



Cepei



**Cámara
de Comercio
de Bogotá**



**UNEP Regional Foresight Workshop – Latin American and the Caribbean Region
Bogota, Colombia, 4-5 December 2023**

PARTICIPANT INFORMATION NOTE

1. OPENING OF THE MEETING

The UNEP Regional Foresight Workshop for Latin America and the Caribbean will be held in Bogota, Colombia from Monday, 4 December to Tuesday, 5 December 2023.

The meetings will start at 8:30 a.m. on Monday, 4 December, and registration will take place at the venue of the meetings at 8:00 a.m. the same day.

2. VENUE

The workshop will be held at:

Chapinero Business Centre

Calle 67 # 8-32

Bogotá, Cundinamarca, Colombia

Website: <https://www.ccb.org.co/en/branch/sede-centro-empresarial-chapinero>

3. WORKING LANGUAGE OF THE MEETINGS

The meeting will be held in English and Spanish, with simultaneous interpretation.

4. DOCUMENTS

Documents will be circulated to meeting participants via email within 1 week of the meeting. In order to minimize the environmental footprint of the meeting and in line with the UN policy towards greener meetings, participants are kindly reminded to bring their own copies of the meeting documents, or to use paperless versions, as there will be no hard copies of meeting documents made available on site during the meeting. WIFI access will also be provided.

5. GENERAL INFORMATION ON ACCESS TO BOGOTA, COLOMBIA

Bogota is serviced by the El Dorado International Airport (13 km from downtown). Taxis are available at the airport at a cost of about US \$8.50 -15.00, and the journey takes about 30-40 minutes. It is recommended to book taxis within the terminal to pay fixed rates, although previously arranged transport with an agency is highly recommended as well.

Please note that there is a departure tax of about US \$38 for international flights leaving Colombia, which must be paid in cash in US dollars or in Colombian pesos (approx. COP 115,000). Please note that most airlines already include this tax when paying for airfare.



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6. VISA INFORMATION

Participants are strongly advised to contact the nearest Colombian diplomatic or consular mission as soon as possible in order to secure the required entry visa in a timely manner, prior to departure. **Please note that airline companies will not allow boarding in the absence of a valid visa.**

Information on visa procedures is available on the web site of the Ministry of External Relations of Colombia at: http://www.cancilleria.gov.co/en/procedures_services/visas. The on-line visa application form can be found at the following link: <https://tramitesmre.cancilleria.gov.co/tramites/enlinea/solicitarVisa.xhtml>. A list of relevant Colombia diplomatic/consular missions abroad, is available on the web site of the Ministry of External Relations of Colombia (in Spanish) at: <https://tramites.cancilleria.gov.co/ciudadano/directorio/Misiones/enExterior.aspx>.

To facilitate the issuance of visas, UNEP will issue upon request invitation letters to be attached to the visa applications.

7. HOTEL INFORMATION

Participants are urged to **book their own accommodation as soon as possible**. UNEP is **not responsible for securing participants' accommodation**. The costs for accommodation are covered in the DSA that will be provided as mentioned above. We encourage all participants to stay close to the meeting venue as it could take up over an hour with traffic to arrive at the venue from other locations around Bogota. Please refer to Annex 1 below for a list of accommodation options while in Bogota. Further information on Bogota is available at the following website: <http://english.bogotaturismo.gov.co/>.

Hotel name and website	Address and phone number
Four Seasons Hotel Casa Medina Bogota	Cra. 7 #69a-22, Localidad de Chapinero, Bogotá, Cundinamarca, Colombia tel: +57 601 3257900
Hilton Bogota	Cra. 7 #72-41, Localidad de Chapinero, Bogotá, Cundinamarca, Colombia tel: +57 601 6006100
Holiday Inn Express & Suites Bogota DC	Cra. 7 #67-39, Localidad de Chapinero, Bogotá, Cundinamarca, Colombia tel: +57 16024770

8. PAYMENT OF THE DAILY SUBSISTENCE ALLOWANCE (DSA)

The DSA will be disbursed to sponsored participants on the first day of the meeting in the form of a prepaid credit card. For identification purposes, these participants are kindly requested to bring their passports and boarding passes which will be copied and immediately returned to participants. It is advisable that participants have some cash at hand to cover expenses that may occur between their arrival and the moment at which they are provided with the prepaid credit card from which they will access their DSA.

9. HEALTH REQUIREMENTS

Currently, no vaccines are required upon entry to Colombia. If you take medication, it is essential that you bring your prescription with you so that you can purchase them at a pharmacy or drugstore, if needed. Remember to always keep handy any related documentation regarding any special health condition you may have that would



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need to be considered in the event of an emergency. We would also highly recommend that, before traveling, you take out international medical insurance to ensure full coverage should you need medical attention.

10. OFFICIAL LANGUAGE IN COLOMBIA

The official language in Colombia is Spanish. English is understood in some hotels and restaurants.

11. WEATHER AND TIME ZONE INFORMATION

In December, temperatures in Bogota usually range between a maximum of +16°C in the daytime and a minimum of +7°C at night. Please bring warm clothing for cold and rainy weather. Current weather conditions in the area can be found at: <http://www.worldweather.org/057/c00157.htm>.

The standard time zone is GMT/UTC -5 hours.

12. ELECTRICITY

The electrical currents in Colombia are 110-120 volts, 60 Hertz as shown in the illustrations below.



13. CURRENCY

The currency in Colombia is the Colombian Pesos (COP). The current exchange rate as of 28 August 2023 is US \$1 = COP 4,122 and (Euro) € 1 = COP 4,455.

Currency exchange facilities are available in banks and hotels, local currency can be obtained on most ATM machines.

14. DISCLAIMER

UNEP disclaims all responsibility for medical, accident and travel insurance, for compensation for death or disability compensation, for loss of or damage to personal property and for any other loss that may be incurred during travel time or the period of participation. In this context, it is strongly recommended to secure international medical, accident and travel insurance for the period of participation prior to departure.

ANNEX A – COUNTRY LISTING

COUNTRIES AND TERRITORIES WHOSE CITIZENS DO NOT REQUIRE VISAS IN ORDER TO ENTER COLOMBIA AS VISITORS (AS LISTED ON THE WEB SITE OF THE EMBASSY OF COLOMBIA)

Citizens of the following countries and territories **do not require** a visa to **visit** or **transit** Colombia:

A

Andorra
Antigua and Barbuda
Argentina
Australia
Austria
Azerbaijan

B

Bahamas
Barbados
Belgium
Belize
Bhutan
Bolivia
Brazil
Brunei Darussalam
Bulgaria

C

Canada
Chile
Costa Rica
Croatia
Cyprus
Czech Republic

D

Denmark
Dominica
Dominican Republic

E

Ecuador
El Salvador
Estonia

F

Fiji
Finland
France

G

Georgia
Germany
Grenada
Greece
Guatemala
Guyana

H

Holy See
Honduras
Hungary

I

Iceland
Indonesia
Ireland
Israel
Italy

J

Jamaica
Japan

K

Kazakhstan
Korea, Republic of

L

Latvia
Liechtenstein
Lithuania
Luxembourg

M

Malaysia
Malta
Marshall Islands
Montenegro
Mexico
Micronesia, Federated States of
Monaco

N

Netherlands
New Zealand
Norway

P

Palau
Panama
Papua New Guinea
Paraguay
Peru
Philippines
Poland
Portugal

Q

Qatar

R

Romania
Russian Federation

S

Saint Kitts and Nevis
Saint Lucia
Saint Vincent and the Grenadines
Samoa
San Marino
Singapore
Slovakia
Slovenia
Solomon Islands
South Africa
Spain
Suriname
Sweden
Switzerland

T

Trinidad and Tobago
Turkey

U

United Kingdom of Great Britain and Northern Ireland
United Arab Emirates
United States of America
Uruguay

V

Venezuela

