ITU Seminar for Americas Region  
Science services: regulatory, technical and practical implications  
Manta, Ecuador, 20-21 September 2012

Practical information concerning the Seminar

# 1 Meeting venue

**The meeting will be held at:**

**Ciudad Alfaro Civic Center**  
Prolongación de la Calle 10 de Agosto  
Antigua sede de la Asamblea Constituyente  
Montecristi - Manabí – Ecuador

Tel: (593)5-2311210

E-mail: [info@ciudadalfaro.gob.ec](mailto:info@ciudadalfaro.gob.ec)

<http://www.ciudadalfaro.gob.ec/>

# 2 Local contact persons

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# 3 Accommodation and hotel reservations

The Ecuadorian Administration has secured special rates with a number of city centre hotels, details of which are given in the table on the next page, where there is also a map showing the location of each hotel in relation to the meeting venue. In order to get special rates please refer to the event organized by MINTEL.

Once the delegates have arranged their accommodation with the hotels, they are kindly requested to inform us of the reservations made, by e-mail to: [meetingecuador.uit@mintel.gob.ec](mailto:meetingecuador.uit@mintel.gob.ec); [gabriela.gallegos@hotmail.es](mailto:gabriela.gallegos@hotmail.es) using the forms provided for the purpose.

It is important that reservations be made as early as possible. All reservations must include a credit card number. You will receive a confirmation message once your reservation has been accepted by the hotel. Should you subsequently find that you will be unable to attend the meeting, the reservation must be cancelled sufficiently in advance (at least 7 days); and it should be done with our intermediary in order to avoid any inconvenience.

There will be buses that will arrive to the suggested hotels in a planned schedule arrangement, to take the delegates to the meeting place. As it takes about 20 minutes to get there by car/bus, it is not convenient to go by walking.

It is important for delegates to fill out the form in Annex 3 in order to coordinate the transfer from the airport to the hotel.

CIUDAD ALFARO CIVIC CENTER





**A.** Eloy Alfaro Airport

**B.** Ciudad Alfaro Civic Center



**A.** Oro Verde Hotel **C.** Los Almendros Hotel

**B.** Howard Johnson Hotel **D.** Balandra Hotel

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| --- | --- | --- | --- | --- |
| **HOTEL** | **CATEG** | **TYPE OF ROOM** | **RATE** | **REMARKS** |
| **(1) Hotel Howard Johnson**  Km. 1.5 Vía Barbasquillo [www.ghlhoteles.com](http://www.ghlhoteles.com/)  Tel/Fax: +593-5-2629999  Cel: 593-9-4501909  [reservas@hojamanta.com](mailto:reservas@hojamanta.com) [mercadeo@hojamanta.com](mailto:mercadeo@hojamanta.com) | \*\*\*\*\* | Single  Double | USD 79.30  USD 91.50 | Includes buffet breakfast |
| **(2) Hotel Oro Verde**  Malecón y Calle 23 [www.oroverdehotels.com/manta](http://www.oroverdehotels.com/manta)  Tel: +593-5-2629200  Fax: +593-5-2629210 [reservas\_mta@oroverdehotels.com](mailto:reservas_mta@oroverdehotels.com) [ov\_mta@oroverdehotels.com](mailto:ov_mta@oroverdehotels.com) [corpuio@oroverdehotels.com](mailto:corpuio@oroverdehotels.com) | \*\*\*\*\* | Single  Double  Grand Suites  Junior Suites | USD 91.50  USD 103.70  USD 103.70  USD 152.50  USD 176.90 | Includes buffet breakfast |
| **(3) Hotel – Cabañas Balandra**  Barrio Córdova Av. 7 y Calle 20 [www.hotelbalandra.com](http://www.hotelbalandra.com/)  Tel: +593-5-2620316  Fax: +593-5-2620545 [eventos@hotelbalandra.com](mailto:eventos@hotelbalandra.com) [cecilia1411@hotmail.com](mailto:cecilia1411@hotmail.com) | \* \* \* | Single  Triplex | USD 93.94  USD 48.80 per person. | Includes breakfast |
| **(4) Hotel Los Almendros**  [www.almendrosaparthotel.com](http://www.almendrosaparthotel.com/)  Tel: +593-5-2620932  Fax: +593-5-2610636 [reservas@almendrosaparthotel.com](mailto:reservas@almendrosaparthotel.com) [marcelgaravi@gmail.com](mailto:marcelgaravi@gmail.com) | \* \* \* | Single  Double | USD 85.40  USD 103.70 | Includes breakfast |

# 4 Flights and ground transportation

When delegations arrive to Quito city, they have to take a flight from Quito to Manta. We have available the following airlines: TAME and AEROGAL.

Eloy Alfaro National Airport is located 10 minutes from the downtown. Delegates have the following options for travelling from the airport to their hotel:

**Buses:** Delegates will be received by buses that will leave the airport with each flight arrival, and we will transport to the main downtown hotels.

**Private taxis:** The airport is served by a large number of taxis, which can be found outside the arrivals hall. Further information may be found on the following websites:

[www.quiport.com](http://www.quiport.com/)

[www.aeropuertomanta.com](http://www.aeropuertomanta.com/)

# 5 Entry formalities

Most of the visitors to Ecuador are automatically given a tourist visa, a 12-X, which allows for a stay of up to 90 days. The only countries that need a visa to access Ecuador are Afghanistan, Bangladesh, Eritrea, Ethiopia, Kenya, Nepal, Nigeria, Pakistan and Somalia. For all the rest, the only requirements to obtain a 12-X visa are a passport valid for at least six months, a return ticket, and proof of economic means to support yourself during your stay.

No vaccination certificate is required for entering the country.

If delegations come from Colombia it is necessary to present the criminal record document.

# 6 Language

Spanish is the official language and Amerindian languages (Quechua).

# 7 Electric current

The voltage is 110-220 V/ 60Hz (USA & European plugs). Most hotels provide 110-volt adaptors.

# 8 Climate

Manta is located in a dry tropical forest area with an average annual temperature of 25 degrees Celsius (77° F). The area has a wide variety of climate zones attributed geographical characteristics of the area. During the year, there are two seasons; rainy, and dry. The rainy season is approximately six months long when it is hot and humid, and occurs from December to May. The dry season is approximately six months long and occurs during the months of June to November. It is warm but very low humidity.

# 9 Currency

The *USD Dollar ($)* is the official currency of Equator. Foreign currency can be exchanged in banks and other authorized establishments. The most commonly accepted credit cards are American Express, VISA, Diners Club and MasterCard.

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# 10 Business hours

Banks and exchange offices: Monday to Friday from 09:00 to 16:00 hours.

Company offices: Generally from 09:00 to 13:00 and from 14:00 to 18:00 hours.

Shops and businesses: In the major cities, Monday to Saturday from 09:00 to 20:00 hours (in the country’s interior there is normally a midday break).

Restaurants: Breakfast is served from 07:00 hours, lunch is served from 12:30 hours and dinner from 19:00 hours. Many fast-food establishments are open round the clock.

# 11 Tipping

It is customary to leave a 10 per cent gratuity in coffee bars and restaurants.

# 12 Other useful information

You can find further information about Equator and Manta on the following Web page:

[www.turismo.gob.ec](http://www.turismo.gob.ec/)

# 13 Itinerary flights

## Airline: Tame

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| --- | --- | --- |
| **DAY** | **SCHEDULE** | |
| **FROM QUITO** | **ARRIVAL TO MANTA** |
| MONDAY TO FRIDAY | 06:15 | 06:45 |
| SATURDAY | 07:30 | 07:30 |
| SUNDAY TO FRIDAY | 18:15 | 18:45 |
| MONDAY TO FRIDAY | 12:30 | 13:30 |

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| --- | --- | --- |
| **DAY** | **SCHEDULE** | |
| **FROM MANTA** | **ARRIVAL TO QUITO** |
| MONDAY TO FRIDAY | 07:15 | 07:45 |
| SATURDAY | 08:00 | 08:30 |
| SUNDAY TO FRIDAY | 19:15 | 19:45 |
| MONDAY TO FRIDAY | 14:00 | 15:00 |

## Airline: Aerogal

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| **DAY** | **SCHEDULE** | |
| **FROM QUITO** | **ARRIVAL TO MANTA** |
| MONDAY TO FRIDAY | 06:35 | 07:20 |
| SATURDAY | 09:30 | 10:15 |
| MONDAY TO FRIDAY | 12:45 | 13:30 |
| SATURDAY AND SUNDAY | 17:15 | 18:00 |
| MONDAY TO FRIDAY | 18:30 | 19:15 |

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| --- | --- | --- |
| **DAY** | **SCHEDULE** | |
| **FROM MANTA** | **ARRIVAL TO QUITO** |
| MONDAY TO FRIDAY | 07:50 | 08:35 |
| SATURDAY | 10:45 | 11:30 |
| MONDAY TO FRIDAY | 14:00 | 14:45 |
| SATURDAY AND SUNDAY | 18:35 | 19:20 |
| MONDAY TO FRIDAY | 19:45 | 20:30 |