

**ITU Workshop for R2 (RR) on:  
National Tables of Frequency Allocation, NTFA  
17-20 June, 2024; Mexico City, Mexico**

**INFORMATION FOR PARTICIPANTS**

**VENUE:**

**Federal Telecommunications Institute (IFT) headquarters**

**Address:** Insurgentes Sur 1143, 1st Floor, Nochebuena, Benito Juárez, C.P. 03720, Mexico City

**TEL:** +52 55 5015 4000

**URL:** <https://www.ift.org.mx/>

**HOTEL RESERVATIONS:**

For your convenience, attendees are encouraged to stay in hotels near the meeting venue.

**Accommodation rates quoted are:**

- Tax excluded
- For reference only and are subject to availability and may change without prior notice.
- The exchange rate is the March average: \$16.53 = 1 USD.

\* Please note that the local secretariat is NOT responsible for the hotel reservation. Participants are encouraged to make the reservation as early as possible.

Hotel	Contact (+52)	Room Type	Room Rates		Distance to meeting venue
			USD	MX Pesos	
Diplomatico	Phone: 800007 3845, ext. 1969 Address: Insurgentes Sur 1105, Noche Buena, Benito Juárez, CP 03720, Mexico City. <a href="#">Website</a>	Single	66.84 USD	\$1,105.00	2 min walking 150 m
Elements by Marquis	Phone: 55 3536 3687 <a href="mailto:reservaciones@elementsbymarquis.com">reservaciones@elementsbymarquis.com</a> Address: Insurgentes Sur 1032, San Borja, Benito Juárez, CP 03100, Mexico City <a href="#">Website</a>	Single	94.97 USD	\$1,570.60	2 min walking 150 m
Beverly Hotel	Phone: 55 5523 6065 Address: Nueva York No. 301, Nápoles, Benito Juárez, CP 03810, Mexico City <a href="#">Website</a>	Single	65.75 USD	\$1,087.00	7 min walking 900 m
Novotel Mexico City WTC	Phone: 55 9262 9041 Address: Insurgentes Sur 710, Colonia del Valle Norte, Benito Juárez, CP 03100, Mexico City <a href="#">Website</a>	Single	104.59 USD	\$1,729.00	20 min walking 1.4 km
Holiday Bel Air Business At WTC	Phone: 800 509 8734 Address: Dakota No. 95, Nápoles, Benito Juárez, CP 03810, Mexico City <a href="#">Website</a>	Single	84.69 USD	\$1,400.00	24 min walking 2 km

## TRANSPORTATION FROM THE AIRPORT TO THE MEETING VENUE:

Mexico City's International Airport (AICM) is located approximately 15 kilometers from the meeting venue.

For more information, please see the following website: <https://www.aicm.com.mx/>

- Car rentals

Several car rental companies have counters on the ground floor of Terminal 1 and 2 of the AICM.

- Taxi

Taxi services are located at the international and domestic entrances at Terminals 1 and 2. In both cases, taxi tickets are sold at the modules located near the arrival gates and in the walkway area. Rates are posted in a visible place and are authorized by the Ministry of Infrastructure, Communications, and Transport. For your safety, we recommend you only use the taxi services authorized by this airport, which include:

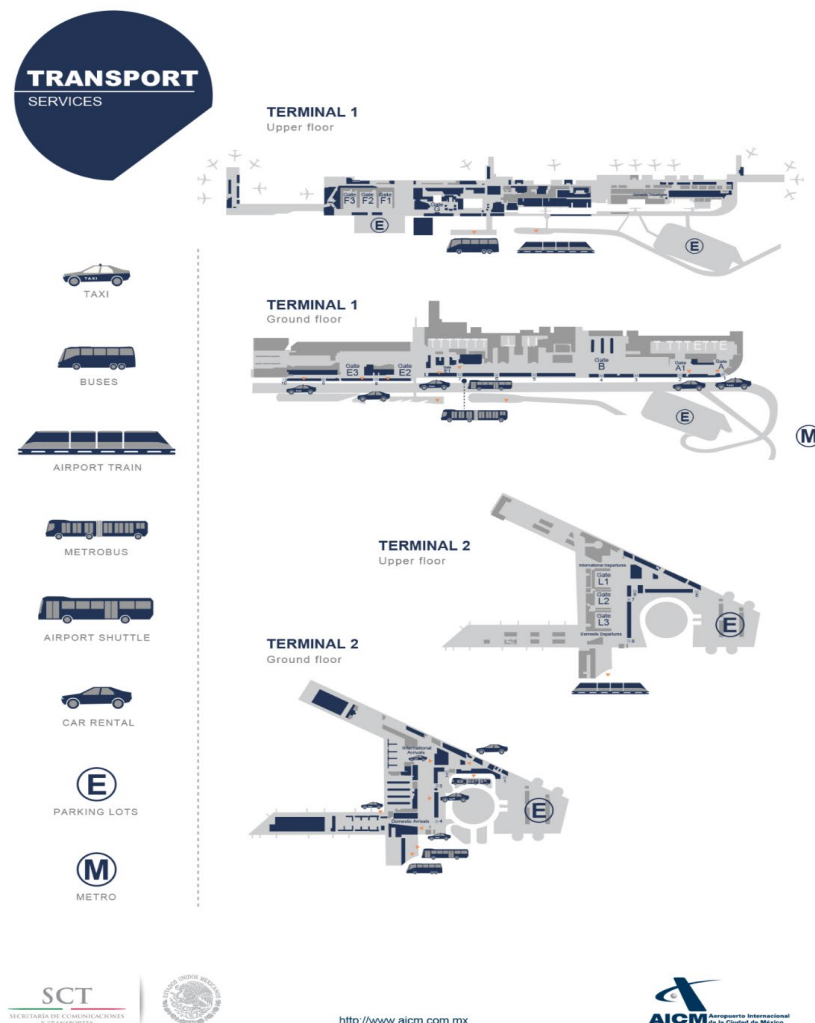
Terminal 1:

- Porto Taxi, Sitio 300, Nueva Imagen and Excelencia

Terminal 2:

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

Locate the nearest transportation service here:



## **VISA AND IMMIGRATION INFORMATION:**

A visa may be necessary for participants from some countries to enter Mexico. To check the visa requirements please contact the Mexican Embassy in your country and kindly visit: <http://www.inm.gob.mx/gobmx/word/index.php/paises-requieren-visa-para-mexico/> for more details.

Participants who should require a personal Letter of Invitation for obtaining a visa are requested to contact Ms. Mariana Alday Alvarez via e-mail at [mariana.alday@ift.org.mx](mailto:mariana.alday@ift.org.mx) as soon as possible after confirmed registration with ITU, but **no later than 3 June 2024**.

**Your e-mail must include the following information in order to be processed: Complete name, Passport Number, Nationality, ITU Confirmation of registration.**

**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_actualizados_cgai_simplificado.pdf)  
[https://www.ift.org.mx/sites/default/files/aviso\\_de\\_privacidad\\_actualizado\\_cgai\\_integral.pdf](https://www.ift.org.mx/sites/default/files/aviso_de_privacidad_actualizado_cgai_integral.pdf)

Foreigners travelling to Mexico must have a valid Passport, issued by the competent authority. In order to meet the requirements, procedures and criteria for the attention to and resolution of visa application procedure, is recommended that participants consult the web site of the National Institute of Migration, [www.gob.mx/inm](http://www.gob.mx/inm).

The countries and regions that do not require a visa to travel to Mexico can be found at the following link: [www.inm.gob.mx/gobmx/word/index.php/paises-no-requieren-visa-para-mexico/](http://www.inm.gob.mx/gobmx/word/index.php/paises-no-requieren-visa-para-mexico/).

People are encouraged to contacting the Embassy or Consulate of Mexico in their countries, <https://www.gob.mx/gobierno/mexico-en-el-mundo> if they require detailed information. Participants requiring visa must obtain it before travelling to Mexico.

IMPORTANT: As of 1 April 2022, all Colombian nationals must complete a mandatory pre-registration of their trip at the following link: <https://www.inm.gob.mx/spublic/portal/inmex.html>

## **INFORMATION ABOUT THE HOST CITY:**

Mexico City is known as the Cultural Capital of America. It has become the financial, cultural and political center of the country. To talk about Mexico City (CDMX) is to imagine one of the biggest and most populated cities in the world, with avenues, highways, causeways, alleys and streets become arteries where its habitants are the lifeblood of this great city. But CDMX has characteristic that makes it very attractive for tourism: its great history, art and its beautiful colonial and contemporary architecture.

Walking through the Historic Center of Mexico City you can notice a combination of the baroque, neoclassical style with the relics of our Aztec ancestors, such as the *Templo Mayor* standing next to the Colonial-era Metropolitan Cathedral. Mexico City has an infinite number of entertainment options. There are 132 museums, 7 nearby archaeological zones and 64 theaters, not to mention nightclubs, bars, and restaurants of all kinds of Mexican and international food.

The Mexico City Government provides useful tourist information on this [website](#), as well as recommendations for [experiences](#) while visiting Mexico City.

**Climate:** Mexico City is a [high-altitude location so appropriate precautions need to be taken](#). Weather forecasts in Mexico City generally allow for pleasant visits year-round. During spring (March-June), the predominant climate is dry and warm, with temperatures ranging between 12°C and 28°C. The weather forecast for June 17 to 20 in Mexico City can be checked at the following [link](#).

**Time Zone:** UTC/GMT -6 hours

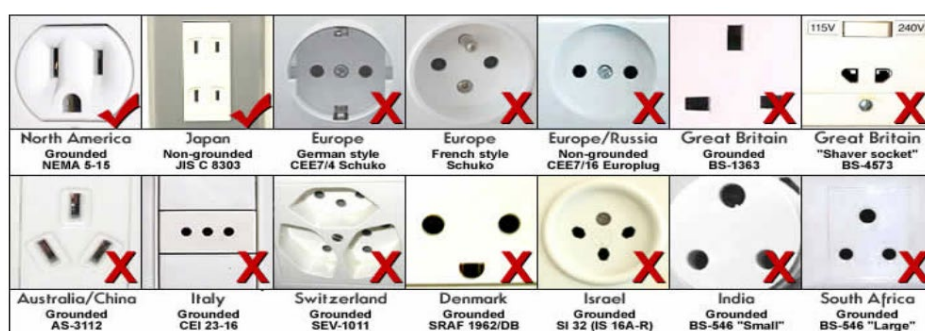
**Banks & Currency:** The Mexican peso is the official currency of Mexico. To see the updated Exchange rate, you can enter the Bank of Mexico site: [www.banxico.org.mx](http://www.banxico.org.mx). Exchange rate (8 February 2024): \$17.10 = 1 USD.

Banks are open from 0900 to 1600 hours from Monday to Friday.

**Electricity:** In Mexico the electric current is 110 -120 volts (identical to U.S.A. and Canada). Please bear in mind the following recommendations:

- Multi-voltage devices (laptops, etc.) plug adapter.
- Household appliances 220—240V: plug adapter + step-up transformer.
- Japanese household appliances of 100V: step-down transformer from Japan to the United States.

For your convenience, please bring a multi-voltage travel adapter.



**Helpful numbers:** In the event of any emergency, dial 911. 911 is Mexico’s national emergency number and will give you the fastest response.

Area Code: 55

Emergency contact numbers:

- The national 911 service is answered by operators that will automatically receive your location.
- LOCATEL is Mexico City’s information and help line. Operators are prepared to address any non-emergency, and non-life-threatening situation at 55 5658 1111.
- The Tourist Assistance Line may also be able to help you with issues specific to your trip, communications with your embassy, or other issues related to your visa, airport transport, or similar problems at 55-5286-7097 or 55-5286-9077 ext 2104 or 2309 (Monday through Friday 9 a.m. to 6 p.m.).

**Tipping:** As in the United States, leaving a tip, called “propina”, is expected in Mexico. In bars and restaurants, it is customary to tip between 10 and 15 percent. However, before leaving a tip, check the bill to make sure that a gratuity or service charge is not already included.

**Safety:** Mexico City is geologically characterized by its high seismic activity, so we share some measures that delegates should consider during their stay in case of an earthquake.

What to do during seismic warning?

- When the seismic alert sounds, stay calm and if you are on a low floor and it is possible, evacuate the building and follow the previously established evacuation routes.
- If you are on a high floor and you do not have time to leave, move to the lowest risk zone previously established.

- Follow the protocols of the Civil Protection Program of the place where you are and follow the instructions of the brigade members.
- Do not run, many accidents occur during a chaotic evacuation.
- Do not shout, you may spread panic and chaos during the evacuation.
- Do not push, you may injure or hurt people who are evacuating, give them time to leave.

#### What to do during the earthquake?

- If you did not evacuate in time, retreat to the nearest low-risk area.
- Move away from windows, furniture, mirrors, plants, or other heavy objects that could fall.
- If there are infants, seniors or people with disabilities, help them to retreat or stand in the lowest risk area.
- During the earthquake, do not use stairs or elevators.
- Evacuate the building until the earthquake has ended if the evacuation route makes it possible.

#### What to do after the earthquake?

- If you have retreated to low-risk areas during the earthquake, evacuate the building to the meeting point.
- Stay calm and follow the instructions of brigade members, rescue corps and civil protection authorities.
- Use cell phones only for emergencies or as little as possible.
- Use social networks to let people know that you are okay.