

Restricted distribution

SC-IOCARIBE-XIV/Inf. 1
Cartagena, March 2017
Original: English



**INTERGOVERNMENTAL OCEANOGRAPHIC COMMISSION
(of UNESCO)**

**FOURTEENTH INTERGOVERNMENTAL SESSION OF THE IOC SUB-
COMMISSION FOR THE CARIBBEAN AND ADJACENT REGIONS
(IOCARIBE)**

(Hotel Almirante Estelar, Cartagena de Indias, Colombia, 26 – 28 April, 2017)

INFORMATION AND GUIDELINES TO PARTICIPANTS



GENERAL FACILITIES

MEETING PLACE

The Meeting will be held at the kind invitation of the Government of Colombia, at the Hotel Almirante Estelar in Cartagena de Indias, Colombia.

ADDRESS:

HOTEL ALMIRANTE ESTELAR
Bocagrande, Avenida San Martin
Calle 6ª, Bocagrande
Cartagena de Indias, Colombia
Tel: (571) 7470333 Ext. 507
Cel: 3185176851

Contact Person for Reservations:
Ms. Andrea Carlos Cifuentes
Please refer to IOCARIBE Group
Tel: (571) 7470333 Ext. 507
E-mail: andreal.carlos@hotelalmirante.co

CONTACT PERSONS (Local Committee) IN CARTAGENA:

IOC (of UNESCO) Sub-commission for the Caribbean and Adjacent Regions

IOCARIBE

Cesar Toro and/or Patricia Wills, Bianis Palacios

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Oficina 405, Sector Torices, Cartagena de Indias

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Fax:+575 6640288

E-mail: c.toro@unesco.org;p.wills-velez@unesco.org;b.palacios@unesco.org

LODGING

A block of rooms has been reserved at the special discount rate for the Meeting at the Hotel Almirante Estelar. Rates Standard Colombian Pesos \$ 269.000 SGL, including breakfast.

Hotel Venue for the Meeting: **HOTEL ALMIRANTE ESTELAR.**

Please note that final accommodation bookings should be made as early as possible. When making reservations please refer to "IOCARIBE Group".

CURRENCY AND EXCHANGE RATE:

Colombian Pesos is the currency in Colombia. The approximate exchange rate is:

1 U.S. Dollar = \$ 2.800 Colombian Pesos app.

TRANSPORTATION

The local organizers have announced that transportation between the venue and the airport will be provided. Signs will be displayed to guide participants at the airport.

REGISTRATION

All participants are invited to register on Monday 26 April, since 08:00 hrs. in the Almirante Hotel.

Please note that the address to be given on the registration card should be a full postal address since this is what will appear in the List of Participants and the final version of the

Summary Report. Telephone, fax, and e-mail numbers are also required.

MEETING ROOMS

The Sub-Commission will meet in plenary. Ad hoc sessional groups will meet as required.

INTERPRETATION AND PROJECTION FACILITIES

The working languages of the SC-IOCARIBE-XIV Session will be English and Spanish with simultaneous interpretation.

MEETING HOURS

09:00 – 12:30 and 14:30 – 18:30, unless otherwise notified.

COFFE BREAKS

Coffee will be served daily at app. 10:30 and 16.00.

DISTRIBUTION OF UNOFFICIAL DOCUMENTS

Any other documentation that participants might wish to have distributed should be referred to the IOCARIBE (of IOC-UNESCO) Secretary prior to such distribution. It is regretted that no copying services can be provided by the Secretariat for the production of such documentation.

SUBMISSION OF DRAFT TEXTS FOR THE SUMMARY REPORT

Delegates, Rapporteurs or Assistant Secretaries wishing, or having been called upon, to submit draft texts (for the Draft Summary Report or Reports of Ad Hoc Sessional Groups), should give them to the Secretariat's office. Delegates and Representatives are kindly requested to submit the texts as early as possible for the summary report.

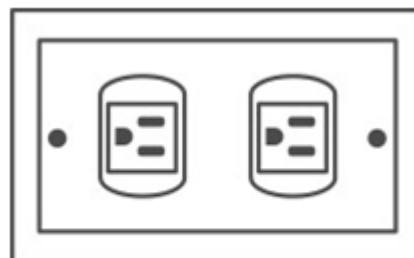
Participants bringing their own personal laptop computers to the meeting, please be informed that the Secretariat uses Microsoft Word. Therefore, all texts should be submitted in such a program.

GENERAL INFORMATION

Local transportation: Public transport in Cartagena is by buses and taxis. Local taxis usually average about US\$5 per ride.

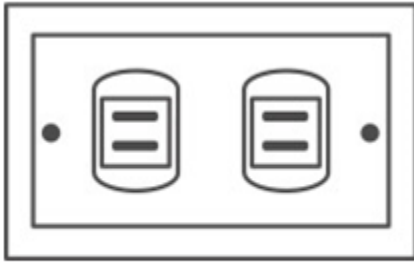
Tiping: Most restaurants and hotels add a 10 % service charge. It is advisable to look if it is included in their bills.

Electricity: Electricity voltage is 110 or 120



volts.

PLUG TYPE B
with two flat input pins



PLUG TYPE A
with two flat input pins

Weather: The climate is tropical and it has an average temperature of 28°C and a relative humidity of 90%. Normally has a rainy season between April-May and October-November, the presence of wind makes the climate pleasant.

Currency: currency in Colombia is peso. There are \$ 1,000, \$ 2,000, \$ 5,000, \$ 10,000, \$ 20,000 and \$50.00 and \$ 100.00 bills and \$50 \$ 100, \$ 200, \$ 500 and \$ 1,000 coins. Then you can convert other currencies.

Banking Hours: Banks are open Monday to Friday. Generally, in the commercial sector banking hour is from 9:00 a.m. to 3:00 p.m., but, at Malls banks are open from 10:00 am to 5:00 pm.

Measures and Electricity: In Colombia, the International Unit System (IUS), heir to the metric system, is used.

Restaurants: Restaurants, cafes, clubs and casinos at the historic center and Bocagrande, offer local's and tourist's menus and a variety of services, to meet the tastes and flavors of national and international visitors.

Entertainment & Events: Cartagena de Indias has many museums, monuments, streets, ramparts, colonial houses and various sites for the likes of all travelers.

Important Phone Numbers

COUNTRY CALLING CODE	+ 57
CARTAGENA AREA CODE	5
URGENT CARE	123
NATIONAL POLICE	123
AMBULANCE	123
FIRE BRIGADE	119
GAULA	165

For any further details on the session please contact the IOCARIBE Secretariat (attention Mr. Cesar Toro, c.toro@unesco.org copied to p.wills-velez@unesco.org and/or b.palacios@unesco.org