



**XLVI MEETING OF THE GROUP OF EXPERTS
FOR THE CONTROL OF MONEY LAUNDERING
September 24 and 25, 2019
Bogota, Colombia**

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INFORMATION BULLETIN

The **XLVII Meeting of the Group of Experts for the Control of Money Laundering (GELAVEX)** will take place in **Bogota, Colombia, September 24th and 25th, 2019**. The objectives of the meeting are to present the products developed within the 2018-2019 Work Plan and define the 2019-2020 Work Plan, based on the lines of action of the 2017-2020 Strategic Plan.

The meeting also aims to generate a high-level regional discussion on the progress made and future challenges to regulating, preventing, detecting, investigating and sanctioning the crimes related with money laundering, as well as to the prosecution and management of the assets product of these illicit activities.

The **coordination meeting** for the Chair, Vice-Chair, Coordinators of the Sub-Working Groups and Technical Secretariat will take place on the previous day, **September 23rd, 2019**.

In order to properly prepare your trip, participation in this meeting and stay in Bogota, please consider the following information:

1. VENUE:

The XLVII Plenary Meeting of the Group of Experts of the Control of Money Laundering will take place in the **“Monserate Meeting room”**, located on the 17th floor of the **Hotel y Centro de Convenciones Tequendama**. The coordination meeting on the previous day will take place on the **“Salon Presidencial”**, also located in the 17th floor.

The Hotel Tequendama is located at **Carrera 10 # 26-21**, in the Centro Internacional Tequendama, which is in the financial, cultural and historic center of Bogota. It's location is





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12 kilometers / 7.4 miles from the El Dorado
International Airport.



TEQUENDAMA
HOTEL & CENTRO DE CONVENCIONES



Hotel Tequendama – Bogota (Colombia): Carrera 10 No. 26-21

Phone: 57 (1) 3820300

reservas.tequendama@ghlhoteles.com

www.tequendamahotel.com

2. COORDINATION OF THE MEETING

The meeting will be coordinated through the Technical Secretariat, with the support of the Ministry of Justice and Rights as national entity responsible for the organization.

✓ **Department against Transnational Organized Crime (DTOC) of the Organization of American States (OAS)**

1889 F Street, N.W. 8th floor, Washington, D.C. 20006

Telephone: (202) 370-4591 / (202) 370-4736

E-mail: kmoraes@oas.org / jgrajales@oas.org

GOVERNMENT OF COLOMBIA

Ministry of Justice and Rights

Calle 53 No. 13-27, Bogota - Colombia

Phone: 57 (1) 4443100 Ext. 1960



Carlota Arias – Thematic subjects
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Olga Lucia Espejo – Logistical subjects
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Email: olga.espejo@minjusticia.gov.co

3. MEETING SERVICES

FOOD AND BEVERAGE

During the plenary meeting (September 24 and 25th), as well as during the coordination meeting (September 23rd) will offer the participants:

- Coffee Break in the morning
- Lunch
- Permanent coffee station

TRANSLATION AND CONECTION

The working sessions will be in Spanish and English. Therefore there will be **simultaneous interpretation** in those languages. The meeting room where the plenary will be held offers wifi connection.

4. ACCOMMODATION

The hotel and lodging expenses must be arranged by each participant. All reservation requests must be accompanied by the number of a valid credit card for confirmation. Due to the high demand of hotels in Bogota during the event dates, we recommend participants to make their reservations as soon as possible.

The Ministry of Justice and Rights consulted the rates in US Dollars (USD) and Colombian Pesos (COP) of hotels near the meeting venue. A list of recommended hotels is included below:

HOTEL	DISTANCE	RATE	INCLUDES
HOTEL TEQUENDAMA https://www.tequendamahotel.com/ Phone: 57 (1) 3820300 Address: Carrera 10 No. 26-21 Email tina.calderon@ghlhoteles.com and	0 Kilometers / 0 miles	Standard Single Room: USD \$62 + tax. (19%) / COP \$210.000 + tax. (19%) Standard Double Room: USD \$68 +	-Buffet breakfast -WiFi -SPA access -Airport-hotel- airport shuttle (subject to travel times of the hotel vehicle. Non-



<p>reservas.tequendama@ghlhoteles.com, informing the participation in the XLVII Meeting of the Group of Experts for the Control of Money Laundering (GELAVEX) of the OAS.</p> <p>Tina Calderón Duarte Phone: 57 (1) 3820300, Ext. 2764 Cel: (57) 300-4668823</p>		tax. (19%) / COP \$230.000 + tax. (19%)	personalized service) -24 hours medical service
<p>HOTEL IBIS BOGOTÁ MUSEO https://hotelibisbogotamuseo.com-bogota.com/ Phone: 57 (1) 3814666 Address: Transversal 6ª No. 27-85</p> <p>Email h7318-sl@accor.com, informing the participation in the XLVII Meeting of the Group of Experts for the Control of Money Laundering (GELAVEX) of the OAS.</p> <p>Luisa Fernanda Sosa Phone: 57 (1) 3814666 Cel: (57) 316-7401646</p>	0,25 kilometers / 0,5 miles 3 minutes walking	Standard Single Room: USD \$48 + tax. (19%) / COP \$161.000 + tax. (19%)	- Buffet breakfast - WiFi -Parking
<p>HOTEL WYNDHAM BOGOTÁ https://www.hotelwyndhambogota.com Phone: 57 (1) 6083000 – 6083030 Address: Avenida La Esperanza No. 51-40</p> <p>Email ventas17@hotelwyndhambogota.com</p> <p>Astrid Álvarez Phone: 57 (1) 608300 Ext. 3259 Cel: (57) 318-6558339</p>	6,6 kilometers / 41 miles 15 minutes by car	Standard Single Room: USD \$67 + tax. (19%) / COP \$230.000 + tax. (19%) Executive or Double Standard Room: USD \$76 + tax. (19%) / COP \$260.000 + tax. (19%)	- Buffet breakfast - GYM - WiFi - Airport-hotel- airport shuttle



<p>HOTEL TRYP EMBAJADA https://www.hoteltrypembajada.com/ Phone: 57 (1) 4893030 Address: Carrera 51 No. 24-35</p> <p>Email ventas09@hoteltrypembajada.com Sebastián Echeverry Phone: 57 (1) 4893000 Ext. 3271 Cel: 318-5381127</p>	<p>6,6 kilometers / 41 miles</p> <p>15 minutes by car</p>	<p>Standard Single Room: USD \$67 + tax. (19%) / COP \$230.000 +tax. (19%)</p> <p>Standard Double Room: US\$ 75 + tax. (19%) / COP \$255.000 + tax. (19%)</p>	<p>- Buffet breakfast -24 hours medical services (emergencies) -Gym and Sauna - WiFi -Parking - Airport-hotel- airport shuttle (at times established by the hotel. Non- personalized service)</p>
<p>HOTEL NH ROYAL URBAN 26 https://www.nh-hotels.com/hotel/nh-bogota-urban-26-royal Tel: 57 (1) 7953300 Dirección: Carrera 33 No. 25F-18</p> <p>Email a.linares@nh-hotels.com y lf.lora@nh-hotels.com Alejandro Linares Pachón o Luis Fernanda Lora. Phones: 57 (1) 6578757 y 57 (1) 6578787</p>	<p>3.5 kilometers / 41 miles</p> <p>10 minutes by car</p>	<p>Standard Double Room USD 57 + tax. (19%) / COP \$255.000 + tax. (19%)</p>	<p>- Buffet breakfast - WiFi -GYM upon contract</p>

5. AIRPORT ARRIVAL AND TRANSPORT

The El Dorado International Airport (code IATA:BOG, code OACI: SKBO) is the most important one in Colombia. It is located in the city of Bogota and operates with national and international flights.



El Dorado International Airport – Bogotá (Colombia)

Address: Calle 26 No. 103-09

<https://eldorado.aero>

The distance between the El Dorado International Airport and the meeting venue is 13.8 kilometers / 8.5 miles. The transfer lasts about 25 minutes, depending on the traffic conditions.

Transfer options for the meeting venue¹:

- **Taxi:** El Dorado International Airport offers authorized taxi service through the company Taxi Imperial. The taxis can be taken from gates 2, 3, 5 and 6 of Terminal 1 and arrival gates of Terminal 2. The rate of the transfer from the El Dorado International Airport and Hotel Tequendama varies between USD \$6.00 (COP \$20.000) and USD \$8 (COP 25.000).
- **Hotel Tequendama free shuttle:** Hotel Tequendama (meeting venue) offers free shuttle hotel-airport and airport-hotel between 5 am and 11 pm. A vehicle departs every hour from one of its two stops.
- **Personalized transport Hotel Tequendama:** Hotel Tequendama also offers personalized transfer options. The hotel-airport rate is USD \$10.00 (COP \$33.000) and the airport-hotel rate is USD \$13.00 (COP \$42.000). The itineraries must be previously requested.

¹ Rates are subject to changes, depending on traffic.



- **Rent a car:** You can also rent a car in El Dorado International Airport. Avis Rent a Car – phone 57 (1) 6291222 / Hertz Rent-car - Phone: 57 (1) 4028135

For more information on transfer options from El Dorado International Airport please visit the link: <https://eldorado.aero/servicios/medios-de-transporte/>

6. CURRENCY EXCHANGE AND PAYMENT METHODS

You should only exchange currency in the airport, hotels, banks and cambios/ exchange houses, **never on the street**. Colombia current currency is the Colombian Peso (COP). **Exchange operations are subject to variation.**

Market exchange rate (TRM for Spanish) - Exchange rate

US dollar USD \$1 = \$3,174 COP (estimate)

Euro \$1 = \$3,562 COP (estimate).

New and old bills and coins are in circulation. The authorized bills and coins and their respective corresponding value in dollars are presented below:



\$1.000 = US\$ 0.32



\$2.000 = US\$ 0.63



\$5.000 = US\$ 1.45



\$10.000 = US\$ 3.15



\$20.000 = US\$ 6.30



\$50.000 = US\$ 15.75



\$100.000 = US\$ 31.50

Please consult the exchange rate in the converter:

<http://www.colombia.travel/es/informacion-practica/convertidor-de-moneda>



- **Cambios / Exchange houses:** El Dorado International Airport has five cambios, located in the first and second floors (Aerocambios / Cambios Alcanza / Cambios Güendi / Cambios Foreign Exchange / Money Exchange). On the other hand, the Centro Internacional Tequendama, where the Hotel Tequendama (meeting venue) is located, has a wide range of exchange houses.
- **ATMs:** Most ATMs work 24 hours and have language options in English. The main transactions that can be made are: balance inquiry, withdrawals and transfers. Please refrain from giving your card or password to strangers.
- **Debit and credit cards:** In general, all hotels, restaurants, stores, supermarkets and shopping malls accept international credit cards. Most commonly accepted are VISA and MasterCard.
- **Taxes and gratuity:** In Colombia, 19% of tax (VAT) is included. Gratuities are voluntary, but generally included as a suggestion in the checks a gratuity of 10% before taxes.

7. MEDICAL SERVICE

It is recommended that participants obtain health insurance coverage. Hotel Tequendama offers first aid and medical kit during business hours, as well as the 24-hour home health care service for its guests. In case you have a special health care need, please make sure you carry the required documents, as well as prescriptions in case you take any medicines.

NOTE: Although there are no mandatory vaccines to enter Bogotá, it is recommended to have your vaccines up to date, including measles, rubella and yellow fever.

8. ELECTRICITY

The electricity in Colombia is 110V, 60 cycles (60hz), so it is recommended to have the necessary transformers and adapters.



9. WEATHER

The Colombian territory is in the intertropical zone of the planet. Colombia does not have all four seasons, **and the season regime is bimodal (i.e. two wet seasons and two dry seasons).**

Bogotá is located at **2.600 meters above sea level**, specifically, it has **mountain weather** with an **average temperature of 13.5 ° C / 56° F**. Below is the estimated weather forecast for the event date:



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SUN 9/22



18° / 8°

P.M. showers
and t-storms

Hist. Avg:
19°/10°

MON 9/23



19° / 8°

Couple of
thunderstorms

Hist. Avg:
19°/10°

TUE 9/24



18° / 8°

A couple of
showers

Hist. Avg:
19°/10°

WED 9/25



18° / 7°

Clouds and
sun, a few
showers

Hist. Avg:
19°/10°

THU 9/26



17° / 8°

Clouds and
sun, a few
showers

Hist. Avg:
19°/10°

<https://www.accuweather.com/en/co/bogota/107487/september-weather/107487?lang=en-us>

10. REQUIREMENTS TO ENTER THE COUNTRY

The documents or visas required to enter Colombia depend on the origin country, according to the existing migration agreements. For this reason, it is recommended to verify the requirements by consulting the Embassy or Consulate of Colombia in your home country. **Each participant must verify the need to obtain a visa to enter the country.**

Those countries or jurisdictions that don't have a Colombian embassy or consulate can request the visa to the Colombian embassy or consulate in a neighbor country.

- **Personalized letters to request visa**

If you require an invitation letter from the Government of Colombia for the visa process, you can send an email to the official Olga Lucia Espejo at the address olga.espejo@minjusticia.gov.co.

In the subject line of the email please indicate the name of the event, attach a copy of the page in your passport showing your personal information and scanned photograph, itinerary of your flight from the departure in your country to the departure of the Republic of Colombia, the jurisdiction that grants you the passport and reason for visiting the Republic of Colombia. **The deadline for these applications must be verified by each participant so that the visa can be processed in time for the event.**



- **Visas and requirements to visit Colombia**

To enter Colombia, participants must complete all immigration procedures according to their origin country. The main requirement is having a valid passport.

To consult if you need a visa, please review the information on the following link:

https://www.cancilleria.gov.co/tramites_servicios/visa/requisitos

More information:

<https://www.cancilleria.gov.co/embajadas-consulados-colombia-exterior>

11. TAXES AND CUSTOMS

All travelers entering the National Customs Territory must present their luggage to the customs authority. You must fill out the “Declaration of Baggage, Cash and Representative Money Titles - Travelers” Form 530.

Travelers must submit their baggage and other object that they brings with them to be reviewed by the customs officials for compliance with customs formalities, as well as with the requirements of other State entities. If applicable, they will need to make the payment of the Single Tax.

Travelers are required to submit the customs declaration when:

- Items that enter in the luggage other than personal effects, constitute commercial amounts or exceed USD 2,000.
- There is a special rule that requires compliance with requirements for the entry of goods by international travelers such as weapons, equipment and mobile phone parts, among others.
- Entering vegetables, animals, and agricultural input, including pets.
- Entering or removing goods that constitute cultural heritage of the nation or other nations: sculptures, paintings and so on.
- Entering goods subject to the requirements established by the Ministry of Culture or Environment of Sustainable Development, such as works of art, products with environmental restrictions for being pollutants, among others.
- The traveler is a resident abroad and enters temporarily and tax-free, items for professional use during their stay in Colombia.
- Accredited medical missions enter inputs necessary for the development of health days, either as accompanied luggage (that comes with the traveler) or unaccompanied (sent by cargo before or after the arrival of the traveler to the country).



- The traveler has sent or is sending unaccompanied baggage (checked as cargo before or after the traveler's arrival in the country).
- The traveler has spent at least 5 days abroad and enters up to 3 units of each of the following goods: household goods, whether or not electrical, sporting goods, professional, craft or trade items and/or up to 10 units of the same class of other items for personal or family use.
- The traveler enters goods that exceed the total quota allowed by the travelers mode (USD 5,000) or goods not authorized for the travelers mode (Chapters 86, 87, 88 and 89) regardless of the amount and / or value. (This implies the change of import modality).
- The traveler or his/her family unit enters or withdraws from the country cash and / or securities representing money, for an amount greater than USD 10,000 or its equivalent in other currencies.

More information

<https://www.dian.gov.co/viajeros/Paginas/Declaracion-de-viajeros-Formulario-530.aspx>

12. WORKING HOURS

Banks

Week-days: From las 9:00 to 15:30 Hrs.

Weekend (Saturday) de 9:00 to 13:00 Hrs
(some banks)

Sundays and holidays: Closed.

Government entities and other organizations

Week-days: 08:00 Hrs. – 17:00 Hrs.

Weekend and holidays: Closed.

Stores

Daily 10:00 Hrs. – 21:00Hrs.

13. PHONE NUMBERS

Emergencies: 123

National Police: 112

Fireman: 119

Red Cross: 132