



## PRACTICAL INFORMATION

### 1. Meeting Venue

Hotel Casa Dann Carlton, Calle 93B #18-44, Bogota, Colombia

English: <http://www.hotelesdann.com/casa-dann-carlton/?lang=en>

Spanish: <http://www.hotelesdann.com/casa-dann-carlton-complejo-servicios-hoteleros/>

### 2. Transportation and site information

**If you choose a taxi**, the El Dorado Airport has an authorized taxi service through the company "Taxi Imperial", whose vehicles can pick up passengers at the airport, to ensure their safety and comfort. The taxi service can be found at gates 2, 3, 5 and 6 of Terminal 1 and at the Arrivals gate of Terminal 2.

Local Website: <http://www.taxiimperial.com.co>.

**If you decide to take the city's public transport, "Transmilenio"**, (1) take the green bus called "Articulado" that will take you to the "El Dorado" portal, at Exit 6 of Floor 1. This transport to the portal is free. Once you are in El Dorado, you can buy a card called "Tullave", which is a rechargeable card to pay for public transportation and costs \$ 5,000 Colombian pesos. Remember to charge the card with money, taking into account that each trip will cost an additional amount of \$ 2,300 Colombian pesos; (2) Enter the platform and look for route number B23 called "Portal El Dorado - Alcalá"; (3) Take the bus for the indicated route and go to the station "Calle 85", which is the tenth stop; (4) There, wait for the easy route "Ruta Fácil Portal Norte" number B1 and go to the station "Calle 100" for two more stops. When leaving the station, you can arrive at your destination either by taking a taxi or by walking.

If you choose to walk from "Calle 100" to the hotel, you may take the following route:

<https://www.google.com.co/maps/dir/Estacion+Transmilenio+Cll+100,+Autopista+Nte.,+Bogot%C3%A1/Casa+Dann+Carlton+Hotel+%26+Spa,+Cl.+93b+%2318-99,+Bogot%C3%A1/@4.6815558,-74.0634955,15z/data=!3m1!4b1!4m14!4m13!1m5!1m1!1s0x8e3f9aea6fc27357:0x72769e329f0b64f7!2m2!1d-74.0572775!2d4.6855593!1m5!1m1!1s0x8e3f9aeca6fb3aabd:0x3559bd6fff4d3d36!2m2!1d-74.0543026!2d4.6803845!3e2>

**Taking private transport:** Should you prefer to take a private transport service, you can access the van service in the airport terminal at Exit 5 on Floor 1. For payment, cash, credit and debit cards are accepted.

**In case you plan to rent a car**, the following instructions may be helpful: From the El Dorado Airport to the meeting venue, Hotel Casa Dann Carlton, the best route is to head east on 26th Street, up to Avenue NQS. Take this road north of the city until you reach "93BIS Street". Then you should turn right onto "Carrera 19" and head towards "Street 93B". The hotel is located at the address number 18-44.

The **hotel map** (meeting venue), Spanish only, is available at the following URL:

<http://www.hotelesdann.com/casa-dann-carlton/ubicacion/>

### 3. Passports and Visas

All foreign visitors entering Colombia must have a valid passport. Visitors from countries whose citizens require a visa should apply for a visa at a Colombian Embassy or Consulate as early as possible and well in advance of travel.

For requesting an invitation letter for visa purposes from the Colombian Administration, please see **Annex E**.

For more information related to entry into Colombia, especially if you need a visa, see:

[http://www.cancilleria.gov.co/en/procedures\\_services/visa/requirements](http://www.cancilleria.gov.co/en/procedures_services/visa/requirements)

The focal point for visa support in Colombia is:

**Mrs Eliana Guerra Nader**

E-mail: [eguerra@eype.co](mailto:eguerra@eype.co)

Tel: +57 3168765316

### 4. Climate – end of November in Colombia

Monthly Average temperature and precipitation in Bogota, Colombia are given in the table below:

	November
Average Maximum Temperature	19°C
Average Minimum Temperature	8°C
Average Precipitation	50%

### 5. Hotels

**Meeting venue:**

Hotel Casa Dann Carlton, Calle 93B #18-44, Bogotá (**MEETING VENUE**)

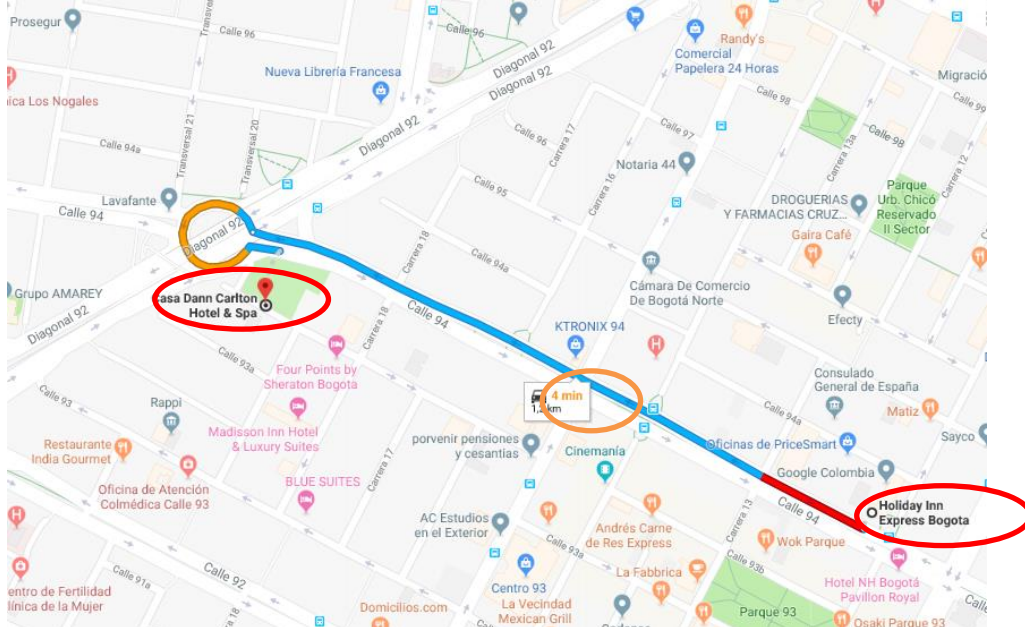
English: <http://www.hotelesdann.com/casa-dann-carlton/?lang=en>

Spanish: <http://www.hotelesdann.com/casa-dann-carlton-complejo-servicios-hoteleros/>

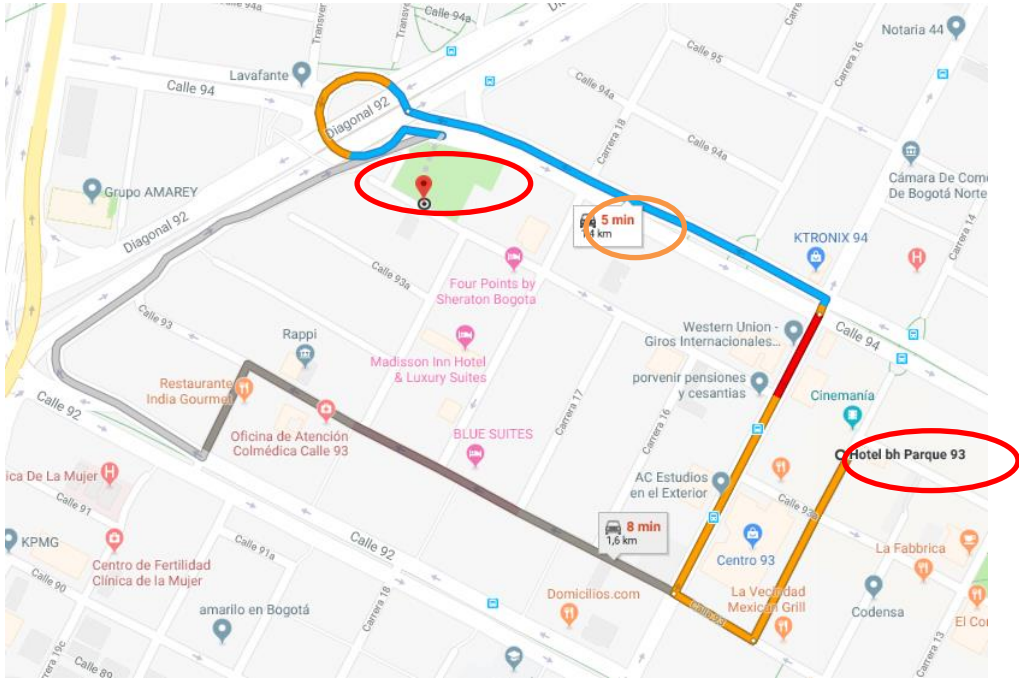
**Additional hotels:**

- **Holiday Inn Express Bogotá, Cl. 94 #11a-11**

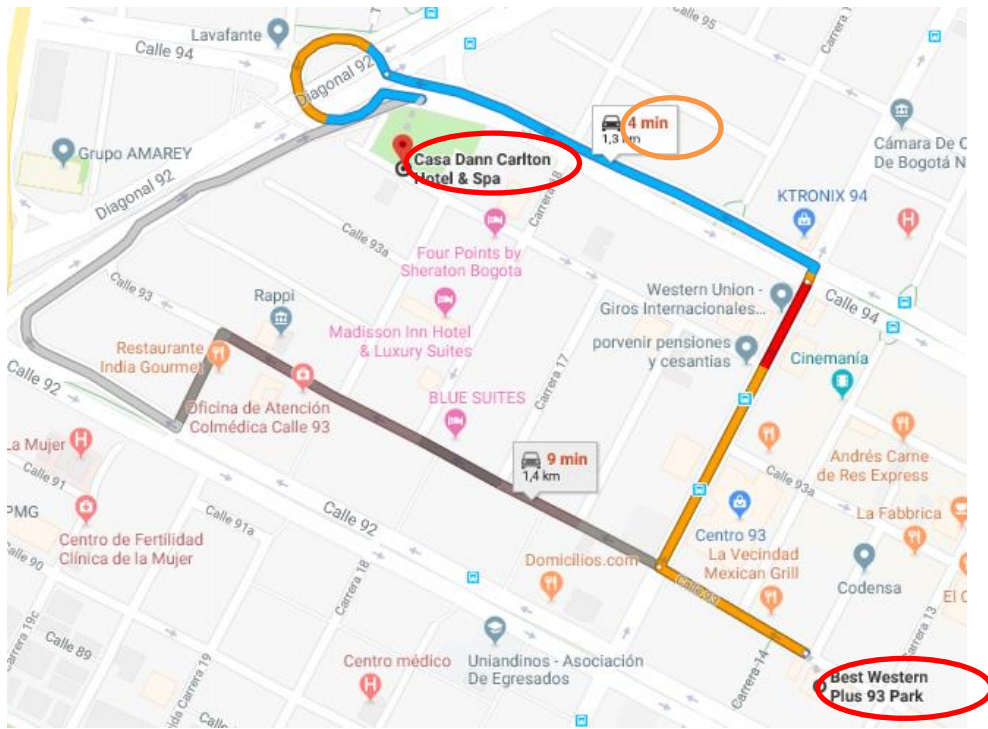
<https://www.ihg.com/holidayinnexpress/hotels/us/es/bogota/bogex/hoteldetail>



- Hotel Bh Parque 93, Cra. 14 # 93A-69  
[http://hotel-rn.com/hw/a373992/index.htm?l=gg&gclid=EAlaIqobChMItvzri5aD3QIViR6GCh2-jwgVAAAYIAAEGJrb\\_D\\_BwE](http://hotel-rn.com/hw/a373992/index.htm?l=gg&gclid=EAlaIqobChMItvzri5aD3QIViR6GCh2-jwgVAAAYIAAEGJrb_D_BwE)



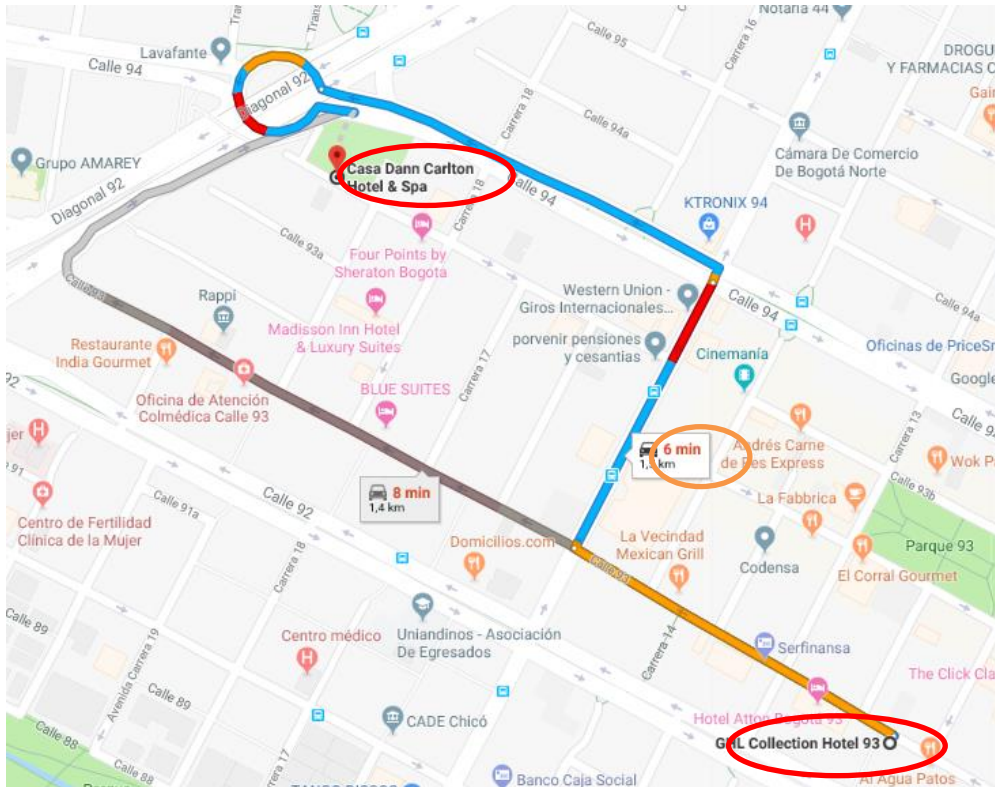
- Best Western Plus 93, Park, Cl. 93 #13-71  
<https://www.hotelbestwestern93.com/>





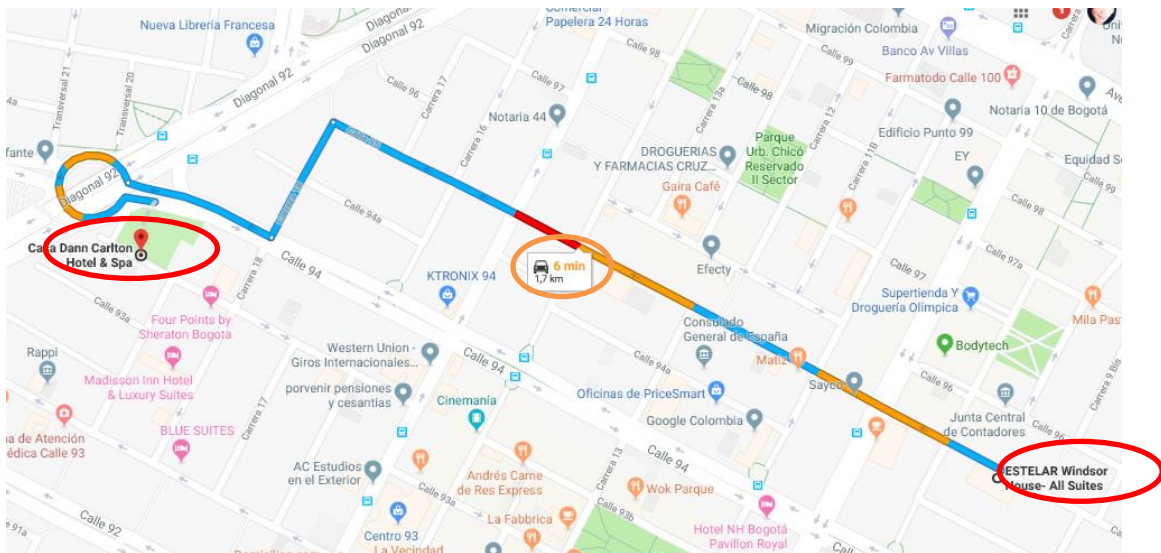
- Hotel GHL Collection 93, Cl. 93 #31

<https://www.ghlhoteles.com/hoteles/colombia/bogota/ghl-collection-93/>



- ESTELAR Windsor House, Cl. 95 #9-97

<https://www.hotelesestelar.com/es/hotel/hotel-estelar-windor-house-all-suites>



## 6. Internet access and wireless coverage at the venue

The hotel offers Internet service in all areas. You will find more information once at the venue.

## 7. Technical assistance

In case you have any technical problems at the venue (e.g. connecting to the Internet, finding meeting rooms, etc.) please contact for help:

Ms. Angelita María Cárdenas Capacho  
Mobile: +57 3112188857

## 8. Electricity

The electricity in Colombia is generally 110V, 60HZ. Please make sure you have the proper adapter.



This socket is common in Colombia and many other countries.

## 9. Useful information

### *Currency exchange*

The currency in **Colombia** is the "**pesos colombianos**"; please check the currency exchange rate in the local bank system or use the following link as a reference: <http://www.xe.com/>.

## 10. Additional information

- 10.1 Mobile phones:** Cell (mobile) phone and mobile data coverage is excellent. Most unlocked cell phones will work with a local SIM card.
- 10.2 Tipping:** Tipping is recommended; normally it is 10% of the bill (voluntary).
- 10.3 Time Zone in November 2018:** UTC/GMT-5:00.
- 10.4 Emergency Number:** In case of emergency please dial 123.
- 10.5 Sightseeing:** <http://www.colombia.travel/es/a-donde-ir/andina/bogota>

## 11. Contact persons

- Mrs. Mariana Sarmiento: Mobile +57 320 8093858 ([mariana.sarmiento@crcom.gov.co](mailto:mariana.sarmiento@crcom.gov.co))
- Mrs. Eliana Guerra Nader: Mobile +57 316 8765316 ([eguerra@eype.co](mailto:eguerra@eype.co))

## ANNEX B

### INVITATION LETTER REQUEST FORM

All foreign visitors entering Colombia must have a valid passport. Visitors from countries **whose citizens require a visa should, as soon as possible and at least one month** before the start date of the meeting, **apply for a visa** from the office (embassy or consulate) representing Colombia in your country or, if there is no such office in your country, from the one that is closest to the country of departure.

**Online application:** <https://tramitesmre.cancilleria.gov.co/tramites/enlinea/solicitarVisa.xhtml>

You may need a letter of invitation from the Colombian host, which you will need to present to the Colombian embassy/consulate in your area in order to obtain your visa. In order to obtain an invitation letter:

- a) Please complete the form below.
- b) An electronic copy of your passport must be provided with your name, date of birth, nationality, passport number, expiration date of passport, etc., clearly seen on the copy.
- c) If you have been to Colombia before, please provide an electronic copy of any previous Colombian visas and/or records.
- d) Send the info in sections A, B and C as e-mail attachments to [mariana.sarmiento@crcom.gov.co](mailto:mariana.sarmiento@crcom.gov.co). Please mark in the subject **"Invitation letter request for ITU Workshop on "The Future of TV for the Americas" (26 November 2018)"**.

(Remember to scan your passport and e-mail it to us so that it is discernible and can be used.)

<b>Company</b>			
<b>Applicant Information</b>	[ Click and Type in your full name ]	<input type="checkbox"/> Mr <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Mrs	
	[ Nationality ]	Date of birth : [ Year ] [ Month ] [ Day ]	
	[ Passport No.]	Place of Issue: "[ Place of Issue]"	
	Date of Issue: [ Year ] [ Month ] [ Day ]	Date of Expiry: [ Year ] [ Month ] [ Day ]	
	Marital Status: "[Marital Status]"	[ Job Title ]	
	If the country in which you'll obtain your visa is different from your nationality, please indicate it here: [ Country to obtain your visa]		
<b>Address</b>	[Click and Type in your address and ZIP code] Telephone Number: [Click and Type in phone number] Fax Number: [Click and Type in fax number] E-mail: [Click and Type in email]		
<b>Note</b>			
<b>Date of arrival in Colombia</b>		<b>Date of departure from Colombia</b>	

(Please do not forget to attach a copy of your passport photograph page before sending.)

**In order to receive an invitation letter, your information should be provided to the host before 21 October 2018.**

**NOTE: The host will do its best to provide invitation letters that are requested late; however, it cannot guarantee that a visa will be received in time for the ITU Workshop.**

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