



PRACTICAL INFORMATION

VENUE

High-Level segment and working sessions of the GCF Structured Dialogue with Latin America will take place at Estelar La Fontana Hotel.

Hotel address: Calle 127 #15a – 10, Bogota, Colombia
Phone number: +57 1 5 87 7987

[Website](#)



VISA & IMMIGRATION

All International air travelers are required to hold a valid passport. For more details for citizen of countries that require a visa for Colombia and countries exempt from visa requirements please visit:

http://www.cancilleria.gov.co/tramites_servicios/visa

<http://www.colombia.travel/es/informacion-practica/visas#ctsections>

Participants are also responsible for obtaining any transit visas if necessary.

Participants from countries that are not on the list of exempt countries are required to apply for a visa upon arrival. For more information please contact:

Name: Juliana Dager

Phone: 00593997682063

Email: jdager@sambito.com.ec

ACCOMMODATION ARRANGEMENTS

All sponsored participants have rooms booked and paid for by GCF at La Fontana Hotel.

Non-sponsored participants are encouraged to book the same hotel, as the Dialogue will take place at this venue. Contacts for the hotel and other options for accommodation are included at the end of this note.

Lunch and tea/coffee breaks will be provided for all participants from 5 to 8 March 2018.

Sponsored participants are provided with a daily subsistence allowance (DSA) for the duration of their stay. Please note that relevant deductions will be applied for the accommodation and meals provided during the event. Said allowance will be given not in cash but on a debit card that can only be used within Colombia.



SOCIAL EVENTS

The Government of Colombia will host a reception on 5 March at 19h00. The GCF will host a closing reception on 8 March at 19h00 at the Andres Carne de Res DC. Further details will be announced at the Dialogue.

TRANSPORTATION FROM & TO AIRPORT

Some hotels might provide dedicated transfer services, participants are encouraged to inquire about the costs when making their hotel reservation.

Taxis are available at the airport, outside of the international arrival area. The standard fare for up to four passengers between the airport and the hotel is approx. COP 30.000 (USD 12). Participants are encouraged to take only the authorized airport taxis.

Please note that Uber is also available in Bogota and might be a cost-efficient option.

Please contact jdager@sambito.com.ec in case of further queries.

MISCELLANEOUS

Time Difference

Time Zone for Colombia is UTC/GMT -5.

Weather

The month of March is characterized by a constant daily high temperature of 20°C and a low of 6°C.

Currency

The currency in Colombia is Colombian peso (COP). 1 USD equals approximately 2800 COP. ATM machines are available in the hotel.

Electricity

Electricity in Colombia is 110 Volts, alternating at 60 Hz. Power sockets used are the same as in the US (two flat blades or two flat blades and one rounded for ground). If you travel to Colombia with a device that does not accept this voltage, you will need a voltage converter.

Mobile Phones

The country code for Colombia is +57.

Local SIM cards can be purchased at Unicentro Shopping mall (near the hotel) or at any of the counters of the local service providers (Claro, Tigo, Movistar)



Emergency phone numbers

Police: 123

Fire Department: 123

Medical Emergencies Services: 123

Visiting Colombia

For information regarding tourist attractions in Colombia, please visit:

<http://www.colombia.travel/en>

DRESS CODE

The dress code for the Dialogue is smart casual.

SOCIAL MEDIA

The GCF will be communicating about the Dialogue via its social media channels (Twitter: twitter.com/GCF_News and Instagram: [Instagram.com/greenclimatefund](https://www.instagram.com/greenclimatefund)) as well as the GCF Structured Dialogue web page:

<http://www.greenclimate.fund/meetings/2018/bogota>

Participants are kindly requested to share their personal and organizational Twitter and Instagram accounts. Please note that a number of photos and quotes from participants will be posted on the GCF social media (outlined above). Participants are kindly requested to inform the GCF should they prefer to not have their photos taken and remain unquoted.

EVENT CONTACTS

In case of any queries, participants are requested to contact:

Mr Marsel Kuzyakov, Event Coordinator, GCF	gcf-events@gcfund.org
<i>Programme and overall coordination on site:</i> Ms Jessica Jacob, Country Dialogue Specialist for LAC, GCF Ms Carmen Arguello, Regional Advisor, GCF	jjacob@gcfund.org carguello@gcfund.org
<i>Logistics in Bogota, arrangements for sponsored participants:</i> Ms Bianca Dager Jervis, Ecosambito Ms Juliana Dager Jervis, Ecosambito Ms Catalina Silva, Ecosambito	bdager@sambito.com.ec jdager@sambito.com.ec catalina.silva@digito57.com



RECOMMENDED HOTELS FOR NON-SPONSORED PARTICIPANTS

Type of Accommodation & Location	Website & Contact Information	Room rates and tax
La Fontana Hotel 5*	http://www.estelarlafontana.com/?gclid=EA1aIQobChMI2f-v6NGH2QIVR16GCh0_6wtvEAAAYiAAEgJoE_D_BwE Contact person: Lina Contreras Email: linap.contreras@hoteleselar.com Phone: +57(316)4807496	Rate: COP 299.000 + TAXES (19%) Event venue When making the reservation, please mention the name of the event to access the corporate rate. In order to not pay IVA (taxes) you must show the stamp on your password.
Sonesta Hotel 4*	https://www.sonesta.com	Rate: COP 350.000 + TAXES (19%) Distance to the event venue: 1 minute walk (crossing the street). When making the reservation, please mention the name of the event to access the corporate rate. In order to not pay IVA (taxes) you must show the stamp on your password.
NH Collection Teleport 4*	https://www.nh-collection.com/es/hotel/nh-collection-bogota-teleport-royal	Rate: COP 380.000 + TAXES (19%) Distance to the event venue: 10 minute drive. When making the reservation, please mention the name of the event to access the corporate rate. In order to not pay IVA (taxes) you must show the stamp on your password.
Hotel Santa Barbara Boutique 3.5	http://www.santabarbaraboutique.com.co	Rate: COP 205.780 + TAXES (19%) Distance to the event venue: 5 minutes walk When making the reservation, please mention the name of the event to access the corporate rate. In order to not pay IVA (taxes) you must show the stamp on your password.
Hotel Santafé Boutique: 3.5*	http://www.santafeboutique.com/habitaciones-santafe-boutique-hotel-bogota-colombia/	Rate: COP 155.000 + TAXES (19%) Distance: 10 minute walk; 5 minute drive. When making the reservation, please mention the name of the event to access the corporate rate. In order to not pay IVA (taxes) you must show the stamp on your password.