



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

Organization of American States

P. 202.458.3000
www.oas.org

**TWENTY-FIRST INTER-AMERICAN CONGRESS
OF MINISTERS AND HIGH-LEVEL AUTHORITIES OF TOURISM**
September 5 and 6, 2013
San Pedro Sula, Honduras

Delegations may obtain documents and register online:



[XXI Inter-American Congress of Ministers and High-Level Authorities of Tourism](#)

INFORMATION BULLETIN

1. Venue and Date of the Meeting:

The XXI Inter-American Congress of Ministers and High-Level Authorities of Tourism will be held from September 5 to 6, 2013 in the city of San Pedro Sula, Honduras. Meetings will be held at the *ExpoCentro conference center located at 1 Avenida Norte, San Pedro Sula, Honduras.*

The inaugural session will take place on Thursday, September 5, at 9:00 a.m. and will be followed by the working sessions of the Congress, starting at 10.15 a.m. as it is scheduled on the meeting calendar.

The complete schedule of working sessions of the Conference and detailed information will be made available to participants when they register.

2. General Coordination:

National Coordination:

Cintia Rivera

Honduran Tourism Institute

Marketing Manager

Telephone: 2222-2124 ext. 520

E-mail: congreso2013@iht.hn

OAS Coordination:

Aida Rothe

Coordinator of the General Secretariat of the OAS

Organization of American States

Telephone: 1-202-497-3301

E-mail: mrothe@oas.org

3. Accommodation:

The Government of Honduras will provide accommodation in the Real Intercontinental Hotel to Ministers or Heads of Delegation of the OAS member states for three nights (from September 4 to 6, 2013). To confirm accommodation for Ministers and Heads of Delegation, an e-mail must be sent not later than **August 20, 2013** to the Office of the National Coordination to the attention of Michelle Castillo at mcoea2013@iht.hn.

To facilitate the booking of hotel rooms, the Government of Honduras through the Tourism Ministry, has requested preferential rates for participants in the Conference from the selected hotels in San Pedro Sula 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 and not via the Internet, before August 20, 2013. Each individual should indicate that they will be participating in the Twenty-First Inter-American Congress of Ministers and High-Level Authorities of Tourism, in order to guarantee the rate, space, benefits and efficient transportation services between Airport-Hotel and vice versa, at any of the hotels listed. Reservations will follow usual hotels procedures established. Likewise, the cancellation of the 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 ¹	Rate US\$*	Website
<p>Hotel Real Intercontinental</p> <p>Lic. Sandra Bonilla Group Coordinator / Elite Diamond Club Email: sandra.bonilla@R-HR.com T: +(504) 2545-2500 Ext. 287 C: +(504) 9461-7966</p>	<p>Standard: US\$147 Executive: US\$180</p> <p>Host Hotel</p>	<p>http://www.ihg.com/intercontinental/hotels/gb/en/san-pedro-sula/sapha/hoteldetail</p>
<p>Hotel Princess</p> <p>Lic. Linda Rovelo Marketing and Sales Director Email: lrovelo@hiltonprincess.com T: +(504) 2545 – 6900 C: +(504) 9964 – 3740</p> <p>Carmen Villeda Sales Executive Email: cvilleda@hiltonprincess.com T: +(504) 2545 – 6900 ext. 2183 C: +(504) 9953 – 3955</p>	<p>Standard: US\$139 Executive: US\$169</p>	<p>http://www3.hilton.com/en/hotels/honduras/hilton-princess-san-pedro-sula-hotel-SAPHFHF/index.html</p>
<p>Copantl</p> <p>Lic. Vilma Carranza Head of Reservations Email: greservaciones@copantl.com</p>	<p>Standard: US\$90</p>	<p>http://www.copantl.com</p>

¹ Rates do not include the 16% of Taxes (IVA) or the hotel insurance.

Hotel ¹	Rate US\$*	Website
T:+(504) 2561 – 8900 ext. 2074		
Hotel Cascada Lic. Susana Ham Manager Hotel Cascadas Email: susanaham2000@yahoo.com T:+(504) 2564-0400 Fax +(504) 2564-0400	Standard: US\$60	
Rates include breakfast and internet access. They do not include 16% taxes.		

A credit card is required for reservations and **reservation requests will be confirmed only if you come with a credit card number with expiration date in effect.**

The request of the accommodation needs of each delegation should be made without exception before August 20th. After that date, the Government of Honduras (Ministry of Tourism) can not assume responsibility for quotas and special rates arranged with the hotels that have been selected for the Twenty-First Congress of Ministers and High-Level Authorities of Tourism, and block reservations will be automatically canceled.

4. Meals:

The Government of Honduras will offer a "coffee break" and lunch at Expocentro for the representatives of delegations attending the Congress.

5. Air transportation:

Delegates are advised to book their round-trip flights directly with the airlines or their travel agencies as far in advance as possible. International flights to and from San Pedro Sula arrive and depart from Ramon Villeda Morales International Airport also known as La Mesa (SAP).

6. Requirements for entering and leaving the country:

Delegates will be responsible for meeting all admission requirements established by the Government of Honduras. Information on the requirements and procedure for entering Honduras can be found in the link:

http://www.oas.org/es/sedi/dedtt/itc/docs/visa_e.pdf.

For more information, it is recommended that participants, who require a visa to enter the country, contact the Consulate of Honduras in their respective countries or the nearest consular office or visit the website of the Ministry of Foreign Affairs of Honduras:

<http://www.sre.gob.hn/preguntas.html>.

The departure tax from Honduras for ordinary passports is US\$39.24 USD (U.S. Dollars) which may be paid in dollars or Lempiras at the exchange rate on departure. This amount is subject to changes by the national aviation authorities. Diplomatic passports are exempted from this payment.

It is important to note that since November 27, 2010 and on instructions from the Office of Health of the Republic of Honduras, it is mandatory to have had the yellow fever vaccine to enter Honduras. This requirement applies to all national or foreign travelers coming from or going to countries in which the disease is pandemic.

Below is the list of countries at risk, including new countries:

Central America

Panama

Caribbean

Trinidad and Tobago

South America

Argentina, Bolivia, Brazil, Colombia, Ecuador, French Guyana, Guyana, Peru, Suriname, Venezuela and Paraguay

Africa

Angola, Benin, Burkina Faso, Burundi, Cameroon, Chad, Central African Republic, Congo, Equatorial Guinea, Ethiopia, Ivory Coast, Democratic Republic of Congo, Gabon, Gambia, Ghana, Liberia, Mali, Mauritania, Guinea, Guinea Bassau, Kenya, Nigeria , Sierra Leone, Senegal, Somalia, Sudan, Tanzania, Uganda, Nigeria, Rwanda, Sao Tome, Principe, and Togo.

The vaccine should be applied at least 10 days before departure or entry into the country. Each passenger must carry the international vaccination certificate which is valid for 10 years.

7. Reception at airport:

The Government of Honduras will provide transportation for the conference participants from Ramon Villeda Morales International Airport to the hotel on arrival and from the hotel to the airport on departure. On arrival you will be met by a person identified for the Twenty-First Congress of Minister and High-Level Authorities Tourism.

In order to properly schedule transportation from and to the airport participants, are asked to send in advance all the information about your hotel and flights, using the attached form (Appendix II) and email it the National Coordination Office no later than August 20, 2013, to the attention of Michelle Castillo at mcoea2013@iht.hn.

8. Ground Transportation:

The Government of Honduras will provide transportation for all delegates to and from the hotels chosen for the event, between the hotels and the Expocentro, and to and from all official social events.

Participants will also be provided transportation for transfers between the hotels listed in Section 3 of this Bulletin and the venue of meetings, according to the established schedule.

9. Accreditation:

Delegations, observers, and special guests are kindly requested to address their letters of accreditation and any other correspondence relating to the Twenty-first Congress of Ministers and High-Level Authorities of Tourism to the Secretary General of the OAS at the following address:

Organization of American States
Section of Tourism and Culture
Department of Economic and Social Development
1889 F Street N.W.
Washington, D.C. 20006
Telephone: (202) 370-4707
Fax: 1-202-458-3561
E-mail: tourismcongress@oas.org

10. Registration of Participants:

The registration form will be available from **July 22, 2013** on the website: <http://www.oas.org/eventregistrations/itcrs/> and must be completed and sent to the General Secretariat of the OAS no later than **20 August 2013**, in order to facilitate registration activities. In case of failure to do the Web-based registration, the attached registration form (in Appendix I) must be completed and sent to the OAS no later than **August 20, 2013**.

Registration of participants after that indicated date will be possible on Wednesday, September 4, the day before the conference, in the area of accreditation at Expocentro, from 2:00 pm to 6:00 pm for participants to register prior to the beginning of the conference. The registration will be kept in the same place from 8:00 am to 6:00 pm on Thursday, September 5. Delegates will receive an ID, which for safety reasons, must be used during all conference activities. Delegations should provide a copy of their official credentials when they register.

11. Working languages and documents:

The sessions of the XXI Inter-American Congress of Ministers and High-Level Authorities of Tourism will be conducted in the official languages of the Organization: English, French, Portuguese, and Spanish. Simultaneous interpretation will be provided in these languages.

Delegations are kindly asked to bring their personal computers (laptops) as wireless access to Internet will be provided for the delegations members to be able to access and download the meeting documents at the OAS web page: [XXI Inter-American Congress of Ministers and High Level Authorities of Tourism](#). Please be advised that only the necessary documents will be printed at the meeting in order to observe the "Printing by Request" greening policy adopted by GS/OAS to reduce the use of paper.

12. Communications:

Local and International telephone calls (including collect calls and international phone cards) may be placed at the hotel where you stay. In reference to international phone cards, these can be purchased at stores that are in the vicinity of the hotels.

The country code for Honduras is 504. The exit code for international calls from Honduras is 00 + (area code + phone number).

13. Security

Throughout the event there will be security provided by the Government of Honduras at the venue and on transportation.

14. Medical Care:

The Government of Honduras 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 defrayed by the patient.

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

15. Other Information of Interest

▪ Business hours:

Business hours are from 10:00 a.m. to 6:00 p.m., Monday through Friday, and from 10:00 a.m. to 8:00 p.m. on Saturday.

Banks are open Monday through Friday between 8:00 a.m. and 4:30 p.m.

Most government offices operate Monday through Friday between 8:00 a.m. and 5:30 p.m.

▪ Currency:

The Honduran unit of currency is the Lempira (Lps). Most internationally recognized credit cards are accepted by most hotels and by businesses in general.

▪ Local time:

The local time is 2 hour(s) behind Washington, D.C. in June. GMT – 5

▪ Weather:

In September, the average temperature in San Pedro Sula is about 80 degrees Fahrenheit (25 degrees Celsius). It is recommended to carry an umbrella as the rainy season runs from June to December.

▪ Electricity:

Power supply is 110 volts AC, 60 cycles.

APENDIX I

XXI INTER-AMERICAN CONGRESS OF MINISTERS AND HIGH-LEVEL AUTHORITIES OF TOURISM XXI CONGRESO INTERAMERICANO DE MINISTROS Y ALTAS AUTORIDADES DE TURISMO

REGISTRATION FORM / FORMULARIO DE INSCRIPCIÓN

September /Septiembre 5-6, 2013
San Pedro Sula, Honduras

Country or Organization /
País u Organización: _____

- PRINCIPAL REPRESENTATIVE / REPRESENTANTE TITULAR
 ALTERNATE REPRESENTATIVE / REPRESENTANTE SUPLENTE
 OBSERVER / OBSERVADOR
 OTHER / OTRO

Personal Information / Información Personal:

Last Name / Apellidos		First Name / Nombre	
Title or Position / Cargo			
Organization / Organización			
Address / Dirección			
Country / País			
Telephone / Teléfono		Fax:	E-mail / Correo Electrónico
Emergency Contact / Contacto en caso de Emergencia:			

Please submit this form to the Section of Tourism and Culture of the OAS no later than **August 20, 2013** /
*Por favor enviar este formulario a la Sección de Turismo y Cultura de la OEA, a más tardar el **20 de Agosto de 2013***

E-mail: tourismcongress@oas.org;

Tel: 1-202-370-4707

** We remind delegates that in addition to sending this form, they must be accredited by their permanent missions to the OAS

** *Les recordamos a los delegados que además de enviar este Formulario, es necesario que sean acreditados por sus Misiones Permanentes ante la OEA*

APENDIX II

**XXI INTER-AMERICAN CONGRESS OF MINISTERS AND HIGH-LEVEL AUTHORITIES OF
TOURISM
XXI CONGRESO INTERAMERICANO DE MINISTROS Y ALTAS AUTORIDADES DE TURISMO
September /Septiembre 5-6, 2013 - San Pedro Sula, Honduras**

FORMULARIO DE VIAJE / TRAVEL SCHEDULE FORM

PERSONAL INFORMATION / INFORMACIÓN PERSONAL			
Country / País			
Organization/Organización		Occupation / Ocupación:	
First Name / Nombre:		Last Name / Apellido:	
E-Mail / Correo Electronico	Area Code/ Código de Área:	Phone /Teléfono:	Fax:

FLIGHT INFORMATION / INFORMACIÓN DE VUELO					
Date / Fecha	From / Desde	To / A	Airline & Flight # / Aerolínea & No. Vuelo	Departure Time / Hora de Salida	Arrival Time / Hora de Llegada

HOTEL
Hotel name and address / Nombre del hotel y dirección

<p>Please provide any other relevant information (eg. special transportation requirements, etc.) / Favor incluir información adicional relevante (Ej. Necesidades especiales de transportación, etc.)</p>

Please send this form no later than **August 20, 2013** to / Por favor enviar este formulario a más tardar el **20 de agosto** a: Michelle Castillo at mcoea2013@iht.hn .