



17th St. & Constitution Avenue N.W.  
Washington, D.C. 20006  
United States of America

Organization of American States

P. 202.370.5000  
[www.oas.org](http://www.oas.org)

**SEVENTH INTER-AMERICAN MEETING  
OF MINISTERS OF CULTURE AND HIGHEST APPROPRIATE AUTHORITIES  
November 17 to 18, 2016  
Asuncion, Paraguay**

***Delegations may obtain documents and register online at the following link:***

[VIII Inter-American Meeting of Ministers of Culture and Highest Appropriate Authorities](#)



**INFORMATION BULLETIN**

**1. Venue and Date of the Meeting**

The VIII Inter-American Meeting of Ministers of Culture and Highest Appropriate Authorities will be held from November 17 to 18, 2016 in the city of Asuncion, Paraguay. The meeting will be held at the Guaraní Asunción Hotel located at Oliva, esquina Independencia Nacional, Asuncion Paraguay. Tel. (595) 21 452099 [reservas@hotelguarani.com.py](mailto:reservas@hotelguarani.com.py), <http://www.hotelguarani.com.py/>

The inaugural session will take place on Thursday, November 17, at 09:00 a.m. at the theater of the Guaraní Asunción Hotel (“Teatro del Hotel Guaraní Asunción”) with the presence of his Excellency Mr. Horacio Carte, President of the Republic of Paraguay. It will be followed by the working sessions of the Meeting, starting at 10:00 a.m. at “Guaraní Asunción, Salón Guaraní,” as indicated in the Schedule of the meeting.

The complete schedule of the Ministerial meeting and detailed information will be made available to participants when they register.

**2. General Coordination**

**National Coordination**

**María Teresita Silvero S.**

(Director of National & International Cooperation, National Secretariat of Culture)

Telephone: (595) 21 458171; Cell phone: (595) 972 105606

E-mail: [cooperacionsnc13@gmail.com](mailto:cooperacionsnc13@gmail.com); cc. [gabinete@cultura.gov.py](mailto:gabinete@cultura.gov.py)

**OAS Coordination**

**Luiz Coimbra**

Coordinator of the General Secretariat of the OAS

Organization of American States

Telephone (landline): +1 (202) 370-5083

Cell phone and WhatsApp: +1 (202) 538- 0515

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

### 3. Accommodation

#### a. Accommodation for Ministers or Heads of Delegation

The Government of Paraguay will provide accommodation at the Guaraní Asunción Hotel, Tel. (595) 21 452099 [reservas@hotelguarani.com.py](mailto:reservas@hotelguarani.com.py), <http://www.hotelguarani.com.py> to Ministers or Heads of Delegation of OAS member states for 3 nights (from November 16 to 18, 2016). To confirm accommodation for Ministers and Heads of Delegation, an e-mail must be sent no later than **November 8, 2016** to the National Coordination Office to the attention of María Adelaida Quevedo at [gabinete@cultura.gov.py](mailto:gabinete@cultura.gov.py), cc: [cooperacionsnc13@gmail.com](mailto:cooperacionsnc13@gmail.com); and Santiago Noboa at [cultureministerialme@oas.org](mailto:cultureministerialme@oas.org); [snoboa@oas.org](mailto:snoboa@oas.org) to ensure efficient transfer Airport-Hotel-Airport.

#### b. Accommodation for Delegation's Companions, or Observers or Special Guests

Reservations for Delegation's companions, observers or special guests will be made and covered by these individuals. The Guaraní Asunción Hotel is offering a special rate for the meeting. Such rate must be quoted when making the booking. Reservations in this Hotel must be made as soon as possible, but no later than November 8, 2016, and on an individual basis using the abovementioned email address only and not via the Internet.

To facilitate the booking of hotel rooms of other delegates, the Government of Paraguay through the National Secretary of Culture, has requested preferential rates for participants in the Ministerial meeting from selected hotels, as indicated below.

You are reminded that all bookings must be made --as soon as possible-- on an individual basis and only to the email address indicated in the table below and via Internet, no later than November 8, 2016. The Office of the National Coordination should be informed of your participation to guarantee transportation services between Airport-Hotel and vice versa, at the hotels listed below. Reservations will follow established hotel procedures. Likewise, the cancellation of any reservation will be subject to the policy in effect at the hotel.

The hotel bill must be paid directly by each participant at the end of his/her stay.

Hotel	Preferential Rate (US\$)*	Website
<b>Hotel Guaraní Asunción</b> Address: Oliva, esquina Independencia Nacional, Asunción Paraguay. Email: <a href="mailto:reservas@hotelguarani.com.py">reservas@hotelguarani.com.py</a> Tel. (595) 21 452099	Concept Single: US\$101 with taxes  Concept Single Superior Special rate for the meeting: US\$131 with taxes  It includes American breakfast, WIFI, pool, gym, business center, emergency medical coverage 24 hours	<a href="http://www.hotelguarani.com.py/">http://www.hotelguarani.com.py/</a>
<b>Las Margaritas hotel</b> Address: Estrella esq. 15 de Agosto, Asunción, Paraguay	<b>Standard:</b> US\$105.30 <b>Executive:</b>	<a href="http://www.lasmargaritas.com.py/">http://www.lasmargaritas.com.py/</a>



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Hotel	Preferential Rate (US\$)*	Website
Email: <a href="mailto:reservas@lasmargaritas.com.py">reservas@lasmargaritas.com.py</a> Tel.: 595 21 448765	US\$ 130.19 Includes Breakfast and WIFI	
<b>Hotel Presidente</b> Hotel de 3 estrellas Address: Asunción, Paraguay Email: <a href="mailto:reserva@sosahoteles.com">reserva@sosahoteles.com</a> Tel.: 595 21 494931/2	<b>Standard:</b> US\$ 66/\$100 <b>Executive:</b> US\$ 114/\$121 Includes Breakfast and WIFI	<a href="http://www.sosahoteles.com/">http://www.sosahoteles.com/</a>
<b>Hotel Granados Park</b> Address: Estrella Esq. 15 de Agosto, Asunción, Paraguay Email: <a href="mailto:reservas@granadospark.com.py">reservas@granadospark.com.py</a> Tel.: +595 21 497921	<b>Standard:</b> US\$ 145 to \$200 <b>Executive:</b> US\$ 220 to \$220 Includes Breakfast and WIFI	<a href="http://www.granadospark.com.py/">http://www.granadospark.com.py/</a>
<b>Hotel Excelsior Inn</b> Address: Chile 980 esq. Manduvira. Asuncion, Paraguay Email: <a href="mailto:reservas@excelsior.com.py">reservas@excelsior.com.py</a> Tel.: +595 21 495632	<b>Standard:</b> US\$ 114,99 <b>Executive:</b> US\$ 134.99 Includes Breakfast and WIFI	<a href="http://www.excelsior.com.py/">http://www.excelsior.com.py/</a>

A credit card is required for reservations and **reservation requests will be confirmed only if the credit card number has an expiration date in effect.**

Requests for accommodation needs of each delegation should be made without exception before November 8, 2016. After that date, the Government of Paraguay cannot assume responsibility for quotas and special rates arranged with the hotels that have been selected for the Seventh Inter-American Meeting of Ministers of Culture and Highest Appropriate Authorities, and block reservations will be automatically canceled.

At Guarani Asuncion Hotel check-in starts from 3:00 PM and check-out is until 12:00 AM

#### 4. Transportation

The Government of Paraguay will offer transportation services to all delegations between Airport-Hotel and vice versa.

#### 5. Food

The Government of Paraguay will offer "coffee breaks" and lunch at the *Guaraní Asunción Hotel* for Delegation Representatives and participants attending the Meeting. The Welcome cocktail will be held on November 17, 2016 at the Terrace of Guaraní Asunción Hotel and it will be open to all attending Delegations. If necessary, the organization will take care of dinner service for the Ministers and Heads of Delegations on Wednesday, November 16, staying at the Hotel Guarani Asuncion.

## **6. Air Transportation**

Delegates, observers, representatives from international organizations and other participants are advised to book their round-trip flights directly with the airlines or their travel agencies as far in advance as possible.

## **7. Requirements for Entering and Leaving the Country:**

Delegates and other participants will be responsible for meeting all admission requirements established by the Government of Paraguay. Citizens of Argentina, Brazil, Bolivia, Chile, Uruguay and Venezuela can enter Paraguay with a national identification card. For more information on Visa Waivers, please visit: <http://www.mre.gov.py/v2/Contenido/351/acuerdo-de-supresion-de-VIIas>

Delegates and other participants with passports from Guatemala, Costa Rica, El Salvador, Panama, Mexico, Dominican Republic, Honduras and Nicaragua do not require visa.

Delegates and other participants with passports from Antigua and Barbuda, The Bahamas, Barbados, Belize, Canada, Dominica, Grenada, Guyana, Haiti, Jamaica, Panama, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Suriname, Trinidad and Tobago and the United States require a visa. For participants who require a visa to enter the country, they are advised to please contact the Consulate of Paraguay in their respective countries or the nearest consular office for further information. This information can be found in the website of the Ministry of Foreign Affairs of Paraguay: [Embajadas y Consulados de Paraguay en el Extranjero](#).

To facilitate the Visa process for participants requiring a Visa and for those who do not have an Embassy of Paraguay in their country, the Government of Paraguay will grant the Visa upon arrival at the Silvio Pettirossi International Airport. Eligibility requirement: All participants must hold a valid Passport.

Please note that if your trip to Paraguay requires a stopover in the United States, it is required to have a valid visa.

## **8. Reception at Airport**

Upon arrival you will be met by a person identified with a sign "Seventh Inter-American Meeting of Ministers of Culture and Highest Appropriate Authorities."

The Government of Paraguay will provide transportation for all participants from the Silvio Pettirossi International Airport to their hotel upon arrival and from their hotel to the airport upon departure. In order to properly schedule transportation from and to the airport participants are asked to send in advance all the information about their hotel and flight schedule, using the online form <https://eventos.paraguay.gov.py/culturaoea> and email it to the National Coordination Office no later than November 8, 2016, to the attention of Maria Adelaida Quevedo en [gabinete@cultura.gov.py](mailto:gabinete@cultura.gov.py); cc. [cooperacionsnc13@gmail.com](mailto:cooperacionsnc13@gmail.com).



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The departure tax from Paraguay for ordinary passports is US\$ 40.00 (Forty U.S. Dollars) which may be paid in Dollars or Guaranies at the exchange rate on the day of departure. This amount is subject to changes by the national aviation authorities. *The departure tax is generally included in the price of airline tickets.* Diplomatic passports are exempted.

### 9. Ground Transportation

The Government of Paraguay will provide transportation for all delegates and participants to the event.

If your delegation should choose to make its own transportation arrangements, we recommend that you select taxi services from those listed at the following website: <http://www.taxiparaguay.com>, or by emailing: [contacto@taxiparaguay.com](mailto:contacto@taxiparaguay.com)

### 10. Registration and Accreditation

The registration form will be available as of **Tuesday, October 11, 2016** on the website: VII Inter-American Meeting of Ministers of Culture and Highest Appropriate Authorities (<http://www.oas.org/en/sedi/desd/imc/2016/default.asp>) and must be completed and sent to the General Secretariat of the OAS no later than **November 8, 2016**, in order to facilitate registration.

We would like to remind all member state representatives, permanent observers and delegations to send their official accreditation notes through their permanent missions to the OAS.

Other delegations, observers, special guests and participants are kindly requested to address their letters of accreditation and any other correspondence relating to the Seventh Inter-American Meeting of Ministers of Culture and Highest Appropriate Authorities to the OAS General Secretariat General of the OAS at the following address:

**Organization of American States**  
Section of Culture and Tourism  
Department of Economic Development  
1889 F Street N.W.  
Washington, D.C. 20006  
Telephone: (202) 370-370-9082/9953  
Fax: (1) (202) 458-3190  
E-mail: [snboa@oas.org](mailto:snboa@oas.org)/ [cultureministerialme@oas.org](mailto:cultureministerialme@oas.org)

Registration of participants after the abovementioned deadline will be possible on Wednesday, November 16, the day before the Ministerial meeting, in the area of accreditation at the *Guarani Asuncion Hotel*, from 2:00 pm to 6:00 pm. The registration desk will be open from 8:00 am to 6:00 pm on Thursday, November 17.

Delegates will receive an ID, which for safety reasons, must be used during all activities of the Ministerial meeting. Delegations should provide a copy of their official credentials when they register.

## **11. Working languages and documents**

The sessions of the VII Inter-American Meeting of Ministers of Culture and Highest Appropriate Authorities will be conducted in the official languages of the OAS: English, French, Portuguese, and Spanish. Simultaneous interpretation will be provided in these languages. Work documents to be distributed will be available in these languages, as well.

Delegations are kindly asked to download the meeting documents from the OAS web page, available at: VII Inter-American Meeting of Ministers of Culture and Highest Appropriate Authorities (<http://www.oas.org/en/sedi/desd/imc/2016/default.asp>). Please be advised that only the necessary documents will be printed at the meeting in order to observe the “Printing by Request” green policy adopted by the GS/OAS to reduce the use of paper. The conference room for the Ministerial meeting will have Internet access available.

## **12. Communications**

Internet service will be available at the venue for the use of the participants. Local and International telephone calls, and telefax use will be paid by the participants.

## **13. Security**

Throughout the event there will be security provided by the Government of Paraguay. It is recommended that participants be cautious with their personal belongings.

## **14. Medical Care**

The Government of Paraguay will provide First Aid medical care for the delegations during meeting hours. In addition, an ambulance will be on location at the venues of the various events. All expenses incurred must be covered by the patient. Neither the Organization of American States nor the Government of Paraguay will be liable for any accident, sickness, or travel complications.

All delegates are advised to have medical insurance with international coverage to prevent any eventuality that may occur during the trip or stay in Paraguay.

## **15. Other Information of Interest**

### **a. Business hours:**

Business hours are from 07:00 a.m. to 07:00 p.m., Monday through Saturday.

Banks are open Monday through Friday between 08:30 a.m. and 01:00 p.m.

The government offices operate Monday through Friday between 07:00 a.m. and 03:00 p.m.



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### **b. Currency:**

The Paraguayan unit of currency is the Guarani. All internationally credit cards are accepted.

1\$ USD = ~ 5.470 Gs.

### **c. Local time:**

Standard Time: UTC/GMT - 4 hrs  
Summer Time: +1 Hour

### **d. Weather:**

In November, the average temperature in Asuncion is between 88 and 92 degrees Fahrenheit (between 30 and 34 degrees Celsius). It is recommended to wear sport chic clothes for women and men.

### **e. Electricity:**

Power supply throughout the country is 220 volts AC, and the Frequency is 50 Hz cycles.

### **f. Telephone codes:**

For international calls "00" is the most common prefix code. If calling from the US or Canada, please use the prefix code "011". Paraguay code is "595" and the prefix of Asuncion is "21". Telephone numbers are 6 digits in Paraguay: +595 +21 + - - - - -.

### **g. Phone Information:**

#### **• Emergency numbers:**

- Board of the National Police. COMANDANCIA
  - Address: Pyo. Independiente 289 e/ Chile y Ntra. Sra. de la Asunción
  - Phone: + (595) 21 445-858 / + (595) 21 441-355
- Police Emergency: 911
- Fire: 132
- Extra hospital Emergency Medical Service (SEME): 141
- Silvio Pettrossi International Airport: + (959) 21 646-094
- National Secretariat of Culture
  - United States 284
  - Phone: +595 21 442515/16
  - [www.cultura.gov.py](http://www.cultura.gov.py)

#### **h. Tourism**

For further information on tour packages to Asuncion and the metropolitan area, please visit the official website of the National Secretariat of Tourism, which is the guiding body, promoter, facilitator and regulator of the development of tourism in Paraguay, for the benefit of visitors and the general public: [www.senatur.gov.py](http://www.senatur.gov.py)

#### **Contact:**

Norma Bachero

Tourism Meetings

Tourist/Customer Service:

(595 21) 494.110 / 441.530

Tel. 595 985 500157

E-mail: [nbachero@senatur.gov.py](mailto:nbachero@senatur.gov.py)

<http://www.paraguay.travel>

Tourist/Customer Service at Turista Roga:

Monday to Monday from 7:00AM to 7:00PM

SENATUR, Salón Turista Róga

Palma 468 c/ Alberdi

Tel.: (021) 494 110

Asunción - Paraguay

Business Hours: Monday to Sunday 07:00 AM to 07:00 PM.

[www.paraguay.travel](http://www.paraguay.travel)