

# Americas Regional Development Forum (RDF-AMS) and Regional Preparatory Meeting for the Americas region (RPM-AMS) for the World Telecommunication Development Conference (WTDC-2014)

Montevideo, Uruguay  
(From 19 to 22 August 2013)

## PRACTICAL INFORMATION

### 1. DATES AND VENUE OF THE MEETINGS

**Dates:**

**RDF-AMS:** 19 August 2013

**RPM-AMS:** From 20 to 22 August 2013

**Venue:** Radisson Montevideo Victoria Plaza Hotel

**Address:** Plaza Independencia 759

Montevideo - Uruguay

**Telephone:** (+598) 29020111

**Fax:** (+598) 2902 1628

**Website:** [www.radisson.com/montevideouy](http://www.radisson.com/montevideouy)

### 2. REGISTRATION

The Americas Regional Development Forum (RDF-AMS) will be held on **19 August 2013** and the Regional Preparatory Meeting for the Americas Region (RPM-AMS) from the **20 to 22 August 2013**.

Starting on 15 May 2013, the pre-registration will be carried out exclusively online through Focal Points (DFP) designated by each Administration and entity entitled to participate in the RPM-AMS and RDF-AMS.

Participants registering on-site must present a letter of accreditation from their respective Focal Point. The role of the Focal Point is to handle registration formalities for his/her respective Administration/entity. The list of Focal Points can be accessed using a TIES log-in at this address: <http://www.itu.int/net3/ITU-D/meetings/registration/>

Designated Focal Points can find the registration form on the RPM-AMS website: <http://www.itu.int/net3/ITU-D/meetings/registration/>

If your Administration/Entity does not have a Focal Point, or wishes to modify the contact details and/or change the Focal Point, you are kindly requested to submit the details of his/her last name, first name and e-mail address on an official letter head by fax to: +41 22 730 5545/+41 22 730 5484 or by e-mail to [bd-t-registration@itu.int](mailto:bd-t-registration@itu.int)

The pre-registration will be carried out exclusively online.

### 3. VISA REQUIREMENTS

A list of countries that **DO NOT REQUIRE VISA** for entry into Uruguay can be obtained at: [Visas para ingresar a Uruguay](#). Possessors of ordinary passport of countries **NOT** included in the previous list will need visa to enter into Uruguay. In this case, participants are strongly advised to seek information on requirements applicable in their case from Uruguayan diplomatic or consular missions in their home countries **at least 15 days prior to the trip**. The following documents are required:

- Valid passport.
- A round-trip airline or bus ticket. If travelling with a vehicle, title of the car or documentation that proves you are able to drive it.
- Hotel booking in your name or in the name of the person with address/phone number of the place where you will stay.
- If applicable, invitation letter received from Uruguay.

Eventually, the Consular Mission may ask for additional information. Please find the nearest Consular mission ([Oficina Consular](#)).

Diplomatic or Official passport holders are requested to contact the nearest Uruguayan Embassy or Consular Mission in order to get additional information of visa necessity.

Those participants, whose flights **make a stop in other countries, must pay special attention to the requirements of these countries, since they may need an entry or transit Visa to the country or change of Airport (the latter can occur on flights making a stop in Buenos Aires)**.

In case of special assistance to obtain visa, please contact **Mrs. Madelón Musse** at the Ministry of Industry, Energy and Mining.

**Sra. Madelón Musse**

**Tel.: +598 29150856**

**Fax: +598 2 916 7923 int. 200**

**Email: [secretaria@dinatel.miem.gub.uy](mailto:secretaria@dinatel.miem.gub.uy)**

### 4. ARRIVAL AT AIRPORT

The airport [Aeropuerto Internacional de Carrasco](#) has all necessary amenities to welcome participants properly. It is located 40 minutes from the city and the official hotels of the meeting and the airport is used for arrival and departure of international flights.

Delegates who have informed their flight details, through the corresponding forms, will be greeted at the airport by the staff of the event who, in addition to welcoming, may assist them upon their arrival to solve any problems and guide them on safe transportation to the hotels.

In order to identify the luggage belonging to official delegates in commercial flights and to facilitate the arrival process, attached at the end of this document, you will find a sticker **“Luggage Tag” (Annex 2)**.

#### **Airport practical information:**

At the airport you can find taxi service and Exchange.

<b>Taxi Aeropuerto</b>	Taxi Service Tel: (+598) 2604-0323 <a href="http://www.taxisaeropuerto.com">www.taxisaeropuerto.com</a> Rate to "Ciudad Vieja": 1.200 Pesos uruguayos About USD 60,00
<b>International Arrivals</b>	Ground Floor <i>Oficina zona Carruseles</i> <i>Oficina Hall Público / Costums</i>
<b>International Departures</b>	Ground Floor <i>Oficina zona Hall Público</i> Check in area
<b>Exchange</b>	Global Exchange Uruguay Tel: +598 2-600-7397 Working hour: 24 horas <a href="http://www.globalexchange.com.uy/">http://www.globalexchange.com.uy/</a>

## 5. TRANSPORTATION

Hotels officially recommended are located close to the event. For those who wish to take taxi, it is strongly recommended that you only use black taxis with yellow stripes or white taxi with yellow stripes. The cost of a journey of 3 kilometers is \$ 80 *uruguayos* (USD 4 dollars).



<p><u>Local Taxi Telephone nº:</u> Radio Taxi Patronal 141 Radio Taxi Celeritas 1919 Radio Taxi Punta Gorda 1771</p>
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For social events, the event organizers will provide transport to participants from the recommended hotels or venue of the meeting to the corresponding place in accordance to the agenda of activities.

## 6. HOTEL RESERVATION

Special rates have been negotiated for participants in the hotels close to the venue of the event. Participants who choose hotels that are shown in the table below are kindly requested to fill out the attached form and **email it directly to the selected hotel** copying the following email: [secretaria.dinatel@dinatel.miem.gub.uy](mailto:secretaria.dinatel@dinatel.miem.gub.uy)

However, it is required to send the reservations form (**Annex I**) before **the 9 August 2013** in order to guarantee preferential rates. The account of the hotel will be paid directly by each participant at the end of your stay.

Find below a list of recommended hotels to the meeting including the distance from each one to the meeting.

**IT IS STRONGLY ADVISED TO MAKE HOTEL RESERVATION THROUGH THE FORM ATTACHED AND NOT THROUGH INTERNET BOOKING IN ORDER TO ASSURE THE NEGOTIATED RATE AND TO AVOID PROBLEMS IN CASE IT IS CANCELLED.**

## Recommended hotels for which special rates have been negotiated for RDF-AMS and RPM-AMS

Hotel	Rates in USD	Services included	Cancelations
<p><b>Radisson Montevideo Victoria Plaza</b>                      Plaza Independencia 759                      Montevideo 11100                      Tel: (+598) 2 902 0111                      Fax: (+598) 2 902 1628                      Toll Free: 000 413 598 0768  <a href="http://www.radisson.com/montevideouy">www.radisson.com/montevideouy</a></p>	<p><b>5 STARS HOTEL</b></p> <p>Superior Single US\$ 175                      Superior Doble US\$ 185                      Suite Single/Doble US\$ 235</p>	<p>Breakfast. Access to the SPA: swimming pool acclimatized. Gym and sauna. Internet Access in the room.</p> <p style="text-align: center;"><b>Check in: 15:00 hs</b>  <b>Check out: 12:00 hs</b></p>	<p>No cost, if cancelled                      48hs before check in.</p>
<p><b>Holiday Inn Montevideo</b>                      Colonia 823                      Tel. (+598) 29020001  <a href="mailto:Reservas1@holidayinn.com.uy">Reservas1@holidayinn.com.uy</a>  <a href="mailto:reservas@holidayinn.com.uy">reservas@holidayinn.com.uy</a>  <a href="http://www.holidayinn.com.uy">www.holidayinn.com.uy</a></p>	<p><b>4 STARS HOTEL</b></p> <p>Standard single US\$ 85                      Standard doble US\$ 95                      Superior single US\$ 105                      Superior doble US\$ 115                      Superior Triple US\$ 125</p>	<p>Breakfast buffet. Free Internet access at the business center and at the room. Free access to the Fitness Center: swimming pool acclimatized. Safe box                      Iron table. Emergency medical assistance.</p> <p style="text-align: center;"><b>Check in: 15:00 hs</b>  <b>Check out: 11:00 hs</b></p> <p style="text-align: center;"><b>Distance from the hotel: 130 meters</b></p>	<p>No cost , if cancelled                      24hs before check in.</p>
<p><b>Hotel Plaza Fuerte</b>                      Bartolomé Mitre 1361 esquina Sarandí                      Tel. (+598) 29156651  <a href="mailto:reservas@capitalhoteles.com">reservas@capitalhoteles.com</a>  <a href="http://www.plazafuerte.com">www.plazafuerte.com</a></p>	<p><b>4 STARS HOTEL</b></p> <p>Superior U\$S 70                      Suite U\$S 90</p>	<p>Breakfast, Internet and                      Parking</p> <p style="text-align: center;"><b>Check in: 14:00 hs</b>  <b>Check out: 11:00 hs</b></p> <p style="text-align: center;"><b>Distance from the hotel: 310 meters</b></p>	<p>No cost, if cancelled                      48hs before check in.</p>
<p><b>Esplendor Hotel Montevideo</b>                      Soriano 868                      Tel: (+598) 2900 19 00  <a href="mailto:reservas@esplendormontevideo.com">reservas@esplendormontevideo.com</a>  <a href="http://www.esplendormontevideo.com">www.esplendormontevideo.com</a></p>	<p><b>4 STARS HOTEL</b></p> <p>Concept Single/Doble US\$ 85                      Suites Single/Doble US\$ 115                      Vip suites Single/Doble US\$ 165</p>	<p>Breakfast buffet. Wifi conexion                      Fitness center, sauna and indoor swimming pool</p> <p style="text-align: center;"><b>Check in: 15:00 hs</b>  <b>Check out: 12:00 hs</b></p> <p style="text-align: center;"><b>Distance from the hotel: 420 meters</b></p>	<p>No cost, if cancelled                      48hs before check in.</p>
<p><b>Orpheo Express Hotel</b>                      Andes 1449                      Tel. (+598) 29050000 int 202  <a href="mailto:reservas@orpheohotel.com">reservas@orpheohotel.com</a>  <a href="http://www.orpheohotel.com">www.orpheohotel.com</a></p>	<p><b>3 STARS HOTEL</b></p> <p>Single standard U\$S 76                      Doble standard U\$S 76                      Triple standard U\$S 85</p>	<p>Breakfast buffet.                      Free internet access. Working station                      Safe box. Air conditioner.                      Fitness. Parking with additional cost</p> <p style="text-align: center;"><b>Check in: 2pm</b>  <b>Check out: 11am</b></p> <p style="text-align: center;"><b>Distance from the event: 310 meters</b></p>	<p>No cost if cancelled                      24hs before check in</p>

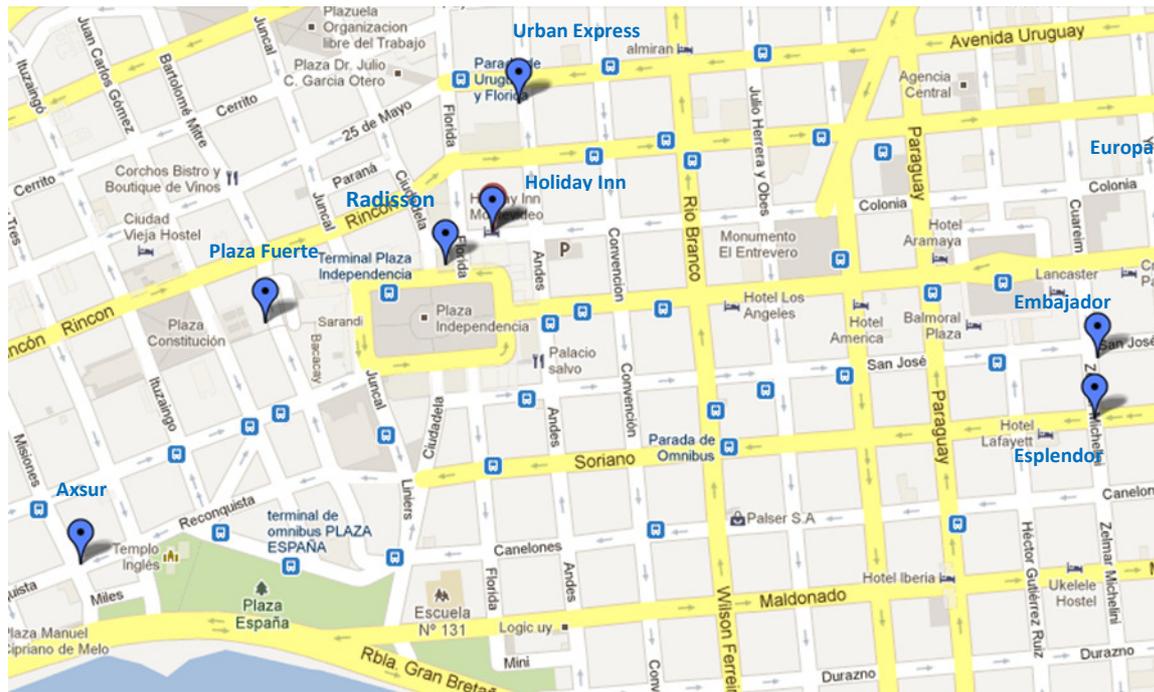
<p><b>Hotel Urban Express</b> Andes 1491 Tel. (+598) 29020482 <a href="mailto:info@hotleurbanexpress.com.uy">info@hotleurbanexpress.com.uy</a> <a href="http://www.hotelurbanexpress.com.uy">www.hotelurbanexpress.com.uy</a></p>	<p><b>3 STARS HOTEL</b></p> <p>Single standard U\$S 60 Doble standard U\$S 67 Triple standard U\$S 90</p>	<p>Breakfast buffet. Free WiFi. Working station Safe box. Air conditioned/heating <b>Check in: 14:00 hs</b> <b>Check out: 10:00 hs</b> <b>Distance from the hotel: 370 meters</b></p>	<p>No cost , if cancelled 48hs before check in</p>
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### Other Hotels:

<p><b>Axsur Design Hotel</b> Misiones 1260 Tel. (+598 ) 2916 27 47 <a href="mailto:lucia.razquin@axsurhotel.com">lucia.razquin@axsurhotel.com</a> <a href="http://www.axsurhotel.com">www.axsurhotel.com</a></p>	<p><b>4 STARS HOTEL</b></p> <p>Standard U\$S 95</p>	<p>Breakfast buffet. WiFi Working station. Safe box Air conditioner/heating <b>Check in: 3pm</b> <b>Check out: 11am</b> <b>Distance from the event: 790 meters</b></p>	<p>No cost if cancelled one week before check in</p>
<p><b>Hotel Embajador</b> San José 1212 Tel. (+598) 29020012 29020762 <a href="mailto:reservas@hotelembajador.com">reservas@hotelembajador.com</a> <a href="mailto:inforeservas@hotelembajador.com">inforeservas@hotelembajador.com</a> <a href="http://www.hotelembajador.com">www.hotelembajador.com</a></p>	<p><b>4 STARS HOTEL</b></p> <p>Single U\$S 75 Doble U\$S 97</p>	<p>Breakfast. Gym and sauna Internet. Parking. Safe box <b>Check in: 1pm</b> <b>Check out: 11am</b> <b>Distance from the event: 1010 meters</b></p>	<p>No cost if cancelled 72 hours before check in.</p>
<p><b>HOTEL EUROPA</b> Colonia 1341 Tel. (+598) 29020045 <a href="mailto:reservas@hoteleuropa.com.uy">reservas@hoteleuropa.com.uy</a> <a href="http://www.hoteleuropa.com.uy">www.hoteleuropa.com.uy</a></p>	<p><b>3 STARS HOTEL</b></p> <p>Single standard USD 69 Doble standard USD 85 Triple standrad USD 120</p>	<p>Breakfast buffet. Free WiFi Medical service. Parking <b>Check in: 12:00 hs</b> <b>Check out: 10:30 am</b> <b>Distance from the event: 1190 meters</b></p>	<p>No cost if cancelled 72 hours before check in.</p>

**The rates informed in the list correspond to the final price, exempt from VAT for non-resident guests in Uruguay.**

## Recommended hotels location map:



## 7. SERVICES AVAILABLE FOR PARTICIPANTS DURING THE MEETINGS

### Information display:

It will be located outside the main meeting room and will provide information on many issues of interest of the participants and will forward to other services, such as city tour and transfers, mail, medical care, communications, etc. It will also be the place where you should deliver or collect lost items.

### Communication Center:

Internet Access free of charge will be available at the event meeting room. Participants also will be provided with fax service.

### Interpretation service:

Interpretation services will be available in English and Spanish.

### Security:

For security reasons, all participants should be permanently using their badges during the meeting and in all social activities.

**Medical Assistance:** Emergency and urgency medical assistance will be provided free of charge within the premises where the meeting will take place. Nevertheless it is advised to take out international travel insurance to cover any medical expenses in case of medical treatment.

## 8. CURRENCY

The official currency of Uruguay is the “*peso uruguayo*”. American dollar is usually accepted in the market. Foreign currencies may be changed into Uruguayan peso at banks or private exchange offices called “*Casas de Cambio*”. The banks are open from 1pm to 6 pm.

The exchange rate in Uruguay is floating free but stable, other currencies rate can be consulted at [www.bcu.gub.uy](http://www.bcu.gub.uy). At the date of (11/04/2013):

 Dólar	<b>19.02</b>
 Euro	<b>24.81</b>
 Peso Argentino	<b>2.43</b>
 Real	<b>9.32</b>

Notes and coins in circulation:



## 9. GENERAL INFORMATION

### General Information about Uruguay:

Government:	Unitary Presidential constitutional Republic
President:	Mr. José Mujica Cordano
Vicepresident:	Cr. Danilo Astori
Area:	176.215 km <sup>2</sup>
Total Area:	313.782 km <sup>2</sup>
Population:	3.286.314 (Censo 2011)

Capital:	Montevideo
Language:	Spanish

**Weather:**

The meeting will take place in the Uruguayan winter, with temperatures in Montevideo between the 8 and 16 ° C.

For more information:

<http://www.meteorologia.gub.uy>

<http://www.accuweather.com/en/uy/montevideo/349269/weather-forecast/349269>

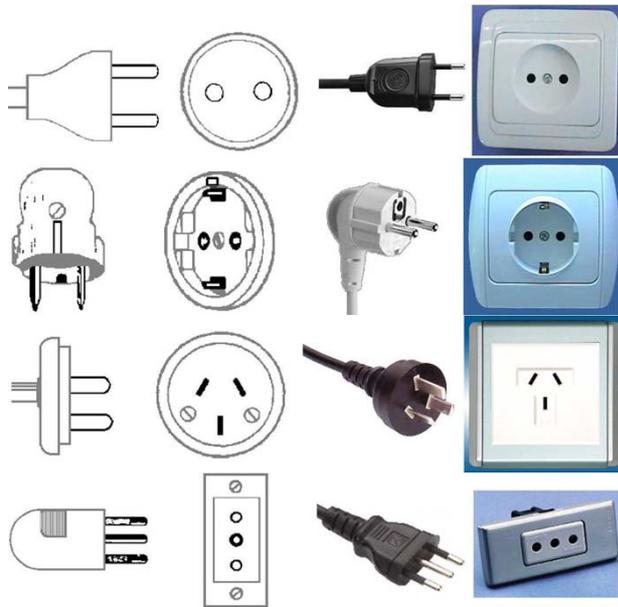
**Time Zone:**

Uruguay is GMT - 0300 hours.

**Electricity:**

AC power voltage in Uruguay is 220 V, 50 Hz.

Find below all outlets used.



For additional information please access:

[www.turismo.gub.uy/](http://www.turismo.gub.uy/)

[www.presidencia.gub.uy](http://www.presidencia.gub.uy)



**LUGAGGE TAG**

**Americas Regional Development Forum  
(RDF-AMS) and Regional Preparatory Meeting  
for the Americas region for the WTDC-14  
(RPM-AMS)**

**Montevideo, Uruguay  
19-22 August 2013**



<b>COUNTRY</b>	
<b>NAME :</b>	
<b>HOTEL:</b>	
<b>TELEPHONE NUMBER:</b>	