

**Regional Preparatory Meeting for the America
Region for WTDC-10
Santa Marta, Colombia, 9-11 September 2009**

Venue

The Americas Regional Preparatory Meeting for the World Telecommunication Development Conference 2010 (RPM-AMS) will be held in the city of Santa Marta, Colombia, from 9 to 11 September 2009, at the Estelar Santamar Hotel and Convention Center.

The Estelar Santamar Hotel is located approximately 5 minutes from the National Airport of Santa Marta (Airport Simon Bolivar).

Estelar Santamar Hotel and Convention Center (venue) *****
Address: Km 8 Pazas Colorado, Santa Marta, Colombia
Tel: +575 432 0486
Fax: +575 432 0422
Website: www.hotelesestelar.com

Participation

The Meeting is membership-and contribution-driven and is open to:

1. Administrations of ITU Member States of the region
2. Recognized operating agencies, Scientific and industrial organizations, financial or development institutions and other entities dealing with telecommunications which are member of the ITU-D Sector and are from the region
3. Regional telecommunication organizations of the Americas region
4. International telecommunication, standardization, financial or development organizations
5. Intergovernmental organizations operating satellite systems
6. United Nations and its specialized agencies and the International Atomic Energy Agency

Proposals may be submitted by members only, using the official online template available at:

www.itu.int/ITU-D/conferences/rpm/2009/AMS/documents/template.html

Registration

Pre-Registration

Pre-registration and fellowship requests will be carried out exclusively online. You will find the pre-registration and fellowship request form [here](#).

Only fellowship requests that have fulfilled all conditions will be considered. To view the conditions, click [here](#)

Pre-registrations should be confirmed **not later than Friday, 4 September 2009** except for fellows who need to register and submit their fellowship request latest by **Friday, 21 August 2009**.

Onsite registration

A registration desk will be set up in the Hotel Santamar and Convention Centre and will operate during the following hours:

8 September: from 09h00 to 18h00

9-10 September: from 07h30 to 12h30 and from 13h30 to 18h00

11 September: from 08h00 to 12h30 and from 13h30 to 17h30

Should you need assistance, please call the Fellowships Unit at:
Telephone: +41 22 730 5095.

Meeting agenda

The agenda will be adopted by the Meeting. The draft agenda is found at:
<http://www.itu.int/ITU-D/conferences/rpm/2009/ams/documents/draft-agenda.html>

Time Management Plan

A time management plan is available to help participants. It is constantly updated to take account of changes needed as the Meeting will unfold. Please make sure to refresh the page to ensure that you access the latest available version.

The time management plan is available at:
<http://www.itu.int/ITU-D/conferences/rpm/2009/index.html>

Security and Access

Access to the meeting rooms will be strictly limited to persons wearing an official RPM-AMS badge. Participants are advised that all delegates, observers, media representatives, ITU and Host Country Secretariat staff, and all technical support staff, will only be admitted to the RPM-AMS premises upon presentation of this badge.

It is recommended that participants coming to the venue limit their hand luggage to one small briefcase. Anything larger than cabin luggage will not be permitted inside the RPM-AMS premises.

Participants are reminded to safeguard their personal belongings at all times while in the meetings premises and hotel area.

Documentation

The Meetings will be largely paperless.

RPM-AMS working documents will be posted at:
<http://www.itu.int/ITU-D/conferences/rpm/2009/index.html>

In order to facilitate efficient meeting management and document access handling process, participants are encouraged to bring their own laptops for the meeting.

All proposals or documents to be distributed must be cleared by the RPM-AMS Document Control Service.

For the RPM-AMS, proposals are to be submitted exclusively through the website, using the template made available at
<http://www.itu.int/ITU-D/CDS/contributions/rpm/index.asp>

During the Meetings, participants are requested to hand-deliver a soft and hard copy of each document to the RPM-AMS Document Control Service for approval and processing. The RPM-AMS Document Control Service is the only service authorized to release for distribution documents to participants.

A special designated area will be reserved for the distribution of meeting-related documentation, i.e. materials relevant to the Meeting agendas and objectives but which are not official meeting documents. Such documents include telecommunication information pamphlets, brochures, other printed and/or electronic materials from duly registered participants.

This area will be accessible to all participants on a self-service basis and will be supervised by the ITU Secretariat. An authorization is required to distribute materials in this area. Materials distributed without authorization will be removed by the ITU Secretariat. Authorization can be obtained by contacting the RPM-AMS Document Control Service.

While the Meetings will largely be paperless, one set of documents per delegation will be handed out at the time of registration to the Head of Delegation. Documents received afterwards or in-session documents will be distributed in the meeting room.

Meeting Room management and reservations

Delegations wishing to reserve a room may contact the office of the ITU Secretariat during the event. Requests will be processed on a first come first served basis.

Visa requirements

A valid passport is required to enter and depart Colombia. For further information regarding entry and customs requirements, delegates may consult the following documents:

Visa [requirements](#)
Visa [application](#) form

Transfers and transportation

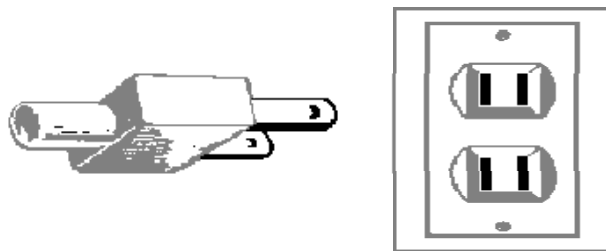
All participants who inform the Colombian Secretariat of their flight details in advance will be met upon arrival at the National Airport of Santa Marta (Airport Simon Bolivar), where transportation to nominated hotels will be provided.

Climate

In September the temperature in Santa Marta varies from 23 to 31°C.

Electricity

The power plugs used in Colombia are technically known as NEMA 5-15 (North American 15 A/125 V ungrounded).



Banking and currency

Currency exchange facilities are available at the international terminal of Bogota airport; hotels also provide currency exchange services. The exchange rate fluctuates; at present it is approximately \$2.000 pesos per US dollar (August 2009). For updates on currency exchange rates, you may consult several currency converter websites including this [one](#).

Travel Insurance

Participants are reminded that it is advisable to obtain travel insurance. Such insurance should cover payment for your medical care in the case of hospitalization as well as the cost of repatriation to your home country if that should become necessary. However ITU is unable to bear the cost of insurance for participants, any medical expenses or any other expenses.

Hotel accommodation,

Hotel Reservation Form is available [here](#). Please note that if you make

catering and booking

your own hotel arrangements, you are nonetheless invited to provide your local contact flight details for the airport transfers (blue box in the form).

The form must be completed and returned to:

Ms. Lucy Diaz-Granados RIASCOS E-mail:
lucydiazgranados@gematours.com
Fax: +571 212 6146.

Please send a copy to the ITU Americas Regional Office
(ana.veneroso@itu.int)

It is advisable to make hotel reservations early to ensure room availability.

The following negotiated rates are available to the delegates of RPM-AMS.

Catering:

Lunchtime meal facilities: Participants are to note that the location of the hotel Santamar is too far from the centre of Santa Marta for accessible lunchtime meals and there are no restaurants nearby. A price for lunch at the hotel has therefore been negotiated and will be of 33.640 COP\$ (approx. USD 16.00).

List of hotels

Estelar Santamar Hotel and Convention Center (venue) *****

Address: Km 8 Pazas Colorado, Santa Marta, Colombia
Ph: + 575 432 0486
Fax: +575 432 0422
Website: www.hotelesestelar.com

Standard room (single bungalow): COP\$ 234,100 (approx. USD 117)*
Standard room (double bungalow): COP\$ 296,600 (approx. USD 148)*
Standard Estelar (single): COP\$ 278,100 (approx. USD 139)*
Standard Estelar (double): COP\$ 339,500 (approx. USD 169)*
*Breakfast and taxes are included

The Estelar Santamar Hotel is located approximately 5 minutes by car from the National Airport of Santa Marta (Airport Simon Bolivar).

Hotel Irotama *****

Address: Km 14 Vía a Ciénaga – Santa Marta
Ph: +575 432 0600
Fax: +575 432 0077
Website: www.irotama.com

Standard room *Villa* (single): COP\$ 150,480 (approx. USD 75)*
Standard room *Villa* (double): COP\$ 264,480 (approx. USD 132)*
Standard room *Villa frente al mar* (single): COP\$174,420 (approx. USD 87)*
Standard room *Villa frente al mar* (double): COP\$307,800 (approx. USD 153)*
*Breakfast and taxes are included

This hotel is located approximately 5 minutes by car from the Santamar Convention Center (venue of the RPM).

Hotel Tamacá***

Address: Carrera 2 N° 11-A 98, El Dorado, Santa Marta

Ph: +575 422 7015/7016
Fax: +575 422 7028
Website: www.tamaca.com.co

Standard room (single): COP\$ 178,800 (approx. USD 90)*
Standard room (double): COP\$ 217,900 (approx. USD 108)*
Standard room Superior (single): COP\$ 212,350 (approx. USD 106)*
Standard room Superior (double): COP\$ 259,700 (approx. USD 129)*
*Breakfast and taxes are included

This hotel is located approximately 10 minutes by car from the Santamar Convention Center (venue of the RPM).

Hotel Cañaveral**

Address: Carrera 2 N° 11-65, El Dorado, Santa Marta
Ph: +575 422 7002
Fax: +575 422 8076
Website: www.canaveral.com.co

Standard room (single): COP\$ 139,200 (approx. USD 69)*
Standard room (double): COP\$ 172,800 (approx. USD 86)*
*Breakfast and taxes are included

This hotel is located approximately 10 minutes by car from the Santamar Convention Center (venue of the RPM).

The city of Santa Marta

Santa Marta is a city and municipality located in northern Colombia by the Caribbean Sea and the Sierra Nevada de Santa Marta mountains. The city is an important maritime port and hub for tourism, history and culture. It was founded on July 29, 1525 by Spanish conqueror Rodrigo de Bastidas, who named the city after the Catholic day for Saint Martha, which in Spain was celebrated with festivities. However many historians argue that he named it after the Spanish city of Santa Marta de Astorga, which he had also visited. It was one of the first cities to be founded in Colombia.