



General Assembly

Twenty-first session
Medellín, Colombia, 12-17 September 2015

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Contents

1. Place and dates of the meetings	2
2. Contact details of the Organizing Committee	2
3. Official websites	2
4. Online registration	2
5. Access to the meetings	3
6. Submission of credentials and identification papers.....	3
7. Procedure for proxies	4
8. Seating arrangements.....	4
9. Media	4
10. Entry formalities	4
11. Status of participants.....	5
12. Transport information	6
13. Discounts on air fares.....	6
14. Reception at airports and transfers.....	7
15. Accommodation	8
16. Working languages	10
17. Working documents.....	10
18. List of participants	11
19. Assembly Daily.....	11
20. Business centre and Internet lounge	11
21. Practical information.....	11
22. Timetable of meetings and activities	14
Annex 1: Model credentials letter	16
Annex 2: List of countries whose nationals do not require an entry visa	18
Annex 3: Schedule of domestic flights to Medellín	20
Annex 4: Security guidelines for participants.....	26

1. Place and dates of the meetings

In accordance with resolution 640(XX), the General Assembly of the World Tourism Organization (UNWTO) will hold its twenty-first session in Medellín, Colombia. As agreed with the host country, the meetings of the Assembly will take place from 12 to 17 September 2015 at the Plaza Mayor Medellín Convenciones y Exposiciones convention centre (<http://www.plazamayor.com.co>).

It is compulsory for participants to wear their identification badges for admission at the opening ceremony, as well as at all other activities during the General Assembly.

2. Contact details of the Organizing Committee

UNWTO coordinators	Host-country coordinators
<p>Mr. Munir RAYES Chief of Conference Services Tel.: +34 915 678 189 E-mail: conf@unwto.org</p> <p>Mr. Alejandro VARELA Deputy Director, Regional Programme for the Americas Tel.: +34 915 678 179 E-mail: avarela@unwto.org</p> <p>Ms. Azucena PERNÍA Senior Assistant, Conference Services Tel.: +34 915 678 188 E-mail: assembly@unwto.org</p>	<p>Ms. Liliana CADAVID Logistics Manager of Procolombia for the 21st UNWTO General Assembly Tel.: +571 5600100 Ext. 42051-42050 E-mail: contacto.omt@procolombia.co</p> <p>Mr. Enrique STELLABATTI Vice-President for Tourism of Procolombia Tel.: +571 5600100 Ext. 41001 E-mail: estellabatti@procolombia.co</p>

3. Official websites

All official documents will be made available on the UNWTO website: <http://lmd.unwto.org/event/general-assembly-twenty-first-session>.

The website of the event <http://unwtoga2015.org/>, will provide detailed information on the host country, meeting venues, social programmes, transport, accommodation and tours.

4. Online registration

Registration for the Assembly session will be carried out **online**. The participation form is available on the UNWTO website: <http://lmd.unwto.org/event/general-assembly-twenty-first-session>.

5. Access to the meetings

Delegations of Full Members, consisting of five delegates at most, one of whom shall be designated head of delegation, shall be entitled to attend the plenary meetings of the Assembly. Each delegation may also include alternate delegates and as many advisers, technical advisers, experts and persons of similar status as may be required by it (rule 9(1) of the Rules of Procedure of the General Assembly).

Delegations of Associate Members, consisting of five delegates at most, one of whom shall be designated head of delegation, and not more than three observers designated by the Committee of Affiliate Members, as well as one observer designated by each Affiliate Member shall be entitled to attend the plenary meetings of the Assembly (rule 9(3) of the Rules of Procedure of the General Assembly).

Invited representatives of States that are not members of the Organization but that are Members of the United Nations or of a specialized agency of the United Nations or Parties to the Statute of the International Court of Justice, as well as invited representatives of international organizations both intergovernmental and non-governmental, shall be entitled to attend the public plenary meetings of the Assembly as observers (rule 9(2) of the Rules of Procedure of the General Assembly).

6. Submission of credentials and identification papers

The names of the delegates of Full Members and Associate Members, of the observers of Affiliate Members and of the invited representatives of the United Nations and other international organizations, both intergovernmental and non-governmental, shall be communicated to the Secretary-General, if possible, at least fifteen days before the session of the Assembly opens (rule 12(1) of the Rules of Procedure of the General Assembly).

The credentials of the delegates of Full Members and Associate Members, issued by the competent authority of the State, shall be handed to the Secretary-General, if possible, at least one day before the session of the Assembly opens (rule 12(2) of the Rules of Procedure of the General Assembly).

It should be pointed out that, ever since the tenth session of the Assembly, only formal letters or faxes bearing the signature of the competent authority are considered valid credentials. Please note that since the twelfth session of the General Assembly, only credentials from Heads of State or Prime Ministers, Ministers of Foreign Affairs or Ministers responsible for tourism of the respective State or his/her equivalent and Ambassadors of States accredited to Spain are regarded as valid. Further, credentials can be accepted only if written in any of the working languages of the General Assembly or if an appropriate translation is attached. Please refer to the model credential letter (Annex 1).

Identification papers of the observers of Affiliate Members and invited representatives of intergovernmental and non-governmental international organizations to attend as observers shall be handed to the Secretary-General, if possible, at least one day before the session of the Assembly opens (rule 12(3) of the Rules of Procedure of the General Assembly).

To facilitate the work of the Credentials Committee, delegations are kindly requested to submit a **scanned copy** of their credentials at least fifteen days in advance **by e-mail** to Ms. Johanne Thébaud (Senior Protocol Officer): ga21protocol@unwto.org, and to submit the original upon their arrival in Medellín prior to collecting their identification badges.

7. Procedure for proxies

If a Full Member is unable to participate in the General Assembly, it can be represented by a member of another State's delegation, provided it submits a formal letter or fax signed by the competent authority designating the individual who will represent it and, if applicable, giving him/her the power to vote on its behalf. Please note that, unless the items for which the power to vote is given are clearly specified, it will be understood that the delegate has full powers to cast a vote on behalf of the Government he/she is representing by proxy on any agenda item.

Furthermore, it should be noted that the General Assembly, at its twentieth session, adopted resolution 633(XX), which stipulates the following regarding mandates for representation:

- (a) A mandate for representation can be given only in exceptional circumstances, duly explained in writing by the State giving the mandate;
- (b) The Credentials Committee will assess the validity of these explanations;
- (c) Only one mandate for representation may be given to a delegate representing another State;
- (d) A mandate for representation may not be given to the Head of Delegation of another State; and
- (e) The mandate for representation is valid for the whole session of the General Assembly.

Please refer to the model of credentials for representation (proxy format) in Annex 1.

8. Seating arrangements

Delegations will be seated in the plenary meetings in Spanish alphabetical order, beginning with the Member that is hosting the session of the General Assembly.

9. Media

Colombian media wishing to cover the General Assembly session should contact Mr. Javier Hendez Puerto, Communications Coordinator of Procolombia, at jhendez@procolombia.co.

International media wishing to cover the General Assembly session should contact the UNWTO Communications Programme at comm@unwto.org.

10. Entry formalities

Participants who do not require a visa

In order to enter Colombia, nationals of the countries listed in Annex 2 (visa-exempt countries) must present a valid passport and the letter of invitation from the UNWTO. Nationals of member and associate countries of the Andean Community (CAN) and MERCOSUR may enter with their national identity document accompanied by a proof of accreditation at the event and/or letter of introduction from the Organization.

Participants who require a visa

Participants (including accompanying persons) who carry a passport issued by a country other than those on the list referred to in the previous paragraph should access the website of the Ministry of Foreign Relations and carry out an application for a TP-1 visa (complimentary) online (link:

<https://tramitesmre.cancilleria.gov.co/tramites/enlinea/solicitarVisa.xhtml>), following the instructions of the system. This visa allows the holder to stay in the country for a maximum period of 90 days and to engage in tourism activities.

The visa application must be made selecting the Colombian consulate in the country where the applicant is located. In the absence of a consulate in the country of residence, the visa application shall be made indicating the city of Bogotá in the online form. This will allow the issuance of an electronic visa which will be sent to the applicant's e-mail address, and which must be printed out and presented together with the passport and the invitation to the event in order to enter Colombia. This electronic visa is valid for entry only to Colombia. Participants must carry out any transit-visa formalities that may be required for third countries.

The following documents must be submitted for visa applications:

- **A copy of the information page of the valid passport showing the personal data of the holder**
- **Letter of invitation from the Organization**
- **ID-type photo in JPG format, in colour, with subject facing front and with white background**

For more information on visas, please visit the website of the host country at: <http://unwtoga2015.org/>

The following persons can be contacted for more information about visas:

UNWTO Secretariat	Host-country coordinators
Ms. Johanne Thébaud Senior Protocol Officer Telephone: +34 91 567 8120 E-mail: jthebaud@unwto.org	Mr. Juan Acevedo Protocol Liaison Officer Ministry of Foreign Relations Mobile: (+57) 3115063627 E-mail: juan.acevedo@cancilleria.gov.co

11. Status of participants

In respect of the Assembly, the Convention on Privileges and Immunities of the United Nations of 13 February 1946 shall apply. Representatives of Member States shall enjoy the privileges and immunities of Article IV of the Convention.

All participants and all persons exercising functions related to the Assembly shall have the right to enter and leave Colombia without impediment and will enjoy the necessary facilities for the independent exercise of their functions in connection with the meeting. The Government of the Republic of Colombia will take the necessary steps to facilitate the arrival, departure and stay of participants invited by the Organization regardless of nationality. The necessary visas will be issued free of charge and without delay.

12. Transport information

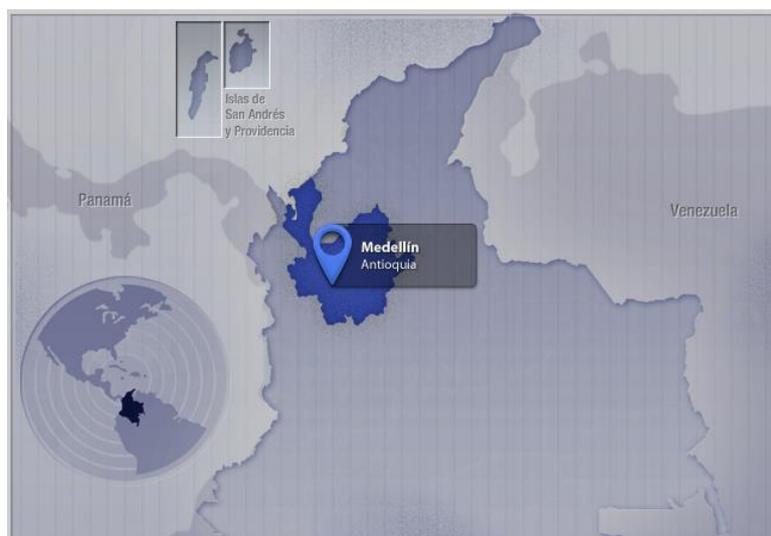


Figure 1. Source: Procolombia

The city of Medellín is located in the department of Antioquia and is the main core of the metropolitan area of the Aburrá Valley (Andean Region). It is located 450 km by road—an hour by plane—from the capital, Bogotá.

To attend the General Assembly, it is recommended to use the El Dorado International Airport of Bogotá and the José María Córdova International Airport serving Medellín.

There are 480 direct domestic flights a week to the José María Córdova International Airport of Medellín operated by the following airlines: Avianca, LAN, Copa Airlines and Satena. For more information, a domestic flight schedule to the city of Medellín is provided in Annex 3.

For more information on transport, please visit the website of the host country at: <http://unwtoga2015.org/>

13. Discounts on air fares

The following airlines are offering special discounts for participants. In order to avail of these discounts, delegates are requested to follow the guidelines for each airline.

➤ Air France/KLM



Air France and KLM are offering discounts of up to 15%. Tickets can be booked through the web page created by Air France and KLM for the twenty-first session of the UNWTO General Assembly: www.airfranceklm-globalmeetings.com/?eid=24625AF. They can also be issued by Air France and KLM (please indicate event code 24625AF and provide proof of participation in the General Assembly session). This offer will be valid from 7 to 22 September 2015.

➤ **Avianca:**



Avianca offers participants in the Assembly discounts of up to 20%, on published rates, subject to availability, on routes operated directly by Aerovías del Continente Americano S.A. Avianca and Taca International Airlines S.A. (including their affiliated airlines), not applicable to itineraries that include other airlines or to codeshare routes (except routes operated jointly by the above-mentioned airlines).

Participants must mention the **identification code of the event**, GN237, at the point of purchase or enter it in the “discount code” field of www.avianca.com/es-co at the time of booking, and provide proof of their participation in the Assembly session. This offer is valid for round trips from 5 days before to 5 days after the date of holding of the session.

➤ **Iberia**



IBERIA is offering General Assembly participants discounts of up to 15%, *subject to availability and on closed, non-codeshare flights*.

This offer is valid from 5 days before the session to 5 days after the date of the holding of the meeting. Ticket booking and issuance can be carried out directly through the IBERIA website (<http://www.iberia.com/UNWTO/en/>). To avail of this offer, proof of participation in the session is required.

14. Reception at airports and transfers

The Government of the Republic of Colombia will set up separate reception desks for the participants at the El Dorado International Airport of Bogotá, the Puente Aéreo (Air Bridge) Terminal in Bogotá and the José María Córdova International Airport in Rionegro serving Medellín. There will be specialized staff at these desks to provide information to participants and to lend them the necessary assistance to complete the entry formalities.

Free transfers between the José María Córdova International Airport (Medellín) and the main hotels¹ will be provided for the delegates upon arrival and departure. The transfer takes about one hour and goes through winding mountain roads.

The host authorities will also provide a shuttle bus from the designated hotels for registration, the opening and closing ceremonies, working meetings, social events and technical visits.

¹ Transfer service will be available only to/from the hotels indicated in this Note.

15. Accommodation

The Medellín hotels listed below are offering special rates for participants. The travel agency AVIATUR will be responsible for managing hotel reservations, and it is recommended that participants make their arrangements through it, within the indicated deadlines.

Hotel Booking Agency for the General Assembly
Moraima Rosa Florez Chamorro Director of Conventions Department Aviatur Cartagena Telephone: (+57) -5 -66 55322 Mobile: (+57) 318 7171981 / 315 7316579 E-mail: reservasomt2015@aviatur.com.co

Rooms will be blocked for the participants at the official hotels until 15 July 2015. After this date, availability cannot be guaranteed.

All room rates in Medellín, Colombia, will be charged in United States dollars. Rates include breakfast, tax and service charge. Payment by credit card and bank transfer is accepted, though credit card payment is highly recommended.

Below are the main designated hotels with shuttle service to and from the meetings venues and the airports.

HOTEL	ROOM TYPE	NIGHTLY RATE IN US DOLLARS	TRAVEL TIME TO ASSEMBLY VENUE	ROOMS BLOCKED UNTIL
INTERCONTINENTAL Category: 5 stars Vía Las Palmas # 16. Sector: Variante Las Palmas www.ihg.com/intercontinental/ Number of rooms: 220	Superior single	USD 155	25-30 minutes	Up to 15 July 2015 (to be confirmed)
	Superior double	USD 173		
	Piso Club single	USD 236		
	Piso Club double	USD 285		
	Junior Suite single	USD 209		
	Junior Suite double	USD 245		
	Suite, single	USD 271		
Suite, double	USD 311			
ESTELAR MILLA DE ORO Category: 5 stars Calle 3 Sur # 43 A - 64 Sector: Avenida El Poblado www.estelarmilladeoro.com Number of rooms: 87	Superior single	USD 162	15-25 minutes	Up to 15 July 2015 (to be confirmed)
	Superior double	USD 193		
DIEZ HOTEL CATEGORIA COLOMBIA Category: 5 stars Calle 10 A # 34 - 11 Sector: El Poblado www.diezhotel.com Number of rooms: 115	Standard single	USD 186	15-25 minutes	Up to 15 July 2015 (to be confirmed)
	Standard double/twin	USD 228		
	Junior Suite, single	USD 218		
	Junior Suite, double	USD 260		
	Suite, single	USD 249		
	Suite, double	USD 291		

POBLADO PLAZA Category: 5 stars Carrera 43A N° 4 Sur-75 Sector: Av. El Poblado http://www.pobladohoteles.com/ Number of rooms: 50	Standard single	USD 186	15-25 minutes	Up to 15 July 2015 (to be confirmed)
	Standard double	USD 234		
SAN FERNANDO PLAZA Category: 5 stars Carrera 42A # 1-15 Sector: Avenida El Poblado www.hotelsanfernandoplaza.com Number of rooms: 80	Standard single	USD 229	15-20 minutes	Up to 15 July 2015 (to be confirmed)
	Standard double	USD 283		
	Suite, single	USD 292		
	Grand Suite, single	USD 417		
BH POBLADO Category: 4 stars Carrera 43 # 9 Sur - 35 Sector: El Poblado www.bhpoblado.com Number of rooms: 40	Standard single	USD 126	20-30 minutes	Up to 15 July 2015 (to be confirmed)
	Standard double	USD 173		
FOUR POINTS BY SHERATON Category: 4 stars Carrera 43C # 6 Sur - 100 Sector: El Poblado www.starwoodhotels.com Number of rooms: 40	Classic single	USD 180	20-30 minutes	Up to 15 July 2015 (to be confirmed)
	Classic double	USD 222		
	Executive single	USD 211		
	Executive double	USD 241		
	Junior Suite, single	USD 243		
	Junior Suite, double	USD 278		
TRYP Category: 4 stars Calle 50 # 70 - 124 Sector: Estadio www.tryphotels.com Number of rooms: 106	Standard single	USD 76	15-25 minutes	Up to 15 July 2015 (to be confirmed)
	Standard double	USD 103		
POBLADO ALEJANDRÍA Category: 4 stars Carrera 36 N° 2 Sur-60 Sector: Loma de Alejandría, El Poblado http://www.pobladohoteles.com/ Number of rooms: 106	Standard single	USD 174	15-25 minutes	Up to 15 July 2015 (to be confirmed)
	Standard double	USD 222		
IBIS Category: 3 stars Calle 20 # 44 - 16 Sector: Ciudad del Río www.accorhotels.com Number of rooms: 60	Single	USD 86	10-20 minutes	Up to 15 July 2015 (to be confirmed)
	Double	USD 86		

Figure 2. Hotels selected for the Assembly



For more information, visit the following link: <http://eventos.aviatur.com.co/hoteles/>

16. Working languages

The documents for the Assembly session will be available in Arabic, English, French, Russian and Spanish. Simultaneous interpretation will be provided in these five languages. In addition, interpretation in Chinese will be provided during the plenary sessions of the General Assembly.

17. Working documents

In compliance with the United Nations system's environmental protection policy, the working documents sent in advance **will not be distributed on paper**. Therefore, **delegates are kindly requested to bring with them copies of the documents they need**. The documents will be posted at the following link: <http://lmd.unwto.org/event/general-assembly-twenty-first-session> and will be also sent to the delegates by e-mail within the statutory deadlines:

- 1st mailing: 12 June (90 days before the session of the Assembly opens)
- 2nd mailing: 10 July (60 days before the session of the Assembly opens)
- 3rd mailing: 12 August (30 days before the session of the Assembly opens)

18. List of participants

A provisional list of participants will be sent in advance to all registered participants and will be available for consultation at the information desks at the meeting venue.

The final list of participants will be sent to the participants shortly after the closure of the Assembly session. It will also be posted on the UNWTO website.

19. Assembly Daily

The Assembly Daily will be available in print and in electronic format at www.unwto.org. Each issue of the Daily will summarize the previous day's meetings and corresponding decisions as well as the list of meetings and events to be held during the day and the main items to be dealt with.

20. Business centre and Internet lounge

Participants in the General Assembly session are requested to make their own arrangements for secretarial assistance. A business centre will be available open at the Plaza Mayor Medellín convention centre and/or at the main hotels, on a commercial basis.

In addition, there will be a lounge for delegates, with Internet access, at the meeting venue. The computers will be available on a first-come, first-served basis.

21. Practical information

Name: Republic of Colombia

Capital: Bogotá, D.C.

Main cities: Medellín, Cali, Barranquilla, Cartagena and Santa Marta

Population: 46,230,711

Climate: Tropical, tempered by the altitude

Form of government: Participative democracy, unitary republic

Religion: Freedom of religion

Language: Spanish

Head of State: Juan Manuel Santos Calderón

Minister of Trade, Industry and Tourism: Cecilia Álvarez-Correa

President of Procolombia: María Claudia Lacouture

- **Local currency and exchange rate:** The currency of Colombia is the Colombian peso. Foreign banknotes and traveller's checks can be exchanged for Colombian pesos at banks and other authorized currency exchange establishments. As of May 2015, 1 USD is equivalent to approximately 2,400 Colombian pesos and 1 euro is equivalent to approximately 2,700 Colombian pesos.

In Colombia major credit cards, debit cards, etc. can be used.

- **Exchanging currency:** Major currencies can be exchanged at the José María Córdova International Airport in the city of Ríonegro, as well as at currency exchange establishments in Medellín.
- **Climate:** The average temperature of Medellín is 24 °C. In September it can reach 27-28 °C, and at night it can drop to 11-12 °C.
- **Dress code:**

For attendance at the sessions of the Assembly, informal attire is recommended (no necktie for men). The rooms where the meetings will be held are air-conditioned.

For attendance at evening social events, long-sleeved shirts and neckties are recommended for men and formal attire for women.

- **Official language:** The official language of Colombia is Spanish.
- **Local time in Medellín:** The official time in Colombia is 5 hours behind Greenwich Mean Time (GMT-5).
- **Electricity:** Electricity in Colombia is 110 volts, 60 Hz, so it is recommended that transformers and adapters be used if necessary. There are two types of plugs:



- **Health requirements and precautions:** No vaccinations are required to enter Colombia.
- **Insurance:** Participants may wish to take out adequate travel insurance and health insurance before leaving their respective countries. The hosts have no insurance coverage for the participants and will not be held responsible for any accident that may occur during the conference.
- **Telephones:** Participants can bring their mobile phones to Colombia and buy a local SIM card. When purchasing a local SIM card, their personal information will be registered. Roaming and rental services are also available in Colombia.

(57)	Colombia prefix
(4)	Medellín area code
(1)	Bogotá D.C. area code
(09/07/05)	Prefixes for making domestic calls.
(009/007/005)	Prefixes for making international calls from Colombia.
(03)	Prefix for mobile phones in Colombia.

- **Tips and taxes:** A 16% Value Added Tax (VAT) applies to all purchases in Colombia. In Colombia, tipping is voluntary. It is customary to give 10% of the total value of consumption in bars and restaurants. These establishments usually include this percentage on the bill, upon consent of the customer.
- **Automated Teller Machines (ATM):** Travellers who carry internationally recognized credit cards can get cash in the local currency at ATMs.
- **Business hours:** In Medellín, government offices are usually open for business during weekdays from 8 a.m. to 5 p.m., and close on weekends and public holidays. Banks open from 9 a.m. to 4 p.m., some with extended hours from 4 p.m. to 8 p.m. (hours vary depending on location and branch scheduling of the different banks)

Most shops and shopping malls are open from 9 a.m. to 9 p.m.

- **Emergency phone numbers:**

The Unified Emergency Number in Medellín is 123. Dialling this number provides access to assistance in situations related to safety, security, emergencies, disasters and psychosocial support.

22. Timetable of meetings and activities

<u>Date</u>	<u>Time</u>	<u>General Assembly</u>	<u>Other meetings and social programme</u>
Saturday 12 September	10:00-11:30		Programme and Budget Committee
	14:00-19:00		Commission for Africa (CAF)
	15:00-17:00		Commission for the Americas (CAM)
Sunday 13 September	09:00-10:30		Commission for East Asia and the Pacific (CAP)
	09:30-11:30		Commission for Europe (CEU)
	10:00-11:30		Commission for the Middle East (CME)
	11:00-12:30		Commission for South Asia (CSA)
	11:30-13:00		Working Group on Official Development Assistance
	12:00-13:30		Committee on Tourism and Sustainability
	12:30-14:00		Committee on Tourism and Competitiveness
	13:00-14:30		Committee for the Review of Applications for Affiliate Membership (working lunch)
	15:00-18:00		Executive Council (101st session)
	15:00-17:30		Technical visits
	20:30-23:00		Welcome ceremony and dinner
Monday 14 September	9:00-10:00	Official opening	
	10:00-13:30		UNWTO-ICAO High-level Forum
	13:30-14:00		Media conference
	13:30-15:00		Luncheon for ministers/heads of delegation
	15:00-18:00	1st Plenary Session	
	17:30-19:00		Credentials Committee
Tuesday 15 September	9:30-12:30	2nd Plenary Session	
	14:30-17:00		General Meeting of the Affiliate Members
	17:00-18:00		Meeting of the Associate Members
	15:00-17:30		Technical visits
Wednesday 16 September	9:30-12:30	3rd Plenary Session	
	14:30-17:30	4th Plenary Session	
	20:30- 23:00		Closing dinner
Thursday 17 September	09:30-12:30	5th Plenary Session	
	14:30-16:00	6th Plenary Session	
	16:00-17:00		Executive Council (102nd session)

Information on side and special events will be provided at a later time.

- **Technical visits:**

1. **Transformation of the North Zone:** A stroll through the Parque de los Deseos and a visit to the Casa de la Música. Visual tour and contextualization of the transformation of the North Zone: Planetarium, Botanical Garden, Explora Park, San Pedro Cemetery Museum, Ruta N Complex.

2. **Comuna 13 and Grafitour:** A tour featuring historical, aesthetic and political elements, designed and conducted in the Comuna 13 district of Medellín by two street artists that form part of the hip hop movement in this area of the city. The graffiti tell stories that inspire hope and move people to seek better living conditions for the community. They also recall the inequities and violence that happened in the past and that are still present in the area.

3. Museo Casa de la Memoria and Tram: The Museo Casa de la Memoria is an active project under continuous development which recognizes the complexity of the armed conflict and of the related episodes of violence in Colombia. The Tranvía de Medellín tramline is a project under construction that will be in use for the Assembly. Along the tram route, it is possible to transfer to two cable car transport systems.

For more information about technical visits, please visit the host country's website: <http://unwtoga2015.org/>

Annex 1: Model credentials letter¹

Standard format letter

Official letter-headed paper²

Credentials

I, the undersigned, (name and full title of the competent authority³), hereby attest that the Government of (name of country) has authorized the following delegation to represent it at the twenty-first session of the General Assembly of the World Tourism Organization, to be held from 12 to 17 September 2015, in Medellín, Colombia:

Head of Delegation: (name and full title)

Alternate Head of Delegation: *(name and full title)*

Members of Delegation: *(names and full titles)*

Done at *(name of city)*, on *(date)*

Name, full title and signature

¹ It should be pointed out that, ever since the tenth session of the Assembly, only formal letters or faxes bearing the signature of the competent authority are considered valid credentials. Further, credentials can be accepted only if written in any of the working languages of the General Assembly or if an appropriate translation is attached.

² Including official logo of the Ministry.

³ Please note that since the twelfth session of the General Assembly, only credentials from Heads of State or Prime Ministers, Ministers of Foreign Affairs or Ministers responsible for tourism of the respective State or his/her equivalent and Ambassadors of States accredited to Spain are regarded as valid.

Model credentials letter for representation (proxy format)¹

Standard format letter²

Official letter-headed paper³

Credentials (for representation-proxy format)

I, the undersigned, (name and full title of the competent authority⁴), will be unable to attend the twenty-first session of the General Assembly of the World Tourism Organization, to be held from 12 to 17 September 2015, in Medellín, Colombia, for the following reasons⁵: Therefore, I hereby authorize (name and full title of delegate⁶) of the delegation of (name of Full Member) to represent and to cast a vote⁷ on behalf of the Government of (name of Full Member) at the twenty-first session of the General Assembly of the World Tourism Organization:

Done at (*name of city*), on (*date*)

Name, full title and signature

¹ If a Full Member is unable to participate in the General Assembly, it can be represented by a member of another State's delegation, provided it submits a formal letter or fax signed by the competent authority designating the individual who will represent the State and, if applicable, giving him/her the power to vote on its behalf.

² It should be pointed out that, ever since the tenth session of the Assembly, only formal letters or faxes bearing the signature of the competent authority are considered valid credentials. Further, credentials can be accepted only if written in any of the working languages of the General Assembly or if an appropriate translation is attached.

³ Including official logo of the Ministry.

⁴ Please note that since the twelfth session of the General Assembly, only credentials from Heads of State or Prime Ministers, Ministers of Foreign Affairs or Ministers responsible for tourism of the respective State or his/her equivalent and Ambassadors of States accredited to Spain are regarded as valid.

⁵ In accordance with resolution 633(XX), (a) a mandate for representation can be given only in exceptional circumstances, duly explained in writing by the State giving the mandate, and (b) the Credentials Committee will assess the validity of these explanations.

⁶ In accordance with resolution 633(XX), (c) only one mandate for representation may be given to a delegate representing another State, and (d) a mandate for representation may not be given to the Head of Delegation of another State.

⁷ Please note that, unless the items for which the power to vote is given are clearly specified, it will be understood that the delegate has full powers to cast a vote on behalf of the Government he/she is representing by proxy on any agenda item.

Annex 2: List of countries whose nationals do not require an entry visa

- | | |
|------------------------|------------------------------------|
| 1. Andorra | 43. Indonesia |
| 2. Antigua and Barbuda | 44. Ireland |
| 3. Argentina | 45. Israel |
| 4. Australia | 46. Italy |
| 5. Austria | 47. Jamaica |
| 6. Azerbaijan | 48. Japan |
| 7. Bahamas | 49. Kazakhstan |
| 8. Barbados | 50. Korea (Republic of) |
| 9. Belgium | 51. Latvia |
| 10. Belize | 52. Liechtenstein |
| 11. Bhutan | 53. Lithuania |
| 12. Bolivia | 54. Luxembourg |
| 13. Brazil | 55. Malaysia |
| 14. Brunei Darussalam | 56. Malta |
| 15. Bulgaria | 57. Marshall Islands |
| 16. Canada | 58. Mexico |
| 17. Chile | 59. Micronesia |
| 18. China, P.R. of (*) | 60. Monaco |
| 19. Costa Rica | 61. Netherlands |
| 20. Croatia | 62. New Zealand |
| 21. Cyprus | 63. Norway |
| 22. Czech Republic | 64. Palau |
| 23. Denmark | 65. Panama |
| 24. Dominica | 66. Papua New Guinea |
| 25. Dominican Republic | 67. Paraguay |
| 26. Ecuador | 68. Peru |
| 27. El Salvador | 69. Philippines |
| 28. Estonia | 70. Poland |
| 29. Fiji | 71. Portugal |
| 30. Finland | 72. Romania |
| 31. France | 73. Russian Federation |
| 32. Georgia | 74. Samoa |
| 33. Germany | 75. San Marino |
| 34. Granada | 76. Singapore |
| 35. Greece | 77. Slovakia |
| 36. Guatemala | 78. Slovenia |
| 37. Guyana | 79. Solomon Islands |
| 38. Holy See | 80. South Africa |
| 39. Honduras | 81. Spain |
| 40. Hungary | 82. St. Kitts and Nevis |
| 41. Iceland | 83. St. Lucia |
| 42. India (*) | 84. St. Vincent and the Grenadines |

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| 85. Suriname | 92. United Kingdom of Great Britain and Northern Ireland |
| 86. Sweden | 93. United States of America |
| 87. Switzerland | 94. Uruguay |
| 88. Thailand (*) | 95. Venezuela |
| 89. Trinidad and Tobago | 96. Viet Nam (*) |
| 90. Turkey | |
| 91. United Arab Emirates | |

Also exempt from visa requirement are holders of passports issued by Hong Kong (Special Administrative Region of China), the Sovereign Military Order of Malta, and the Taiwan Province of China.

(*) Nationals of the People's Republic of China, India, Viet Nam and Thailand who hold a Schengen visa or a United States visa do not require a visa to attend the event in Colombia. Otherwise, they must obtain a TP-1 visa as explained in this information note.

Annex 3: Schedule of domestic flights to Medellín

Detailed information on direct domestic flights							
Airline	From (city)	To (city)	Flight number	Days of operation	Frequency	Seats	Airport of origin
SATENA	Apartado	Medellín	8665	2345	4	288	Antonio Roldán Betancourt Airport
SATENA	Apartado	Medellín	8667	1	1	76	Antonio Roldán Betancourt Airport
SATENA	Apartado	Medellín	8667	234567	6	432	Antonio Roldán Betancourt Airport
SATENA	Apartado	Medellín	8663	1	1	76	Antonio Roldán Betancourt Airport
SATENA	Apartado	Medellín	8661	2345	4	288	Antonio Roldán Betancourt Airport
SATENA	Apartado	Medellín	8661	7	1	72	Antonio Roldán Betancourt Airport
SATENA	Apartado	Medellín	8661	6	1	72	Antonio Roldán Betancourt Airport
SATENA	Apartado	Medellín	8665	6	1	72	Antonio Roldán Betancourt Airport
SATENA	Apartado	Medellín	8663	2345	4	288	Antonio Roldán Betancourt Airport
SATENA	Apartado	Medellín	8665	7	1	72	Antonio Roldán Betancourt Airport
SATENA	Bahía Solano	Medellín	8693	1	1	50	José Celestino Mutis
SATENA	Bahía Solano	Medellín	8693	3 5 7	3	138	José Celestino Mutis
Avianca	Barranquilla	Medellín	9483	1234567	6	900	BARRANQUILLA-E. CORTISSOZ
Avianca	Barranquilla	Medellín	9499	12	2	300	BARRANQUILLA-E. CORTISSOZ
Avianca	Barranquilla	Medellín	9369	123 56	4	600	BARRANQUILLA-E. CORTISSOZ
Avianca	Barranquilla	Medellín	9369	4	1	120	BARRANQUILLA-E. CORTISSOZ
Avianca	Barranquilla	Medellín	9483	5	1	100	BARRANQUILLA-E. CORTISSOZ
Avianca	Barranquilla	Medellín	9369	3 7	1	100	BARRANQUILLA-E. CORTISSOZ
Avianca	Barranquilla	Medellín	9499	6	1	150	BARRANQUILLA-E. CORTISSOZ
Avianca	Barranquilla	Medellín	9369	7	1	100	BARRANQUILLA-E. CORTISSOZ
Avianca	Barranquilla	Medellín	9499	12345	3	450	BARRANQUILLA-E. CORTISSOZ
Avianca	Bogotá	Medellín	9300	2 5	2	300	BOGOTÁ - ELDORADO
Avianca	Bogotá	Medellín	9300	1 34 7	4	776	BOGOTÁ - ELDORADO
Avianca	Bogotá	Medellín	9324	1234	4	400	BOGOTÁ - ELDORADO
Avianca	Bogotá	Medellín	9318	56	2	300	BOGOTÁ - ELDORADO
Avianca	Bogotá	Medellín	9742	3	1	150	BOGOTÁ - ELDORADO
Avianca	Bogotá	Medellín	9308	12345	4	600	BOGOTÁ - ELDORADO
Avianca	Bogotá	Medellín	9348	5	1	100	BOGOTÁ - ELDORADO
Avianca	Bogotá	Medellín	9316	6	1	100	BOGOTÁ - ELDORADO
Avianca	Bogotá	Medellín	9340	2345	4	600	BOGOTÁ - ELDORADO
Avianca	Bogotá	Medellín	9358	1234567	6	900	BOGOTÁ - ELDORADO
Avianca	Bogotá	Medellín	9310	12 45	3	450	BOGOTÁ - ELDORADO
Avianca	Bogotá	Medellín	9336	1 4	2	240	BOGOTÁ - ELDORADO
Avianca	Bogotá	Medellín	9314	3	1	120	BOGOTÁ - ELDORADO
Avianca	Bogotá	Medellín	9742	6	1	150	BOGOTÁ - ELDORADO

Detailed information on direct domestic flights							
Airline	From (city)	To (city)	Flight number	Days of operation	Frequency	Seats	Airport of origin
Avianca	Bogotá	Medellín	8436	1 3	2	300	BOGOTÁ - ELDORADO
Avianca	Bogotá	Medellín	9726	6	1	100	BOGOTÁ - ELDORADO
Avianca	Bogotá	Medellín	9730	4 6 7	3	360	BOGOTÁ - ELDORADO
Avianca	Bogotá	Medellín	9740	2 3 4 5 6	1	150	BOGOTÁ - ELDORADO
Avianca	Bogotá	Medellín	9342	3	1	120	BOGOTÁ - ELDORADO
Avianca	Bogotá	Medellín	9314	1	1	150	BOGOTÁ - ELDORADO
Avianca	Bogotá	Medellín	9742	1 2 4 5 7	5	970	BOGOTÁ - ELDORADO
Avianca	Bogotá	Medellín	9302	1 2 3 4	3	450	BOGOTÁ - ELDORADO
Avianca	Bogotá	Medellín	9308	1	1	100	BOGOTÁ - ELDORADO
Avianca	Bogotá	Medellín	9356	1 2 4	1	150	BOGOTÁ - ELDORADO
Avianca	Bogotá	Medellín	9730	1 2 3	3	450	BOGOTÁ - ELDORADO
Avianca	Bogotá	Medellín	9328	1 5	1	120	BOGOTÁ - ELDORADO
Avianca	Bogotá	Medellín	8432	2 4 5 6	4	600	BOGOTÁ - ELDORADO
Avianca	Bogotá	Medellín	9304	1 2 3 5 7	5	750	BOGOTÁ - ELDORADO
Avianca	Bogotá	Medellín	9314	7	1	120	BOGOTÁ - ELDORADO
Avianca	Bogotá	Medellín	9324	5 6	2	300	BOGOTÁ - ELDORADO
Avianca	Bogotá	Medellín	9346	1 2 3 5 6 7	4	776	BOGOTÁ - ELDORADO
Avianca	Bogotá	Medellín	9356	4 6	2	200	BOGOTÁ - ELDORADO
Avianca	Bogotá	Medellín	9448	1 2 3 4 5	5	750	BOGOTÁ - ELDORADO
Avianca	Bogotá	Medellín	8434	1 2 3 4 5 7	6	900	BOGOTÁ - ELDORADO
Avianca	Bogotá	Medellín	9342	1 4 5 7	4	600	BOGOTÁ - ELDORADO
Avianca	Bogotá	Medellín	9356	2	1	120	BOGOTÁ - ELDORADO
Avianca	Bogotá	Medellín	9326	2 7	1	120	BOGOTÁ - ELDORADO
Avianca	Bogotá	Medellín	9332	1 3 4 5 7	2	300	BOGOTÁ - ELDORADO
Avianca	Bogotá	Medellín	9336	6 7	2	200	BOGOTÁ - ELDORADO
Avianca	Bogotá	Medellín	9730	1 2 3 5 7	1	150	BOGOTÁ - ELDORADO
Avianca	Bogotá	Medellín	8432	1 3	1	120	BOGOTÁ - ELDORADO
Avianca	Bogotá	Medellín	9318	3 7	2	200	BOGOTÁ - ELDORADO
Avianca	Bogotá	Medellín	9318	1 2 3 5 6	2	300	BOGOTÁ - ELDORADO
Avianca	Bogotá	Medellín	9332	2 3 5 7	3	450	BOGOTÁ - ELDORADO
Avianca	Bogotá	Medellín	8426	6	1	120	BOGOTÁ - ELDORADO
Avianca	Bogotá	Medellín	8436	2 4 5	3	360	BOGOTÁ - ELDORADO
Avianca	Bogotá	Medellín	9334	6	1	194	BOGOTÁ - ELDORADO
Avianca	Bogotá	Medellín	9726	1 2 3 4 5 6	1	150	BOGOTÁ - ELDORADO
Avianca	Bogotá	Medellín	9302	4 5	1	100	BOGOTÁ - ELDORADO
Avianca	Bogotá	Medellín	9302	1 3	1	150	BOGOTÁ - ELDORADO
Avianca	Bogotá	Medellín	9304	4 6	2	240	BOGOTÁ - ELDORADO

Detailed information on direct domestic flights							
Airline	From (city)	To (city)	Flight number	Days of operation	Frequency	Seats	Airport of origin
Avianca	Bogotá	Medellín	9326	1 45	1	150	BOGOTÁ - ELDORADO
Avianca	Bogotá	Medellín	9326	12 45 7	3	450	BOGOTÁ - ELDORADO
Avianca	Bogotá	Medellín	8436	1 67	1	100	BOGOTÁ - ELDORADO
Avianca	Bogotá	Medellín	9320	6	1	238	BOGOTÁ - ELDORADO
Avianca	Bogotá	Medellín	9322	12345	5	970	BOGOTÁ - ELDORADO
Avianca	Bogotá	Medellín	9332	1	1	120	BOGOTÁ - ELDORADO
Avianca	Bogotá	Medellín	9334	12 45 7	5	500	BOGOTÁ - ELDORADO
Avianca	Bogotá	Medellín	9312	1234567	3	450	BOGOTÁ - ELDORADO
Avianca	Bogotá	Medellín	9736	1234567	7	1050	BOGOTÁ - ELDORADO
Avianca	Bogotá	Medellín	9330	1234567	7	1358	BOGOTÁ - ELDORADO
Avianca	Bogotá	Medellín	9348	12 4567	3	450	BOGOTÁ - ELDORADO
Avianca	Bogotá	Medellín	9348	1234 67	3	450	BOGOTÁ - ELDORADO
Avianca	Bogotá	Medellín	9312	123 567	4	600	BOGOTÁ - ELDORADO
Avianca	Bogotá	Medellín	9314	45	2	300	BOGOTÁ - ELDORADO
Avianca	Bogotá	Medellín	9346	1 34567	3	582	BOGOTÁ - ELDORADO
Avianca	Bogotá	Medellín	9740	12345	5	750	BOGOTÁ - ELDORADO
Avianca	Bogotá	Medellín	16	6	1	150	BOGOTÁ - ELDORADO
Avianca	Bogotá	Medellín	8426	5	1	100	BOGOTÁ - ELDORADO
Avianca	Bogotá	Medellín	9726	12345	3	450	BOGOTÁ - ELDORADO
Avianca	Bogotá	Medellín	8432	1 7	2	200	BOGOTÁ - ELDORADO
Avianca	Bogotá	Medellín	9328	1 34 67	5	750	BOGOTÁ - ELDORADO
Avianca	Bogotá	Medellín	9314	2	1	120	BOGOTÁ - ELDORADO
Avianca	Bogotá	Medellín	9350	123456	6	900	BOGOTÁ - ELDORADO
Avianca	Bogotá	Medellín	9310	3	1	120	BOGOTÁ - ELDORADO
Avianca	Bogotá	Medellín	9328	2	1	100	BOGOTÁ - ELDORADO
Avianca	Bogotá	Medellín	9338	123 56	5	970	BOGOTÁ - ELDORADO
Avianca	Bogotá	Medellín	9358	6	1	150	BOGOTÁ - ELDORADO
Avianca	Bogotá	Medellín	8426	1234567	5	750	BOGOTÁ - ELDORADO
Avianca	Bogotá	Medellín	9310	1 45	1	150	BOGOTÁ - ELDORADO
Avianca	Bogotá	Medellín	9316	12345	5	750	BOGOTÁ - ELDORADO
Avianca	Bogotá	Medellín	9726	2	1	194	BOGOTÁ - ELDORADO
Avianca	Bogotá	Medellín	9310	6	1	100	BOGOTÁ - ELDORADO
Avianca	Bogotá	Medellín	9314	6	1	100	BOGOTÁ - ELDORADO
Avianca	Bogotá	Medellín	9334	3	1	150	BOGOTÁ - ELDORADO
Avianca	Bogotá	Medellín	9336	3 5	2	300	BOGOTÁ - ELDORADO
Avianca	Bogotá	Medellín	9342	6	1	100	BOGOTÁ - ELDORADO
Avianca	Bogotá	Medellín	16	3	1	120	BOGOTÁ - ELDORADO

Detailed information on direct domestic flights							
Airline	From (city)	To (city)	Flight number	Days of operation	Frequency	Seats	Airport of origin
Avianca	Bogotá	Medellín	9318	4	1	120	BOGOTÁ - ELDORADO
Avianca	Bogotá	Medellín	9336	2	1	150	BOGOTÁ - ELDORADO
Copa Airlines	Bogotá	Medellín	7508	123 567	6	744	BOGOTÁ - ELDORADO
Copa Airlines	Bogotá	Medellín	7508	4	1	106	BOGOTÁ - ELDORADO
Lan Airlines	Bogotá	Medellín	3002	5	1	156	BOGOTÁ - ELDORADO
Lan Airlines	Bogotá	Medellín	3042	12345	5	780	BOGOTÁ - ELDORADO
Lan Airlines	Bogotá	Medellín	3016	12345	5	780	BOGOTÁ - ELDORADO
Lan Airlines	Bogotá	Medellín	3018	3	1	156	BOGOTÁ - ELDORADO
Lan Airlines	Bogotá	Medellín	3002	7	1	156	BOGOTÁ - ELDORADO
Lan Airlines	Bogotá	Medellín	3014	7	1	156	BOGOTÁ - ELDORADO
Lan Airlines	Bogotá	Medellín	3000	6	1	156	BOGOTÁ - ELDORADO
Lan Airlines	Bogotá	Medellín	3010	6	1	156	BOGOTÁ - ELDORADO
Lan Airlines	Bogotá	Medellín	3018	7	1	156	BOGOTÁ - ELDORADO
Lan Airlines	Bogotá	Medellín	3002	1234	4	624	BOGOTÁ - ELDORADO
Lan Airlines	Bogotá	Medellín	3000	12345	5	780	BOGOTÁ - ELDORADO
Lan Airlines	Bogotá	Medellín	3042	7	1	156	BOGOTÁ - ELDORADO
Lan Airlines	Bogotá	Medellín	3004	6	1	156	BOGOTÁ - ELDORADO
Lan Airlines	Bogotá	Medellín	3018	6	1	156	BOGOTÁ - ELDORADO
Lan Airlines	Bogotá	Medellín	3014	12345	5	780	BOGOTÁ - ELDORADO
Lan Airlines	Bogotá	Medellín	3010	12345	5	780	BOGOTÁ - ELDORADO
Lan Airlines	Bogotá	Medellín	3020	345	3	468	BOGOTÁ - ELDORADO
Lan Airlines	Bogotá	Medellín	3018	12 45	4	624	BOGOTÁ - ELDORADO
SATENA	Bogotá	Medellín	8612	1	1	50	BOGOTÁ - ELDORADO
SATENA	Bogotá	Medellín	8616	12345 7	6	276	BOGOTÁ - ELDORADO
SATENA	Bogotá	Medellín	8612	2345	4	184	BOGOTÁ - ELDORADO
SATENA	Bogotá	Medellín	8767	7	1	72	BOGOTÁ - ELDORADO
SATENA	Bogotá	Medellín	8612	7	1	46	BOGOTÁ - ELDORADO
SATENA	Bogotá	Medellín	8767	3 5	2	144	BOGOTÁ - ELDORADO
SATENA	Bogotá	Medellín	8767	2 4	2	92	BOGOTÁ - ELDORADO
SATENA	Bogotá	Medellín	8602	2 4	2	144	BOGOTÁ - ELDORADO
SATENA	Bogotá	Medellín	8604	23456	5	230	BOGOTÁ - ELDORADO
SATENA	Bogotá	Medellín	8604	1	1	76	BOGOTÁ - ELDORADO
SATENA	Bogotá	Medellín	8602	3 5	2	100	BOGOTÁ - ELDORADO
SATENA	Bogotá	Medellín	8616	6	1	72	BOGOTÁ - ELDORADO
Avianca	Bucaramanga	Medellín	9395	7	1	150	BUCARAMANGA - PALONEGRO
Avianca	Bucaramanga	Medellín	9395	12345	5	750	BUCARAMANGA - PALONEGRO

Detailed information on direct domestic flights							
Airline	From (city)	To (city)	Flight number	Days of operation	Frequency	Seats	Airport of origin
Avianca	Cali	Medellín	42	4567	4	480	CALI - ALFONSO BONILLA ARAGON
Avianca	Cali	Medellín	9760	1 34 7	4	600	CALI - ALFONSO BONILLA ARAGON
Avianca	Cali	Medellín	9437	1234567	7	476	CALI - ALFONSO BONILLA ARAGON
Avianca	Cali	Medellín	9391	67	2	300	CALI - ALFONSO BONILLA ARAGON
Avianca	Cali	Medellín	9379	12345	5	750	CALI - ALFONSO BONILLA ARAGON
Avianca	Cali	Medellín	9482	1234567	6	900	CALI - ALFONSO BONILLA ARAGON
Avianca	Cali	Medellín	9482	5	1	100	CALI - ALFONSO BONILLA ARAGON
Avianca	Cali	Medellín	9431	7	1	150	CALI - ALFONSO BONILLA ARAGON
Avianca	Cali	Medellín	9500	12345	3	450	CALI - ALFONSO BONILLA ARAGON
Avianca	Cali	Medellín	9760	56	2	200	CALI - ALFONSO BONILLA ARAGON
Avianca	Cali	Medellín	9500	12	2	300	CALI - ALFONSO BONILLA ARAGON
Avianca	Cali	Medellín	9760	2	1	120	CALI - ALFONSO BONILLA ARAGON
Avianca	Cali	Medellín	9431	123456	6	408	CALI - ALFONSO BONILLA ARAGON
Avianca	Cartagena	Medellín	9511	123 567	4	600	CARTAGENA - RAFAEL NUQUEZ
Avianca	Cartagena	Medellín	9387	67	2	300	CARTAGENA - RAFAEL NUQUEZ
Avianca	Cartagena	Medellín	9763	1234 67	3	450	CARTAGENA - RAFAEL NUQUEZ
Avianca	Cartagena	Medellín	9387	12345	5	750	CARTAGENA - RAFAEL NUQUEZ
Avianca	Cartagena	Medellín	9761	56	2	200	CARTAGENA - RAFAEL NUQUEZ
Avianca	Cartagena	Medellín	9763	5	1	100	CARTAGENA - RAFAEL NUQUEZ
Avianca	Cartagena	Medellín	9763	12 4567	3	450	CARTAGENA - RAFAEL NUQUEZ
Avianca	Cartagena	Medellín	9761	1 345 7	4	600	CARTAGENA - RAFAEL NUQUEZ
Avianca	Cartagena	Medellín	9511	1234567	3	450	CARTAGENA - RAFAEL NUQUEZ
Avianca	Cartagena	Medellín	9771	12 4567	6	900	CARTAGENA - RAFAEL NUQUEZ
Avianca	Cartagena	Medellín	9761	2	1	120	CARTAGENA - RAFAEL NUQUEZ
Avianca	Cúcuta	Medellín	9505	12	2	300	CUCUTA - CAMILO DAZA
Avianca	Cúcuta	Medellín	9505	12345	3	450	CUCUTA - CAMILO DAZA
SATENA	Nuquí	Medellín	8731	1	1	46	REYES MURILLO
SATENA	Nuquí	Medellín	8731	3 5	2	34	REYES MURILLO
SATENA	Quibdó	Medellín	8673	7	1	46	QUIBDÓ - EL CARAÑO
SATENA	Quibdó	Medellín	8673	2345	4	184	QUIBDÓ - EL CARAÑO
SATENA	Quibdó	Medellín	8671	6	1	46	QUIBDÓ - EL CARAÑO
SATENA	Quibdó	Medellín	8671	2345	4	184	QUIBDÓ - EL CARAÑO

Detailed information on direct domestic flights							
Airline	From (city)	To (city)	Flight number	Days of operation	Frequency	Seats	Airport of origin
SATENA	Quibdó	Medellín	8671	1	1	50	QUIBDÓ - EL CARAÑO
SATENA	Quibdó	Medellín	8677	2345	4	184	QUIBDÓ - EL CARAÑO
SATENA	Quibdó	Medellín	8671	7	1	46	QUIBDÓ - EL CARAÑO
SATENA	Quibdó	Medellín	8679	67	2	92	QUIBDÓ - EL CARAÑO
SATENA	Quibdó	Medellín	8677	1	1	72	QUIBDÓ - EL CARAÑO
SATENA	Quibdó	Medellín	8679	1	1	72	QUIBDÓ - EL CARAÑO
SATENA	Quibdó	Medellín	8679	2345	4	184	QUIBDÓ - EL CARAÑO
SATENA	Quibdó	Medellín	8673	6	1	46	QUIBDÓ - EL CARAÑO
SATENA	Quibdó	Medellín	8673	1	1	50	QUIBDÓ - EL CARAÑO
SATENA	Quibdó	Medellín	8875	2 4	2	92	QUIBDÓ - EL CARAÑO
Lan Airlines	San Andres Island	Medellín	3301	2 5 7	3	468	SAN ANDRES-GUSTAVO ROJAS PINILLA
Avianca	Santa Marta	Medellín	9389	67	2	300	SANTA MARTA - SIMON BOLIVAR
Avianca	Santa Marta	Medellín	9363	1234567	3	450	SANTA MARTA - SIMON BOLIVAR
Avianca	Santa Marta	Medellín	9363	123 567	4	600	SANTA MARTA - SIMON BOLIVAR
Total					480	61694	

Source: OAG

Under "days of operation", number 1 means Monday, 2 Tuesday, 3 Wednesday, 4 Thursday, 5 Friday, 6 Saturday and 7 Sunday.

No detailed information is available on flights by ADA, Viva Colombia or Easy Fly.

Annex 4: Security guidelines for participants

Security in Medellin has notably improved. Nevertheless, it is advised you follow basic precautions as outlined:

- *DO keep yourself informed about the general security situation and monitor local news events.*
- *DO raise your personal security awareness.*
- *DO ensure that you carry identification and emergency contact numbers with you.*
- *DO NOT flaunt your wealth—dress and behave modestly to avoid unnecessary attention by criminals.*

At your accommodation

- *Keep your door locked at all times, even when you are in your room.*
- *DO NOT open your door to a stranger unless you have determined his/her identity. If you are unable to determine your visitor's identity, do not open the door.*
- *Lock your valuables in a safe or locker. If neither option is available, keep valuables well hidden when not in use.*
- *DO NOT throw documents containing confidential personal information (e.g., credit card numbers, personal correspondence, financial data) in public trash canisters.*
- *DO NOT enter your room if you find the door unlocked. Inform reception immediately.*
- *DO NOT leave the 'Please service the room' sign on the door when you are out.*
- *While you are out in the evening leave the 'Do not disturb' sign on the door.*

Out and about

- *Plan your journey beforehand.*
- *Carry only those things that you will need including minimum amounts of cash and credit cards.*
- *Remain alert to your surroundings.*
- *Never leave your handbag or personal belongings unattended.*
- *Walk in well-lit and well-trafficked areas.*
- *Write down the name and address of your accommodation, and carry the paper with you if you need to get a taxi back to your accommodation.*
- *Taxis should be arranged through proper dispatchers or hotels. Pay the driver before exiting the vehicle.*
- *It is advisable not to enter a taxi in which the driver is accompanied.*

Carriage of handbags and laptop bags

- *If you are going to a café, bar or restaurant, consider leaving the bag at home or carrying a bag smaller in size that can be managed easily.*
- *Do not leave your bag unattended at any time—hand the bag physically to a friend when going to the bathroom. Consider placing a chair leg through the strap of the bag and the bag placed firmly under the table touching your feet.*
- *Leave valuables at the hotel—never take items with you that you are not prepared to lose.*
- *When walking along the sides of the road always sling your bag across your body carrying your bag away from the threat or positioned to the front of your body.*
- *Tightly grip the top of the bag while walking.*

Emergency phone numbers:

POLICIA NACIONAL/NATIONAL POLICE	
<i>Policia Nacional, Urgencias (24 horas), Bomberos (24 horas), Seguridad</i>	<i>123</i>
<i>Policia Metropolitana</i>	<i>112 (574) 251 1700</i>
<i>Policia de Antioquia</i>	<i>123 – (574) 493 9300</i>
<i>IV Brigada</i>	<i>152 (574) 230 9800</i>

INFORMACIÓN DE MARCADO TELEFÓNICO/PHONE DIALING INSTRUCCIONS		
DESDE/FROM	PARA/TO	MARCAR/DIAL
<i>Celular/Cell</i>	<i>Teléfono/Land Phone</i>	<i>03 + Código de ciudad/City Code + número de Teléfono/phone number</i>
<i>Teléfono/Land Phone</i>	<i>Celular/Cell</i>	<i>03 + Numero de celular/Cell number</i>
<i>Celular/Cell</i>	<i>Celular/Cell</i>	<i>Numero de celular directo/directly cell number</i>
<ul style="list-style-type: none"> ☛ <i>Código de la ciudad de Medellín/Medellin City Phone Code: 4</i> ☛ <i>Código de la ciudad de Bogot/Bogotá City Phone Code : 1</i> 		