

International Forum on Inclusion and Equity in Education

Every Learner Matters

11 - 13 September 2019, Cali, Colombia

General Information Note

I. Venue of the Meeting

Valle del Pacífico Convention Center

Calle 15 # 26-120

Arroyohondo, Yumbo

Valle del Cauca - Colombia.

Tel: + 57 (2) 641 1000

Email: comercial@valledelpacifico.co

<http://www.valledelpacifico.co/>



The opening and plenary sessions will take place at the **salón Meléndez**, which is located in the building on the right side of the main entrance. Other function halls of the convention center will also be used for different activities during the forum.

(Floor plan of the Convention Center is provided on page 5 for your reference.)

II. Registration

Advance Meeting Registration (to receive nametags) in the Hotels (Spiwak and Spirito)

On 10 September 2019, Participants are requested to register in advance and prior to the meeting at a designated Registration Desk at **the reception** located in the lobby area of Spiwak Hotel and Spirito Hotel to receive their identification tags.

On-site Meeting Registration (for nametags and meeting documents)

On 11-12-13 September 2019 from 7:30 am to 9:00 am, The Registration Desk will be at the foyer of the Convention Center to welcome participants who missed the advance registration.

For security reasons, participants will be requested to show their passports or identification cards at the Registration Desk to receive their tags.

Please note that you must always wear your tags during the meeting to access the venue and meeting rooms, as well as to facilitate identification, security and communication with other participants and members of the Meeting Secretariat.

III. Travel Arrangement and Visa

All participants are expected to make their own travel arrangements and cover all related costs (such as visa fee, transit fee, etc.).

For participants funded by UNESCO, the Organization will arrange departure and return ticket(s) on economy fare with the most direct route. To facilitate issuing the air ticket, funded participants are requested to send a copy of their passport and signed Travel Statement Form to the Meeting Secretariat.

In compliance with UNESCO administrative rules, the organizers will not cover terminal fares, visa fees, transit expenses, etc. of the participants.

All participants should ensure that their passports are valid for the travel dates. Participants are required to obtain, if necessary, **entry courtesy visa** to Colombia via this link: <https://tramitesmre.cancilleria.gov.co/tramites/enlinea/solicitarVisa.xhtml>. The courtesy visa procedure should be done 3 weeks prior to the travelling dates.

IV. Accommodation

For UNESCO-funded participants: During the meeting, the Meeting Secretariat has reserved Single Superior Rooms (including breakfast and dinner) at the **Spirito Hotel**.

Please note that any other personal expenses (e.g. telephone, fax, items from mini-bar, laundry, etc.) incurred by the participant should be cleared directly with the hotel upon check-out.

For self-funded participants: The Spiwak and Spirito Hotels have offered special room rate(s) for participants, as you will find in the follow links specially made for this event:

Spiwak Hotel:

<https://be.synxis.com/?&chain=25135&hotel=7984&Rate=FORFUS&Nights=1>

Spirito Hotel:

<https://be.synxis.com/?&chain=25135&hotel=7988&Rate=FORFUS&Nights=1>

Check-in time is 3:00 pm; check-out time is 1:00 pm. Early check-in and late check-out is subject to availability and a surcharge may apply. For the participants funded by UNESCO we will inform the Hotel the hour of your arrival. For the self-funded participants please inform the hotel in advance to avoid the surcharge.

V. Meals

For all registered participants, lunch and coffee/tea breaks during the meeting days (11-13 September 2019) will be provided.

Participants with dietary requirements are requested to inform the Meeting Secretariat via email inclusion@unesco.org.

For UNESCO funded participants: UNESCO covers the total cost of accommodation and meals for the duration of the event.

VI. Computer and Communication

Internet service is included in both hotels. The internet password can be obtained from the hotel's Front Desk. This password can be used in-rooms and in public areas.

For other official/personal communication costs (international phone calls, fax and use of the hotel's business center), please check applicable service charge(s) with the hotel before using them, as participants will be responsible to cover these costs by paying the hotel directly during or upon check-out.

VII. Local Transportation

The transport (Airport - Hotel-Convention Center – Hotel – Airport) is going to be cover for the Organization of the Forum.

VIII. Climate

The climate is quite pleasant in this city during this month. Temperatures can rise up to 29°C during the day. In the morning, the temperature drops to 20°C. Thus, the mean temperature average in September in Cali is 24°C. We advise you to bring a raincoat, as rainfalls are common during this month. The average day length in Santiago de Cali in this time of the year is twelve hours. The sun rises around 6:00 and sets around 18:00.

IX. Currency Exchange

Colombia's currency is the Peso (COP). The commercial exchange rate is currently 3,206.27 Pesos / US Dollar, but it is subject to daily change. There are banks and currency exchange kiosks located at the airport. For more information on currency exchange rate, please visit <http://www.banrep.gov.co/es/estadisticas/monedas-disponibles>

X. Electricity

The power plugs and sockets in Colombia are of type A and B. The standard voltage is 110 V and the standard frequency is 60 Hz. Electrical connectors or plugs are used with two flat input pins or with a third round pin. You are advised to bring a universal adapter/converter as necessary.

XI. Contact Information

All correspondence, information or any enquiries related to the meeting should be sent to the following email: **inclusion@unesco.org**

XII. Medical Emergency

Participants are advised to bring their regular prescribed medication for health care during the meeting.

The nurse room and first-aid kit are available at the hotels for basic medical care. Should you require urgent medical attention during the meeting, please contact the Meeting Secretariat or the hotel's information desk (24 hours). The suggested hospitals are:

- 1) Hospital Carlos Carmona Montoya
Cali
Cra 39 A # 43 – 00
Tel: (57) (2) 3273594
- 2) Clínica Fundación Valle del Lili
Cali
Cra 98 # 18 – 49
Tel: (57) (2) 3319090

XIII. Valle del Pacífico Convention Center's Meeting and Events Floor Plan

