



## WSCF General Assembly 27th February -5th March 2015 Introductory Letter

Dear Assembly participants,

It is my pleasure to welcome you to Colombia in my capacity as the General Assembly Coordinator, based in Bogotá, Colombia. I am looking forward to your imminent arrival and working to make sure that everything is in place to allow the General assembly to run as smoothly as possible.

Please do not hesitate to contact me anytime should you have any questions. I do not speak English well, but I am working closely with others who are bi and trilingual who will be also be able to assist you, and Google translate is an amazing tool!

Please take time to read through this information carefully and let me know if you have comments or questions not covered.

Welcome to Bogotá!

**Lizeth Prieto Garcia**  
General Assembly Coordinator



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## PRACTICAL INFORMATION

### 1. ACCOMMODATION

All delegates will stay at the Hotel Baviera. This is an apartment hotel with suites comfortably holding up to 5 people. Each suite is equipped with several rooms, including a kitchen, living room, bedrooms, and bathroom.

**Hotel Baviera:**

32 Street No. 13-32,  
Bogotá,  
Colombia.

<http://www.hotelbaviera.com.co>

**Telephone:**

Outside of Colombia	+57 1 320 3564 or +57 1 320 3709
In Bogotá	320 3564 or 320 3709
In Colombia but outside of Bogotá	1 320 3564 or 1 320 3709

### 2. GENERAL ASSEMBLY VENUE

The General Assembly will be held at the **ACJ/YMCA Bogotá Auditorium**, adjoining Restaurant and Meeting Rooms. The venue is within easy walking distance of the hotel, but there will also be a shuttle service available for those who prefer not to walk ([Please see Section 8. for full details](#))

Coordinates for ACJ/YMCA Bogotá:  
Carrera 16 A No 28B-33

### 3. PICK-UP AT THE AIRPORT

Upon your arrival, you will be met at the airport. The company name is 'COLOMBIA DAY TRAVEL'. **Please look for a sign with your name or 'FUMEC/WSCF'**. There may be a short waiting time so that several delegates may be taken to the hotel together. I would like to thank you in advance for your patience but please be assured; your wait, if any, will not be long.

Link of the route

[https://mapsengine.google.com/map/viewer?mid=zK2ouoOVbFlk.kQpJC5oO\\_xbA](https://mapsengine.google.com/map/viewer?mid=zK2ouoOVbFlk.kQpJC5oO_xbA)



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#### 4. CLIMATE

The temperature in Bogotá may be **quite cold** for many of you. Bogotá has a high altitude of 2600m and temperatures can vary throughout the day. Dry and rainy seasons alternate throughout the year and temperatures range between 9-22°C (48.2-71.6°F), with an average temperature of 14°C (57.2°F). Some guests to Bogotá may experience shortness of breath due to the high altitude. Please drink a lot of water and take it easy when you first arrive. If you experience any problems, please report this to a member of Host Committee immediately.

**\*\*\*BRING WARM CLOTHES and LAYERS\*\*\***

#### 5. CHECKLIST

- Warm clothes (including jackets, scarves, long pants, socks)
- Closed shoes for protection from rain
- An umbrella
- Personal toiletries
- Food, drink, dress, music, etc. to share on the Culture Night
- A Bible
- The invitation letters from WSCF (printed), as you may need to show it when you are entering the country
- Passport and visas (it is advisable to have photocopies of all important documents (i.e. passport in case it gets lost)
- A copy of the Hotel address and telephone numbers ([Please see section 1.](#)) This information is usually needed for arrival cards to any country.
- A copy of the Host Committee contact information ([Please see section 14.](#))
- Money (It is always better to travel with some cash in case of emergencies. Please keep this on your body or somewhere safe.)

#### 6. SAFETY

As with any large city, you should take sensible safety precautions in Bogotá. There will be a safety orientation presentation when you arrive. I recommend that you take your safety seriously, follow our advice and to stay in groups when you go out.

#### 7. HEALTH

All delegates to the General Assembly will be covered by health insurance for their period of travel. If you need medical attention at any point, please let a member of the Host Committee know immediately.

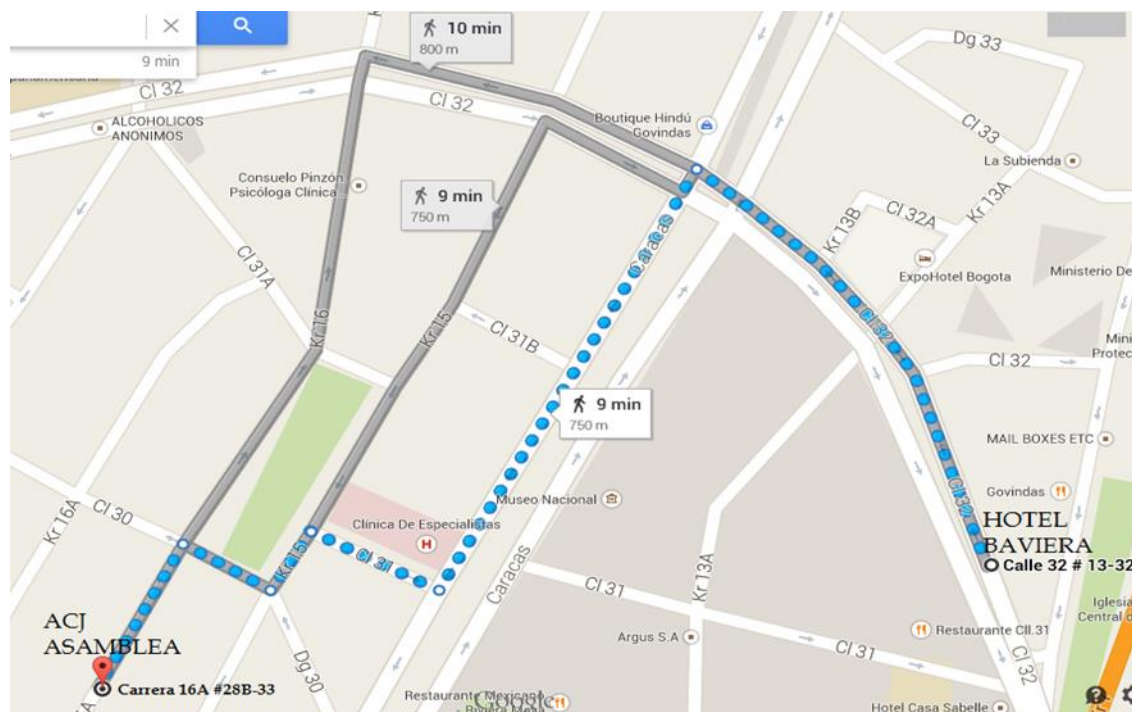


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### 8. TRANSPORTATION

Your transportation during the General Assembly will be organized.

A shuttle service between the hotel and ACJ/YMCA Bogotá Auditorium has been arranged for those who have any mobility or health problems; for those wishing to walk, please find below a map with three alternative routes.



Should you wish to go out on your own before or after the Assembly or during any free time, there are a number of alternative options available, with different qualities, comfort features, and speed. The most recommended are TransMilenio or a Taxi Service.

#### Transmilenio:

TransMilenio is a public transportation system of red buses around the principal streets in the city. A single-ride ticket is \$1.800 Colombian pesos (around 90 cents -USD-), including transfer to the feeder buses (common green buses that go to the neighborhoods where TransMilenio doesn't have service yet).

Stations map:

<http://www.transmilenio.gov.co/en/stations-map>

<http://www.transmilenio.gov.co/en>



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### **Taxi service:**

In Bogotá, you can find tourism, city, inter-municipal, and interstate taxis. The rates within the city are very economical and the service is of a good quality. The taxi service can also be rented by the hour. Should you wish to use a taxi, It is recommended you take one from the hotel or to call for the service, I strongly discourage taking taxis found on the street, especially at night.

Inside the taxi, in a visible spot for the passenger, there must be an identification of the vehicle and the driver, a list showing the rates according to the taximeter units and the corresponding Colombian pesos (\$) equivalence. Trips to and from the airport, at night, on public holidays and those requested by phone have an additional surcharge. Trips outside the urban area also have a legal extra charge.

## **9. WIFI / TELEPHONE**

The Hotel and General Assembly venue do have WIFI, which I hope to have this reinforced to handle the higher number of people.

If you make any phone calls from your hotel, it will be charged to you. If you wish to buy a local SIM card for your mobile, there are some not very expensive. Should you wish to purchase one, one of our volunteers will be available to assist you.

## **10. ELECTRICITY**

Electrical current in Colombia is 110 volts and 60 Hz. You may like to bring an appropriate adapter for your personal electric devices. See the link below for a picture of Colombian electric power outlets - there are type A and Type B:

<http://fundacionio.org/viajar/consejos/tipos%20de%20enchufe%20y%20electricidad%20mundial.htm>  
!

## **11. CURRENCY**

The official currency of Colombia is the Colombian peso (\$).The exchange of foreign currency should be made exclusively in hotels, banks, and official currency exchange places, never on the street.

The currency denominations are:

Coins \$50, \$100, \$200 and \$500.

Bills \$1,000; \$2,000; \$5,000; \$10,000; \$20,000 and \$50,000.



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#### ATMs

Bogotá has an extensive network of ATMs in service 24 hours. The transactions generally permitted are: credit/debit balance, withdrawals, transfers and cash advances. As in any other city, you should avoid giving your card to strangers or revealing your personal PIN code. Do not ask or receive help from people who do not work at the bank or use suspicious ATMs. Some ATMs, such as Cirrus, Visa and Master Card allow international debit and credit transactions.

#### Credit Cards and Traveler's Checks

Debit and Credit Cards:

Most of the big stores, restaurants and supermarkets accept international debit and credit cards.

Traveler's Checks:

You may make payments with them only in the more exclusive hotels but they are not commonly used in commercial establishments.

## 12. SECURITY AND EMERGENCY HOTLINES

24 hours 7/7

<b>Emergencies:</b>	<b>123</b>
Fire Department:	119
Red Cross - Ambulances - Emergencies (24/7):	132
Citizen Service Line:	195
Police CAI (Immediate Attention Center):	156
Health emergencies:	125
Tourist information:	01 8000 127 400

## 13. DATES OF MEETINGS

24-26 February	Search Committee Meeting (Candidates should arrive on 25 <sup>th</sup> )
23-24 February	GA Preparatory Committee Meeting
25-26 February	Outgoing Executive Committee Meeting
27 February	Women and Men's Pre-Assembly
27 February-5 March	General Assembly
6-7 March	Incoming Executive Committee



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### 14. CONTACT INFORMATION

If you need to reach us at any time, please do not hesitate:

**Lizeth Prieto Garcia (Host Coordinator)**

Phone (Local): +57 31 02 75 01 03

Email: [lizprietogarcia@yahoo.es](mailto:lizprietogarcia@yahoo.es)

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Email: [raimymy@hotmail.com](mailto:raimymy@hotmail.com)

**Marcelo Leites (WSCF LAC Regional Secretary)**

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