



ACCESSIBLE AMERICAS ICTs FOR ALL

PRACTICAL INFORMATION

MEXICO CITY

FROM 12 TO 14 NOVEMBER 2024

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1. WELCOME

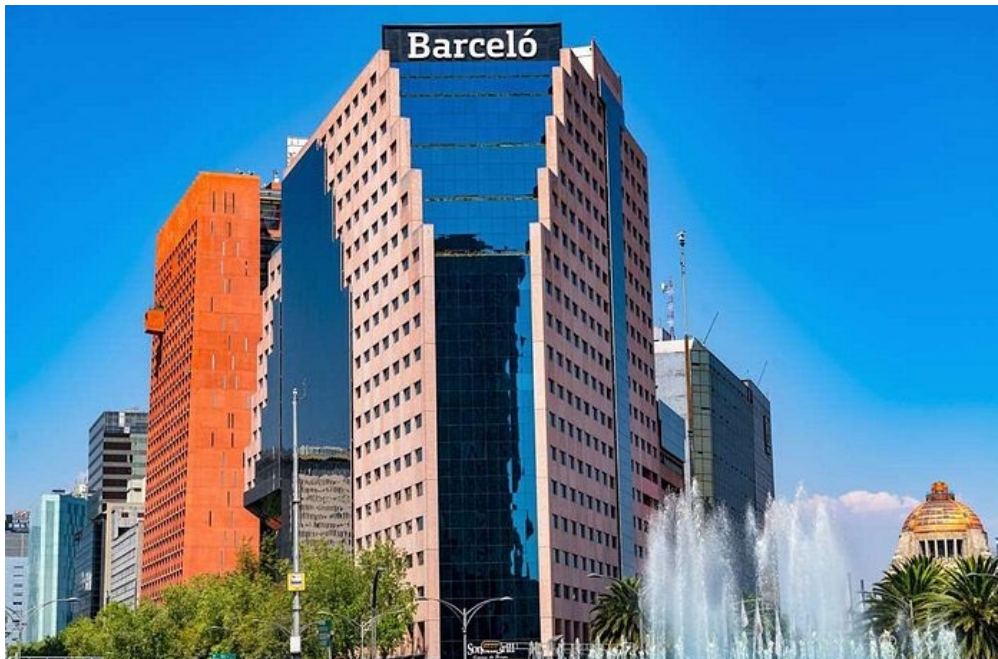
The Federal Institute of Telecommunications (IFT) and the International Telecommunication Union (ITU) are honored to warmly welcome you to Accessible Americas: ICT for All, which will take place in Mexico City from 12 to 14 November 2024.

This bulletin contains information regarding administrative procedures, logistics, and other relevant aspects for all participants.

2. VENUE AND DATE

Accessible Americas will take place from 12 to 14 November 2024 at the Barceló México Reforma Hotel, in Mexico City.

- **Address:** Paseo de la Reforma 1, Tabacalera, Cuauhtémoc, 06030, Ciudad de México.
- **Telephone:** +52 55 5128 5000
- **Web page:** <https://www.barcelo.com/es-mx/barcelo-mexico-reforma/>



3. CONTACT INFORMATION

For enquiries and additional information, you may contact:

IFT Contact	Contact Information
Elías Gómez Balderas	Telephone: +52 55 5015 400 ext. 4567 Mobile: +52 55 49325832 E-mail: elias.gomez@ift.org.mx
Diana Gómez Gallardo	Telephone: +52 55 5015-400 ext. 4147 Mobile: +52 1 55 3198 5706 E-mail: diana.gomez@ift.org.mx
ITU Contact	Contact Information
Caroline Brandão Event coordinator in the Américas	Telephone: +55 61 23122731 E-mail: caroline.brandao@itu.int

4. REGISTRATION

For more information regarding event registration, you can visit the ITU website at the following link:

<http://itu.int/go/AccessibleAmericas2024>

5. ACCOMODATION

For your convenience, participants are encouraged to stay at the event's host hotel.

Address: Paseo de la Reforma 1, Tabacalera, Cuauhtémoc, 06030, Ciudad de México.

Telephone: +52 55 5128 5000

Reservation e-mails: mexicoreforma.res@barcelo.com

mexicoreforma.res2@barcelo.com

mexicoreforma.res3@barcelo.com

mexicoreforma.res4@barcelo.com

Promotional Code: IFT AMERICA ACCESIBLE Clave: #42643

Room type	Rate
Superior single/double *No meals	\$188.64
Superior single *Breakfast	\$208.50

Superior double *Breakfast	\$228.36
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Nearby Hotels

For the convenience of participants, it is recommended to stay in hotels near the event venue:

Hotel	Contact (+52)	Room type	Fare USD	Distance to the event venue	Reservation
Hilton Mexico City Reforma	Telephone: 55 5130 5300 Dirección: Juárez 70, Centro, 06010, Ciudad de México.	Standard	\$194.00	9 min. walking 550 m.	Sitio web
Hotel Plaza Revolución	Telephone: 55 5234 1910 Dirección: Terán 35, Tabacalera, Cuauhtémoc, 06030, Ciudad de México.	Standard	\$64.71	3 min. Walking 190 m.	Sitio web
Le Méridien	Teléfono: 55 5061 3000 Dirección: Paseo de la Reforma 69, Tabacalera, Cuauhtémoc, 06030, Ciudad de México.	Standard	\$211.00	6 min. walking 450 m.	Sitio web

- Each delegate will be responsible for booking and paying for their hotel room. Delegates should contact the recommended hotel directly.
- For more details on rates and room availability, or any other additional services, delegates can reach out to the contact person at the recommended hotel mentioned above.
- The hotels in this section are merely recommendations, so each delegation is free to choose the hotel that best suits their needs.
- Reference rates exclude taxes and fees (Exchange rate: \$19.64 = 1 USD).

6. TRANSPORTATION

Air Transportation

The nearest airport to the meeting venue is Mexico City's Benito Juárez International Airport, located at Capitán Carlos León s/n, Colonia Peñón de los Baños, Venustiano Carranza Borough, Postcode 15620, Mexico City.

We suggest visiting the following website for information on the airlines operating at Mexico City International Airport: <https://www.aicm.com.mx/>.

Transportación local

- By Car

Several car rental companies have counters on the ground floor of terminals 1 and 2 at the airport.

- By Metrobús

The Metrobús is a public transport system operated by the government of Mexico City. It connects the airport with downtown Mexico City, as well as with key points of interest in the capital, such as the Paseo de la Reforma boulevard, the Palace of Fine Arts, and other iconic landmarks. The Metrobús has dedicated stations, ensuring you can board and disembark comfortably and safely.

Payment is made via a Metrobús smart card, which can be purchased at ticket/recharge machines located in the boarding areas of Terminal 1 and Terminal 2. The service costs \$30.00 pesos per person, per trip, departing from the airport..

- By taxi

Taxi services are available at the international and domestic entrances of Terminals 1 and 2. In both cases, taxi tickets are sold at counters located near the arrival gates and in the corridor areas. Fares

are displayed in a visible location and are authorised by the Ministry of Infrastructure, Communications and Transport. For your safety, we recommend using only authorised taxi services provided by the airport, including::

Terminal 1:

- Porto Taxi, Sitio 300
- Nueva Imagen y Excelencia

Terminal 2:

- Porto Taxi, Sitio 300
- Nueva Imagen
- Excelencia
- Confort y Yellow Cab

Find the nearest transport service here:

TRANSPORT
SERVICES



TAXI



BUSES



AIRPORT TRAIN



METROBUS



AIRPORT SHUTTLE



CAR RENTAL

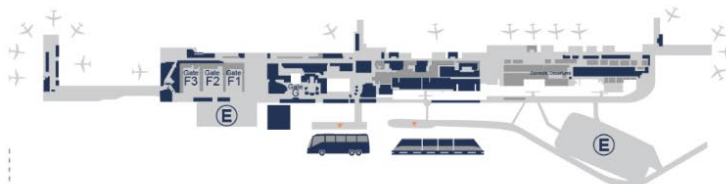


PARKING LOTS

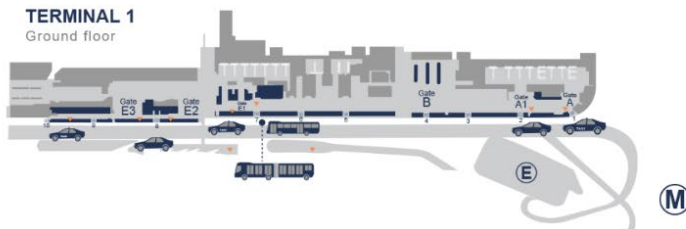


METRO

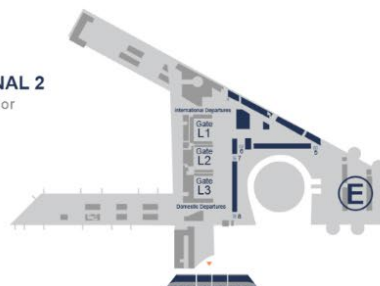
TERMINAL 1
Upper floor



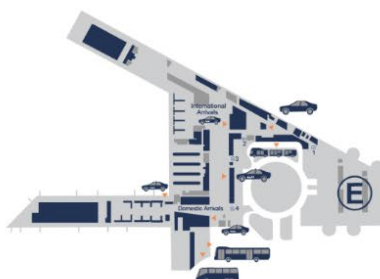
TERMINAL 1
Ground floor



TERMINAL 2
Upper floor



TERMINAL 2
Ground floor



7. INFORMATION ON ENTRY TO NATIONAL TERRITORY

Immigration Check

To enter Mexico, the following documents must be presented to the immigration authorities:

- A valid passport (valid for the duration of your stay and upon departure) in accordance with international legislation. A national identity card is NOT valid for travel to Mexico.
- A duly completed Multiple Migration Form (FMM), provided by the airline during the flight or available online via the following [link](#).

Immigration authorities may ask foreign nationals to state the purpose of their visit and provide the following travel documents: valid passport, visa (if required), any personal information and requested data, purpose of travel, permanent place of residence, address and length of stay in Mexico, proof of departure, letters of invitation (if required), hotel reservations, financial means, etc.

Visa

- Official and Diplomatic Passports: Delegates holding official or diplomatic passports will not require a visa to enter Mexico (90-day stay permit).
- Ordinary Passports: Visa requirements can be found at the following [link](#).

[Countries and regions that DO NOT require a visa to travel to Mexico.](#)

[Countries and regions that DO require a visa to travel to Mexico.](#)

These visa requirements may change at the time of travel to Mexico. Therefore, delegates are advised to check the current requirements at the nearest Mexican Embassy or Consulate. Location and opening hours can be found at the following [link](#).

IMPORTANT: Colombian citizens must pre-register their trip before entering Mexico at the following [link](#).

For more information, please refer to the following [link](#).

Participants requiring a personal invitation letter to obtain a visa should contact Elías Gómez Balderas by email at elias.gomez@ift.org.mx as soon as possible once their ITU registration is confirmed, but no later than 28 October 2024. Your email should include the following information to be processed: Full Name, Passport Number, Nationality, ITU Registration Confirmation.

In this regard, the Data Privacy Notice of the Federal Telecommunications Institute is available at the following links:

https://www.ift.org.mx/sites/default/files/aviso_de_privacidad_actualizados_cgai_simplificado.pdf

https://www.ift.org.mx/sites/default/files/aviso_de_privacidad_actualizado_cgai_integral.pdf

9. GENERAL INFORMATION

México City

Mexico City is known as the Cultural Capital of the Americas. It has become the financial, cultural, and political hub of the country. It is one of the largest and most populous cities in the world.

Talking about Mexico City (CDMX) conjures up images of one of the most populated cities on the planet, where avenues, viaducts, roads, alleys, and streets become arteries, with its inhabitants as the soul of this great city. But CDMX has one particular feature that makes it highly attractive to tourists: its rich history, art, and its beautiful blend of colonial and contemporary architecture.

Walking through the Historic Centre of Mexico City, you will notice baroque and neoclassical styles, along with relics from our Aztec ancestors, such as the main temple located next to the Metropolitan Cathedral. Mexico City offers endless entertainment options. There are 132 museums, 7 nearby archaeological sites, and 64 theatres, not to mention nightclubs, bars, and restaurants serving all kinds of Mexican and international cuisine.

The Government of Mexico City provides useful tourist information on this website, as well as recommendations for experiences during your visit to Mexico City.

Medical Insurance

In the event of illness or injury, delegates will be responsible for any expenses incurred when visiting Mexican medical facilities. Therefore, they should consider purchasing travel insurance before departing for Mexico and ensure they have adequate coverage during their stay in the country.

Weather

Mexico City is located at a high altitude, so appropriate precautions should be taken. Weather forecasts for Mexico City generally indicate pleasant conditions throughout the year. However, in 2024, the rainy season is expected to last from June until the end of November. During this season, the city receives around 85% of its annual rainfall. Nevertheless, even in the wettest months, rainfall is usually limited to a few hours a day and rarely lasts for more than a few consecutive days. Heavy downpours are expected during parts of some days.

The weather forecast for 12 to 14 November in Mexico City can be consulted at the following link..

Time Zone

Central Standard Time UTC/GMT -6 hours

Language

The official language is Spanish. However, since Mexico City is a major tourist destination, most people in tourist areas and hotels speak English.

Currency

The Mexican peso is the official currency of Mexico. To check the latest exchange rate, you can visit the Bank of Mexico's website: www.banxico.org.mx.

Banks are open from 09:00 to 16:00, Monday to Friday.

Electricity

In Mexico, the electrical current is 110-120 volts (the same as in the USA and Canada). The electrical plugs used in Mexico are types A and B. For your convenience, it is recommended to bring a multi-voltage travel adaptor.

Useful numbers

Area code: 55

In case of any emergency, call 911. 911 is Mexico's national emergency number and will provide the fastest response.

Emergency contact numbers:

- The national 911 service is locally operated, and the operators will automatically receive your location.
- LOCATEL is Mexico City's information and assistance line. Operators are prepared to handle any non-emergency situation that does not pose a threat to life – 55 5658 1111.
- The tourist assistance hotline can also help with specific travel-related issues, communication with your embassy, visa-related matters, airport transportation, or similar problems. Contact them at 5552867097 or 5552869077 ext. 2104 or 2309 (Monday to Friday from 9 a.m. to 6 p.m.).

Tipping

In Mexico, it is customary and voluntary to include between 10% and 15% of the total bill as a tip for the service received in restaurants.

Security

Mexico City is geologically characterised by its high seismic activity, so we are sharing some measures that delegates should consider during their stay in case of an earthquake.

What to do during a seismic alert:

- When the seismic alert sounds, remain calm. If you are on a lower floor and it is possible, evacuate the building and follow the pre-established evacuation routes.
- If you are on a higher floor and do not have time to leave, move to the pre-designated low-risk area.
- Follow the protocols of the Civil Protection Programme of the location and the instructions of the emergency personnel.
- Do not run, as many accidents occur during chaotic evacuations.
- Do not shout, as this can cause panic and chaos during the evacuation.
- Do not push others, as this may injure or harm people evacuating; give them time to leave.

What to do during the earthquake:

- If you were unable to evacuate in time, move to the nearest low-risk area.

- Stay away from windows, furniture, mirrors, plants, or other heavy objects that could fall.
- If there are babies, elderly people, or people with disabilities, assist them in moving to the low-risk area.
- Do not use stairways or lifts during the earthquake.
- Evacuate the building once the earthquake is over if the evacuation route allows.

What to do after the earthquake:

- If you took shelter in low-risk areas during the earthquake, evacuate the building and proceed to the meeting point.
- Remain calm and follow the instructions of the emergency personnel, rescue teams, and civil protection authorities.
- Use mobile phones only for emergencies or as little as possible.
- Use social media to let others know you are safe.