

## Annex 3 – Practical Information for Participants

### Multistakeholder Forum on the Role of Telecommunications/ICT in Disaster Management and Climate Change

Guatemala City, Guatemala  
November 5 – 7, 2012

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#### 1 Venue

*The Multistakeholder Forum will be held in the Training Center on Information and Communication Technologies (ICT Training Center) of the Guatemalan Institute of Technical Training and Productivity (INTECAP), in Guatemala City.*

*The complete address for the Venue of the event is as follows:*



#### **Centro de Capacitación en Tecnologías de la Información y Comunicación (Centro TICs)**

Instituto Técnico de Capacitación y Productividad (INTECAP)

Calle del Estadio Mateo Flores 8-79 Zona 5

Guatemala City, 01005

Guatemala

PBX: +502 2410 5555 ext. 911

Website: <http://www.intecap.edu.gt>

#### 2 Local Coordination

*The Guatemalan Administration SIT (Superintendencia de Telecomunicaciones de Guatemala) will be in charge of the local coordination.*

#### **SUPERINTENDENCIA DE TELECOMUNICACIONES**

4ta avenida 15-51 zona 10

Ciudad de Guatemala, Guatemala

PBX: +502 2321 1000

Horario de atención: 9:00 a.m. a 5:00 p.m.

Email: [rodrigo.robles@mail.com](mailto:rodrigo.robles@mail.com)

### 3 Accommodation

The participants will have the possibility to book the hotel of their preference according to the following options:



<http://www.hotelcaminoreal.com.gt/>

#### *Rates*

<b>Room</b>	<b>Room per night</b>
Single room – Executive floor	U\$169.00 per night (+22% for taxes) Internet and american breakfast are included.

3.5 km from the ICT Training Center (Venue of the event)

*“The Camino Real Hotel guarantee a unique and comfortable experience, each one of our services have been designed according to the needs presented by our customers, that's why we want you to relax and enjoy the luxury that we offer while your stay in the Hotel.*

*The Camino Real Hotel, is located in the center of Guatemala City, we have an excellent [hotel service](#) which we have acquire through years of experience and work. We are the first five star hotel in Guatemala and this title was given to us through our leadership and innovation.*

*We have a variety of luxurious and comfortable rooms, you will be able to find rooms such as [Deluxe room](#), [Executive room](#), [Junior Suite](#), and finally the [Royal Suite](#).*

*We also have an [Spa and Club](#) in which you can spend the day resting and then you can visit our [restaurant](#) El Cafetal and taste out international cuisine.”*



BY CHOICE HOTELS  
GUATEMALA

<http://www.hotelclarionguatemala.com>

**Rates**

<b>Room</b>	<b>Room per night</b>
<i>Suite single or double</i>	<i>US\$75.00 per night (+22% for taxes) Internet and transportation airport- hotel-airport are included. Breakfast Buffet with special price of US\$ 10.00 + 10% of service</i>

*3.8 km from the ICT Training Center (Venue of the event)*

*Located at 15 minutes from the Aurora International Airport, close to La Reforma Avenue in the heart of the "Zona Viva" (Zona 10), which is the center of the business and commercial part of the city.*

*Universities and Hospitals are reached about 15 minutes from the hotel.*

*The Hotel, All Suites, has 172 suites, each one with separate environments (living room and bed room), in an area of about 52 m<sup>2</sup>, distributed in: 03 Premium Suites, 52 Executives Suites, 14 Apartment Suites and 103 Deluxe Suites (Standard).*

*La Poza Restaurant, International cuisine and Bar El Catrín, both located at the Lobby level of the Hotel.*

# HOTEL BILTMORE

Rates <http://www.hotelbiltmore.com.gt/>

Room	Room per night
Single Double	US\$70.00 per night US\$75.00 per night (both 22% for taxes) Continental Breakfast is included. The use of Internet has a cost of US\$15.00 per 24 hours.

3.5 km from the ICT Training Center (Venue of the event)

*“Biltmore Hotel is conveniently located only 8 minutes away from La Aurora International Airport in the "Zona Viva", which is the center of the business and commercial part of the city, and very close to museums, restaurants, bars and shopping malls.*

*Enjoy your business trip to Guatemala staying at the Biltmore Express, a new Hotel concept for executive travelers who enjoy feeling at home.”*

#### **4 Transportation**

*The participants will arrive to the International Airport “La Aurora” in Guatemala City. The Guatemalan Administration SIT will provide transportation between the proposed hotels and the ICT Training Center. Participants are requested to provide their itinerary ahead of time and their hotel of preference in order to coordinate the transportation in an efficient manner.*

#### **5 Guatemala Entry Visas**

*Participants should enter Guatemala with a valid passport and the required visa from the Guatemalan authorities if that is the case.*

*It is important to highlight that participants should investigate ahead of time if they need Visa or tourist card in order to enter Guatemala. If that is the case, the participants should request the Visa in the Guatemalan Consulate or Embassy in their respective country.*

*Additional information can be found in the web page of the Ministry of Foreign Affairs of Guatemala at (<http://www.minex.gob.gt>) in the section Visas for Foreigners.*

#### **7 Climate in November**

*The Guatemalan climate in November is around 14 to 25 Celsius degrees with rain probabilities.*

#### **8 Electrical Appliances**

*The electric current in Guatemala is 110 V, 60Hz.*

#### **9 Currency and exchange**

*The Guatemala monetary unit is the Quetzal (Q.) Currently, the exchange rate is approximately Q7.95 quetzales per US\$1.00 Dollar, eventhough it varies in certain local stores.*

# HOTEL CAMINO REAL RESERVATION FORM

Last Name: \_\_\_\_\_ Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Tel.: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

<i>Please check the type of room</i>				
Hotel	Room		Rate	Observations
<b>Westin Camino Real</b> Calle Camino Real 0-20 01010, Ciudad de Guatemala PBX:(502) 2333-3000 F.:(502) 2337-4313 Reservas Habitaciones: (502) 2410-5255 <a href="http://www.hotelcaminoreal.com.gt/">http://www.hotelcaminoreal.com.gt/</a>	<b>Single</b> <b>Executive floor</b>	<input type="checkbox"/>	169 US \$ + 22 % of taxes	Internet and American Breakfast are included

Shared with: \_\_\_\_\_

Date and time of arrival: \_\_\_\_\_

Airline and flight No.: \_\_\_\_\_

Date and time of departure: \_\_\_\_\_

Airline and flight No.: \_\_\_\_\_

I hereby authorize the use of the following credit card in order to guarantee the hotel reservation

Type of Credit card:	Number:
Name:	Expiration Date:
Signature:	

Please fill out the Form printed or typed. Keep a copy. Please send this form duly completed to Ms. Sofia Arevalo, Marketing assistant of Hotel Westin Camino Real in order to proceed with the hotel reservation.. Tel: +502 2410-5014 (repcion\_ventas@caminoreal.com.gt), with copy to Mr. Edgar Acuté ([edgar.acute@sit.gob.gt](mailto:edgar.acute@sit.gob.gt)) from SIT Guatemala.

## HOTEL CLARION SUITES RESERVATION FORM

Last Name: \_\_\_\_\_ Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Tel.: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

<i>Please check the type of room</i>			
Hotel	Room	Rate	Observations
HOTEL CLARION SUITES 14 Calle 3-08, Zona 10 Guatemala, Guatemala C.A. 01010 Tel.: (502) 24213333 Fax: (502) 23633303	Suite - single <input type="checkbox"/>	75 US \$ + 22% of taxes	Internet and transportation airport-hotel-airport are included Breakfast Buffet with special price US\$ 10.00 + 10% of service
	Suite - double <input type="checkbox"/>		

Shared with: \_\_\_\_\_

Date and time of arrival: \_\_\_\_\_

Airline and flight No.: \_\_\_\_\_

Date and time of departure: \_\_\_\_\_

Airline and flight No.: \_\_\_\_\_

I hereby authorize the use of the following credit card in order to guarantee the hotel reservation

Type of Credit Card:	Number:
Name:	Expiration Date:
Signature:	

Please fill out the Form printed or typed. Keep a copy. Please send this form duly completed to Ms. Carol Blanco, Group coordinator, in order to proceed with the hotel reservation Tel. +502 2421-3331 (cblanco@clarionguatemala.com), with copy to Mr. Edgar Acuté ([edgar.acute@sit.gob.gt](mailto:edgar.acute@sit.gob.gt)) from SIT Guatemala.

## HOTEL BILTMORE RESERVATION FORM

Last Name: \_\_\_\_\_ Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Tel.: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

				<i>Please check the type of room</i>			
<b>Hotel</b>		<b>Room</b>		<b>Rate</b>		<b>Observations</b>	
<b>HOTEL BILTMORE</b> 15 Calle 0-31, zona 10 Ciudad de Guatemala, Guatemala. 01010 PBX: (502) 2410-5000 Fax (502) 2410-5005 Reserva Habitaciones: (502) 2410-2577		<b>Single</b>	<input type="checkbox"/>	70.00 US \$ + 22% of taxes		Continental Breakfast is included The use of Internet has a cost of US\$15.00 per 24 hours	
		<b>Double</b>	<input type="checkbox"/>	75.00 US \$ + 22% of taxes			

Shared with: \_\_\_\_\_

Date and time of arrival: \_\_\_\_\_

Airline and Flight No.: \_\_\_\_\_

Date and time of departure: \_\_\_\_\_

Airline and Flight No.: \_\_\_\_\_

I hereby authorize the use of the following credit card in order to guarantee the hotel reservation:

<b>Type of Credit Card:</b>	<b>Number:</b>
<b>Name:</b>	<b>Expiration Date:</b>
<b>Signature:</b>	

Please fill out the Form printed or typed. Keep a copy. Please send this form duly completed to Ms. Alexandra Velasquez, Account manager, Biltmore Hotel in order to proceed with the reservation. Tel: +502 2410-5041 ext. 5780 ([alexandra.velasquez@hotelbiltmore.com.gt](mailto:alexandra.velasquez@hotelbiltmore.com.gt)), with copy to Mr. Edgar Acuté ([edgar.acute@sit.gob.gt](mailto:edgar.acute@sit.gob.gt)) from SIT Guatemala.