



**2nd ITU Regional Frequency Coordination Meeting for Central America and the Caribbean Region on the use of the VHF (174-216 MHz) and the UHF (470-806 MHz) bands,
28 August to 1 September 2017, Guatemala City, Guatemala**

GENERAL INFORMATION

THE EVENT

1. Local Focal Points

UIT	COMTELCA	GUATEMALA
Technical issues: Mrs. Ilham GHAZI Phone: +41 22 730 6329 e-mail: brbcd@itu.int	Mr. Jorge TORRES Phone: +504 (22) 35 55 11 e-mail: jtorres@comtelca.org	Mrs. Ingrid GARCÍA Phone: +502 2321 1000 e-mail: ingrid.garcia@sit.gob.gt
Administrative issues Mr. Joaquín RESTREPO Phone: +41 22 730 5733 e-mail: joaquin.restrepo@itu.int		

2. Venue of the meeting

Centro de Convenciones del Hotel Westin Camino Real, Salón Pintores (3er nivel)

Address: 14 calle 0-20 Zona 10, Guatemala 01010, Guatemala

Phone: +502 2333 3000

Website: <http://hotelcaminoreal.com.gt/en/home>

3. Alojamiento y reservas de hotel

La Superintendencia de Telecomunicaciones de Guatemala(SIT) has secured special rates with the hotel venue and others in the vicinity, which are shown in the table below. The number of rooms with these special rates is limited, so it is recommended to make reservations as soon as possible as well as check transportation schedules with the hotel you select.

HOTEL	HABITACIÓN	INCLUYE	CONTACTO
Venue Westin Camino Real	Deluxe Single or double: US\$ 125.00 + 22% taxes	transfer airport-hotel-airport at pre-established timelines WiFi.	alvaro_ruiz@caminoreal.com.gt
	Westin Club Single or Double: US\$ 165.00 + 22% taxes	Breakfast, transfer airport-hotel-airport at pre-established timelines WiFi.	
Biltmore <i>(Annex to Venue hotel)</i>	Standard Single: US\$ 80.00 + 22% taxes	Breakfast, transfer airport-hotel-airport at pre-established timelines WiFi.	regina_pelaez@hotelbiltmore.com.gt
	Standard Double: US\$ 90.00 + 22% taxes		
	Parlor Suite: US\$ 120.00 + 22% taxes		
Santander Plaza <i>(3 blocks from Venue Hotel)</i>	Executive: US\$ 65.00 + 22% taxes	Breakfast, transfer airport-hotel-airport at pre-established timelines WiFi..	reservaciones@santanderplaza.com www.santanderplaza.com
Hilton Garden Inn <i>(4 blocks from Venue Hotel)</i>	Standard Single: US\$ 85.00 + 22% taxes	Breakfast, transfer airport-hotel-airport at pre-established timelines WiFi..	reservaciones@hgiguatemala.com
	Estándar doble: US\$ 100.00 + 22% taxes		
	Premium Single: US\$ 105.00 + 22% taxes		
	Premium double: US\$ 120.00 + 22% taxes		

Please take note that reservations shall be managed in accordance with each hotel's cancellation policy. Send a copy of your reservation to: sec@comtelca.org and ingrid.garcia@sit.gob.gt.

4. Flights and overland transport

La Aurora (GUA) is the Internacional Guatemala City Airport. It is **4 km from venue hotel** and 10 Km from the historic downtown.

Approximate fares from and to the airport are as follows:

TRANSPORT COSTS			
TRANSPORT	APROXIMATE TIME	COST	COMMENT
Taxis	15-20 min	US\$ 10.00	Travellers are advised to use the airport taxis

5. Visas

In accordance to the information provided by the Department of Migration Affairs of the Ministry of Foreign Affairs of Guatemala, the visa requirements to enter the Republic of Guatemala for citizens from the involved Administrations are:

COUNTRIES NOT NEEDING VISA			
Antigua y Barbuda	Costa Rica	Honduras	Santa Lucía
Barbados	El Salvador	México	Saint Kitts and Nevis
Brasil	Estados Unidos de Norteamérica	Nicaragua	Trinidad & Tobago
Bahamas	Francia	Panamá	Venezuela
Belize	Gran Bretaña	República Dominicana	-
Colombia	Holanda	San Vicente y las Granadinas	-

COUNTRIES THAT DO NEED VISA		
Cuba **	Granada*	Jamaica*
Dominica*	Haití **	Surinam*

Notes:

* If nationals of these countries have a valid visa from the United States of America, Canada or the European Union, they do NOT need a visa to travel to Guatemala.

** Delegates from these countries, if they have official or diplomatic passports, are exempt from visas. If they do not have an official passport, it is recommended to apply for it to facilitate their entry to Guatemala, since the process of a visa in a personal passport can last up to three months.

For more information please visit the webpage of the Ministry of Foreign Affairs:

http://www.minex.gob.gt/Visor_Pagina.aspx?PaginaID=21

For any assistance please contact the Local Focal Point from Guatemala to get advice (see address and email at Point 1).

6. Guatemala's General Information

a) **Language:** Spanish.

b) **Measurement system:** International Metric System.

c) **Direction for driving:** Vehicles shall drive on the right side of the road

d) Electricity: Main voltage is 110V / 60 Hz. Sockets are of type: A / B /



e) Weather: Guatemala is often called the "Land of Eternal Spring" because of its tropical and subtropical climate. It is well known that the tropical moist climate is ideal for traveling during most of the year. The temperature remains uniform throughout the year.

The months of August / September are included during the rainy season (also called winter), which usually occurs with tropical rains in the afternoons. On average, in Guatemala City the temperature in the months of August / September varies between 16 ° C and 26 ° C.

f) Currency: Guatemala official currency is Quetzal (GTQ); the reference exchange rate is: 1US\$ = 7.4 GTQ.

The US dollar is accepted in many businesses and hotels around the venue. Internationally recognized credit cards are also accepted (Visa, MasterCard, American Express and Diners Club).

g) Local time: Time in Guatemala is GMT-6.

h) Working hours

<i>Banks and currency exchanges</i>	Monday through Friday from 9:30 am to 5:00 pm. Forex media with shared location in shopping malls, observe the mall's schedule, closing at approximately 7:00 pm.
<i>Shops and other commercial businesses</i>	Open Monday through Friday from 9:00 am to 8:00 pm, they do not have a closing policy at noon. The shopping centers where they are located have a closing time at 10:00 pm.
<i>Cafes, bakeries, pizzerias</i>	Major coffee shops, cakes and pizzas are open from 10:00 am until midnight
<i>Restaurants</i>	Lunch is usually served from 12:30 pm until 2:00 pm and dinner from 7:00 pm onwards. Fast food establishments are open throughout the day.

i) Tipping

It is customary to leave a tip in cafes, hotels and restaurants equivalent to 10 per cent of the bill.

j) Dressing code:

During the meetings it is advisable to dress formally for meetings

k) Area Map

For reference of the participants, a map of the area surrounding the hotel hosting the event is attached below.

