



TRUA

WORLD SUMMIT On Traditional Knowledge Related to Biodiversity

Information note for participants

World Summit on Traditional Knowledge associated with Biodiversity

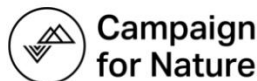
August 26 to 29, 2024 | Bogotá Colombia



WITH OUR PARTNERS



THANKS TO DONORS



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I General Information about the Summit

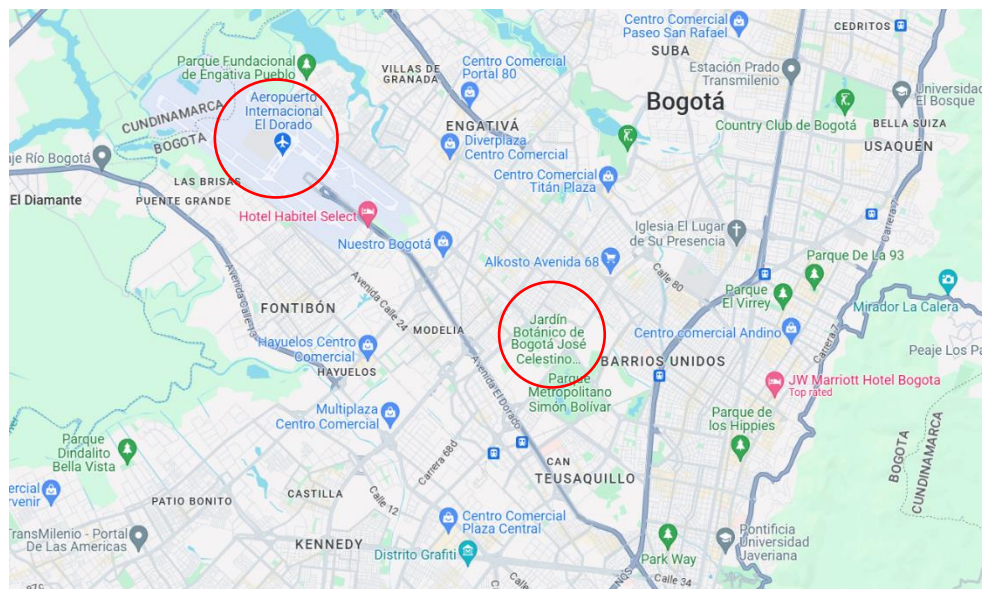
I.1 Opening and Registration

The World Summit on Traditional Knowledge related to Biodiversity will be held in Bogotá, Colombia from 26 to 29 August 2024. The official opening of the summit will take place at 09:00 AM on Monday 26 August 2024.

Registration of participants will take place at the registration counter from 8:00 AM to 09:00 AM on Monday, 26 August 2024, at the venue.

I.2 Venue

The meeting will be held at the **Botanical Garden of Bogotá, José Celestino Mutis, Av. Calle 63 #68-95 Bogotá, Colombia**. See the location below or check the following link: (<https://www.google.com/maps/@4.669834,-74.1086354,13.75z?entry=ttu>)



I.3 Working Language of the Summit

During the summit, the meetings will be conducted in Spanish with interpretation to English.

1.4 Meeting documents

The documents will be available on the Summit website: <https://iifb-indigenous.org/home/tk-summit/>

To minimize the environmental footprint of the Summit and in line with UN policy towards greener meetings, participants are reminded to bring their own copies of documents or use digital versions, as additional copies will not be available on site during the meeting.

WiFi access will be provided.

1.5 General information on access to Bogota

Bogota is serviced by **El Dorado International Airport** in Bogota, Colombia.

El Dorado International Airport is located at Av. El Dorado #103-09, Bogota. The distance from the airport to the venue (the **Botanical Garden** of Bogota, Jose Celestino Mutis, Av. Calle 63 # 68-95 Bogota) is 7.2 kilometers and takes approximately 30 minutes by car.

It is the responsibility of each participant to arrange transportation from the airport to the hotel, taking into account the cost of the cab is around USD 20.00.

1.6 Accommodation for funding participants

The IIFB has made a block reservation for accommodation **funding participants** at the:

Bogotá DC Hotel

Calle 53 No 70-71 , Normandía / Bogotá-Colombia.

+57 1 3687150

<https://hotelbogotadc.com.co/>

Hotel Royal Cid

Cra. 34 #25 - 23, Teusaquillo, Bogotá, Cundinamarca, Colombia

+57 314 2655363

<https://hotelroyalcidbogota.com/>

Hotel Splendor

La Esperanza #40-46, Teusaquillo, Bogotá, Colombia

+ 57 319 5286665.

<https://hotelesfc.com/blog/hoteles/hotel-splendor/>

This will include breakfast.

1.7 Accommodation for self-funding participants

For self-funded participants could make their reservation at the Bogota DC Hotel or another Hotel in the list of hotels available in the **Annex I**

I.8 Focal Points

Participants funded by the IIFB, in case your flight is delayed or you have problems with travel expenses, please contact the focal points listed below:

Focal point Asociación Sotz'il ONG

Kevin Alexander Ixén Queché

E-mail: kixen@sotzilmaya.org

Telephone numbers: (502) 7839 - 4477

(502) 3087 - 2856

Camilo Adolfo Cojon Hernadnez

E-mail: ccojon@sotzilmaya.org

Telephone numbers: (502) 7839 - 4477

(502) 5205 - 9616

Olga Minerva Tzec

E-mail: olgatzec@gmail.com

Telephone numbers: (501) 632 - 6707

I.9 Visa information for Colombia

Participants from countries listed below do not require an entry visa to Colombia and **all other participants** are **strongly advised to contact the nearest Colombian diplomatic or consular mission as soon as possible** to obtain the required entry visa in a timely manner, prior to departure. Please note that airlines will not allow boarding without a valid visa.

Information on visa procedures is available in the Visa Information Guide for Events, Colombia (**Annex 2**).

A list of relevant Colombian diplomatic/consular missions abroad is available at the Colombian Ministry of Foreign Affairs website (in Spanish):

<https://tramites.cancilleria.gov.co/ApostillaLegalizacion/directorio/misionesExterior.aspx> .

Countries that do not require a visa to enter Colombia

A	G	M	S
Albania	Georgia	Malta	Saints Kitts and Nevis
Andorra	Germany	Marshall Islands	Saint Lucia
Antigua and Barbuda	Greece	Micronesia, Fed. States of	Saint Vincent and the Grenadines
Argentina	Grenada	Moldova	Samoa
B	Guatemala	Monaco	San Marino
Bahamas	Guyana	Mexico	Serbia
Barbados	H	Montenegro	Singapore
Belgium	Holy See	Morocco	Slovakia
Belize	Honduras	N	Slovenia
Bhutan	Hungary	Netherlands	Solomon Islands
Bolivia	I	New Zealand	Spain
Bosnia and Herzegovina	Iceland	North Macedonia	Sweden
Brazil	Ireland	Norway	Switzerland
Brunei Darussalam	Indonesia	P	Suriname
Bulgaria	Israel	Palau	T
C	Italy	Panama	Trinidad and Tobago
Canada	J	Papua New Guinea	Türkiye
Chile	Jamaica	Paraguay	
Costa Rica	Japan	Peru	
Croatia	K	Philippines	U
Cyprus	Kazakhstan	Poland	Ukraine
Czechia	Korea, Republic of	Portugal	United Arab Emirates
D	L	Q	United Kingdom of Great Britain and Northern Ireland
Denmark	Latvia	Qatar	Ireland
Dominica	Liechtenstein	R	United States of America
Dominican Republic	Lithuania	Romania	Uruguay
E	Luxembourg	Russian Federation	V
Ecuador			

El Salvador Estonia

Luxembourg

Venezuela

F

Fiji

France

Finland

1.10 Health information

Please consult a medical professional before traveling for any other requirements for Colombia.

It is strongly recommended that medical, accident and international travel insurance be taken out for the period of participation prior to departure.

1.11 Payment of the Daily Subsistence Allowance (DSA)

For **funded participants**, part of the daily allowance will be paid on the second day of the summit.

It is recommended that participants have some cash on hand to cover expenses that may occur between arrival and per diem payment day.

NOTE: Bring your national passport and airline tickets to the registration of the meeting on August 26, as a requirement for the payment of the per diem.

2 General information about Colombia

2.1 About Bogota, Colombia

The information is available on the Colombian Ministry of Tourism's website at: <http://www.colombia.travel/es/international-tourist/practical-information/travel-to-Colombia-information-and-advice/before-> .

2.2 Official language of Colombia

The official language in Colombia is Spanish. English is understood in some hotels and restaurants.

2.3 Weather information and time zone.

Temperatures are quite cool, spring-like throughout the year, ranging from 19 to 20 °C (66 to 68 °F) and minimum temperatures of 7 to 9 °C (44.5 to 48 °F). From November to March, in the open countryside there may be light frosts at night, while inside the city the night temperature is a few degrees higher due to the urban heat island effect.

During the day, the temperature rarely exceeds 23 °C, so it is rarely hot, but the rays of the equatorial sun at this altitude are very strong, although the sky is usually cloudy. As a result, when the sun shines, it feels hot in the sun, but in the shade the air is cool. Also, since the houses are not heated, it is quite cold inside the buildings at these temperatures, so it is best to wear fleece. However, the highest temperature ever measured is 30 °C, recorded in April.

Please bring a jacket for the cooler evening weather.

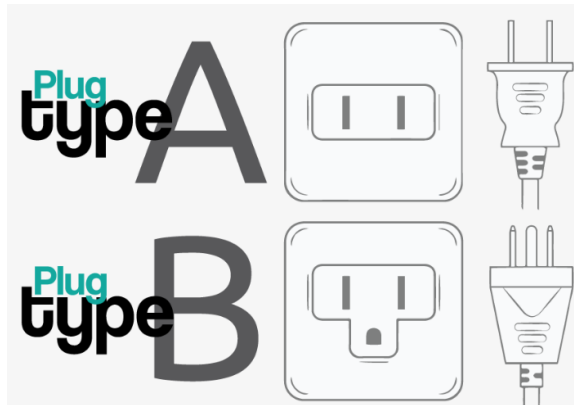
Current weather conditions can be found at <https://worldweather.wmo.int/en/city.html?cityId=887> and <https://www.theweathernetwork.com/co/14-day-weather-trend/boyaca/villa-de-leiva>

2.4 Time zone

The standard time zone for Colombia is COT (Colombia Time), which is GMT/UTC -5 hours.

2.5 Electricity in Colombia

Like the United States, Colombia uses **type A** and **type B** plugs. Electrical plugs in Colombia have a 110 V standard and a frequency of 60 Hz.



2.6 Currency

The currency in Colombia is the Colombian Peso (COP). The current exchange rate as of July 08 2024 is 1 U.S. dollar = 4,051.39 pesos and (euro) 1 euro = 4,392.16 pesos (source: www.xe.com, rates subject to change).

Currency exchange services are available at banks and hotels.

2.7 Security in Bogota

- Keep your credit cards in sight at the time of use.
- Carry with you only the money or valuables that are necessary for you. It may be useful to use belts attached to the body, which are used to securely carry important documents.
- Avoid carrying valuables conspicuously on all laptops, cell phones, cameras, and any other electronic devices that may attract attention.
- It is recommended that you leave your passport at the hotel and carry only a copy of it with you.
- Avoid photographing children and be discreet if photographing cultural, religious and sacred activities.
- If you have medical insurance, have it handy in case you need it. Bring basic medications for common ailments such as headaches or indigestion. If you have an emergency please contact the hotel or the event organizers. (
- Try to go out in groups and do not walk in solitary areas.
- If you travel by car in the city, try to keep the windows closed and do not use a cell phone on the street; be discreet in the use of cameras in the city or in the streets.
- It is recommended not to consume raw food sold on the street.
- It is recommended not to drink water directly from taps, only bottled water.
- Be alert and suspicious at all times.
- Always travel with a companion.
- Keep an eye on your bags and personal belongings in restaurants and entertainment venues.
- It is not advisable to travel at night.
- If you have any questions, please contact the organizers.

2.8 Disclaimer of liability

The IIFB disclaims all liability for medical, accident and travel insurance, compensation for death or disability, loss of or damage to personal property and for any other loss that may be incurred during the travel time or period of participation. In this context, it is strongly recommended that international medical, accident and travel insurance be taken out for the period of participation prior to departure.

3 ANNEX 01: HOTEL INFORMATION _ ON 53RD STREET

HOTEL	PRICE	ADDRESS	TELEPHONE NUMBER
San Miguel Aparthotel	70 dollars per person/one night	53rd Street # 71 - 36	+57 312 3697509
Normandy Gold Hotel	55 dollars per person/one night	Carrera 71B # 54 - 81	+57 17041356
Hotel Casa Normandía	40 dollars per person/one night	Carrera 71B # 53 - 82	+57 312 5315870
Hotel Quintas de Normandía	40 dollars per person/one night	Carrera 71B # 53 - 35	+57 320 4090710
Bogotá DC Hotel	80 dollars per person/one night	53rd Street # 70 - 71	+57 601 3687150
Bogotá Marriott Hotel	260 dollars per person/one night Reservation only on web page or by e-mail: E-mail : mhrs.bogmc.reservations@marriott.com	El Dorado Avenue No. 69B - 53	+57 601 4851111
Ayenda Hotel	80 dollars per person/one night Online only: https://www.booking.com/hotel/co/avenida-boyaca.es.html?aid=318615&label=Spanish_Colombia_ES_CO_20153959105-JvWA_BiunE_YalmU9PDZ_QS640874832178%3Apl%3Ata%3Apl%3Ap2%3Aac%3Aap%3Aneg%3Afi%3Atidsa-162435870265%3Alp1003659%3Ali%3Adec%3Adm%3Aag20153959105%3Acmp313803625&sid=fc7d374b544058f4e529d3db0598b828&dest_id=-578472;dest_type=city;dist=0;group_adults=2;group_niños=0;hapos=1;hpos=1;no_rooms=1;req_adults=2;req_children=0;habitación=A%2CA;sb_price_type=total;sr_order=popularidad;srpoch=1717694249;srpvid=f0f179635270031d;type=total;ucfs=1&	Avenida Boyacá No. 51-18 BARRIO NORMANDIA,	
Hotel Botanico	80 dollars per person/one night https://www.booking.com/hotel/co/botaniko.es.html?label=Spanish_Colombia_ES_CO_20153959105-JvWA_BiunE_YalmU9PDZ_QS640874832178%3Apl%3Ata%3Apl%3Ap2%3Aac%3Aap%3Aneg%3Afi%3Atidsa-162435870265%3Alp1003659%3Ali%3Adec%3Adm%3Aag20153959105%3Acmp313803625&sid=fc7d374b544058f4e529d3db0598b828&aid=318615&ucfs=1&dest_id=-578472&dest_type=city&group_adults=2&no_rooms=1&grupo_niños=0&atlas_src=sr_iw_title	Calle 51 #70-20, Engativá ,	57 318 5682504
Hotel L&L Mansion	40 dollars per person/one night	Calle 48 # 70-20 normandia I sector	+57 311 4893864

	https://www.booking.com/hotel/co/jb-masion.es.html?label=Spanish_Colombia_ES_CO_20153959105-JvWA_BiunE_YalmU9PDZ_QS640874832178%3Apl%3Ata%3Apl%3Ap2%3Aac%3Aap%3Aneg%3Afi%3Atidsa-162435_870265%3Alp1003659%3Ali%3Adec%3Adm%3Aag20153959105%3Acmp313803625&sid=fc7d374b544058f4e529d3db0598b828&aid=318615&ucfs=1&dest_id=-578472&dest_type=ciudad&group_adults=2&no_habitaciones=1&group_children=0&atlas_src=sr_iw_title	bogota Calle 48 # 70-20 normandia I sector	
Hotel Casa Botero	<p>40 dollars per person/one night</p> https://www.booking.com/hotel/co/casa-botero-204.es.html?label=Spanish_Colombia_ES_CO_20153959105-JvWA_BiunE_YalmU9PDZ_QS640874832178%3Apl%3Ata%3Apl%3Ap2%3Aac%3Aap%3Aneg%3Afi%3Atidsa-162_435870265%3Alp1003659%3Ali%3Adec%3Adm%3Aag20153959105%3Acmp313803625&sid=fc7d374b544058f4e529d3db0598b828&aid=318615&ucfs=1&dest_id=-578472&dest_type=ciudad&group_adults=2&no_rooms=1&group_children=0&atlas_src=sr_iw_title	71-4 Calle 55, Engativá	+57 318 2795840
Aparthotel Verum LV - Modelia	<p>80 dollars per person/one night</p> https://www.booking.com/hotel/co/apartaestudio-verum-lv-modelia.es.html?label=Spanish_Colombia_ES_CO_20153959105-JvWA_BiunE_YalmU9PDZ_QS640874832178%3Apl%3Ata%3Apl%3Ap2%3Aac%3Aap%3Aneg%3Afi%3Atidsa-162435870265%3Alp1003659%3Ali%3Adec%3Adm%3Aag20153959105%3Acmp313803625&sid=fc7d374b544058f4e529d3db0598b828&aid=318615&ucfs=1&dest_id=-578472&dest_type=ciudad&group_adults=2&no_rooms=1&group_children=0&atlas_src=sr_iw_title	Avenida Carrera 70 #53-81, Engativá	
Road creator I	<p>40 dollars per person/one night</p> https://www.booking.com/hotel/co/way-maker-1.es.html?label=Spanish_Colombia_ES_CO_20153959105-JvWA_BiunE_YalmU9PDZ_QS640874832178%3Apl%3Ata%3Apl%3Ap2%3Aac%3Aap%3Aneg%3Afi%3Atidsa-162435_870265%3Alp1003659%3Ali%3Adec%3Adm%3Aag20153959105%3Acmp313803625&sid=fc7d374b544058f4e529d3db0598b828&aid=318615&ucfs=1&dest_id=-578472&dest_type=ciudad&group_adults=2&no_rooms=1&group_children=0&atlas_src=sr_iw_title	CL 56A 70D 54, Engativá	

4 ANNEX 02: DETAILED VISA INFORMATION



Guide to visa information and entry to Colombia for participants in events - VISITOR visa (V) EVENTS

A. VISA-FREE ENTRY: NATIONALITIES AND VISITOR VISA EXEMPTION CONDITIONS (V) IN COLOMBIA (Resolutions MRE 5488 of 2022 and 3717 of 2023)

Verify if, according to the participant's nationality, he/she is exempt from the visitor's visa (V) for short stay activities:

Table 1. Nationalities exempt from short-stay Visitor (V) visas

1. Albania	2. Germany	3. Andorra	4. Antigua and Barbuda	5. Argentina
6. Australia	7. Austria	8. Azerbaijan	9. Bahamas	10. Barbados
11. Belgium	12. Belize	13. Bolivia	14. Bosnia and Herzegovina	15. Brazil
16. Brunei-Darussalam	17. Bulgaria	18. Bhutan	19. Canada	20. Czech Republic
21. Chile	22. Cyprus	23. Korea (Republic of)	24. Costa Rica	25. Croatia
Denmark	27. Dominica	28. Ecuador	29. El Salvador	30. United Arab Emirates United Arab Emirates
31. Slovakia	32. Slovenia	33. Spain	34. United States of America	35. Estonia
36. Fiji	37. Philippines	38. Finland	39. France	40. Georgia
41. Grenada	42. Greece	43. Guatemala	44. Guyana	45. Honduras
46. Hungary	47. Indonesia	48. Ireland	Iceland	50. Marshall Islands
51. Solomon Islands	52. Israel	53. Italy	54. Jamaica	55. Japan
56. Kazakhstan	57. Latvia	58. Liechtenstein	59. Lithuania	60. Luxembourg
61. North Macedonia	62. Malta	Morocco	64. Mexico	65. Micronesia
66. Moldova	67. Monaco	68. Montenegro	69. Norway	70. New Zealand
71. Netherlands	72. Oman	73. Palau	74. Panama	75. Papua New Guinea Guinea
76. Paraguay	77. Peru	78. Poland	79. Portugal	80. Qatar
81. United Kingdom of Great Britain and Northern Ireland	82. Dominican Republic	83. Romania	84. Russia (Federation of)	85. St. Kitts and Nevis

86. Samoa	87. San Marino	88. Santa Lucia	89. Holy See	90. Saint Vincent and the Grenadines
91. Serbia	92. Singapore	93. Sweden	94. Switzerland	95. Suriname
96. Trinidad and Tobago	97. Turkey	98. Ukraine	99. Uruguay	100. Venezuela

2

Table 2. Passports of special territories exempted from visa Visitor (V) short stay

1. Hong Kong - SAR Special Administrative Region of the People's Republic of China	2. Sovereign Military Order of Malta
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Nationalities with exemption conditional on holding a valid visa or permanent residence of the United States or one of the countries of the Schengen Area.

Cambodia	India	3. Nicaragua	4. Myanmar
5. People's Republic of China	6. Thailand	7. Taiwan	8. Vietnam

If the participant's nationality or passport is listed in table 1 or 2, or if he/she eventually meets the special exemption condition in table 3, entry to Colombia as a visitor for short stay activities and participation in the event does not require a visa.

In such case, the participant may enter Colombian territory only with his/her valid passport -with at least six months of validity before its expiration-, and with the documentation that informs and proves the purpose of his/her visit, his/her place of stay or accommodation, his/her financial means for expenses and his/her itinerary of departure from Colombia or return to his/her country of origin. This documentation may be required by the immigration authorities at the time of entry into the country, under penalty of being eventually inadmissible to Colombia for any inconsistency in the purpose of your visit.

Foreign participants, regardless of their nationality, who can prove that they have permanent residence in one of the member countries of the Andean Community of Nations or the Pacific Alliance, are also exempt from the Visitor (V) visa for short stay activities for their entry into Colombia.



Cancillería

Visa information and entry guide to Colombia
for event participants - VISITOR Visa (V) EVENTS.

v.05-2024

B. ENTRY WITH VISA: NATIONALITIES REQUIRED TO OBTAIN A VISA TO ENTER THE COUNTRY COLOMBIA (Resolution MRE 5477 of 2022)

3

If the participant's nationality is not exempt from visa requirements as described in section A of this guide, he/she must apply for a **VISITOR (V) EVENT** visa at the Colombian Consulate with jurisdiction over the applicant's place of residence or permanent domicile. Please refer to the *Consular Constituency Guide for visa processing* (attached) to know the Colombian Consulate to which to assign the study of the visa application.

Please note that the visa regime in Colombia does not contemplate the 'visa on arrival' (*visa on arrival*), therefore, you must have the visa prior to your trip.

Once you have identified and know the Colombian Consulate that corresponds to your place of residence or permanent address, you may begin the **VISITOR (V) EVENT** visa application registration process, in accordance with the information described below and with the *step-by-step Guide for VISITOR (V) EVENT visa application registration* (attached).

For more information on applying for a visa, please refer to the enclosed Complete Visa Information Guide.

URL to manage Visa to Colombia step by step: www.cancilleria.gov.co

Visa application information on IIFB's website <https://iifb-indigenous.org/home/tk-summit/>