

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

Mexico City, 5-7 August 2015

GENERAL INFORMATION

INTRODUCTION

The fifth Ministerial Conference on the Information Society in Latin America and the Caribbean will be held in Mexico City from 5 to 7 August 2015.

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

The Conference coordinators will be available to answer any questions concerning logistical or organizational matters that you may wish to ask before or during the event.

1. General information on Mexico City

Mexico City is located at an altitude of 2,239 metres in the Valley of Mexico, a large basin in the central Mexican plateau. It covers a total area of 1,485 square kilometres and is divided into 16 boroughs (*delegaciones*).

According to the federal and state governments, the population of Mexico City is approximately 8.8 million people. The population of the entire greater Mexico City urban area exceeds 21 million people, making it the third largest conurbation in the world—the biggest in the Americas—and the largest Spanish-speaking city anywhere in the world.

Climate

Mexico City has a temperate climate with moderate temperatures all year round. However, due to differences in altitude, some districts of the city have particular climatic conditions, for example, the areas of Sierra del Ajusco and Las Cruces are at a higher elevation than most of the city and therefore have a cooler climate, with higher rainfall and frost in winter.

The city's climate is pleasant for most of the year, with temperatures averaging around 21°C. The spring and summer months (May to September) are hottest, with afternoon temperatures of up to 29°C. The heaviest rainfall is in August and September.

Useful information

LOCAL CURRENCY	The national currency is the Mexican peso (\$). The exchange rate against the United States dollar fluctuates, but is usually between 13.00 and 13.50 pesos. The current exchange rate can be found here: www.banxico.org.mx/portal-mercado-cambiario/index.html
LOCAL TIME	Mexico City's time zone is UTC/GMT-6.
ELECTRICITY	127 volts, 60 hertz (similar to the United States), and wall sockets may be for two- or three-pin plugs. Visitors wishing to use devices not designed for use in North America should bring an adapter with a voltage transformer.
WATER	Drinking tap water is not recommended; visitors are advised to consume only boiled or bottled water.
VACCINATIONS	No vaccinations are required to enter Mexico.
SALES TAX AND TIPPING	Value added tax of 16% is levied on most products and services. In restaurants it is customary to leave a tip of between 10% and 15% of the total bill.

TAXIS	<p>For safety reasons, visitors are advised to use official taxis only. From the airport, to reduce the chances of overcharging, visitors are recommended to use one of the official taxi services, which charge a fixed rate by zone to be paid in advance at the company's desk in the arrivals area.</p> <p>Taxi drivers in Mexico do not expect tips, but if the driver helps passengers with luggage or provides any other kind of additional service, it is customary to give a tip of between 5 and 20 pesos.</p> <p>For travel within the city, the safest option is to use "radio taxis" or "taxis de sitio". The telephone numbers of three companies are given below: <u>Sitio 410</u>: 5545 7505 <u>Sitio 207</u>: 5580-1595, 5580-0245 METAX: 5563 7107 (radio taxis)</p> <p>Before getting into a taxi, ensure that the driver's official identification (which must have a photograph and an official seal) is on display and that the meter has been reset before your journey begins.</p> <p>If you still wish to hail a taxi on the street, make sure it is white with one gold and one red stripe, has four doors and a number plate beginning with the letter "A". Avoid using green taxis.</p> <p>Between 10 p.m. and 5 a.m. the price on the meter is increased by 20%.</p>														
SAFETY	<p>To protect tourists in Mexico City, local police patrol the main tourist attractions, hotels and restaurants. However, visitors are advised to take precautionary measures such as avoiding walking alone late at night and only using ATMs inside banks or shops.</p> <p>As in all big cities, for your own safety you are advised to refrain from wearing expensive jewellery and to be careful with your belongings.</p> <table border="1" data-bbox="415 1056 1461 1310"> <tr> <th colspan="2" data-bbox="415 1056 1461 1102">Emergency phone numbers (within Mexico City)</th> </tr> <tr> <td data-bbox="415 1102 609 1134">066</td> <td data-bbox="609 1102 1461 1134">Emergencies (Mexico City Department of Public Safety)</td> </tr> <tr> <td data-bbox="415 1134 609 1165">061</td> <td data-bbox="609 1134 1461 1165">Public Prosecutor's Office (to report a crime)</td> </tr> <tr> <td data-bbox="415 1165 609 1197">065</td> <td data-bbox="609 1165 1461 1197">Red Cross</td> </tr> <tr> <td data-bbox="415 1197 609 1228">068</td> <td data-bbox="609 1197 1461 1228">Fire department</td> </tr> <tr> <td data-bbox="415 1228 609 1260">5683-2222</td> <td data-bbox="609 1228 1461 1260">Civil Protection Agency</td> </tr> <tr> <td data-bbox="415 1260 609 1310">5658-1111</td> <td data-bbox="609 1260 1461 1310">LOCATEL</td> </tr> </table>	Emergency phone numbers (within Mexico City)		066	Emergencies (Mexico City Department of Public Safety)	061	Public Prosecutor's Office (to report a crime)	065	Red Cross	068	Fire department	5683-2222	Civil Protection Agency	5658-1111	LOCATEL
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HEALTH	<p>Mexico City stands at 2,239 metres above sea level, and visitors may experience some discomfort, such as shortness of breath, tiredness, headaches, insomnia or nausea, in their first few hours or first day in the city. To help with acclimatization, visitors are advised to drink plenty of liquid and to avoid alcoholic beverages and strenuous exercise.</p>														

2. Venue

The fifth Ministerial Conference on the Information Society in Latin America and the Caribbean will be held in the José María Morelos y Pavón room at the conference centre of the Ministry of Foreign Affairs (*Secretaría de Relaciones Exteriores*) of Mexico.

Secretaría de Relaciones Exteriores of Mexico

Address: Plaza Juárez # 20. Colonia Centro
Delegación Cuauhtémoc, México City

3. Conference coordination

The Conference is being organized by the Economic Commission for Latin America and the Caribbean (ECLAC) and the Government of Mexico, through the Ministry of Foreign Affairs.

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 mario.castillo@cepal.org	Chief, Innovation and New Technologies Unit, Division of Production, Productivity and Management
Luis Fidel Yáñez (+56) 2 2210 2275 luis.yanez@cepal.org	Officer in Charge, Office of the Secretary of the Commission
Guillermo Acuña (+56) 2 2210 2488 guillermo.acuna@cepal.org	Legal Advisor and Chief of Protocol, Office of the Secretary of the Commission
Paula Warnken (+56) 2 2210 2651 paula.warnken@cepal.org	Protocol Assistant, Office of the Secretary of the Commission
Verónica Galaz (for questions on operational aspects) (+56) 2 2210 2239 veronica.galaz@cepal.org	Assistant, Division of Production, Productivity and Management

4. Hotel reservations

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

- **Hilton Mexico City Reforma (5*)**
Av. Juárez 70, Colonia Centro
www.hiltonmexicocity.com

Single room: US\$ **179**
Double room: US\$ **201**

For reservations, contact:

Lourdes Rodríguez, Government Sales
lourdes.rodriquez@hilton.com
MEXRF_Reservaciones@hilton.com
Tel.: (52 55) 5130 5248

- **Hotel Fiesta Inn Centro Histórico (4*)**
Av. Juárez 76, Colonia Centro
www.fiestainn.com

Single/double room US\$ **91** (1,350 Mexican pesos)

For reservations, contact:

Jorge Flores, Sales Executive

E-mail: ventasficen@posada.com

Tel.: (52 55) 5130 2907

These rates include taxes, buffet breakfast, free access to the fitness centre and Internet in the room.

Reservations should be made directly with the hotel **by 15 July 2015 using the form attached on page 10 of this document**. After this date, the hotel cannot guarantee the special rate or the availability of rooms. To be eligible for the special rate, when making the reservation please inform the hotel that you are attending the fifth Ministerial Conference on the Information Society in Latin America and the Caribbean.

Delegates are responsible for making their own reservations and are advised to make sure that their reservation has been processed by the hotel and to request a confirmation number or code.

A credit card number is required to make the reservation. Hotels in Mexico apply a "no show" policy: cardholders may cancel reservations up to 48 hours before they are due to check in, failing which they 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 Mexico

To enter Mexico, participants must complete all immigration procedures. All foreign citizens must be in possession of a valid passport.

Please be advised that Mexico will not issue visas at ports of entry under any circumstances.

Visa-free entry

Non-Mexican nationals in possession of a passport and one of the following documents do not require a Mexican visa:

- I. A valid multiple-entry visa for the United States.
- II. A document certifying permanent residence in Canada, the United States, Japan, the United Kingdom, or any of the countries of the Schengen area.
- III. An Asia-Pacific Economic Cooperation (APEC) business travel card approved by Mexico.

Foreign visitors to Mexico may be asked for the following upon entry by immigration officials

- I. Valid passport or identification document.
- II. Personal information requested by immigration authorities.
- III. Justification for travel. This information must be in line with the visa issued, if applicable. If travelling as a tourist, accreditation of economic solvency and a hotel reservation (preferably paid) will be required. You may be called on to provide proof of place of residence or origin.
- IV. Address and period of stay in Mexico. You must present a return ticket to the country of origin and prove that hotel reservations correspond with the period of stay.

- V. Information on the activities to be carried out in Mexico and those undertaken in the country of origin.
- VI. Proof of economic solvency for the period of stay in Mexico. It is strongly recommended that you hold an international credit card.

You must retain the migration form that the immigration officer stamps then hands you upon entry to Mexico as it must be submitted upon your departure.

Holders of diplomatic, official or service passports

To verify if you require visa on your national passport to enter Mexico, please go to the following link: <http://serviciosconsulares.sre.gob.mx/images/stories/dgsc/pdf/regnoordinario.pdf>

If you do require a visa, please contact your nearest Mexican Consulate.

Ordinary passport holders

To verify if you require visa on your national passport to enter Mexico, please go to the following link: <http://serviciosconsulares.sre.gob.mx/images/stories/dgsc/pdf/visasordinarios.pdf>

Requirements for applications for a visitor's visa without permission to engage in paid activities

To obtain a Mexican visa in your ordinary passport you must present the following:

- I. Original and copy of valid passport or identification document.
- II. One colour passport-size photo, at least 32 mm x 26 mm and at most 39 mm x 31 mm in size, displaying your face, without glasses, against a white background.
- III. Original and copy of documents proving legal residence, if the applicant is not a national of the country where the visa is requested.
- IV. The following documents, as applicable, in order to certify that the foreign visitor will not engage in paid activities while in Mexico:
 - A. Evidence of ties:
 1. Originals and copies of duly registered property deeds under the name of the applicant with at least two years of ownership and proof of stable employment with at least two years of service, or
 2. Originals and copies of duly registered property deeds under the name of the applicant with at least two years of ownership and a document attesting the ownership of or a stake in businesses issued by the relevant authorities of the respective country, with a minimum standing of two years.
 - B. Economic solvency:
 1. Originals and copies of documents attesting that the applicant has received a salary or pension providing monthly after-tax income of at least the equivalent of 100 days of the general minimum wage in force in Mexico City for the past three months and proof of stable employment with at least one year of service, or
 2. Originals and copies of documents attesting that the applicant has held investments or bank accounts with an average monthly balance equivalent to

300 days of the general minimum wage in force in Mexico City for the past three months.

- C. Invitation from an organization or public or private institution:
1. Original letter from an organization or public or private institution inviting the applicant to participate in an event or unpaid activity in Mexico. The letter must contain the following information:
 - (a) Full name and nationality of the applicant.
 - (b) Name or trade name of the organization.
 - (c) Official registration number, if applicable.
 - (d) Activity or objective of the organization or institution.
 - (e) Full address and contact information of the organization or institution.
 - (f) Information on the event or activity in which the applicant will participate. The activity to be carried out by the applicant must be related to the objectives of the organization or institution issuing the invitation.
 - (g) Estimated duration or approximate date of conclusion of the activity to be carried out.
 - (h) A commitment to assume responsibility for the applicant's subsistence during his or her stay in Mexico and for his or her return journey to the country of origin or residence.
 - (i) Copy of official identification document, with signature and photograph, of the signatory to the letter of responsibility.
 2. To prove that the organization or public or private institution has sufficient financial resources to fulfil the commitment referred to in point 1(h) it must furnish originals and copies of documents attesting that it has held investments or bank accounts with an average balance of at least the equivalent of 1,000 days of the general minimum wage in force in Mexico City for the past 12 months.
 3. The applicant must furnish originals and copies of documents attesting that he or she has the experience, expertise, skills or knowledge necessary to carry out the activity covered by the invitation.
- D. Participation in an event promoted or sponsored by the federal government or an autonomous constitutional body:
1. Original letter from the federal government department or autonomous constitutional body inviting the applicant to participate in an event organized in accordance with an international commitment undertaken by the Government of Mexico. The letter must contain the following information:
 - (a) Full name of the applicant.
 - (b) Nationality.
 - (c) Name of the federal government department or the autonomous constitutional body.
 - (d) Information on the event in which the applicant will participate.
 - (e) Date and duration of the event.
 - (f) Signature and official title of the federal government official or staff member of the autonomous constitutional body responsible for coordinating the event.
 - (g) Original of the letter or note from the institution sending the applicant.

For further information, please contact the Mexican Consulate nearest you or where you wish to submit your application, which you can locate using the following links:

List of Mexican Embassies abroad:

<http://directorio.sre.gob.mx/index.php/embajadas-de-mexico-en-el-exterior>

List of Mexican Consulates abroad:

<http://directorio.sre.gob.mx/index.php/consulados-de-mexico-en-el-exterior>

List of embassies and consulates in Mexico:

<http://www.sre.gob.mx/index.php/representaciones/misiones-extranjeras-acreditadas-en-mexico>

6. Local transportation

Participants are responsible for their own transportation between the airport and the hotel.

7. Online and on-site registration of participants

From 16 June 2015, an online registration system will be available on the ECLAC website (<http://conferenciaelac.cepal.org>).

Registration of participants will take place in the lobby of the José María Morelos y Pavón room at the conference centre of the Ministry of Foreign Affairs (*Secretaría de Relaciones Exteriores*), from 3 p.m. on Tuesday, 4 August. Participants will be issued identification badges, which, for security reasons, must be shown at all meetings.

For any questions on the registration of participants, please contact Paula Warnken (paula.warnken@cepal.org, (+56) 2 2210 2651) or Verónica Galaz (veronica.galaz@cepal.org, (+56) 2 2210 2239).

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 Conference will begin at 11 a.m. on Wednesday, 5 August.

9. Communications

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

10. Internet

The offices and rooms set aside for the Conference will have wireless Internet access (Wi-Fi).

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 <http://conferenciaelac.cepal.org>.

13. Medical services

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

14. International press centre

In order to facilitate press coverage of the fifth 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 session must register online beforehand at <http://conferenciaelac.cepal.org> and obtain accreditation from the press centre, which will be open on a daily basis from 9 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 session should be addressed to María Amparo Lasso, Chief of the Public Information Unit of ECLAC (mariaamparo.lasso@cepal.org, (+56) 2 2210 2664).



UNITED NATIONS
FIFTH MINISTERIAL CONFERENCE ON THE INFORMATION SOCIETY IN LATIN AMERICA AND THE
CARIBBEAN

Mexico City, 5-7 August 2015

HOTEL RESERVATION REQUEST FORM

First name:		Last name:		
Head of delegation <input type="checkbox"/>		Delegate <input type="checkbox"/>	Observer <input type="checkbox"/>	Special guest <input type="checkbox"/>
Official title:				
Address:				
Organization:				
City:		Country:		
Telephone:	Fax:		E-mail:	

I hereby request a reservation at:

HILTON MEXICO CITY REFORMA (5*) <input type="checkbox"/> Av. Juárez 70, Colonia Centro Tel.: (52 55) 5130 5293 Standard single room <input type="checkbox"/> US\$ 179 (includes taxes, breakfast and Internet access) Standard double room <input type="checkbox"/> US\$ 201 (includes taxes, breakfast and Internet access) Group Code: GRCCEP Contact: Lourdes Rodríguez lourdes.rodriquez@hilton.com MEXRF_Reservaciones@hilton.com	FIESTA INN CENTRO HISTÓRICO (4*) <input type="checkbox"/> Av. Juárez 76, Colonia Centro Tel.: (52 55) 5130 2907 Standard single room <input type="checkbox"/> US\$ 91 (1,350 Mexican pesos) (includes taxes, breakfast and Internet access) Standard double room <input type="checkbox"/> US\$ 91 (1,350 Mexican pesos) (includes taxes, breakfast and Internet access) Group Code: G1064R Contact: Jorge Flores ventasficen@posadas.com	
Date of arrival:	Flight No.:	Time (approx):
Date of departure:	Flight No.:	Time (approx):

I authorize use of the following credit card to secure my reservation:

American Express <input type="checkbox"/>	MasterCard <input type="checkbox"/>	Visa <input type="checkbox"/>	Other <input type="checkbox"/>
Credit card No. and security code:			Expiration date:

To guarantee reservations, delegates are required to indicate their flight number and time and date of arrival in and departure from Mexico, as well as credit card details.