$) The exchange rate is approximately US\$ 1 = Col\$ 2,895; 1 euro = Col\$ 3,451.
<b>LOCAL TIME</b>	GMT -1 hour.
<b>ELECTRICITY</b>	In Colombia, the standard voltage is 110 V. The frequency is 60 Hz. Power sockets and plugs are of type A and B.
<b>WATER</b>	Visitors are advised to drink bottled mineral water, since tap water, although drinkable, can upset the balance of bacterial flora.
<b>TIPPING</b>	Tips are not included in hotel or restaurant bills. It is customary to leave a tip of between 10% and 15% of the total bill.
<b>SECURITY</b>	As in all big cities, it is advisable to avoid wearing expensive jewellery and to be careful with handbags and briefcases.

## 2. Meeting venue

The sixth Ministerial Conference on the Information Society in Latin America and the Caribbean will be held in the Convention Centre of the Hotel Las Américas in Cartagena de Indias.

### Hotel Las Américas, Cartagena de Indias

Address: Anillo Vial  
Sector Cielo Mar  
Tel.: (+57 5) 6567219  
<http://www.hotellasamericas.com.co/>

## 3. Meeting coordination

The Conference is being organized by the Economic Commission for Latin America and the Caribbean (ECLAC) and the Government of Colombia, through the Ministry of Information and Communications Technologies (MINTIC).

Questions on substantive and logistical matters relating to the meeting may be addressed to the following staff at ECLAC:

Mario Castillo (+56) 2 2210 2286 <a href="mailto:mario.castillo@cepal.org">mario.castillo@cepal.org</a>	Chief of the Innovation and New Technologies Unit Division of Production, Productivity and Management
Luis Fidel Yáñez (+56) 2 2210 2275 <a href="mailto:luis.yanez@cepal.org">luis.yanez@cepal.org</a>	Officer-in-Charge of the Office of the Secretary of the Commission
Guillermo Acuña (+56) 2 2210 2488 <a href="mailto:guillermo.acuna@cepal.org">guillermo.acuna@cepal.org</a>	Legal Advisor and Chief of Protocol Office of the Secretary of the Commission
María Eugenia Johnson (+56) 2 2210 2667 <a href="mailto:mariaeugenia.johnson@cepal.org">mariaeugenia.johnson@cepal.org</a>	Supervisor, Conference Services Unit ( <i>Logistical matters</i> )

Paula Warnken (+56) 2 2210 2651 <a href="mailto:paula.warnken@cepal.org">paula.warnken@cepal.org</a>	Protocol Assistant Office of the Secretary of the Commission
Claudia Guerrero (+56) 2 2210 2024 <a href="mailto:claudia.guerrero@cepal.org">claudia.guerrero@cepal.org</a>	(for questions on operational aspects) Division of Production, Productivity and Management

#### 4. Hotel reservations

The ECLAC Conference Services Unit has reserved a limited number of rooms at special rates in the following hotels:

- **Hotel Las Américas Casa de Playa**

Anillo Vial  
Sector Cielo Mar  
<http://www.hotellasamericas.com.co/>

Single room: US\$ 131\*  
Double room: US\$ 150\*

\* Rates include breakfast and Internet access.

- **Hotel Las Américas Torre del Mar**

Anillo Vial  
Sector Cielo Mar  
<http://www.hotellasamericas.com.co/>

Single room: US\$ 158\*  
Double room: US\$ 177\*

\* Rates include breakfast and Internet access.

**Hotel Holiday Inn Cartagena Morros**

Anillo Vial, Cra. 9 N° 34-166  
La Boquilla  
<https://www.ihg.com/holidayinn/hotels/us/en/cartagena-de-indias>

Single room: US\$ 110\*  
Double room: US\$ 110\*

Rates do not include VAT of 19%. Non-resident visitors are exempt from this tax if they show the entry stamp in their passport when they check in. Rates do include breakfast and unlimited Internet access.

Reservations should be made directly with the hotel by **2 April 2018**. After that date, the hotels reserve the right to change their prices and cannot guarantee room availability.

For reservations:

**Hotel Las Américas Casa de Playa and Hotel Las Américas Torres del Mar**, kindly use this direct link <https://reservas.hotellasamericas.com.co/grupos/?la=ES&codigo=1622> or the code 1622 in the following website [www.hotellasamericas.com.co](http://www.hotellasamericas.com.co)

**Hotel Holiday Inn**, kindly send **the form on page 8** to [reservations.ctghi@ihg.com](mailto:reservations.ctghi@ihg.com) with copy to [sandra.silgado@ihg.com](mailto:sandra.silgado@ihg.com) or use the following link [https://www.ihg.com/holidayinn/hotels/us/es/cartagena-de-indias/ctghi/hoteldetail/hotel-reviews?qAdlt=1&qBrs=6c.hi.ex.rs.ic.cp.in.sb.cw.cv.ul.vn.ki.sp.nd.ct&qChld=0&qFRA=1&qGRM=0&qGrpCd=CEP&qlta=99801505&qPSt=0&qRRSrt=rt&qRef=df&qRms=1&qRpn=1&qRpp=20&qSHp=1&qSmP=3&qSrt=sBR&qWch=0&srb\\_u=1&icdv=99801505&setPMCookies=true](https://www.ihg.com/holidayinn/hotels/us/es/cartagena-de-indias/ctghi/hoteldetail/hotel-reviews?qAdlt=1&qBrs=6c.hi.ex.rs.ic.cp.in.sb.cw.cv.ul.vn.ki.sp.nd.ct&qChld=0&qFRA=1&qGRM=0&qGrpCd=CEP&qlta=99801505&qPSt=0&qRRSrt=rt&qRef=df&qRms=1&qRpn=1&qRpp=20&qSHp=1&qSmP=3&qSrt=sBR&qWch=0&srb_u=1&icdv=99801505&setPMCookies=true)

Delegates are responsible for their own reservations. It is advisable to check that the hotel has processed your request and to ask for a reservation number or confirmation code.

The hotel requires a credit card number to hold a reservation. Hotels in Colombia apply a no-show policy, whereby reservations may be cancelled up to 48 hours prior to arrival; otherwise, cardholders will be charged for the first night. All delegates must settle their own hotel bill at the end of their stay.

## 5. Entry requirements for Colombia

With the exception of Haiti, nationals of most countries in the Americas do not require a visa to enter Colombia. Visitors should have a passport with at least six months of validity. Visitors who have a permit to stay in Colombia should check that their visa or entry stamp is valid.

## 6. Local transport

Transport between the Rafael Núñez airport and Hotel Las Américas (meeting venue) will be provided by the Ministry of Information and Communication Technologies. Conference participants who stay in other accommodation are advised to use official taxi services at the airport. The average fare from the airport is US\$ 7, or approximately Col\$ 20,000. Ministry staff will be at the airport, carrying identification, to facilitate various arrival procedures.

Should you need a taxi, it is recommended that you use the taxis waiting outside hotels, which charge reasonable rates.

## 7. Online registration and participant registration

From Monday, 26 February 2018, an online registration system will be available on the ECLAC website ([www.cepal.org/elac](http://www.cepal.org/elac)).

Registration of participants will take place in the lobby of the **Nueva Granada room** of the Conference Centre of the Hotel Las Américas de Cartagena, from 8 a.m. on Wednesday, 18 April. Participants will be issued with identification badges, which, for security purposes, must be shown at all meetings.

For any questions on registration, please contact Paula Warnken ([paula.warnken@cepal.org](mailto:paula.warnken@cepal.org), (+56) 2 2210 2651) or Claudia Guerrero ([claudia.guerrero@cepal.org](mailto:claudia.guerrero@cepal.org), (+56) 2 2210 2024).

Registering through the online system does not exempt delegations from the requirement to provide official notification to the Office of the Secretary of the Commission of the name of the head of delegation and all accompanying members.

### **8. Opening session**

The opening session of the meeting will start at 10 a.m. on Wednesday, 18 April, in the **Nueva Granada room** of the Hotel Las Américas.

### **9. Communications**

A room with computers and an Internet connection will be available for delegates at the conference venue.

#### **10. Internet**

A wireless Internet connection (Wi-Fi) will be available in the offices provided for the meeting and in the conference rooms.

#### **11. Languages**

The official language of the Conference will be Spanish. Simultaneous interpretation into English will be provided.

#### **12. Documents**

As the Conference documents become available, they will be accessible on the website [www.cepal.org/elac](http://www.cepal.org/elac).

#### **13. Medical services**

The Government of Colombia will provide first aid services in case emergency medical assistance is required at the Conference venue.

Emergency telephone numbers are:

**Red Cross:** 132

**Health services:** 124

**Ambulance:** 667 5240

**Police:** 112

**Fire services:** 663 0042-663 0106 PBX 119

#### **14. International press centre**

To facilitate press coverage of the sixth Ministerial Conference on the Information Society in Latin America and the Caribbean, an international press centre will be set up in an office close to the conference rooms. Journalists wishing to cover the Conference must register online beforehand at [www.cepal.org/elac](http://www.cepal.org/elac) and obtain accreditation from the press centre, which will be open daily from 8 a.m.

The centre will have an information and documentation office and cubicles and work spaces for accredited journalists and media representatives.

Questions relating to media coverage of the Conference should be addressed to Guido Camú, Chief of the ECLAC Public Information Unit (email: [guido.camu@cepal.org](mailto:guido.camu@cepal.org), telephone: (+56) 2 2210 2440).