

THIRTY-FOURTH REGULAR SESSION  
OF THE GENERAL ASSEMBLY  
June 6-8, 2004  
Quito, Ecuador

## INFORMATION BULLETIN

### 1. Site of the General Assembly session

The thirty-fourth regular session of the General Assembly will be held from June 6 to 8, 2004, in Quito, Ecuador. The sessions and meetings will be held in the St. Moritz Room on the Mezzanine level of the Swissotel.

The inaugural session will take place on Sunday, June 6, at 6:30 p.m., in the National Theater at the Casa de la Cultura, and will be followed by a reception in honor of the delegates, hosted by the Minister of Foreign Affairs of Ecuador.

### 2. National Coordinating Office

The national coordinating officer will be:

Mr. Luis Felipe Valencia  
Director General State Ceremonials and Protocol  
National coordinating officer for the OAS General Assembly session  
Carrión 10-40 y Av. 10 de Agosto  
Quito, Ecuador  
Phone: (593) 299-3216  
Fax (593) 2993218  
E mail: [dgcerprotoc@mmrree.gov.ec](mailto:dgcerprotoc@mmrree.gov.ec) and/or [cnagoea@mmrree.gov.ec](mailto:cnagoea@mmrree.gov.ec)

### 3. Hotels

The Government of Ecuador has made advance room reservations for members of delegations in the hotels suggested below. The Government of Ecuador will cover hotel room costs solely for ministers of foreign affairs; other delegates are expected to defray their own expenses. Room reservations at the suggested hotels are to be made directly with the hotels.

In addition, hotel reservation forms must be completed and sent to the National Coordinating Office by fax at (593-2) 299-3218, or by e-mail: [cnagoea@mmrree.gov.ec](mailto:cnagoea@mmrree.gov.ec) and/or [dgcerprotoc@mmrree.gov.ec](mailto:dgcerprotoc@mmrree.gov.ec)

<b>Hotel</b>	<b>Single/double</b>	<b>Suite</b>	<b><u>Breakfast included</u></b>	<b>Website</b>
<b>Swissôtel</b> 12 de Octubre 1820 y Cordero  Tel.: (593-2) 256-7600 Fax: (593-2) 256-8080	US\$120.00/ US\$135.00* Luxury US\$135.00/ US\$150.00* Executive US\$155.00/ US\$170.00*	Junior suite US\$175.00/ US\$190.00* Business US\$230.00 Swiss executive US\$280.00	NO	<a href="mailto:Srodriguez@swissuio.com">Srodriguez@swissuio.com</a>  www.swissotel.com
<b>Hotel Marriott</b> Orellana 1172 y Av. Amazonas  Telephone: (593-2) 297-2000 Fax: (593-2) 297-2048	De luxe US\$119.00	Executive floor US\$139.00 Suite US\$199.00	NO	<a href="mailto:Ventas@marriot.satnet.net">Ventas@marriot.satnet.net</a>
<b>Hilton Colón</b> Av. Patria y Amazonas  Telephone: (593-2) 256-0666 Fax: (593-2) 256-3903	Deluxe single US\$99.00 Deluxe double US\$109.00 Executive single US\$119.00 Executive double US\$129.00	Junior US\$139.00 Suite US\$149.00	NO	<a href="mailto:sonia_Egas@hilton.com">sonia_Egas@hilton.com</a>  <a href="mailto:juan.sanchez@hilton.com">juan.sanchez@hilton.com</a>
<b>Hotel Radisson</b>  Av. 12 de Octubre y Cordero 444  Telephone: (593-2) 223-3333 Fax: (593-2) 223-5777	Deluxe US\$100.00 Business US\$130.00	Royal US\$150.00	NO	<a href="mailto:quito@radisson.com.ec">quito@radisson.com.ec</a>

Hotel	Single/double	Suite	<u>Breakfast included</u>	Website
<p><b>Hotel Quito</b> Av. González Suárez N27-142</p> <p>Telephone: (593-2) 234-4600 Fax: (593-2) 256-7284</p>	<p>Single w/ city view US\$63.00 Double w/ city view US\$70.00 Single w/ valley view US\$68.00 Double w/ valley view US\$75.00</p>	<p>-----</p>	<p>NO</p>	<p><a href="mailto:Info@hotelquito.com.ec">Info@hotelquito.com.ec</a></p>
<p><b>Grand Hotel Alameda Quito</b> /Mercure Roca 653 y Av. Amazonas</p> <p>Telephone: (593-2)256-2345 Fax:(593-2)256-5759</p>	<p>Standard US\$60.00 Standard Mercure US\$70.00</p>	<p>Jr. Suite US\$70.00 Jr. Suite Mercure US\$80.00 Suite Mercure US\$105.00 Grand Suite Mercure US\$115.00</p>	<p>YES</p>	<p><a href="http://www.accordhotels.com">www.accordhotels.com</a>  <a href="mailto:reservas@grandhotelmercure-alameda.com.ec">reservas@grandhotelmercure-alameda.com.ec</a></p>
<p><b>Four Points Sheraton</b> Av. República El Salvador N36-212 y Naciones Unidas</p> <p>Telephone: (593-2) 297-0002 Fax: (593-2) 243-3906</p>	<p>Executive single US\$70.00 Executive double US\$80.00</p>	<p>Junior US\$100.00 Executive floor US\$110.00</p>	<p>NO</p>	<p><a href="http://www.sheraton-quito.com/">www.sheraton-quito.com/</a>  <a href="mailto:Hotel@sheraton-quito.com">Hotel@sheraton-quito.com</a></p>
<p><b>Akros</b> Av. 6 de Diciembre N34-120</p> <p>Telephone: (593-2) 246-8800 Fax: (593-2) 243-1727</p>	<p>Single US\$50.00 Single superior US\$53.00 / US\$63.00** Double US\$60.00 / US\$80.00** Triple US\$68.00 / US\$98.00**</p>	<p>US\$90.00</p>	<p>YES</p>	<p>Akros@ Hotelakros.com</p>

<b>Hotel</b>	<b>Single/double</b>	<b>Suite</b>	<b><u>Breakfast included</u></b>	<b>Website</b>
<b>Hotel Sebastián</b> Almagro 822  Telephone: (593-2) 2222-400 Fax: (593-2)2222-500	Single US\$53.00 Double US\$63.00 Triple US\$73.00	Junior (1) US\$73.00 Junior (2) US\$83.00 Junior (3) US\$93.00	NO	Hotelsebastian@ Hotelsebastian.com
<b>Hotel Tambo Real</b>  12 de Octubre y Patria  Telephone: (593-2)256-3820 Fax:(593-2)255-4963	Single room \$24.00 Double room \$28.00 Triple \$42.00		NO	<a href="mailto:reservac@hoy.net">reservac@hoy.net</a> <a href="http://www.hoteltamboreal.com">www.hoteltamboreal.com</a> .ec

NOTE: \* Swisshotel room rate varies depending on whether single or double.  
 \*\*Akros rate varies according to meal plan included.

Rates do not include the 22% VAT.

Hotel room reservations will be assigned strictly in the order in which requests are received. The hotel bill must be paid directly by each participant before departure.

A valid credit card number must be given with each reservation to ensure confirmation. To facilitate the procedure, a form is attached hereto (appendix).

All room reservations, without exception, must be confirmed before May 17, 2004. After that date, advance reservations will be cancelled and the National Coordinating Office will not be responsible for reservations at the designated hotels.

#### **4. Air transportation**

It is recommended that delegates reserve their round-trip flights as early as possible, directly with the airlines or their travel agencies.

#### **5. Ecuadorian entry and departure requirements**

Attached to this bulletin is a list of entry visa requirements for delegates holding diplomatic or official passports. Participants needing entry visas should apply for them, as appropriate, at an Ecuadorian embassy or consulate. The exit tax for all participants is US\$25.00.

#### **6. Reception at the airport**

The Government of Ecuador will have staff available to welcome all participants. It is therefore important for delegates to include all flight details on the hotel registration form, to be submitted to the National Coordinating Office by May 17, 2004.

Delegates will be provided with transportation from the airport to the hotels listed in section 3 of this bulletin ("Hotels").

#### **7. Ground transportation**

The Government of Ecuador will provide all delegates with transportation from the Swissotel, site of the events, to the National Theater at the Casa de la Cultura and to all official social events.

There will also be transportation for participants between the hotels listed in section 3 and the site of the event, according to schedules that will be established.

Delegates requiring individual transportation may order taxi services through the transportation coordinator.

#### **8. Registration of participants**

The attached registration form should be filled out and sent to the OAS no later than May 17, 2004, to facilitate registration procedures. Late registration will take place on the mezzanine level of the Swissotel, in the Appenzel Room, between 10:30 a.m. and 6:00 p.m., beginning on June 4, 2004. Delegates will be issued identification cards, which, for security reasons, **must be displayed during all General Assembly activities**. Delegations are requested to present copies of their official credentials when they register.

Delegations, observers, and special guests are kindly requested to address their letters credential and any other correspondence relating to the General Assembly session to the Secretary General of the OAS at the following address:

Office of the Secretariat to the General Assembly  
17th Street and Constitution Avenue, N.W.  
Washington, D.C. 20006  
Fax: (202) 458 3929

#### **9. Working languages and documents**

The proceedings of the General Assembly session will be conducted in the official languages of the OAS: English, French, Portuguese, and Spanish. Simultaneous interpretation will be provided in those languages.

#### **10. Communications**

International telephone calls may be placed at the site of the Assembly session. They may be made either collect or at the caller's expense in the special telephone booths provided for the event.

**11. Currency**

The currency used in Ecuador is the U. S. dollar. Internationally recognized credit cards are accepted by most hotels and by businesses in general.

**12. Medical care**

The Government of Ecuador will make medical services available to delegations during meeting hours. The first aid room is located in the Swissotel.

There will also be 24-hour ambulance service at the sites of the various events and at the Swissotel. Armed Forces Hospital No. 1 will be charged with attending to any emergencies that may arise.

**13. Other services**

The Swissotel has currency exchange and automatic bank teller facilities and a travel office.

In addition to the computers the Government of Ecuador will make available in the delegates' area, it will also provide several Internet connections for delegates who may wish to connect their own computers. Technicians will be on hand to assist delegations in connecting their computers to the Internet.

**14. Hours of business**

Shops are open continuously from 10:00 a.m. to 8:00 p.m., Monday through Friday, and from 9:00 a.m. to 5:00 p.m. on Saturday. Major shopping centers are open until 8:00 p.m. every day of the week.

Banks are open from 9:00 a.m. to 2:00 p.m., Monday through Friday.

Most government offices are open from 9:00 a.m. to 5:00 p.m., Monday through Friday.

**15. Weather**

At the time of the General Assembly session, the average temperature in Quito will range from 15°C to 22°C (62°F to 76°F).

**16. Electricity**

The electric current is 110 volts, 60 cycles.

**17. Local time**

In June, the time in Quito is one hour earlier than in Washington, D.C.





**Attachment**

**VISAS**

Countries whose nationals need a visa to enter Ecuador

<b>COUNTRY</b>	<b>VISA REQUIRED?</b>
ANTIGUA AND BARBUDA	NO
ARGENTINA	NO
BAHAMAS	NO
BARBADOS	NO
BELIZE	NO
BOLIVIA	NO
BRAZIL	NO
CANADA	NO
COLOMBIA	NO
COSTA RICA	<b>YES+</b>
CHILE	NO
DOMINICA	NO
EL SALVADOR	<b>YES*</b>
UNITED STATES	NO
GRENADA	NO
GUATEMALA	NO
GUYANA	NO
HAITI	NO
HONDURAS	<b>YES*</b>
JAMAICA	NO
MEXICO	NO
NICARAGUA	<b>YES+</b>
PANAMA	NO
PARAGUAY	NO
PERU	NO
DOMINICAN REPUBLIC	NO
SAINT LUCIA	NO
SAINT VINCENT AND THE GRENADINES	NO
SAINT KITTS AND NEVIS	NO
SURINAME	NO
TRINIDAD AND TOBAGO	NO
URUGUAY	NO
VENEZUELA	NO

**Note:** + Visa required only by holders of ordinary passports.

\* Visa required by holders of all types of passports (diplomatic, official, special, and ordinary).

**List of permanent observers**

<b>COUNTRY</b>	<b>VISA REQUIRED?</b>	<b>COUNTRY</b>	<b>VISA REQUIRED?</b>
GERMANY	NO	IRELAND	NO
ANGOLA	NO	ISRAEL	NO
ALGERIA	YES	ITALY	NO
SAUDI ARABIA	NO	JAPAN	NO
ARMENIA	NO	KAZAKHSTAN	NO
AUSTRIA	NO	LATVIA	NO
AZERBAIJAN	NO	LEBANON	YES
BELGIUM	NO	MOROCCO	NO
BOSNIA AND HERZEGOVINA	NO	NORWAY	NO
BULGARIA	NO	NETHERLANDS	NO
KOREA	YES	PAKISTAN	YES
CROATIA	NO	POLAND	NO
CYPRUS	NO	PORTUGAL	NO
CZECH REPUBLIC	NO	QATAR	NO
DENMARK	NO	ROMANIA	NO
EGYPT	NO	RUSSIA	NO
SLOVAKIA	NO	HOLY SEE	NO
SPAIN	NO	SERBIA AND MONTENEGRO	NO
ESTONIA	NO	SRI LANKA	YES
PHILIPPINES	NO	SWEDEN	NO
FINLAND	NO	SWITZERLAND	NO
FRANCE	NO	THAILAND	NO
GEORGIA	NO	TUNISIA	YES
EQUATORIAL GUINEA	NO	TURKEY	NO
GHANA	NO	UKRAINE	NO
GREECE	NO	UNITED KINGDOM	NO
HUNGARY	NO	YEMEN	YES
INDIA	YES	EUROPEAN UNION	NO
ESLOVENIA	NO	NIGERIA	YES
LUXEMBURGO	NO		

XXXIV Regular Session of the General Assembly  
XXXIV Período Ordinario de Sesiones de la Asamblea General  
Quito, Ecuador  
6-8 June/Junio 2004

Hotel reservation form for Official Delegations  
Formulario de Reservación de Hotel para Delegaciones Oficiales

Country / País \_\_\_\_\_

Organization / \_\_\_\_\_

Organización: \_\_\_\_\_

First Name / Nombre: \_\_\_\_\_

Last Name / Apellidos: \_\_\_\_\_

Occupation / Ocupación \_\_\_\_\_

Area Code / Código de  
área (\_\_\_\_) \_\_\_\_\_

Phone /  
Teléfono: \_\_\_\_\_ - \_\_\_\_\_

Fax \_\_\_\_\_

E-mail: \_\_\_\_\_ @ \_\_\_\_\_

Mailing address / Dirección  
Postal \_\_\_\_\_

City / Ciudad \_\_\_\_\_

Country / País: \_\_\_\_\_

Arrival date/fecha de llegada \_\_\_\_\_  
dd/mm

Flight/Vuelo No: \_\_\_\_\_

Time/Hora \_\_\_\_\_  
hh:mm

Departure date / Fecha de  
salida \_\_\_\_\_  
dd/mm

Flight/Vuelo No: \_\_\_\_\_

Time/Hora \_\_\_\_\_  
hh:mm

Hotel 1. choice/alternativa \_\_\_\_\_

2. choice/alternativa \_\_\_\_\_

Room / Habitación Single/Sen: \_\_\_\_\_

Double/  
Doble: \_\_\_\_\_

Other/otro: \_\_\_\_\_

Shared with / Compartida con: \_\_\_\_\_

Credit card / Tarjeta de crédito No \_\_\_\_\_

Visa:

American Express:

MasterCard:

Exp. Date/ Fecha exp: \_\_\_\_\_

dd/mm/year/año

\_\_\_\_\_  
\_\_\_\_\_  
**Signatura / Firma**



**Organización de los Estados Americanos**  
**Organização dos Estados Americanos**  
**Organisation des États Américains**  
**Organization of American States**



Organización de los Estados Americanos  
 Organização dos Estados Americanos  
 Organisation des États Américains  
 Organization of American States

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**Foto**  
**Photograph**  
 2"x 2"  
 (Please print name  
 on back of  
 photograph)  
 (Favor imprimir el  
 nombre detrás de  
 la foto)

**REGISTRATION FORM / FORMULARIO DE INSCRIPCIÓN**

Country or Organization/  
 País u Organización: \_\_\_\_\_

- Principal representative / Representante titular
- Alternate representative / Representante suplente
- Observer / Observador
- Other /Otro

Last name / Apellido: \_\_\_\_\_

First name / Nombre: \_\_\_\_\_

Position / Cargo: \_\_\_\_\_

Permanent address /  
 Dirección permanente: \_\_\_\_\_

Telephone / Teléfono: \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ Fax: \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 \_\_\_\_\_ @ \_\_\_\_\_

E-mail: \_\_\_\_\_

Local address /  
 Dirección local \_\_\_\_\_

Telephone / Teléfono \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

\_\_\_\_\_  
**Signature / Firma**