

VI

Regional Platform for Disaster Risk Reduction in the Americas

June, 20th – 22nd, 2018. Cartagena, Colombia



LOGISTICS NOTE



 GOBIERNO DE COLOMBIA





VI REGIONAL PLATFORM FOR DISASTER RISK REDUCTION IN THE AMERICAS

June 20th-22nd, 2018
LOGISTICS NOTE FOR PARTICIPANTS

Contents

1. General description:	3
2. Event venue	3
3. Agenda	4
4. Registration	4
5. Distribution of credentials	4
6. Visas	5
7. Ground transportation at arrival	5
8. Accommodations	5
9. Interpretation	6
10. Rest and lunch areas	6
11. Internet.....	6
12. Telecommunications	6
13. Health and emergency services.....	7
14. Security.....	7
15. Clothing	8
16. Specific food needs/allergies	8
17. General information to take into account	9
18. Contact information	10
19. List of hotels	10



1. General description:

The VI Regional Platform for Disaster Risk Reduction in the Americas (PR18) will be sponsored by the Government of Colombia and the United Nations Office for Disaster Risk Reduction (UNISDR) and will be held in the city of Cartagena from June 20th to June 22nd, 2018. This year, the platform will be structured around the theme: **“Towards a less vulnerable region with more resilient communities.”**

The Regional Platform for Disaster Risk Reduction is the main regional forum for dialogue and exchange of knowledge, technologies, experiences and lessons learned about risk reduction for the implementation of the Sendai Framework for Disaster Risk Reduction and strengthening the capacities of the region.

This sixth edition will include the participation of over 1,000 official delegates and experts in disaster risk management from countries in North America, Latin America and the Caribbean, the United Nations, international organizations, the private sector and civil society, as well as special guests from other countries such as South Africa.

The Regional Platform for Disaster Risk Reduction in the Americas will have three general objectives and eight specific objectives based on the different priorities of the Sendai Framework:

- Priority 1: Understanding disaster risk.
- Priority 2: Strengthening disaster risk governance to manage disaster risk.
- Priority 3: Investing in disaster risk reduction for resilience.
- Priority 4: Enhancing disaster preparedness for effective response, and to "Build Back Better" in recovery, rehabilitation and reconstruction.

For more information on PR18, visit the VI Regional Platform for Disaster Risk Reduction in the Americas [website](#), or download our App for Android or iOS.

2. Event venue

The VI Platform will be held at the Cartagena de Indias Convention Center “Julio Cesar Turbay Ayala”, located in the historic centre of the city.

For direction from your location in Cartagena, click [here](#).



The Convention Centre will have designated access areas and personal guides for people with disabilities or mobility issues. We will post the routes to the various areas of the Platform on our website.

3. Agenda

The preliminary agenda may be downloaded from the [webpage](#), and updates will be available on our social networks.

UNGRD: [Facebook](#) or [Twitter](#).

UNISDR: [Facebook](#) or [Twitter](#).

4. Registration

General Registration Policies

All participants must apply for registration online no later than May 15th, 2018 through the following link: <http://eird.org/pr18/eng/participation-application.html>

The organizing committee will review all applications and inform participants by email of the status of their request in the days following their submission. Participants may only attend PR18 if their application has been accepted. We suggest that applicants wait to make travel arrangements until they have received confirmation of acceptance.

For more information about the status of an application, please write to the following emails:

UNISDR: rpa@eird.org

COLOMBIA: plataformaregional2018@gestiondelriesgo.gov.co

5. Distribution of credentials

An identification badge is needed to access the conference sites and events. This credential must be carried at all times and be clearly visible for the purposes of controlling access.

You must present a valid photo identification in order to receive your credential. Registered participants can collect their credentials at the [Registration Portico](#) of the Cartagena de Indias Convention Centre ([see location](#)) starting on **June 19th** at 1:00 p.m.



Lost or stolen credentials

If a credential is lost or stolen, the owner must immediately notify event organizers at the information desk located on the 1st floor of the Convention Centre in the Obregón Portico.

6. Visas

There are a number of countries whose citizens require a visa or permit for entry and stay in Colombia. For additional information, please consult the Colombian Ministry of Foreign Affairs website for information about all the procedures, costs and processing times for the Colombian visa procedures:

http://www.cancilleria.gov.co/tramites_servicios/visa

Participants are responsible for their own visa procedures. For any questions, please e-mail: plataformaregional2018@gestiondelriesgo.gov.co.

7. Ground transportation at arrival

The Platform will have an information stand at Rafael Núñez International Airport to provide participants with useful information upon arrival.

Taxis

The Cartagena de Indias Convention Centre is located 6 km from Rafael Núñez International Airport, approximately 15 to 20 minutes by taxi depending on traffic conditions.

Rafael Núñez International Airport offers taxi service from the air terminal. Authorized taxis are located at the national and international departures. Passengers are given tickets with the address of their destination and cost, as well as the airport's contact details in the case of any eventuality.

Fares range from \$10,000 to \$18,000 Colombian pesos (approx. 4-8 USD) if traveling to the recommended hotel zones. It is important to keep in mind that **payment for this service is cash only**. Updated rates are available [here](#).

Buses

In addition, the Regional Platform will have free bus service from the airport to the Convention Centre and the main hotels identified. Maps with the established routes will soon be available on the Platform's website.

8. Accommodations



Participants are responsible for making their own reservations and the cost of the hotel. A list of suggested hotels with special rates for Platform participants is available on the website. When making the reservation, please mention that you are participating in the “VI Regional Platform for Disaster Risk Reduction in the Americas 2018”.

In function of the hotel selected, the convention centre is 5 to 15 minutes by car or 10 to 15 minutes by foot, if located in the historic centre.

9. Interpretation

Simultaneous interpretation in English and Spanish will be provided for the opening and closing ceremonies, the plenary sessions, parallel sessions, consultation sessions, official statements and the ministerial meeting.

10. Rest and lunch areas

During the PR18, there will be designated rest areas for session breaks and free coffee stations in the halls for the morning recess.

In addition, lunch will be offered free of charge to the participants during the three official days of the event, which will be available in the Convention Centre’s Animas Cloister. The menu will include a vegetarian option.

Other options in and around the Convention Centre are available at participants’ own expense.

11. Internet

The convention centre provides free Wi-Fi access for attendees, as well as recharging stations for mobile phones, tablets, laptops and rechargeable batteries.

12. Telecommunications

Cell phones and other wireless devices: Visitors should contact their cellular service providers to ensure that Colombian wireless service providers are included in their roaming list. The main operators in Colombia are: Claro, Tigo and Movistar.



13. Health and emergency services

It is recommended that participants obtain travel insurance before traveling to Colombia to cover all medical expenses. This includes the cost of medical care in the health centres of Cartagena, including hospitals, clinics and doctors' offices.

Participants who take prescription medications should also bring a copy of their prescriptions (medication, glasses, etc.) to have on hand during their stay in Cartagena.

Finally, the Ministry of Health and Social Protection, has not issued any current alert in terms of vaccination requirements for admission to Colombia at this time; however, its important to take into account the list of pathologies or endemic diseases from the country of origin before traveling to Colombia.

First aid, immediate medical attention and an ambulance service will be provided on a permanent basis, both basic and medical depending on the complexity of care required.

Emergency numbers:

CRUE (Urgent Care and Emergency Centre) 125

Colombian Civil Defence: 311 808 4405

Colombian Red Cross: 132

Colombia National Police: 123 o 112

Firefighters: 119

Road conditions: #767

Information about some of the city's medical services is available [here](#).

14. Security

General safety recommendations for all participants:

- Be careful when using public transportation, including taxis. Always be alert, especially after dark and take appropriate precautions.



- Do not carry your credit card, travel tickets and money together, and leave cash and valuables in a safe place.
- Do not carry your passport unless absolutely necessary, and leave a copy of your passport (and travel and insurance documents) with your family or friends at home.
- Avoid displays of flashy items (jewelry, watches, etc.) and large sums of money in public, and do not use ATMs after dark, especially if you are alone. Verify that no one has followed you after completing your transaction.
- Avoid dark and unlit streets and stairways, and arrange to be picked up or left as close as possible to the entrance of your hotel or apartment.
- Make sure your accommodation has adequate security.
- Do not to consume in informal establishments, and hire the services of certified tour operators, available through the following [link](#).
- Keep a close eye on your personal items in public places such as cyber cafés and bus stations.
- All high-level participants should alert their respective diplomatic/consular missions regarding the provisions regarding security, transport, accommodations and other protocol issues.

15. Clothing

The dress code is "business" or *guayabera*. Suggested clothing includes pants, formal skirts or tailored garments for women, and formal suits or a shirt, *guayabera* or light linen blazer and trousers for men, without a tie.

16. Specific food needs/allergies

It is the sole responsibility of each participant to note any and all food allergies or specific requirements on their registration form that need to be taken into account during the **VI Regional Platform for Disaster Risk Reduction in the Americas (PR18)**.



Contact plataformaregional2018@gestiondelriesgo.gov.co with any food allergies or restrictions not included at the time of registration. Once participants identify a food allergy or specific food requirement, the Government of Colombia will do its best to ensure that food services prepare alternate menu options to accommodate the requirements identified. UNGRD, the Government of Colombia, its contractors and agents are not responsible for incidents related to food allergies during the **VI Regional Platform for Disaster Risk Reduction in the Americas (PR18)**

17. General information to take into account

Meteorological factors: It's important to take into account that Colombia typically experiences its first rainy season in May and June, and although rainfall is within normal levels, it is best to be prepared.

Average daily temperatures range from 23°C to 33°C (73°F to 91°F). Visit the [IDEAM](#) website for updated weather forecasts and alerts.

Time difference: America/Bogota Time Zone - Coordinated Universal Time GMT/UTC- UTC-5. There is no daylight savings in this time zone.

Currency: The currency is the COLOMBIAN PESO (COP). Major cards such as VISA, MasterCard and American Express are widely accepted in Cartagena. We suggest you notify your banks of your trip, in order to avoid possible card blocking due to transactions attempted in Colombia. Most bankcards can also be used at ATMs to withdraw money in Colombian Pesos, and there are ATMS located at the Convention Centre.

Keep in mind that although commercial establishments may accept the dollar at their own discretion, the currency in circulation is the Colombian Peso.

Currency exchange: There are two currency exchange counters at Rafael Núñez Airport, one in the domestic hall and another in the international hall. For more information, click [here](#).

For other currency exchange locations in the city, click [here](#).

Tips: Tipping is voluntary in Cartagena, and restaurants, bars and coffee shops will suggest a standard gratuity on the bill with the option to leave more. It is customary to tip bellmen, porters and cleaning staff at the hotel if the service was excellent. Use your discretion when deciding the amount of tip if the service is poor.



Taxi drivers: It is important to consult the taxi rates authorized by the Mayor's Office of Cartagena since taxis are not metered. Rates are available [here](#).

Tap water: Tap water in Cartagena is safe to drink, however bottled or filtered water is also available.

Electricity: In Colombia the standard voltage is 110 V and the frequency is 60 Hz. Plugs and outlets are type A/B.

Visiting Cartagena: Cartagena, declared a UNESCO World Heritage Site in 1984, is one of the most important tourist destinations in Colombia.

There will be activities before, during and after the presentations, available to participants at their own expense and responsibility. Details will be included in the logistics section of the website.

For more information about tourist attractions and restaurants in Cartagena, visit www.cartagenadeindias.travel

A selection of tours for exploring Cartagena and list of certified tour operators is available at [Rutas Cartagena y Operadores turísticos certificados](#) (Cartagena routes and Certified Touristic Operators)

18. Contact information

If you need any additional information, please consult the list of contacts on the VI Regional Platform for Disaster Risk Reduction in the Americas website at <http://eird.org/pr18/eng/index.html> or download our application.

19. List of hotels

These rates are subject to availability. The VAT TAX only applies to Colombians. When making your reservation, inform the hotel that you are attending the **VI Regional Platform for Disaster Risk Reduction in the Americas 2018** and inquire directly about details and conditions of the reservation. Some hotels have taxes, but they are optional.

See the list of suggested hotels [here](#).