

**14th Session of the Committee for the Safeguarding of the Intangible Cultural Heritage**

**UNESCO**

**DELEGATES HANDBOOK**

**Bogota, Colombia**

**8th to the 14th of December, 2019**

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## ABOUT THE COMMITEE

The Intergovernmental Committee for the Safeguarding of the Intangible Cultural Heritage consists of twenty-four representatives of States Parties to the UNESCO’s Convention for the Safeguarding of the Intangible Cultural Heritage (2003), elected by the General Assembly of the States Parties to the Convention.



## VENUE

This year session will be hosted by the Republic of Colombia and will be held in Bogota, at the **Agora Bogotá Convention Center** from **9 to 14 December 2019**.

**Address:** Carrera 24 # 38 - 47 Bogotá, Colombia

**Tel:** +57 (1) 381 00 00 Ext: 5902

**Website:** <https://agora-bogota.com/>

**Official 14th Committee Session Website:** <https://ich.unesco.org/en/14COM/>

**Event Website:**

[http://colombia14com.gov.co/](http://colombia14com.gov.co) (under construction)

The **Committee Sessions** will be held daily from 9:30 a.m. to 12:30 p.m. and from 2:30 p.m. to 5:30 p.m. from 9 to 14 December 2019.

### Wi-Fi

A free Wi-Fi connection is available at the venue. The log-in information will also be provided in the event. Computers with internet access and printing facilities will be provided at the 5th Floor of the Venue.

### Meals and Participants Lounge

A continuous refreshment/coffee service will be available at the conference venue. Agora has two restaurants inside, that will be offering a balanced meal at a reasonable price. There are also a variety of restaurants in the surroundings of the venue.

### Host Country Contact Information

**For General information please contact:** host14com@gmail.com

**For Visa issues:** contact the Colombian National Commission for UNESCO at: comisionunesco@cancilleria.gov.co Tel: (+571) 3814000, ext. 1309 Bogotá D.C., Colombia

**For further information:** contact the Colombian Permanent Delegation to UNESCO at:

dl.colombia@unesco-delegations.org

Tels: (+33) (1) 45 68 28 56 / (+33) (1) 45 68 28 74 / (+33) (1) 45 68 28 71

## REGISTRATION

All participants are strongly advised to **register before the 29th of October 2019** on the website of the 14th Session of the Committee: <https://ich.unesco.org/en/14COM/>

If you are **not able to register online**, please use the registration form in **Annex A** and return it by email to: ichmeetings@unesco.org

## INTERPRETATION

Simultaneous interpretation will be provided in the working languages of the Committee, English and French, as in Spanish, the language of the host country.

## INFORMATIVE DESKS

### Welcome Desk at the El Dorado Airport (Bogota)

A 24 hours welcome desk for 14COM participants will be set up at El Dorado Airport of Bogotá from 6 December to 10 December and from 14 December to 16 December 2019.

### Information desk at the Agora Bogotá (Venue Center)

A registration and **information desk** will be set up at the Agora Bogotá (Venue Center) between **8.00 a.m. and 6.00 p.m.** from **8** **to** **13 December** 2019, and **between 8.00 a.m. and 2.30 p.m. 14 December 2019**.

## PASSPORT AND VISA INFORMATION

See **Annex B** for the **list of nationalities** that do **not require a Visa** for short stays to enter the Republic of Colombia. Access the following links to consult the nationalities that do require a visa for short stays to enter the Republic of Colombia:

|  |  |
| --- | --- |
| **English**<https://www.cancilleria.gov.co/en/procedures_services/visa/requirements> | **Spanish**<https://www.cancilleria.gov.co/tramites_servicios/visa/requisitos> |

### Courtesy Visa (Type V)

Please read all this information before applying for a Courtesy Visa

All **participants** belonging to the **official delegations** that represent either a member or an observer State, an NGO accredited to UNESCO or a Category II Center, may request a **Courtesy Visa (Type V)** to enter the Republic of Colombia.

The application process will be **online**, by which you will receive an electronic visa, and must be done, at the latest, two weeks before your arrival to Colombia. The Courtesy Visa (Type V) will be free of charge.

|  |
| --- |
| Documents Required to Apply for a Courtesy Visa (Type V) |
| A scanned copy of the **main page of your passport**, valid for at least six months from the day of your arrival in the Republic of Colombia | An **Accreditation Letter** issued by your Government or the President of your Organization, **certifying you are a member of the official delegation.** If this is not possible, you must present an **Invitation Letter** issued by the **Secretariat of the 2003 Convention of UNESCO.** | A **color photograph**, size 3x4cm, white background, .JPG format and with a maximum size of 300 KB |

**Important Notes:**

1. The Republic of Colombia **will not issue an On-Arrival Visa**.
2. If you are travelling to the Republic of Colombia via other countries, please familiarize yourself with the transit requirements of those countries before your trip.
3. All documents must be in .PDF format. Do not use photographs and avoid converting image files to PDF format.
4. You must attach all supporting documents required for your visa, or your application will not be accepted.
5. The picture must be frontal and the head should be centered and complete. Both eyes should be open and the ears should be visible. Do not allow hair or accessories to cover your face.

### Steps to Apply for a Courtesy Visa

1. Enter: <https://tramitesmre.cancilleria.gov.co/tramites/enlinea/solicitarVisa.xhtml>
2. Complete all data required.
3. The kind of visa you will be applying to is “Visitor”, the specific activity “Courtesy” and condition “Others”.
4. **When** given the opportunity to **choose where to submit your application**, please make sure to choose **Bogotá**. Please do not choose the consulate abroad.
5. When entering “institution”, please write “**14 COM UNESCO**”.
6. In the "specify" field, please write the name of your Delegation.
7. After completing the information, you must complete the payment option. Your visa will be free of charge, but the system will accept your application only if you complete the payment option. Otherwise, the system will not register the application and therefore, you will not obtain a visa.
8. Finally, please make sure to include in your application a **valid e-mail address to receive the electronic visa**. There is no need to present this visa stamped on your passport when you enter the Republic of Colombia: you need only to present the e-visa received by e-mail, **either in print or online format**.

### Visa for Press Representatives

Press representatives in this event **should apply for Visitor Visa -Type V (not a Courtesy Visa).** To do so, please consult all the requirements at the following link under the grey title “V-JOURNALISTIC COVERAGE”:

<https://www.cancilleria.gov.co/en/procedures_services/visa/v-journalistic-coverage>

Finally, **to request a Visitor Visa - Type V**, please apply through the link:

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

and when given the opportunity to **choose where to submit your application**, please make sure to choose **Bogotá**.

**ACCOMODATION**

Participants are responsible for booking their own accommodation and for all expenses during their stay in the Republic of Colombia. It is strongly recommended that all participants book their own accommodation by 15 November 2019. A list of **designated hotels** is available at the end of this document (**Annex C**).

## CUSTOMS

You **must declare** any amount **above US$10,000** and keep all receipts of currency exchanges while you are in Colombia. Please **ask** for the appropriate **in-flight declaration forms** or ask an immigration officer after landing.

## MEDICAL INSURANCE AND HEALTH INFORMATION

Participants should have an **international medical insurance**, to cover any medical assistance and emergency hospital care, while in the Republic of Colombia or in transit.

### Vaccination

To enter the Republic of Colombia you can be asked to be vaccinated against **yellow fever**, so please have your Vaccination Card with you to start the trip.

### Water

Tap water is safe to drink and use for cooking in Bogota. Other major cities have water supply services that can be used for bath or shower. In small towns and rural areas, it is advisable to buy bottled water or water produced in treatment plants.

### Altitude Sickness

It is also important to be aware that **altitude sickness** might happen due to the lower atmospheric pressures encountered in the places with higher altitudes above sea level, such as Bogotá (2,000 - 3,000 meters above sea level)

To **prevent** altitude sickness, we recommend you to: 1. Acclimatize; 2. Avoid eating heavy foods; 3. Take pills for altitude sickness; 4. Drink lots of water or other fluids during the trip; 5. Drink coca tea or eat coca candy**:** the leaves have medical benefits that may help to treat altitude sickness.

## TRANSPORTATION

There will be **shuttle services** for participants **from** the **airport to** the **designated hotels** (see Annex C), **only to and from these designated hotels**. The host country will post the timetable and shuttle services on <https://ich.unesco.org/en/14COM/>

The host country offers a **special** **shuttle service** to the **Head of the Committee Members’ Delegations**. For so, Delegations must provide all relevant information of their arrival and departure to: host14com@gmail.com

### Taxi Service

Taxis are available 24 hours, we recommend you to call it by phone or app. **Easy Tappsi** is the most commonly used app; it can be downloaded through AppStore and Google Play. Phone: (+571) 5520022. However, **you can always ask the staff at your hotel to call a taxi** from a reliable company.

If a taxi service is needed **from the airport**, it is important to take an “Imperial Taxi", since it is the company officially authorized to assist participants in the event. The fare is about US$6 from the airport to the venue center zone.

## OPENING AND CLOSING CEREMONY

Registered participants, delegates and observers will be invited to **the opening ceremony** that will be held at Agora Bogotá Convention Center (Carrera 24 # 38 - 47) on **9 December 2019**, at 7.00 pm.

The **closing ceremony** will be held on **14th December 2019**, at the Plaza de Bolivar with a presentation of the Christmas show arranged by the Mayor de Bogotá.

For both events, **Venue center buses will be available from the venue to the ceremony and back**. Schedules will be posted on [https://ich.unesco.org/en/14COM/](https://ich.unesco.org/en/12COM/.)

## SIDE EVENTS

1. The Host Country will provide spaces in Agora, with the basic technical facilities for Side Events.
2. To make a Side Event, it is necessary to contact the Secretariat of the 2003 Convention and submit the application form, as well as the technical requirements, **no later than November 15th 2019**.
3. Delegations are responsible for setting up their Side Events and arranging any additional services needed.

## WORKING DOCUMENTS

**Printed copies** of the documents will only be **provided under request**. All the **documents** for the 14th Session can be **download** from <https://ich.unesco.org/en/14COM/>. Participants are advised to bring their laptops to meetings if they want to consult the relevant working documents. There will be power outlets for computers.

**COUNTRY INFORMATION**

“There's a place where kindness, joy, diversity, flavor and music come together to make people vibrate: that place is Colombia. Come and feel the rhythm!”

### Where to go after the Committee?

Check the best destinations in this link: <http://www.colombia.travel/en>

## CLIMATE

The country is famous for the diversity of its climates, which include high plateaus, low plains, tropical rainforests, deserts, and mountain ranges. Since Colombia is located on the equatorial zone, there are no seasons, but the weather depends on thermal floors, or temperature zones.

**Bogota** is located in the cold zone, at 2,000 - 3,000 meters above sea level, where the temperature varies from 10°C to 17°C.It´s recommended to wear a coat or jacket, closed shoes and an umbrella. Please have in mind that heating is rarely used in Bogota

## CURRENCY

The official currency is the **Colombian Peso (COP).** The market reference rate for the US dollar at the date of writing was US$1 = COP3,400. The rate varies from day to day, so it is important to keep up with changes to ensure that you are being given the right rate.

You can also **pay by credit card in many places**. Currency exchange services are available at some hotels, banks (Black Tower Hotel, near the venue), airports and in exchange bureaus. “Cambios Kapital” (Carrera. 40 No. 22A – 95), near the venue of the event, is one option.

### BANKING SERVICES

**Banking hours are from 9.00 a.m. to 4.00 p.m**. from **Monday to Friday**, and **Saturday from 10.00 a.m. to 1.00 p.m**. Most banks and hotels accept international credit cards. ATMs are available throughout Bogota.

## TIME ZONE

Colombia is five hours behind Greenwich Mean Time (GMT -5).

## ELECTRICITY

Household electricity is 110vAC at 60 Hz. Electrical points have two flat vertical pins (type A) or two flat vertical pins with a third round (earthing) pin. You can buy adaptors and voltage regulators at the airport, in the hotel, or in the shopping centers nearby, such as Gran Estación, Plaza Centro, and San Martín.

We suggest that in any case you check the technical characteristics of any devices you are going to use while you are here.

## SECURITY

As in every big city, you should not carry around large sums of cash, jewelry or other valuables. Be alert especially in crowded, lonely or dark places.

## BOGOTA BUS NETWORK

The mass transit system in Bogota is the Transmilenio bus network and its feeder routes (SITP System). Services run from 5.00 a.m. until 11.00 p.m. It works with a frequent user card ‘Tu llave’, rechargeable at Transmilenio stations interconnecting with other bus services in the SITP system.

## PLACES TO VISIT

**In the city:** National Museum,Gold Museum, Quinta de Bolivar Museum, Botero Museum, Simon Bolivar Park, Usáquen, Monserrate (funicular/ cablecar), la Candelaria Historic Center.

**In the area:** The Salt Cathedral of Zipaquira (49km), Guatavita - Lake of El Dorado (73km) and Chingaza Nature Park (277km).

### Citylife

The following places are well known for its nocturnal activities.

**La Candelaria and Monserrate**: historical zone of the city, full of architecture, food and culture.

**Usaquén**: cultural and gastronomical diversity, offered in a traditional environment**.**

**Zona-T and “Zona Rosa”**: the liveliest place for nightlife, and a good place to eat out.

**Zona G:** The place for trying traditional and innovative dishes in cozy spaces.

**La Macarena:** The “bohemian” neighborhood, home to many of Bogotá´s best artists. Small and charming restaurants, full of seductive aromas and unique ﬂavors.

## EMERGENCY NUMBERS

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| --- |
| **MEDICAL EMERGENCIES** |
| **Organization** | **Address** | **Phone** | **E-mail** |
| **Emermedica(ambulance service)** | Calle 12b #71D -61 | +57 1 3077098 +57 1 3077089 |  |
| **Colombian Red Cross** | Avenida 68 No. 68 b-31. | 132 | salud@cruzrojacolombiana.org www.cruzrojacolombiana.org |
| **Méderi Hospital** | Calle 24 No. 29 -45. | +57 1 5600520 | [www.mederi.com.co](http://www.mederi.com.co/) |
| **Colombia University Hospital** | Carrera. 66 No. 23 - 46 | +57 1 5948650 +57 1 5948660 | [www.colsanitas.com/usuarios/web/guest/directorio-medico](http://www.colsanitas.com/usuarios/web/guest/directorio-medico) |
| **Occidente Clinic** | Av. Américas No. 71 C 29 | +57 1 4254620 | <http://www.clinicadeloccidente.com/> |
| **Clinic for Orthopaedics** | Calle. 6a No.70 - 06 | +57 1 7423099 | <https://clinica-de-ortopedia-y-accidentes-laborales.negocio.site/> |

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| **POLICE EMERGENCIES** |
| **Organization** | **Number** | **E-Mail** |
| **Colombian National Police** | **Number** 112 **Mobile:** +57 3002003351 / +57 3108076835 / +57 3176483469 / +57 3118488172 | dibie.oac@policia.gov.co |
| **Kidnap and Extortion Police** | 165 |

**Annex A.** Registration Form for the 14th Session of the Committee, in case you could not do it online



### Annex B List of nationalities that don’t require a Visa to enter the Republic of Colombia

### Albania

### Andorra

### Antigua and Barbuda

### Argentina

### Australia

### Austria

### Azerbaijan

### Bahamas

### Barbados

### Belgium

### Belize

### Bhutan

### Bolivia

### Bosnia and Herzegovina

### Brazil

### Brunei-Darussalam

### Bulgaria

### Canada

### Chile

### Costa Rica

### Croatia

### Cyprus

### Czechia

### Denmark

### Dominica

### Dominican Republic

### Ecuador

### El Salvador

### Estonia

### Fiji

### Finland

### France

### Georgia

### Germany

### Greece

### Grenada

### Guatemala

### Guyana

### Holy See

### Honduras

### Hungary

### Iceland

### Indonesia

### Ireland

### Israel

### Italy

### Jamaica

### Japan

### Kazakhstan

### Latvia

### Liechtenstein

### Lithuania

### Luxembourg

### Malaysia

### Malta

### Marshall Islands

### Mexico

### Micronesia (Federated States of)

### Monaco

### Montenegro

### Netherlands

### New Zealand

### North Macedonia

### Norway

### Palau

### Panama

### Papua New Guinea

### Paraguay

### Peru

### Philippines

### Poland

### Portugal

### Qatar

### Republic of Korea

### Republic of Moldova

### Romania

### Russian Federation

### Saint Kitts and Nevis

### Saint Lucia

### Saint Vincent & Grenadines

### Samoa

### San Marino

### Serbia

### Singapore

### Slovakia

### Slovenia

### Solomon Islands

### Spain

### Suriname

### Sweden

### Switzerland

### Trinidad and Tobago

### Turkey

### United Arab Emirates

### United Kingdom of Great Britain and Northern Ireland

### United States of America

### Uruguay

### Venezuela

### Annex C. Designated Hotels

### Hotels less than a 15-minute walk from the Venue center

Shuttle buses will **not** be available from these hotels

|  |
| --- |
| **Hotel Hilton Corferias** |
| **Address** | Carrera 37 # 24-29, Bogotá |
| **Tel** | +57 [(1) 4434400](https://www.google.com/search?q=Hotel+Hilton+Corferias&rlz=1C1RLNS_esCO839CO839&oq=Hotel+Hilton+Corferias&aqs=chrome..69i57j69i60.511j0j4&sourceid=chrome&ie=UTF-8) |
| **E-mail** | sales.corferias@hilton.com |
| **Website** | [*https://www.hiltonhotels.com*](https://www.hiltonhotels.com/es_XM/colombia/hilton-bogota-corferias/)  |
| **Room rate** | Single Deluxe room: 134 USDDouble Deluxe room: 155USD |
| **Reservation**  | [https://secure3.hilton.com/es\_XM/hi/reservation/book.htm?inputModule=HOTEL&ctyhocn=BOGCCHH&spec\_plan=CPCIA&arrival=20191203&departure=20191217&cid=OM,WW,HILTONLINK,XM,DirectLink&fromId=HILTONLINKDIRECT](https://nam02.safelinks.protection.outlook.com/?url=https://secure3.hilton.com/es_XM/hi/reservation/book.htm?inputModule%3DHOTEL%26ctyhocn%3DBOGCCHH%26spec_plan%3DCPCIA%26arrival%3D20191203%26departure%3D20191217%26cid%3DOM%2cWW%2cHILTONLINK%2cXM%2cDirectLink%26fromId%3DHILTONLINKDIRECT&data=02%7c01%7cCarlos.Caceres%40hilton.com%7cf8d6b1ed78a142c851b508d73dd0a983%7c660292d2cfd54a3db7a7e8f7ee458a0a%7c0%7c0%7c637045838717173434&sdata=ZhNZV0xXWoWKvJPzgvN7ehnAcNvdLXN5t4uUZg7nuGc%3D&reserved=0) |
| **Distance to Venue Center** | Walking: 5 minutesCar: 2 minutes |

***\*If you have already booked your room, please cancel it at the site and book it again in the official link, in order to access to the promotion code.***

|  |
| --- |
| **Hotel Estelar de la Feria** |
| **Address** | Avenida Calle 24 No. 43A-85. |
| **Tel** | (+57) (1) 597 8240 |
| **Website** | [*https://www.estelardelaferia.com*](https://www.estelardelaferia.com/?partner=777&gclid=Cj0KCQjwn8_mBRCLARIsAKxi0GJ5rJHL3hzjDftZGKu24VoGkyfjsSURZt085d7d6TTjaqSiwCQW8q8aAhArEALw_wcB) |
| **Room rate** | Single room: 61 USDDouble room: 73 USD |
| **Reservation**  | <https://be.synxis.com/?adult=1&arrive=2019-12-07&chain=23120&child=0&currency=COP&depart=2019-12-16&group=1912PROGRA&hotel=1443&level=hotel&locale=es-MX&rooms=1> |
| **Distance to Venue Center** | Walking: 5 minutesCar: 2 minutes |

***\*If you have already booked your room, please cancel it at the site and book it again in the official link, in order to access to the promotion code.***

|  |
| --- |
| **Hotel Hyatt Place** |
| **Address** | Calle 24a #57-60, |
| **Tel** | +57 (1) 6541234 |
| **Website** | [*https://www.hyatt.com/*](https://www.hyatt.com/es-ES/hotel/colombia/grand-hyatt-bogota/boggh) |
| **Room rate** | Single room: 90 USDDouble room: 90 USD \*Hotel includes shuttle service Airport-Hotel-Airport |
| **Reservation** | <https://www.hyatt.com/en-US/hotel/colombia/hyatt-place-bogota-convention-center/bogzb?corp_id=G-UNES>**Promotion code**: G-UNES.  |
| **Distance to Venue Center** | Walking: 3 minutesCar: 1 minute |

***\*If you have already booked your room, please cancel it at the site and book it again in the official link, in order to access to the promotion code.***

|  |
| --- |
| **Hotel Black Tower** |
| **Address** | Av. Esperanza 43A - 21 |
| **Tel** | +57 (1) 7424759 +57 320-355-55-55 |
| **E-mail** | *ecommerce@btphotel.com* |
| **Website** | [*http://www.blacktowerhotel.com/*](http://www.blacktowerhotel.com/) |
| **Room rate** | Single room: 49 USDDouble room: 58 USD Suite: 89 USD |
| **Reservation** | Request your reservation in the following email linadecastro@btphotel.com. Please, specify that you will be participant of the Committee. |
| **Distance to Venue Center** | Walking: 4 minutesCar: 1 minute |

### Hotels further than a 15-minute walk from the Venue center

Shuttle buses will be available from these hotels

|  |
| --- |
| **Hotel Wyndham Bogota Art** |
| **Address** | Av. La Esperanza # 51 – 40 |
| **Tel** | +57 (1) 608 3000 Reservations: +57 (1) 608 3030 |
| **E-mail** | info@hotelwyndhambogota.com  |
| **Website** | [*https://www.hotelwyndhambogota.com/*](https://www.hotelwyndhambogota.com/) |
| **Room rate** | Single room: 73 USDDouble room: 79 USDSuite: 101 USD |
| **Reservation**  | <http://bit.ly/UNESCO14COM> |
| **Distance to Venue Center** | Walking: 21 minutesThe hotel will provide shuttle transport for its hosts between the hotel and the Committee Venue at the start and end of the day´s sessions |

*\*If you have already booked your room, please cancel it at the site and book it again in the official link, in order to access to the promotion code.*

|  |
| --- |
| **Hotel Embassy Park** |
| **Address**  | Avenida de La Esperanza # 44 A – 79 |
| **Tel** | +57 (1) 2681666  |
| **E-mail** | reservas@hotelembassypark.com |
| **Website** | [*http://www.hotelembassypark.com/*](http://www.hotelembassypark.com/) |
| **Room rate** | Single room: 51 USDDouble room: 62 USD |
| **Reservation**  | Request your reservation in the following email reservas@hotelembassypark.com Please, specify that you will be participant of the Committee. |
| **Distance to Venue Center** | Walking: 17 minutesCar: 7 minutes |