# INFORMATION BULLETIN

## TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTRODUCTION</td>
<td>2</td>
</tr>
<tr>
<td>VENUE AND DATES</td>
<td>2</td>
</tr>
<tr>
<td>MEETING COORDINATORS</td>
<td>2</td>
</tr>
<tr>
<td>REGISTRATION AND ACCREDITATION</td>
<td>3</td>
</tr>
<tr>
<td>LANGUAGES</td>
<td>3</td>
</tr>
<tr>
<td>OFFICIAL DOCUMENTS</td>
<td>3</td>
</tr>
<tr>
<td>IMMIGRATION REQUIREMENTS</td>
<td>4</td>
</tr>
<tr>
<td>HOTEL</td>
<td>5</td>
</tr>
<tr>
<td>AIRPORTS AND LOCAL TRANSPORTATION</td>
<td>6</td>
</tr>
<tr>
<td>MEALS</td>
<td>8</td>
</tr>
<tr>
<td>DRESS CODE</td>
<td>8</td>
</tr>
<tr>
<td>COMMUNICATIONS</td>
<td>8</td>
</tr>
<tr>
<td>HEALTH AND MEDICAL ASSISTANCE</td>
<td>8</td>
</tr>
<tr>
<td>INFORMATION ABOUT MEDELLIN</td>
<td>9</td>
</tr>
</tbody>
</table>
1. INTRODUCTION

The Fifth Meeting of Ministers and High Authorities of Science and Technology (V REMCYT) under the theme *Science, Technology and Innovation as Pillars of Transformation in the Americas*, will be held on November 02 and 03, 2017 in Medellin, Colombia. The Meeting is jointly coordinated by the Organization of American States and the Administrative Department of Science, Technology and Innovation of Colombia - COLCIENCIAS.

2. VENUE AND DATES

The opening session of V REMCYT will be held on Thursday, November 02, 2017 at 9:00 am in the Restrepo Room of the Botanical Garden of Medellin. Working sessions will start right after the inauguration.

The Botanical Garden is located at: Calle 41 N˚40A-26, Medellin, Colombia.

The schedule of the Ministerial Meeting will be from 9:00 am to 6:00 pm on November 02 and 03, 2017, with approximately one hour and a half for lunch.

Both days will feature additional socio-cultural events, such as a Welcome cocktail reception on Thursday, November 02 in the evening as well as a visit to “Comuna 13”, hosted by the City of Medellin, on Friday, November 03 in the afternoon (from 3:00 pm to 6:00 pm).

The draft schedule of V REMCYT will be posted on the official website of the event as soon as it becomes available.

3. COORDINATORS

National Coordinator
Mrs. Angela Maria Jaramillo
Advisor / Office of International Affairs
Administrative Department of Science, Technology and Innovation – COLCIENCIAS
Bogota, Colombia
Tel. + (57) 625 8480 Ext. 5201 – 5202
Cell. + (57) 310 393 7376
Email. amjaramillo@colciencias.gov.co

OAS Coordinator
Mr. Rodrigo Idrovo
Conference Specialist
Organization of American States
Washington DC, United States
Tel. + (202) 370-0671
Email. ridrovo@oas.org
4. REGISTRATION AND ACCREDITATION

In order to participate in V REMCYT, delegations, as well as special guests and observers, must complete and send the registration form online, available at:

On the first day of the Ministerial Meeting, a registration table will be set up outside of the meeting room so that participants may receive their name badges as well as a copy of the draft schedule of the Meeting.

In addition, we ask the national science and technology authorities representing their country at the Ministerial to please send an accreditation note through their Permanent Mission to the OAS to:

Mrs. Aryanne Quintal
Competitiveness, Innovation and Technology Section
Department of Economic Development
Organization of American States
Washington DC, United States
Tel. + (202) 370-9842
Fax. + (202) 458-3190
Email. aquintal@oas.org

5. LANGUAGES

All plenary sessions of V REMCYT will count on simultaneous interpretation in the four official languages of the OAS (English, Spanish, French and Portuguese).

6. OFFICIAL DOCUMENTS

In an effort to preserve the environment and adopt eco-friendly measures, please note that the printing of documents will be limited. As such, delegations are requested to download all official documents of the Meeting to their computer or tablet via the official website of the V REMCYT. Furthermore, we ask all delegates to please keep the working documents that will be handed to them throughout all sessions.
7. IMMIGRATION REQUIREMENTS

Before you travel, please make sure that your passport is valid for at least sixth months from your date of travel. For people coming from a member country of the Andean Community or MERCOSUR, we recommend that you also bring your identification document (ID card) as required by the Colombian Immigration.

Participants from the following countries (visa-free countries) must present their valid passport upon entering Colombia. We also advise that you bring a printed copy of your official letter of invitation to participate in V REMCYT.

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<thead>
<tr>
<th>Antigua and Barbuda</th>
<th>Guatemala</th>
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<tr>
<td>Argentina</td>
<td>Guyana</td>
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<td>Bahamas</td>
<td>Honduras</td>
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<td>Barbados</td>
<td>Jamaica</td>
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<td>Belize</td>
<td>Mexico</td>
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<td>Bolivia</td>
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<td>Brazil</td>
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<td>Canada</td>
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<td>Chile</td>
<td>Dominican Republic</td>
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<td>Colombia</td>
<td>St. Kitts and Nevis</td>
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<td>Costa Rica</td>
<td>St. Vincent and the Grenadines</td>
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<td>Dominica</td>
<td>St. Lucia</td>
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<td>Ecuador</td>
<td>Suriname</td>
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<td>El Salvador</td>
<td>Trinidad and Tobago</td>
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<tr>
<td>United States of America</td>
<td>Uruguay</td>
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Attendees from the following countries will have to request a TP-1 visa to enter Colombia, except if they have a valid visa to the United States or a Schengen visa – which allows you to travel through the European territory – valid for 180 days. The TP-1 visa is free, and can be obtained before the Consulates and Embassies of Colombia, or online, by completing the application form provided under the following link: http://www.cancilleria.gov.co/tramitesServicios/visas/solicitudVisaLinea

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<td>Nicaragua</td>
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For the locations of the Consulates and Embassies of Colombia, please visit: https://tramites.cancilleria.gov.co/ciudadano/directorio/Misiones/enExterior.aspx
8. HOTEL

The Government of Colombia will cover and reserve the hotel directly for all Heads of Delegation of the OAS member states (1 per country), for the nights of November 01, 02 and 03, 2017.

The principal hotel of the V REMCYT will be:

**Hotel Estelar Milla de Oro**
Calle 3 Sur N°43A-64
Medellín, Colombia
Tel. + (57) 4 369 6300
Email. reservations@hotelesestelar.com
Web. [http://www.estelarmilladeoro.com](http://www.estelarmilladeoro.com)

The hotel rooms will include breakfast and WiFi.

In case a Head of Delegation decides to voluntarily extend his stay, the costs of the extra nights will be his/her responsibility. Furthermore, any additional expenses generated by international phone calls, dry cleaning or other individual services will have to be covered by each participant.

Advisers and other officials accompanying the Ministers and High Authorities, as well as special guests and observers of the V REMCYT, will have to cover their own accommodation and make their reservation directly with the Hotel Estelar Milla de Oro or adjacent hotels (see options provided on the next page). Reservations will be assigned in the order they are received. Hotel bills will have to be paid directly by each participant at the end of the meeting.
9. AIRPORTS AND LOCAL TRANSPORTATION

We recommend that delegates, special guests and observers book their flights as early as possible with their travel agencies or directly with their preferred airline. The reservation and purchase of flight tickets is the responsibility of each participant.

The main gateway to Medellin for international and domestic flights is the José María Córdova International Airport (MDE), located 35 kilometers from the city center. For local participants, the Olaya Herrera Airport (EOH) can also be an option. It provides domestic and regional flights, and it is located 6 kilometers from the city center.

The Government of Colombia will provide local transportation services from the airport to the principal hotel of the V REMCYT starting on Wednesday, November 01, 2017, and from the hotel to the airport on Saturday, November 4, 2017 for all members of the delegations.

In order to guarantee the pickup of the participants at the airport, it is requested that delegates confirm their travel itineraries (including airline name, flight number and date and time of arrival and departure) upon completing their registration form on the official webpage of the V REMCYT.

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Suggested Hotels:

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<thead>
<tr>
<th>Hotels</th>
<th>Category</th>
<th>Rates*</th>
<th>Included</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hotel Estelar Milla de Oro</td>
<td>★ ★ ★ ★ ★</td>
<td>$120 USD per night</td>
<td>Transport to V REMCYT / Breakfast / WiFi</td>
<td>Calle 3 Sur N°43A-64 Tel. + (57) 4 369 6300 Email. <a href="mailto:reservations@hotelesestelar.com">reservations@hotelesestelar.com</a> Web. <a href="http://www.estelarmilladeoro.com">http://www.estelarmilladeoro.com</a></td>
</tr>
<tr>
<td>Hotel Poblado Plaza</td>
<td>★ ★ ★ ★</td>
<td>$100 USD per night</td>
<td>Breakfast / WiFi</td>
<td>Carrera 43A N°4 Sur-75 Tel. + (57) 4 268 5555 Email. <a href="mailto:reservas@hotelpobladoplaza.com">reservas@hotelpobladoplaza.com</a> Web. <a href="http://www.pobladohoteles.com/">http://www.pobladohoteles.com/</a></td>
</tr>
<tr>
<td>Holiday Inn Express Medellin</td>
<td>★ ★ ★ ★</td>
<td>$110 USD per night</td>
<td>Breakfast / WiFi</td>
<td>Carrera 43A N°1 Sur-150 Tel. + (57) 4 444 0344 Email. <a href="mailto:recepcion@hiexmedellin.com">recepcion@hiexmedellin.com</a> Web.</td>
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</table>

* Rates shown are indicative only and are subject to change without notice. Organizers are not responsible for room availability or surges in prices.
Transportation to and from the principal hotel to the Botanical Garden of Medellin will also be provided on Thursday, November 02 and Friday, November 03. Transportation will depart promptly from the hotel lobby at 8:00 am both days.

People who wish to get to other parts of the City of Medellin may request a cab service through their hotel. Taxi fares are displayed on a meter and are paid in pesos. You can also request a Uber by downloading the application on your smart phone, or you can use the public transport services of the City of Medellin described below.

**Public transport in the City of Medellin:**

**Metro**

The Metro crosses the metropolitan area from South to North, between the municipalities of Bello and La Estrella. It also extends from the city center to the west. The Metro combines a railway system at ground level and on elevated viaducts, with an aerial cable service called “Metrocable”. The metro of Medellin has no underground sections.

**Metrocable**

Medellin has a unique public transportation system through aerial cables called “Metrocable”. The system, completely designed here in the city, currently consists of several lines that complement each other and link with the train stations as well as with the Metro service.

**Tram**

The tram, also called “Tranvia” in Spanish, is composed of six stops and three stations: San Antonio, Miraflores and Oriente. Along with the “Metrocable”, it connects the Central-Eastern neighborhoods with the city center. The tram is 4.3 kilometers long. It entered in full operation in November 2015.

**Metroplus**

Metroplus is a very well organized bus system for mass transit. It is integrated with the city Metro in three main stations: Hospital, Industriales and Cisneros stations. In addition, it counts on a second line that crosses the city center through Eastern Avenue.
10. MEALS

The Government of Colombia will offer meals to the delegations of the OAS Member States starting on Wednesday, November 01 in the evening (dinner) all the way through Saturday, November 04, 2017 at lunch. As such, any food allergies should be reported upon completing the registration form of the V REMCYT, available on the official Website of the event.

Special guests and observers will be responsible of covering their meals during their stay in Medellin.

A coffee service will be available at the Botanical Garden of Medellin during the two days of the Ministerial Meeting.

11. DRESS CODE

Throughout the V REMCYT, we recommend business attire. For other occasions, or to visit the city, casual clothing is preferred. We recommend that you bring a jacket since the meeting room will have air conditioning, as well as comfortable shoes for both days of the meeting since we will be visiting one or two sites relevant to the topic of the meeting, including the “Comuna 13” of the City of Medellin, which is located in a rough, steep terrain, and has many stairs.

12. COMUNICATIONS

The meeting room of the V REMCYT will be enabled with WiFi. For national or international calls, we recommend that each person use their cell phone or the phones provided at the hotels. Keep in mind that each participant will be responsible to pay for the calls they make prior to their departure. The indicative code for Colombia is (57), and the code for the city of Medellin is (4).

13. HEALTH AND MEDICAL ASSISTANCE

Currently, there are no specific health warnings in Colombia. However, we suggest taking into account the following recommendations:

• Keep mandatory vaccines up-to-date;
• Bring your medication(s) with you in its original container and with an amount sufficient for the duration of your trip;
• Include in your travel documents any information about your illnesses, as well as a list of your food and drug allergies;
• If you wear glasses, contact lenses, or hearing aids, bring a replacement pair.

The venue of the V REMCYT will count on a medical station for immediate assistance as well as an ambulance in case of emergency. Participants are advised to purchase international medical insurance before they travel in order to be covered in the event of an emergency.
14. INFORMATION ABOUT MEDELLÍN

14.1 Weather
The average temperature in Medellín during November ranges between 10 degrees Celsius (50°F) in the evening and 26 degrees Celsius (78°F) at noon. It is recommended to wear light clothing and to bring a jacket or a scarf for the colder nights.

14.2 Currency
The currency in Colombia is the Colombian peso, whose official exchange rate as of August 1, 2017 is $2,995 pesos per US dollar, which may vary from day to day.

It is recommended to have Colombian pesos available, or credit cards valid internationally (Visa, MasterCard or American Express). Currency exchange bureaus can be found at airports as well as in shopping centers of the city.

14.3 Taxes
Purchases in Colombia are taxed with a 19% Value Added Tax (IVA).

14.4 Tips
In Colombia, it is customary to give 10% of the total value of the bill in bars and restaurants. These establishments sometimes include this percentage on the bill.

14.5 Time Zone
The official Colombian time is 5 hours behind the Greenwich Mean Time (-5 GMT).

14.6 Electric Current
Throughout the Colombian territory the domestic electrical energy is of 110 volts. Plugs are American type, with two flat entry pins (Type A Plug) or with a ground round pin (Type B Plug).
14.7 Tourism

The organizers of the V REMCYT will provide participants with pamphlets and relevant information about trustworthy travel agencies and tours of the City of Medellin. Each participant will then be responsible of making their own reservations and paying for the tour(s) or their choice.

For more information on touristic sites in Colombia, including the City of Medellin, please visit: [http://www.colombia.com/turismo/sitios-turisticos/medellin/](http://www.colombia.com/turismo/sitios-turisticos/medellin/).