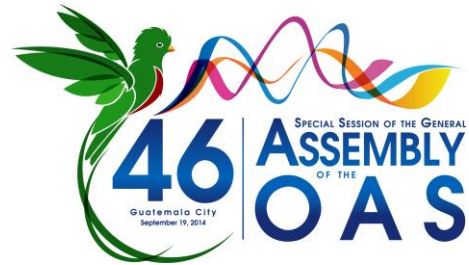




Organization of American States

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**FORTY-SIXTH SPECIAL SESSION  
OF THE OAS GENERAL ASSEMBLY  
September 19, 2014  
Guatemala City, Guatemala**

### **INFORMATION BULLETIN**

***Delegations may download the documents from the website:***

<http://www.oas.org/46age>



#### **1. Venue of the General Assembly:**

The forty-sixth special session of the General Assembly of the Organization of American States (OAS) will be held on September 19, 2014, in Guatemala City, Guatemala. The meetings will be held in the Convention Center of the Westin Camino Real hotel, located at Calle Camino Real 0-20, Guatemala City, Guatemala.

#### **2. National Coordination Office:**

**Ambassador Arabella Woolfolk de Chinchilla**

National Coordinator

E-mail address: [extraordinariaoea@minex.gob.gt](mailto:extraordinariaoea@minex.gob.gt)

#### **3. Accommodation:**

Through the National Coordination Office, the Ministry of Foreign Affairs of Guatemala has designated the following hotel for Heads of Delegation of the member states and up to 3 members of their official delegations.

| Hotel   | Rate US\$*  | Website   |
|---|---|---|
| <b>Hotel Camino Real</b>  | **Deluxe single: US\$169.00<br>Deluxe double: US\$189.00<br>Executive Single: US\$209.00<br>Executive Doble: US\$219.00 | <a href="http://hotelcaminoreal.com.gt/">http://hotelcaminoreal.com.gt/</a> |
| *These rates <u>DO NOT</u> include the 12% of VAT and <u>DO NOT</u> include the 10% of tourism tax<br>**Executive rates <u>include</u> breakfast. Deluxe rates <u>DO NOT</u> include breakfast. |   |   |

The Government of Guatemala will defray accommodation costs for **two nights** only, from September 18 to 20, 2014, for the Heads of Delegation of the member states only.

The National Coordination Office has also blocked off 3 additional rooms per delegation in the Westin Camino Real Hotel. Use of these rooms should be confirmed through the Accommodation Committee of the National Coordination Office.

Each member of a delegation must pay his or her hotel bill (accommodation, consumption, and extras) directly, following usual hotel procedures.

To make hotel reservations, official delegations must fill in all sections of the **ACCOMMODATION AND TRAVEL DATA** form, available at the following link: <http://www.46agexoea.minex.gob.gt> and remit it electronically to:

**Lodging coordination:**

**Ms. Sandra Jovel**

E-mail address: [hoteles46agexoea@minex.gob.gt](mailto:hoteles46agexoea@minex.gob.gt)

**Reservation requests will only be confirmed if they come with a currently active credit card number, cardholder's name, and the card's expiration date and security code.**

**Additional hotels:** Reservations in other hotels must be arranged directly with the Coordination of Accommodation Office. Basic information regarding other hotels may be found at: <http://www.46agexoea.minex.gob.gt>

**Each delegation, without exception, must indicate its accommodation requirements by September 1, 2014.** After that date, the Ministry of Foreign Affairs will be unable to guarantee the availability of rooms and special rates arranged with the hotels selected for the General Assembly, and its block reservations will be canceled automatically.

**4. Luggage labels**

All delegations are asked to use the luggage labels that the OAS will provide in advance, in order to facilitate arrival and departure procedures in Guatemala City.

**5. Requirements for entering and leaving the country**

The following link: <http://www.46agexoea.minex.gob.gt> contains information on visa requirements for entering Guatemala.

**6. Arrival at the airport**

The Government of Guatemala will dispatch officials to welcome official delegations at Guatemala City's "La Aurora" International Airport.

**7. Transportation**

The Government of Guatemala will provide transportation for Heads of Delegation and delegates from the airport to the hotel where the General Assembly is being held, and viceversa.

## 8. Accreditation

Delegations, observers, and special guests must send their letters of accreditation in PDF format and by email only to the following address:

**Office of the General Assembly Secretariat**

E-mail: [coordinacionag@oas.org](mailto:coordinacionag@oas.org)

## 9. Registration of participants:

Once delegations have completed their accreditation process, they must register online at: <http://www.oas.org/46age>. The on-line registration form will be posted as of **August 18, 2014**.

To register on-line, a copy of the accreditation letter in PDF will be required, together with a passport-size photograph in jpg format.

I.D.s will be handed out as of September 17, 2014 at the Westin Camino Real Hotel, Guatemala City, Guatemala, starting at 12:30 p.m.

For security reasons, I.D.s will be required for all General Assembly activities. The delegations and other participants are asked kindly to present a copy of their official credentials when registering.

I.D.s are individual and non-transferable.

## 10. Working languages and documents

The General Assembly working meetings will be conducted in the official languages of the Organization: Spanish, English, French and Portuguese, for all of which simultaneous interpretation will be provided.

Since greening measures will be in effect and **the printing of documents will be strictly limited**, participants are requested to keep their documents during all meetings. Delegations are kindly urged to download General Assembly documents from: <http://www.oas.org/46age>.

## 11. Electricity:

The electric current is 110 volts AC, 60 cycles.

## 12. Further information:

For any queries regarding the information provided in this Bulletin, please call the following telephone number in Washington, D.C.: (202) 370-0652, or visit the website <http://www.oas.org/46age>.