

**LOCAL CONTACTS.....**

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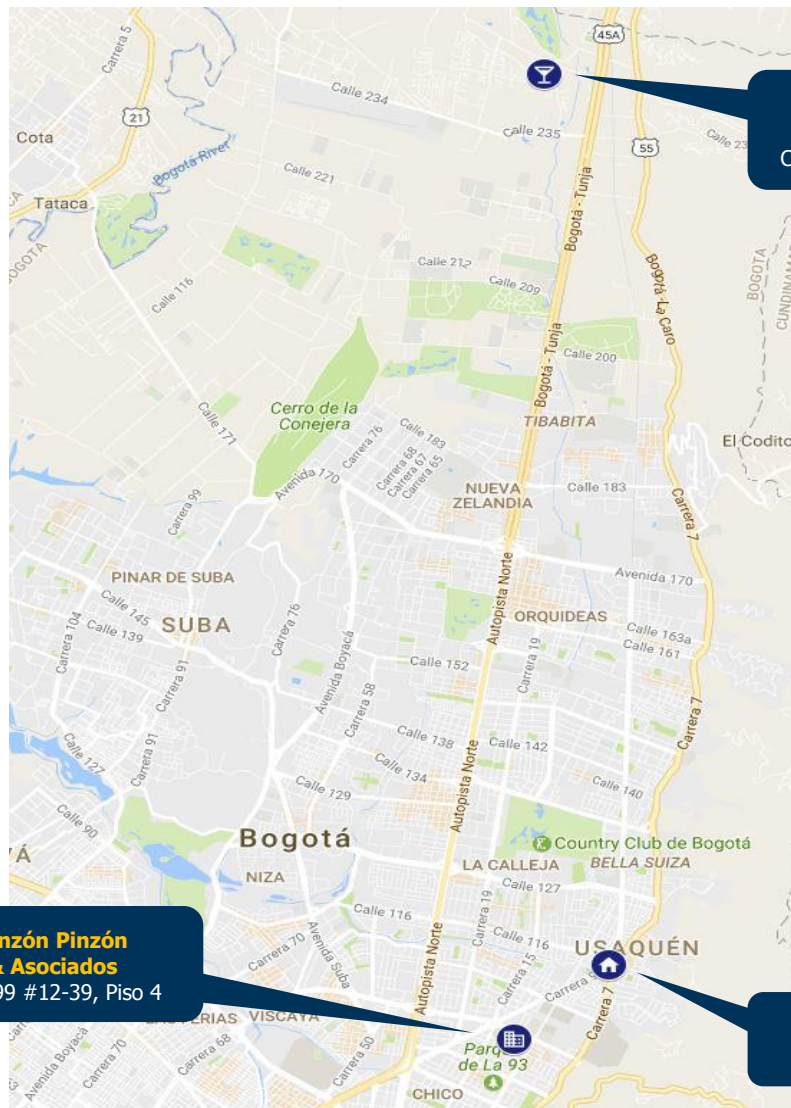
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**Emergency Phone Numbers:**

- **Police, Ambulance, Fire: 123**

**LOCATIONS.....**



**Mauricio Pinzon's House**  
Calle 241 #52-51, Casa 12

**Pinzón Pinzón & Asociados**  
Calle 99 #12-39, Piso 4

**W Bogota Hotel**  
Carrera 9 #115-30

MEETING VENUE.....



**W Bogota Hotel**  
**Carrera 9 #115-30**  
**Bogota, Colombia**

**Check in:** 3:00 pm  
**Check out:** 12:00 noon

**Distance from El Dorado International Airport:**  
18 km, 35 minutes by car

W Bogota Hotel is located in the exclusive Santa Barbara Business area, an upscale neighbourhood centrally located near embassies, restaurants and boutiques. Plus, prime retail and entertainment options are just a stroll away.

W Bogota has not only solidified itself as the Colombian capital's most fashionable place to stay, but also a culinary hotspot. The hotel's on-site restaurant (Market Kitchen), bar (W Lounge) and nightclub (Au Room) are highly popular among the locals, while the AWAY® Spa Bogota is the ideal place to escape the noise of the city, or to recharge for another day of work.

TRANSPORTATION FROM EL DORADO INTERNATIONAL AIRPORT .....

The International Airport El Dorado Luis Carlos Galán Sarmiento, is located in the west of the city of Bogota and 15 km from the city center. It borders to the south with the Fontibón neighbourhood, with Engativa north and to the west with the municipality of Funza and Bogota River.

Terminal 1 of El Dorado International Airport is one of the most advanced and important terminals of the region. With an area of more than 173,000 m<sup>2</sup> and currently in expansion, connects Bogota with more than 70 domestic and international destinations, in addition to offering its users all the comfort that the traveller of today may need.

**Taxi - Travel Time: approx. 60 minutes**

El Dorado offers its users authorized taxi service through **Taxi Imperial**, which has 1400 vehicles to provide taxi service to travellers and visitors. In order to guarantee your safety and comfort, only those taxis that are affiliated to the company are allowed to pick up passengers.

*Fee: approx. COP 36,000 / USD 13 one way*

**Private Car Service - Travel Time: approx. 60 minutes**

Check out the city as you travel from the airport to the hotel via private car service. Automobiles range from standard sedans and SUVs to minivans, full-size buses, and limousines. Contact **W Bogota** to make your reservation.

*Fee: USD 35-50 one way; dependent on vehicle type*

GETTING AROUND.....

The first thing every person in Bogota needs to understand is the extreme divide in the city. There is a clear North and a clear South. As a tourist, traveller or expat in the city, you will be told to stay in the North.

**Public Transportation:** in Bogota, there is no metro because of the difficulty that the mountain causes. Instead, there is the Bus Rapid Transit (BRT), called the **TransMilenio**. They have their own lanes on the streets to avoid traffic and give it a metro feel. Covering 112 km with a fleet of 1500 buses, TransMilenio counts 12 lines and 140+ dedicated self-contained stations, which keeps things orderly and safe (and some have Wi-Fi).

To board the bus you need to purchase a TransMilenio Card, which is available at any TransMilenio station. The most useful, and most popular card for tourists is the refillable *Tarjeta Cliente Frecuente* (costs COP 2,000/USD 0.60), which provides access to almost every TransMilenio station and SiTP bus.

The service is frequent and cheap. Most lines operate from 4:58 am to 12:15 am Monday-Saturday, 5:55 am to 11:15 pm Sunday.

**Taxi:** Bogota has a very efficient and well-regulated taxi system, which uses units to calculate fare (all meters should start at 25 units). Expect taxi drivers to be friendly and helpful. Tipping is not necessary. However, never hail a cab from the streets, especially at night, but call a taxi service (e.g. Taxis Libres, Taxi Express) and the operator will give you the taxi's license plate number and time of arrival.

**Taxi Libres:** +57 1 2111111    **Taxi Express:** +57 1 4111111

**Uber:** You may also use this service in Bogota, however, is necessary to have the app on your smartphone in order to request the service. Bear in mind that it's possible to pay in cash or by credit card.

#### Visitors tips:



If you have a smartphone, you can use the app '**Tappsi**', '**Easy**' or '**Smart Taxi**', which ensures that you're getting a safe taxi. You may also use '**Uber**'.

#### ESSENTIALS.....

##### Currency

The official currency of Colombia is the peso (sign: \$; code: COP).

Check the exchange rate before your departure at [www.xe.com](http://www.xe.com).

##### Money

It is advisable to exchange dollars and other foreign currencies into pesos at exchange houses at airports, hotels and banks, since the only currency accepted in Colombia is the peso. Never do this in the street. However, you can find ATMs on major roads and shopping centres which mostly operate 24 hours in English.

Most high category department stores, shops, hotels and restaurants accept debit cards. Most hotels, restaurants and commercial shops accept credit cards (Visa, MasterCard). Some places accept American Express and Diners Club.

##### Phone

The international country dialling code for Colombia is **+57**.

##### Time Zone

Colombia Time (COT), UTC -5.

To find the corresponding time in your country, please visit: [timeanddate.com/worldclock/converter.html](http://timeanddate.com/worldclock/converter.html).

##### Electricity

Domestic power is 110 Volts at 60 Hz. For industrial facilities it is 220 Volts at 60 Hz. Electrical connectors or plugs are used with two flat input pins (type A) or with a third round pin (type B) and it easy to buy adapters and voltage regulators. Your need for a power plug adapter depends on the power plugs used in your own country.

You can **check here** if you need a power plug adapter.

##### Language

The official language of Colombia is Spanish. With the exception of a couple of tourist destinations, the prevalence and proficiency of English spoken among the population is limited. However, Bogota's youth speaks average English and they'll understand you as long as you speak slowly. Staff in hotels and hostels are generally able to communicate effectively in the language, but do not expect that you will always be able to get by with English.

Therefore, a few basic phrases in Spanish will always come in handy. Click **here** for some of the basics of Spanish communication.

### **Shopping Hours**

The shops are generally open from 11:00 to 21:00 from Monday to Saturday.

### **Weather**

Because of its high altitude (2,625m), Bogota has cold mountain weather and sees most of its rainfall during the summer months, even though it can rain here during any month of the year. Primarily, however, April and May usually have the highest amounts of rain, with June and July following. Temperatures regularly range between 6°C and 22 °C (42°F – 71°F), with an average temperature of 14 °C (52°F). Recommendation: Bring warm jacket or coat, you will need it especially during the night.

### **Tipping**

In Colombia, although it is usual, it's not mandatory to tip in restaurants. The suggested tip is 10% of the final cost and in restaurants you will be asked if you want to include it in the bill. Most hotel guests tip the maid, doorman, or other hotel services, depending on the service provided.

## **LOCAL DO'S AND DON'TS.....**

### **Personal Conduct and Etiquette**

The manners and etiquette in Colombia are about the same as everywhere else in the world. However, you will find most Colombians to be more courteous than what you will find in the U.S., for example. There is not a particular dress code in Bogota, but we suggest you use clothing suitable for cold weather. But be sure not to overdress or wear fancy jewellery.

## **DRESS CODE.....**

**Welcome Cocktail & Dinner (8 June)** – Business Casual (Jacket – Tie Optional)

**Business Sessions (8-10 June)** – Business Casual (Jacket – Tie Optional)

**Hosted Gala Dinner (9 June)** – Business Casual (Jacket – Tie Optional)

**Guest Tours** – Casual wear with comfortable shoes

Because of the rainy/cold weather, especially during the night, we suggest you bring a warm jacket/coat.

If you are staying at the W Bogota, don't forget to take your swimwear to enjoy the hotel's swimming pool and spa.

## **HEALTH & SAFETY.....**

Most visitors travel to Colombia without incident, but there are certain medical conditions to be aware of. The most common illnesses in Colombia are acute altitude sickness, stomach problems, and in jungle areas malaria and yellow fever. Altitude sickness may develop in travellers who ascend rapidly to altitudes greater than 2,500m, including those flying directly to Bogota.

### **Medical Services**

Colombia has some of the best medical care services in South America. Those wishing to visit Colombia should buy travel insurance giving them medical and emergency hospital care coverage. It's preferable to use private clinics rather than government-owned institutions which, though they are cheaper, may not be as well equipped.

As regards medication and prescription drugs, these can be obtained without restriction in drugstores and pharmacies. You should verify that the package has the date of expiry and price printed on it.

### **Vaccination**

A yellow-fever vaccine is required for visitors to the national parks along the coastal regions. Travelers limiting their visit to the main cities and mountainous regions may not need to be immunized for yellow fever, but be aware that some countries, such as Australia, will not let you into the country if you're flying direct from Colombia without a yellow-fever vaccine. Check your country's government health information for specifics.

### **Water**

Tap water in Bogota and other big cities is safe to drink, but if you're pregnant or want to be more careful, use bottled water instead. In remote areas, water should be boiled or disinfected with iodine pills; or stick to bottled water.

## Crime

Over the course of the past five years, there have been many reports that the crime rate in Bogota has dropped significantly. However, this doesn't mean that visiting Bogota is without risks. You should exercise caution as you would in any other big city in the world. Upon arrival, talk with your host, hotel concierge or friends to know about the general rules of safety. Some of the most important are listed below:

1. Do not display cash in public. When staying in your hotel, make use of the safety box and carry only what you need. Most restaurants and stores accept credit cards, but cash is still popular.
2. Use a hotel taxi or on-call taxi service. It is not a good idea to take taxis in the street unless it's completely necessary, especially at night.
3. If you are going to a bar or restaurant, do not accept drinks or food from strangers. If you want to interact with a stranger, buy your own things.
4. At first, to meet the city, it is a good idea to ask the hotel staff and friends the tourist interesting places and how to take the TransMilenio service (red buses) and learn the routes to get there, once you learn it, your stay will be definitely easier. However, it will be faster to move around in a taxi or Uber.
5. If you are lost or you don't know where a place is, you may ask anyone in the street, Colombia's people are kind, if you speak Spanish is much better but if you don't speak Spanish, better ask your doubt to a young person.

Theft is the most common travellers' danger. The most common methods of theft are snatching your day pack, cell phone or camera, pickpocketing, or taking advantage of a moment's inattention to pick up your gear and run away. Distraction can often be part of the thieves' strategy. Thieves tend to work in pairs or groups, often on motorcycles; one or more will distract you while an accomplice does the deed. They may begin by making friends with you, or pretend to be the police and demand to check your possessions. Inside banks, pay special attention when withdrawing money from ATMs and be wary of criminals posing as bank employees and offering help – a common robbery tactic.

Obviously, don't fight back if you've been targeted – hand over your money and move on. Meanwhile, avoid deserted streets and taking taxis after hours.

## IMPORTANT TRAVEL INFORMATION.....

### Visas

Nationals of some countries, including most of Western Europe, the Americas, Japan, Australia, New Zealand and South Africa, don't need a visa to enter Colombia: otherwise, expect a nominal visa fee.

Please refer to this **website** to check if you need a visa.

**\*We also strongly recommend that you consult your local Embassy/Consulate about entry requirements for your country of origin before travelling to Colombia\*.**

Besides the visa, the following documents are essential to enter Colombia:

- Passport (with at least six more months of validity)
- Return plane ticket
- Invitation letter or hotel booking
- Certificate of economic solvency - visitors need to be able to prove that their finances are good enough to support their travel (e.g. certificate from a bank of monthly salary). **Important:** this is required for all nationalities. Nationals of Venezuela have to provide proof that they have at least USD 40 per day of travel.

Travelers receive a 90-day tourist visa, which can be extended another 90 days per calendar year. When arriving by plane (but not overland), you'll be given a customs form. You're supposed to keep this and return it at the time of your departure (or face a stiff fine).

### Customs Regulations

Visitors to Bogota should be aware of current customs regulations when entering Colombia. Please click **here** for more details.