

**82nd REGULAR MEETING OF THE DIRECTING COUNCIL OF THE IIN**

**1927 – 80th Anniversary - 2007**

**26-27 July, 2007**

Cartagena de Indias, Colombia

**CD/doc. 03/07 rev.3**

**GENERAL INFORMATION**

**Place and Date**

The 82nd Regular Meeting of the Directing Council of the Inter-American Children's Institute will be held in the city of Cartagena, Colombia, on 26-27 July, 2007.

**Meeting Venue**

*Centro de Convenciones de Cartagena de Indias* (Convention Centre)

Getsemaní, Cra. 8

Phone: (57 5) 6643580

Fax: (57 5) 6600920

**Coordination**

The Meeting will be coordinated by:

**IIN Office**

Av. 8 de Octubre 2904

11600 Montevideo, Uruguay

Phone: (598-2) 487-2150

Fax: (598-2) 487-3242

E-mail: [direccionral@iinoea.org](mailto:direccionral@iinoea.org)

[sgagliardi@oas.org](mailto:sgagliardi@oas.org)

Web page: [www.iin.oea.org](http://www.iin.oea.org)

**Instituto Colombiano de Bienestar Familiar (ICBF)**

Av. Cra. 68 No. 64C - 75

Bogotá, Colombia

Phone: (57 1) 4377630 Ext. 1192 / 1193

Fax: (57 1) 4377630 Ext. 1195

E-mail: [juan.alba@icbf.gov.co](mailto:juan.alba@icbf.gov.co)

[Alba.velasquez@icbf.gov.co](mailto:Alba.velasquez@icbf.gov.co)

[Emma.deparado@icbf.gov.co](mailto:Emma.deparado@icbf.gov.co)

Web page: [www.icbf.gov.co](http://www.icbf.gov.co)

**Registration of participants**

The registration of duly accredited participants and guest observers will take place at the lobby of the Meeting venue as from 08:00 am on 26 July, 2007. Please kindly forward as soon as possible the attached Registration Form to the Meeting Coordination by fax or e-mail, as suitable (*Annex 1*).

**Requirements to enter the country**

Please kindly check this information at the Consulate or the Embassy of the Republic of Colombia in your country or through your travel agent.

There are no nationality-based restrictions to enter Colombia. A visa is required, except for nationals of the following countries staying 90 days at the most in Colombian territory for tourism purposes only: Argentina, Austria, Barbados, Belgium, Brazil, Canada, Costa Rica, Chile, Denmark, Ecuador, El Salvador, Spain, United States, Finland, France, United Kingdom, Guatemala, Italy, Japan, Liechtenstein, Luxembourg, Mexico, Norway, The Netherlands, Peru, Republic of Korea (South Korea), Federal Republic of Germany (including passports issued by the former Eastern Germany), Sweden, Switzerland, Trinidad and Tobago, Uruguay, Venezuela and foreign residents in Canada and the United States.

## **General information on the host country, Colombia**

The Republic of Colombia is located in the northern area of South America and is bounded by the Caribbean Sea to the north, by Venezuela and Brazil to the east, by Peru to the south, by the Pacific Ocean to the west, and by Panama to the northwest. It has an area of 1,141,748 square kilometres and a population of about 42,090,502 people (as per data of the 2005 census). The capital city is Bogota DC, site of the National Government and the Capital District Government, where important educational, cultural, and commercial centres can be found, as well as a huge hotel and restaurant variety.

### **Language**

Spanish is the official language. English is also spoken in the San Andres and Providencia islands. Simultaneous interpretation from Spanish into English and English into Spanish will be provided during the sessions of the Directing Council.

### **Religion**

The population is mostly Roman Catholic. However, facilities do exist in many cities, particularly in large ones, for practicing other religions.

### **Currency**

The Colombian peso is the official currency.

### **National Holiday**

20 July, Independence Day

### **Official time**

GMT -5 hours (standard/summer)

### **Power supply**

Electricity works on 110 volts, 60 cycles. Plugs are of the U.S. type, with two flat entry pins.

### **Immunization**

No vaccines are required for entering Colombia.

### **Airport duties**

Departure duty is US\$ 50 or its equivalent in Colombian pesos, to be paid at the airport.

### **Foreign currency**

Entry of local and foreign currency is unlimited and should be declared upon arrival. Foreign visitors have no restrictions for taking currency out of the country.

### **Telephone code**

The international telephone code for Colombia is (57).

## **Information on Cartagena de Indias, the place of the 82nd Meeting of the IIN Directing Council**

### **General information**

It is located north of Colombia by the Caribbean Sea. It has been declared as a historic heritage of mankind by UNESCO and is the major tourist centre of the Caribbean Colombian coast.

Cartagena de Indias was established in 1533 by Pedro de Heredia and has always been a historically and geographically privileged place. The largest rampart in the Americas was built around it to preserve the city against pirate attacks, supported by forts that protected against land and sea access. The *Villa Colonial* or *Ciudad Vieja* (ancient town) is full of magic, memories, and legends.

Cartagena de Indias is presently one of the cities with the greatest drive and growth rate and –most fortunately for its inhabitants– the most peaceful and pleasant in Colombia.

### **Weather**

Cartagena is three meters above the sea level and has an average temperature of 28°C which lowers slightly during the evening due to the breeze.

Annual rainfall amounts to 81,1 square centimetres and the relative humidity is 81 percent.

### **Clothing**

Light clothing, fresh and light fabrics, are recommended due to the average temperature in Cartagena.

Protocol does not require the use of tie during the Meeting or special ceremonies. Anyway, the Convention Centre counts on a permanent air-conditioned service.

### **Accommodations**

Each participant will afford all his/her accommodation expenses.

Please find attached hotel rates previously requested by the Coordination of the Meeting in order to facilitate reservations.

Advanced reservations are recommended through direct contact with the selected hotel.

To facilitate this procedure, please find attached a Reservation Form (*Annex 2*) where credit card information and signature are essential for confirmation. This Form should be directly sent by each participant to the selected hotel.

### **Lunch**

Please be informed that, as per confirmation of the Colombian Institute for Family Welfare (ICBF), the organization of the host country will kindly invite the participants to lunch on Thursday 26th and Friday 27th July. Lunch will be served at the Convention Centre where the sessions of the 82<sup>nd</sup> Regular Meeting of the Directing Council of the IIN will take place.

### **Tips**

They are not mandatory in Colombia and are subject to the client's will, ranking from 10 to 15 percent.

**Airport-downtown distance**

The Rafael Nuñez International Airport is located within the urban area of Cartagena de Indias, thus allowing for an easy access from anywhere in the city.

Taxi and bus services are available for city transfer at a price of about US\$ 6.00.- in the case of taxis.

Please be informed that the Colombian Institute for Family Welfare (ICBF) has confirmed that they will, together with the Ministry of Foreign Affairs of Colombian, welcome the Delegates at the Bogota and Cartagena airports.

Likewise, the organization of the host country will be responsible for transfers to your respective hotels on the 25th and 26th (in the morning), and from the hotels to the airport on the 27th (starting at noon) and the 28th.

**Foreign currency**

There are few restrictions for buying or selling foreign currency at the banks and foreign exchanges at the International Airport, commercial centres, or downtown. Likewise, goods or services may be paid in U.S. dollars at most of the largest hotels and stores.

Currency can be exchanged at any bank from Monday through Friday, from 08:00 am to 11:30 am and from 02:00 pm a 04:00 pm, except on Fridays where attention time is extended until 04:30 pm. Foreign exchanges have a more flexible timetable: Monday through Friday from 08:00 am to 12:00 noon and from 02:00 pm to 06:00 pm, and Saturday from 08:00 am to 12:00 noon. Currency can also be exchanged at hotels, at a somewhat lower rate.

The official exchange rate for one U.S. dollar currently ranges from 1.900 to 2.000 pesos.



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**Anexo I/Annex I**

**FORMULARIO DE INSCRIPCION / REGISTRATION FORM**

Agradecemos completar y entregar esta hoja de inscripción a la Secretaría de la Reunión a la brevedad posible, a fin de ser incluido en la Lista de Participantes y poder recibir oportunamente el Informe Final.

Please complete this registration form and return it to the Secretariat at your earliest convenience, in order to have your name included in the List of Participants and be able to receive the Final Report in due time.

**POR FAVOR ESCRIBA CON LETRA DE IMPRENTA / PLEASE PRINT**

Nombre  
Name

País/Organización  
Country/Organization

Calidad en que participa (marcar una opción): Status of participant (select one choice):	Representante Delegate	Representante Alternativo Alternate Delegate
	Integrante Delegación Member of Delegation	Observador Observer

Cargo Oficial/Profesión Oficial  
Position/Profession  
Dirección Oficial  
Address (Official)

Tel.(Oficina) (            )            Fax:(            )            E-Mail:            @

Phone (Office)  
Dirección y teléfono (Particular)  
Address and telephone (Home)

Viaja acompañado por  
Accompanied by:

Hotel/Dirección local Hotel/Local address	Habitación N° Room N°	Teléfono Telephone
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Fecha de Llegada Arrival Date	Hora Time	a.m./p.m.	Aerolínea y N° de Vuelo Airline and Flight N°
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Fecha de Salida Departure Date	Hora Time	a.m./p.m.	Aerolínea y N° de Vuelo Airline and Flight N°
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Firma – Signature \_\_\_\_\_ Fecha–Date:

**HOTELS SUGGESTED FOR THE  
82<sup>a</sup> REGULAR MEETING OF THE DIRECTING COUNCIL OF THE IIN  
Venue: Centro de Convenciones Cartagena de Indias, Cartagena, Colombia**

NAME	STARS	ADDRESS	PHONE AND FAX	SINGLE ROOM*	DOUBLE ROOM*	CONTACT PERSON	E-MAIL ADDRESS	WEB SITE
<b>HOTEL SANTA CLARA</b>	5	Plaza San Diego, Cra. 8 No. 39 – 29, Calle del Torno (a 5 minutos del Centro de Convenciones)	Tel: (+57 5) 6646070 Fax: (+57 5) 6648040	\$ 380	\$ 443	Liney Campo	<a href="mailto:coordinadora.ventas@hotelsantaclara.com">coordinadora.ventas@hotelsantaclara.com</a>	<a href="http://www.sofitelsantaclara.com">www.sofitelsantaclara.com</a>
<b>HOTEL ALMIRANTE</b>	5	Bocagrande Av. San Martín Cl. 6 Esq. (a 5 minutos del Centro de Convenciones)	Tel: (+57 5) 6658811 Fax: (+57 5) 6658302	\$ 180 Superior \$ 215	\$ 196 Superior \$ 231	Lía Osorio Gallo Paola Naranjo	<a href="mailto:Lia.osorio@hotelesestelar.com">Lia.osorio@hotelesestelar.com</a> <a href="mailto:Paola.naranjo@hotelesestelar.com">Paola.naranjo@hotelesestelar.com</a>	<a href="http://www.hotelesestelar.com">www.hotelesestelar.com</a>
<b>HOTEL CAPILLA DEL MAR</b>	4	Bocagrande Cra 1 No. 8-12 (a 5 minutos del Centro de Convenciones)	Tel: (+57 5) 6651140 Fax: (+57 5) 6652310	\$ 162	\$ 162	Elizabeth Chauz	<a href="mailto:secretariadeventas@capilladelmar.com">secretariadeventas@capilladelmar.com</a>	<a href="http://www.capilladelmar.com">www.capilladelmar.com</a>
<b>HOTEL MONTERREY</b>	4	Centro Histórico Cra 8B No. 25-103 (a 2 minutos del Centro de Convenciones)	Tel: (+57 5) 6648560 Fax: (+57 5) 6648574	\$ 102	\$ 108	Liliana Beltrán	<a href="mailto:ventasmonterrey@une.net.co">ventasmonterrey@une.net.co</a>	<a href="http://www.hmonterrey.com">www.hmonterrey.com</a>
<b>HOTEL CARTAGENA PLAZA</b>	3	Bocagrande Cra 1 No. 6-154 (a 5 minutos del Centro de Convenciones)	Tel: (+57 5) 6654000 Fax: (+57 5) 6656315	\$ 69	\$ 80	Claudia Grey	<a href="mailto:cartagenaplaza@doradoplaza.com">cartagenaplaza@doradoplaza.com</a>	<a href="http://www.doradoplaza.com">www.doradoplaza.com</a>

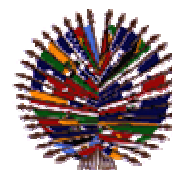
\* Rates in U.S. Dollars, breakfast and taxes included

Contact Person on Accommodation issues at the Convention Center: Ximena Díaz  
Email: [xdiaz@corpocentros.com](mailto:xdiaz@corpocentros.com)  
Phone: 6544252

Rates subject to changes

TRM: \$1.750 (8 June 2007)

**The Coordination of the host country will take care of transfers from/to Convention Center/hotels**



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**Anexo 2/Annex 2**

**SOLICITUD DE RESERVA DE HOTEL/ HOTEL RESERVATION FORM**

1. Nombre y Apellido:  
First and Last Name:
  
2. Dirección:  
Address:  
  
Ciudad y País:
  
3. Teléfono: (            )                      Fax: (            )                      E-mail:                      @  
Phone:
  
4. Hotel:                                      simple                                      doble                                      otra  
Hotel:                                      Single:                                      Double:                                      Other:
  
5. Nombre del acompañante:  
Name of accompanying person:
  
6. Día de arribo:                                      Aerolínea/Vuelo:                                      Hora:  
Arrival date:                                      Airline/Flight:                                      Time:  
  
Día de partida:                                      Aerolínea/Vuelo:                                      Hora:  
Departure date:                                      Airline/Flight:                                      Time:
  
7. Forma de pago/Payment:  

Efectivo	Cheque	MasterCard	Visa	American Express
Cash	Check	MasterCard	Visa	American Express

  
N° de tarjeta                                      Fecha Expira  
Card Number                                      Exp. Date

Firma/Signature

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Fecha/Date