



FIFTH SESSION OF THE REGIONAL CONFERENCE ON POPULATION AND DEVELOPMENT IN LATIN AMERICA AND THE CARIBBEAN

Cartagena de Indias, Colombia, 3 and 4 July 2024

BRIEFING NOTE FOR PARTICIPANTS

INTRODUCTION

The fifth session of the Regional Conference on Population and Development in Latin America and the Caribbean will be held in Cartagena de Indias, Colombia, on 3 and 4 July 2024, following a day of side events and civil society activities on 2 July.

This document is intended to provide delegations with useful information to facilitate their work at the meeting.

The meeting coordinators will be available to answer any questions concerning logistical or organizational matters, before or during the event.

1. General information on Cartagena

Cartagena de Indias is the capital of the Bolívar department and was founded on 1 June 1533 by Pedro de Heredia. Located on the Caribbean Sea, the city was declared a tourism and cultural district in 1991.

Since its founding in the sixteenth century and throughout the colonial era, Cartagena de Indias was one of the most important ports in the Americas. Most of the city's artistic and cultural heritage dates from this period. Cartagena declared its independence from Spain on 11 November 1811. This date is a national holiday in Colombia and the city's independence celebrations, the "Fiestas de Independencia", last four days.

The city has long been associated with the history of pirates. During the colonial era, it was repeatedly attacked by pirates from Europe, as its location made it vulnerable to raids. As a result, it became the most heavily defended city in South America and the Caribbean; in fact, it was almost as fortified as the whole Gulf of Mexico at the time. Its colonial architecture is now being preserved.

Over time, Cartagena de Indias has developed its urban areas by preserving the historic centre and has become one of the most important ports of Colombia, the Caribbean and the world, as well as a famous tourist destination. Today, the city has a total population of 971,700 inhabitants, making it the country's fifth most populous municipality. Its historic centre, the walled city, was declared National Heritage of Colombia in 1959 and a World Heritage Site by the United Nations Educational, Scientific and Cultural Organization (UNESCO) in 1984. In 2007, its military architecture was chosen by the public as the fourth wonder of Colombia.

Language

The official language is Spanish. Many Colombians also speak English.

Climate

Cartagena de Indias has a humid tropical climate and an average annual temperature of 29°C. Relative humidity in the city is 90% and the rainy season typically lasts from April or May to October or November. Although the city tends to have high temperatures year-round, a sea breeze makes for pleasant weather, with temperatures in the city ranging from 30°C to 33°C. The weather forecast for the days of the event can be accessed through the following link: <https://www.accuweather.com/en/co/cartagena/107563/july-weather/107563?year=2024>.

Useful information for your stay

Local currency	The national currency is the Colombian peso (\$). The exchange rate is approximately 3,828 pesos to the United States dollar (May 2024).
Local time	GMT-5.
Electricity	The voltage is 110 volts nationwide.
Tipping	Gratuities are not included in restaurant bills. It is customary to leave a tip of between 10% and 15% of the total bill.

2. Meeting venue

The fifth session of the Regional Conference on Population and Development in Latin America and the Caribbean will be held at the **Cartagena de Indias Convention Center, with an opening ceremony on 3 July at 9.30 a.m.**

Cartagena de Indias Convention Center

Address: Calle 24 Number 8^a-344
Getsemani, Cartagena
Tel.: (+57) 5654 4000
Website: <https://cccartagena.com/>

3. Meeting coordination

The meeting is being organized by the Economic Commission for Latin America and the Caribbean (ECLAC):

Luis Fidel Yáñez (overall coordination)
Secretary of the Commission
Office of the Secretary of the Commission
ECLAC
Tel: (+56) 2 2210 2275
Email: luis.yanez@cepal.org, with a copy to secretariadelacomision@cepal.org

Simone Cecchini (substantive matters)
Chief of the Latin American and Caribbean Demographic Centre (CELADE)-Population Division of ECLAC
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Luis Flores (accreditation)
Research Assistant
Office of the Secretary of the Commission
ECLAC
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Margarita de Igarzábal (logistics)
Supervisor
Conference Services Unit
ECLAC
Tel: (+56) 2 2210 2588
Email: margarita.deigarzabal@cepal.org

4. Hotel reservations

The ECLAC Conference Services Unit has reserved a block of rooms at special rates at the following hotels:

- **Hotel Casa Cytia**
 Carrera 10b #27-16 Calle del Pozo Getsemani
 Getsemani, 130003 Cartagena
 Single room: **US\$ 125** (includes breakfast)
 Reservations: Benoit Delgrange
 Email: benoitbeiconic@gmail.com or WhatsApp (+57) 31 3504 4409
 Group code: CEPALCYTIA
 Block expiry date: 7 June 2024
- **Casa Pizarro Hotel**
 Calle del Pozo #25-56, Getsemani
 Cartagena
 Single room: **US\$ 135** + tax (includes breakfast) for one or two persons
 Reservations: Karen Santoya
 Email: karenbeiconic@gmail.com or WhatsApp (+57) 30 1513 4729
 Group code: CEPALPIZARRO
 Block expiry date: 7 June 2024
- **Casa Relax Hotel**
 Calle del Pozo #25-105, Getsemani
 Cartagena
 Single room: **US\$ 110** + tax (includes breakfast) for one or two persons
 Reservations: Karen Santoya
 Email: karenbeiconic@gmail.com or WhatsApp (+57) 30 1513 4729
 Group code: CEPALRELAX
 Block expiry date: 7 June 2024
- **Hotel Caribe**
 Carrera 1 #2-87, Cartagena
US\$ 153 + tax
 Reservations: Erika Hurtado
 Email:
 Reservation link: comercial4@farandahotels.com or WhatsApp (+57) 32 1566 8793
 Code: V Conferencia Regional sobre Población y Desarrollo
- **Hotel Casa La Factoría**
US\$ 174
 Reservation link: <https://www.choicehotels.com/CB018?ratePlanCode=LCR>
- **Hotel Bantú**
US\$ 193
 Reservation link: <https://www.choicehotels.com/CB011?ratePlanCode=LCRDP>
- **Hotel Casa Canabal**
US\$ 160
 Reservation link: <https://www.farandahotels.com/>
 Discount code: CPDLA2024
- **Hotel Casa La Mantilla**
US\$ 156
 Reservation link: <https://www.farandahotels.com/>

Discount code: CPDLA2024

- **Hotel El Marqués**
US\$ 207
Reservation link: <https://www.farandahotels.com/>
Discount code: CPDLA2024

- **GHL Collection Arsenal Hotel**
Getsemani, Calle 24 #8B-58, Cl. Arsenal
Cartagena
Single room: **US\$ 148** + tax (includes breakfast)
Booking: Laura Castillo
Email: laura.castillo@ghlhoteles.com
Rate expiry date: 30 June 2024

- **GHL Collection Armería Real Hotel**
Getsemani, Calle Larga con Pedregal Esquina, Carrera 11 #25-57
Cartagena
Single room: **US\$ 119** + tax (includes breakfast)
Reservations: Laura Castillo
Email: laura.castillo@ghlhoteles.com
Rate expiry date: 30 June 2024

To maintain the special ECLAC rate, hotel reservations must be requested personally, not through agencies or other means. Delegates are responsible for making their own reservations. You are advised to check that the hotel has processed your reservation and to request a reservation number or confirmation code. The hotel requires your flight information and dates of arrival and departure from Colombia, as well as credit card details, in order to secure the reservation. Please send the enclosed hotel reservation form, with all the required details, to the hotel of your choice.

5. Requirements for entering Colombia

- The list of nationalities exempt from visa requirements and those requiring a visa is available in the visa section of the website of the Ministry of Foreign Affairs of Colombia: https://www.cancilleria.gov.co/tramites_servicios/visa.
- Travellers who are part of an official delegation and require a visa to enter Colombia may apply for the VISA V CORTESÍA CONVENIOS INTERNACIONALES.
- Applications are online only, via the Ministry of Foreign Affairs website (https://www.cancilleria.gov.co/tramites_servicios/visa). When filling out the form, applicants must select the consulate that corresponds to their country of origin or permanent residence.
- Applications sent by email will not be processed.
- Non-nationals must provide the following with the online application:
 - One recent colour photo measuring 4 cm x 3 cm, taken in full-face view without accessories, against a white background, in JPG format not exceeding 300 KB.
 - Biographical data page of your passport, valid for six months beyond your intended stay.
 - Signed letter of invitation or accreditation from the Conference organizers.
- Any visa-related queries may be sent to the following email addresses: laura.soto@cancilleria.gov.co and nattaly.calonje@cancilleria.gov.co.
- Please consult the visa guide on the application page of the Ministry of Foreign Affairs website.

Visitors entering the country must bring a valid passport, as well as the conference registration form and hotel reservation for review by airport immigration and security officials.

Customs officials may randomly select visitors to provide proof of their financial solvency during the length of their stay in Colombia.

6. Local transport

For transportation from the Rafael Núñez Airport to your hotel, visitors are advised to use official taxi services at the airport. The cost of this transport is approximately 20,000 Colombian pesos (US\$ 5).

Should you need a taxi, it is recommended that you use the taxis waiting outside hotels, which charge reasonable rates.

A specialized transport service for persons with disabilities and older persons is available at the following link: [Transporte Especial - Fadis Colombia](#).

7. Online registration and participant accreditation

Online registration for participants will be available from 27 May to 28 June 2024 on the meeting website: <https://crpd.cepal.org/5/en>.

After registration, participants will receive an automatic confirmation of receipt. Once the registration request has been approved, participants will receive a “confirmation of acceptance” email, which must be presented along with an identification document when picking up credentials.

Online registration of government representatives does not exempt delegations from the formal requirement to provide official notification indicating the names of the head of delegation and of all accompanying members.

Credentials can be collected at the Cartagena de Indias Convention Center (located at Calle 24 Number 8^a-344, Getsemani, Cartagena) on 2 July from 8.30 a.m. to 1 p.m. and from 2.30 p.m. to 5.30 p.m., and on 3 July from 8.30 a.m. to 1 p.m. Credentials must be picked up in person, upon presentation of an identification document. Badges must remain visible during the meeting. For security reasons, participants will be required to wear their badges in order to attend meetings.

8. Internet services

The offices and conference rooms set aside for the meeting will have wireless Internet access (Wi-Fi).

9. Working languages

The official language of the meeting will be Spanish. Simultaneous interpretation will be provided into English, Portuguese and international sign language.



HOTEL RESERVATION REQUEST

FIFTH SESSION OF THE REGIONAL CONFERENCE ON POPULATION AND DEVELOPMENT IN LATIN AMERICA AND THE CARIBBEAN Cartagena, Colombia 1 TO 5 JULY 2024	
Nombre/Name:	Apellido/Last name:
Dirección/Address:	
Ciudad/City:	País/Country:
Teléfono/Phone:	Correo electrónico/Email:
SELECT HOTEL	
Hotel Casa Cytia <input type="checkbox"/> Carrera 10b #27-16 Calle del Pozo Getsemani, Getsemani, 130003 Cartagena Phone: (+57) 31 3504 4409 (WhatsApp) Single room, 1 or 2 persons: US\$ 125 + tax (breakfast included) Contact: Benoît Delgrange Reservations: benoitbeiconic@gmail.com Group code: CEPALCYTIA Block expiry date: 7 June 2024	Casa Pizarro Hotel <input type="checkbox"/> Calle del Pozo #25-56, Getsemani Cartagena Phone: (+57) 30 1513 4729 (WhatsApp) Single room, 1 or 2 persons: US\$ 135 + tax (breakfast included) Contact: Karen Santoya Reservations: karenbeiconic@gmail.com Group code: CEPALPIZARRO Block expiry date: 7 June 2024
Casa Relax Hotel <input type="checkbox"/> Calle del Pozo #25-105, Getsemani Cartagena Phone: (+57) 30 1513 4729 (WhatsApp) Single room, 1 or 2 persons: US\$ 110 + tax (breakfast included) Contact: Karen Santoya Reservations: karenbeiconic@gmail.com Group Code: CEPALRELAX Block expiry date: 7 June 2024	Please go to the link for each hotel to make your reservation: Hotel Casa La Factoría Reservation link: https://www.choicehotels.com/CB018?ratePlanCode=LCR Hotel Bantú Reservation link: https://www.choicehotels.com/CB011?ratePlanCode=LCRDPL Hotel Casa Canabal Hotel Casa La Mantilla Hotel El Marqués Reservation link: https://www.farandahotels.com/ Discount code: CPDLA2024 Block expiry date: 1 July 2024
GHL Collection Arsenal Hotel <input type="checkbox"/> Getsemani Calle 24 #8B-58, Cl. Arsenal Cartagena Tel: (+57) (605) 660 5831 Single room: US\$ 148 + tax (breakfast included) Contact: Laura Castillo Reservations: laura.castillo@ghlhoteles.com Rate expiry date: 30 June 2024	GHL Collection Armería Real Hotel <input type="checkbox"/> Getsemani, Calle Larga con Pedregal Esquina, Carrera 11 #25-57 Cartagena Tel: (+57) (605) 660 5831 Single room: US\$ 119 + tax (breakfast included) Contact: Laura Castillo Reservations: laura.castillo@ghlhoteles.com Rate expiry date: 30 June 2024
Hotel Caribe <input type="checkbox"/>	

Carrera 1 #2-87, Cartagena	
Superior room: US\$ 153 + tax	
Reservations: Erika Hurtado	
Email: comercial4@farandahotels.com or WhatsApp (+57) 32 1566 8793	
Code: V Conferencia Regional sobre Población y Desarrollo	
Fecha de llegada al país: <i>Date of arrival:</i>	Núm. de vuelo: <i>Flight No.:</i>
Fecha de salida del país: <i>Date of departure:</i>	Núm. de vuelo: <i>Flight No.:</i>

**Autorizo el uso de la siguiente tarjeta de crédito a fin de garantizar mi reserva de hotel /
I authorize the use of my credit card to guarantee my hotel reservation:**

American Express <input type="checkbox"/>	Mastercard <input type="checkbox"/>	Visa <input type="checkbox"/>	Otra/Other <input type="checkbox"/>
Núm. de tarjeta de crédito/ <i>Credit card number:</i>			
Fecha de vencimiento/ <i>Expiration date:</i>			

**Please complete this form and send it by email to the chosen hotel.
To guarantee the reservation, the request must include the guest's flight number and credit card type and number.**