**Ninth Inter-American Meeting of Ministers of Culture and Highest Appropriate Authorities**

**October 27-28, 2022**

**Antigua Guatemala, ANTIGUA**

**INFORMATION BULLETIN**

|  |  |
| --- | --- |
| Delegations may download the documents from the website: <http://www.oas.org/MinCulture2022> | **Qr code  Description automatically generated** |

1. **Site and Date of the Meeting**

 The Ninth Inter-American Meeting of Ministers of Culture and Highest Appropriate Authorities will be held on October 27-28, 2022, in Antigua Guatemala, Guatemala. The sessions will take place at the National Museum of Art of Guatemala (MUNAG), located in the Palacio de los Capitanes Generales, 5ª Calle Poniente, Antigua Guatemala, Guatemala. It is recommended that delegations access the website of Ministerial Meeting: <http://www.oas.org/MinCulture2022> for more information.

The inaugural session will be held on Thursday, October 27th, 2022 at 9:00 a.m. (GTM-6) at the meeting venue. After the inaugural session, the ministerial meeting will continue, in accordance with the Work Schedule.

The Work Schedule will be available soon on the website of the aforementioned event. Likewise, the OAS-SEDI will send this document to the delegations through Note Verbale.

1. **General Coordination**

 The National Coordinating Office in Guatemala will be managed by:

**¬Mr. Cristhian Neftali Calderon Santizo**

Vice Minister of Culture

National Palace of Culture

6th. Street and 6th. Zone 1 Avenue, Guatemala.

Phone: (502) 3617 2601

email: vicedespachodecultura@mcd.gob.gt

 The OAS Coordinating Office will be managed by:

**Ms. Luisa Quintero**

 OAS General Secretariat Coordinator

 Department of Conferences and Meetings Management (DCMM)

 Telephone: (+ 1 202) 370-0651

 Cellular phone: (+ 1 202) 701-4681

 E-mail: lquintero@oas.org

All substantive aspects of the Ministerial Meeting, including participation by Ministers, will be managed by:

**Ms. Maryse Robert**

Director, Department of Economic Development

Telephone: (+1 202) 370 4584 (línea directa) /9953

email: mrobert@oas.org; cc: CultureMinisterialMe@oas.org

**Mr. Richard Campbell**

Chief, Culture & Tourism Section

Department of Economic Development

Telephone: (+1 202) 370 9022

E-mail: rcampbell@oas.org; cc: CultureMinisterialMe@oas.org

1. **Accommodation**

The Ministry of Culture and Sports of Guatemala will centralize the accommodation coordination for all delegations through the Guatemala National Coordinating Office. The Government of Guatemala offers, as a courtesy, to cover the lodging of delegations in the 1 + 2 format (head of delegation and two delegates), for the nights of October 26th, 27th and 28th. Lodging on dates other than those indicated, either before or after, or the lodging of additional delegates/participants, as well as expenses and additional consumption in the hotels, must be covered by the delegations directly with the hotels.

A pre-reservation has been made in the selected hotels, for which the delegations are requested to confirm their participation to the email of the Guatemala National Coordinating Office, before Saturday, October 15th, attaching itineraries of arrival and departure from Guatemala. After receiving the respective confirmation, the assignment of the different delegations in the selected hotels will be made.

Reservations for additional delegates will be subject to availability in the hotels. It is suggested to contact each hotel directly through their website. Below is a detailed outline of the selected hotels and rates – in all cases a 22% tax must be added to the rate.

|  |  |  |
| --- | --- | --- |
| **Hotel** | **Type of Room** | **Rate in US $** |
| **Hotel Camino Real Antigua** | Single Luxury Room with Breakfast included |  $ 141.00  |
| Viceroy Suite Room with Breakfast included |  $ 201.00  |
| Royal Suite Room with Breakfast Included |  $ 421.00  |
| **Hotel Pensativo** | Single Deluxe Room with Breakfast Included |  $ 165.00  |
| **Hotel Villa Colonial** | Single Deluxe Room with Breakfast Included |  $ 110.00  |
| **Hotel Génesis** | Single Deluxe Room with Breakfast Included |  $ 110.00  |
| **Hotel Casa Chula** | Single Deluxe Room with Breakfast Included |  $ 110.00  |
| **Hotel Casa Santo Domingo** | Sacristan Room with Breakfast Included |  $ 323.00  |
| **Hotel Soleil La Antigua** | Standard Room with Breakfast Included |  $ 105.00  |
| Suite Room with Breakfast Included |  $ 180.00  |
| Villas Room with Breakfast Included |  $ 220.00  |

1. **Hospitality/Reception**

On October 26th, starting at 7:00 p.m., a welcome cocktail is planned in the Municipal Hall, located next to the Cathedral of the city of Antigua Guatemala, Guatemala.

On October 27th, starting at 7:00 p.m., a special reception will be held for all delegations at the Santa Clara Convent in the city of Antigua Guatemala.

On October 28th, starting at 7:00 p.m., it is planned to hold a farewell reception for all the delegations, at the facilities of the Capuchinas Convent in the city of Antigua Guatemala.

All delegations are invited to participate in all receptions. The Ministry of Culture and Sports of Guatemala has designated protocol and transportation personnel who will be in charge of guiding all the participants to the planned receptions.

1. **Food and Refreshments**

The Ministry of Culture and Sports of Guatemala will offer the participating delegations water and coffee, permanently during the Ministerial sessions on October 27th and 28th, at the meeting venue.

Likewise, lunches will be offered on October 27th and 28th, at the times defined in the Work Schedule. Protocol personnel have been appointed to guide all participants to the venues where this courtesy will be provided.

Delegations are requested to indicate on the registration form any dietary restrictions, as well as any special requirements (special mobility needs, medical treatment, etc.).

1. **Air Transport/Flights**

Delegates, observers, representatives of international organizations and other participants should make their flight reservations as soon as possible with the travel agencies or airlines of their choice.

Some of the airlines that operate routes to Guatemala are: American Airlines, Delta Airlines, United Airlines, Iberia, Aeromexico, Avianca, Spirit, Interjet, Volaris and Tropic Air.

1. **Guatemala’s VISA and Entry Requirements**

 The entry requirements to Guatemala for delegations are the following:

 • Valid passport

 • Return ticket

 • Visa, in the indicated cases:

Category “A”: No visa required. The countries that are in this category do not need a visa to enter the Guatemalan territory. They only enter a valid passport.

Category "B": consular visa. The nationalities that need this visa must complete the procedure at the Guatemalan Embassy closest to their country.

Category “C”: consulted visa. This visa is processed by a foreign guarantor in Guatemala, the management is carried out directly in the Guatemalan Institute of Migration.

|  |  |  |
| --- | --- | --- |
| **No.** | **COUNTRY**  | **CATEGORY**  |
| 1 | ANTIGUA AND BARBUDA  | A |
| 2 | ARGENTINA  | A |
| 3 | BAHAMAS  | A |
| 4 | BARBADOS  | A |
| 5 | BELIZE  | A |
| 6 | BOLIVIA  | B |
| 7 | BRAZIL  | A |
| 8 | CANADA  | A |
| 9 | CHILE  | A |
| 10 | COLOMBIA  | A |
| 11 | COSTA RICA  | A |
| 12 | DOMINICA  | B |
| 13 | ECUADOR  | B |
| 14 | EL SALVADOR  | A |
| 15 | GRENADA  | B |
| 16 | GUYANA  | B |
| 17 | HAITI  | C |
| 18 | HONDURAS  | A |
| 19 | JAMAICA  | B |
| 20 | MEXICO  | A |
| 21 | NICARAGUA  | A |
| 22 | PANAMA  | A |
| 23 | PARAGUAY  | A |
| 24 | PERU  | A |
| 25 | DOMINCAN REPUBLIC/REPÚBLICA DOMINICANA  | A |
| 26 | SAINT KITTS AND NEVIS  | A |
| 27 | SAINT LUCIA  | A |
| 28 | SAINT VINCENT AND THE GRENADINES  | A |
| 29 | SURINAME  | B |
| 30 | TRINIDAD AND TOBAGO  | A |
| 31 | UNITED STATES OF AMERICA  | A |
| 32 | URUGUAY  | A |
| 33 | VENEZUELA | C |

**These requirements may be updated at any time by the Government of Guatemala. The requirements for entering the country can be consulted on the website of the Guatemalan Institute of Migration** [**https://igm.gob.gt/clasacion-de-paises/**](https://igm.gob.gt/clasacion-de-paises/)

1. **Information Related to COVID-19**

 It is recommended that everyone follow biosafety measures such as hand washing with soap and water or alcohol, and maintain social distancing.

 Proof of vaccination is not required.

 It is not necessary to present a test for the detection of COVID-19.

 Please do not travel if you have any symptoms of acute respiratory illness or a suspected COVID-19 case.

 These requirements can be consulted on the following website: <https://igm.gob.gt/protocolo-sanitario-de-ingreso-a-guatemala/>

 During the event, the sanitization of the areas to be used and the provision of supplies for the disinfection of the delegations participating in the meeting will be guaranteed.

1. **Arrival at the Airport**

The Ministry of Culture and Sports of Guatemala will be at the "La Aurora" Airport in Guatemala City. The Protocol Team will receive delegations in exclusive rooms and will support delegates with the procedures inside the airport. All staff and areas designated for this purpose will be identified with the name of the Ministerial Meeting so that delegations can easily contact the staff.

Likewise, transportation will be provided for all delegates/participants from the airport to the selected hotels in the city of Antigua Guatemala, on October 26th, after completing the procedures for entering the country at the airport according to the arrival itineraries. The Government of Guatemala kindly requests that all itineraries of all delegations be shared with the Guatemala National Coordinating Office, before October 15th to carry out the necessary coordination.

On October 29th, transportation will be provided to drive all delegations from the hotels to the airport in Guatemala City.

Should some delegations decide to make their own arrangements, we kindly request that they inform the Guatemala National Coordinating Office, in order to take the corresponding measures and offer support as required.

1. **Ground Transportation**

 The Ministry of Culture and Sports of Guatemala will provide the transportation needed for participants to take part in the activities on the official Work Schedule for the meeting.

1. **Participant Accreditation**

 Delegations, observers, and special guests are asked to forward their credentials and any other correspondence regarding the Ninth Inter-American Meeting of Ministers of Culture and Highest Appropriate Authorities to the following address:

 **Organization of American States**

 1889 F Street N.W.

 Washington, D.C. 20006

 **Attention:** Richard Campbell

Chief, Culture & Tourism Section

Department of Economic Development

Telephone: (+1 202) 370-4584/9022

E-mail: CultureMinisterialMe@oas.org; cc: sedi@oas.org

With a copy to:

 Mr. Cristhian Neftalí Calderón Santizo

 Vice Minister of Culture

 Ministry of Culture and Sport of Guatemala

 email: vicedespacodecultura@mcd.gob.gt

 Tel: (502) 36172601

1. **Participant Registration**

 To register, participants must fill out the Registration Form attached to this bulletin (Annex I), which must be submitted no later than October 15th, 2022, to OAS-SEDI: CultureMinisterialMe@oas.org cc: snoboa@oas.org, with a copy to the Guatemala National Coordinating Office: vicedespachodecultura@mcd.gob.gt or complete the online registration form at the following link: XXX .

All delegates, including Ministers, heads of delegation and security personnel must submit a completed registration form. Each delegation has the responsibility to register all its participants.

After submitting the online or email Registration Form, participants will receive a conference badge. The participant registration table will be located at the meeting venue starting on October 26th, from 9:00 a.m. to 10:00 p.m. Likewise, it will be available on the 27th, from 7:00 a.m. to 9:00 a.m. Badges must be worn at all Ministerial activities. Delegates are requested to present an official identification to receive the Meeting badge.

1. **Working Languages and Documents**

 The sessions of the IX Inter-American Meeting of Ministers of Culture and Highest Appropriate Authorities will be held in the four official languages of the OAS: English, French, Portuguese, and Spanish. Simultaneous interpretation will be available in those languages.

The working documents distributed during the meeting will also be in the four languages.

**14. Delegates' Room and Communications**

The Ministry of Culture and Sports of Guatemala will have a special area for delegates, where they will install computers. A private Wi-Fi network will be made available so that all delegates can connect at any time. They can also consult and download all the Meeting’s documents.

Participants who wish to make telephone calls through analog and cable lines must cover the cost of these national and international calls.

**15. Rooms for Bilateral Meetings**

 There will be a room available for bilateral meetings of ministers or heads of delegation. To reserve the room, please send, by email to the National Coordinating Office: vicedespachodecultura@mcd.gob.gt , the corresponding "Room request form for bilateral meeting" (Annex III), no later than October 15th, 2022, indicating "Bilateral Meeting" in the subject of the email.

1. **Media**

There will be a room or space that ministers and heads of delegation may use for press conferences and interviews with the media. To reserve the room, contact the Guatemala National Coordinating Office: vicedespachodeculgtura@mcd.gob.gt and indicate "Press room" in the subject of the email.

1. **Medical Care**

 The Government of Guatemala will provide duly accredited participants with emergency medical services, either in the selected hotels or at the meeting venue. It will also provide medical attention via ambulances.

The cost of any medical treatment subsequent to the meeting will be the responsibility and will be borne by the participant.

Delegations are requested to specify any medical care they require in the section indicated as “Other special personal information” of the Travel Form (Annex II). We also recommend that delegates/participants obtain medical insurance with international coverage. Likewise, in the event that any delegate has special mobility needs, please notify them in the abovementioned form: Travel Form (Annex II) in order to provide the necessary care.

1. **Other Items of Interest**
	1. **Business hours**

Stores in the city of Antigua Guatemala operate during very long hours, which in the case of restaurants starting from 7:00 a.m. to 10:00 p.m. Other services and shops start their activity at 9:00 a.m. to conclude at 7:00 p.m.

Banks have working hours from 9:00 a.m. to 8:00 p.m.

Most government offices are open from Monday to Friday between 9:00 a.m. and 5:00 p.m.

* 1. **Currency**

The Guatemalan currency is the Quetzal. The dollar exchange rate is: 1 dollar X Q.7.64. This could vary slightly for the month of October.

Most international credit cards are accepted in stores, shops, hotels and restaurants in the city.

* 1. **Local time**

The local time in Guatemala is Central Standard Time (CST), (GMT-6).

* 1. **Climate and clothing**

In October in Guatemala, there is still a little rain from time to time. The temperature is between 24°C / 16°C. Therefore, it is recommended to bring comfortable and slightly warm clothing. Antigua is a place where the streets are made of stone, so the shoes should be as comfortable as possible.

Dress code: Business/formal.

* 1. **Electricity**

The electric current is 110 and 220 volts AC.

* 1. **Taxes**

In Guatemala, taxes must be included in the price of both products and services, so that there are no surcharges for taxes on the prices at which products and services are offered in stores.

* 1. **Gratuities**

Most restaurants and hotels include gratuity in the bill amount, so any additional gratuity is at the discretion of the customer. The standard rate for tips in Guatemala is 10% of the bill amount.

**ANEXO I/ANNEX I**

**IX Reunión Interamericana de Ministros y Máximas Autoridades de Cultura/Ninth Inter-American Meeting of Ministers of Culture and Highest Appropriate Authorities**

**FORMULARIO DE INSCRIPCIÓN/ REGISTRATION FORM**

27 y 28 de octubre de 2022 / October 27-28, 2022

La Antigua Guatemala, Guatemala

|  |  |
| --- | --- |
| País u Organización/Country or Organization |  |

|  |  |  |
| --- | --- | --- |
|  |  | Jefe de Delegación / Head of Delegation |

|  |  |  |
| --- | --- | --- |
|  |  | Representante Alterno / Alternate Representative |

|  |  |  |
| --- | --- | --- |
|  |  | Observador Permanente / Permanent observer |

|  |  |  |
| --- | --- | --- |
|  |  | Invitado Especial, Organismo Internacional / Special guest, international organization |

|  |  |  |
| --- | --- | --- |
|  |  | OEA / OAS  |

|  |  |  |
| --- | --- | --- |
|  |  | OTRO/OTHER |

Información Personal / Personal data:

|  |  |
| --- | --- |
| Apellidos / Last Name  | Nombre / First Name |
| Cargo/Position  |
| Organización /Organization |
| País / Country | ***NOTA****: cuando envíe este formulario, adjunte una fotografía en formato JPG, JPEG o PNG con resolución de al menos 640 X 480 pixeles. /* ***NOTE:*** *When e-mailing this form, attach a photograph in JPG, JPEG, or PNG format with a resolution of at least 640 x 480 píxels* |
| Teléfono / Telephone | Fax: | Correo Electrónico/ E-mail |

***Por favor enviar este formulario al Departamento de Desarrollo Económico, OEA-SEDI, a más tardar el 15 de octubre de 2022 / Please submit this form to the Department of Economic Development, OAS-SEDI, by no later than October 15, 2022.* Email:** **CultureMinisterialMe@oas.org****; cc:** **snoboa@oas.org****. Telephone: +1(202) 370-4584/9082 cc. National Coordinating Office:** **vicedespachodecultura@mcd.gob.gt****.**

***\*\* Les recordamos a los delegados que además de enviar este Formulario, es necesario que sean acreditados por sus Misiones Permanentes ante la OEA / We remind delegates that in addition to remitting this form, they must also be accredited by their Permanent Missions to the OAS.***

**ANEXO II/ANNEX II**

**IX Reunión Interamericana de Ministros y Máximas Autoridades de Cultura / Ninth Inter-American Meeting of Ministers of Culture and Highest Appropriate Authorities**

*27 y 28* de octubre de 2022 / October 27-28, 2022

La Antigua Guatemala, Guatemala

**FORMULARIO DE VIAJE / TRAVEL SCHEDULE FORM**

|  |
| --- |
| **INFORMACIÓN PERSONAL / PERSONAL INFORMATION**  |
| País / Country      |
| Organización / Organization      | Ocupación / Occupation       |
| Apellidos / Last Name      | Nombre / First Name       |
| Correo Electrónico/ E-mail      | Código de Área / Area Code:       | Teléfono / Telephone      | Fax:      |
| Tipo de pasaporte (Diplomático, Oficial, Regular) /Passport type (diplomatic, official, regular)      | Numero de Pasaporte / Passport Number | Nacionalidad / Nationality |

|  |
| --- |
| **OTRA INFORMACION PERSONAL ESPECIAL / OTHER SPECIAL PERSONAL INFORMATION**  |
| Alergias / Allergies  |       |       |       |       |       |
| Medicamentos / Medications |       |       |       |       |       |
| Restricciones alimenticias / Food restrictions |  |  |  |  |  |
| Requerimientos especiales / Special requirements |  |  |  |  |  |

|  |
| --- |
| **INFORMACIÓN DE VUELO / FLIGHT INFORMATION** |
| Fecha / Date | Desde / From | A / To | Aerolínea y numero de vuelo / Airline and flight number | Hora de salida / Departure Time | Hora de Llegada / Arrival time  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |
| --- |
| **OTRA INFORMACIÓN RELEVANTE / OTHER RELEVANT INFORMATION** |
|  |
|  |

***Por favor enviar este formulario al Departamento de Desarrollo Económico, OEA-SEDI, a más tardar el 15 de octubre, 2022 / Please submit this form to the Department of Economic Development, OAS-SEDI, by no later than October 15th, 2022.* Email:** **CultureMinisterialMe@oas.org** **cc:** **snoboa@oas.org****, Telephone: +1 (202) 370-4584/9082 cc. National Coordinating Office:** **vicedespachodecultura@mcd.gob.gt****.**

**ANEXO III/ANNEX III**

**IX Reunión Interamericana de Ministros y Máximas Autoridades de Cultura / Ninth Inter-American Meeting of Ministers of Culture and Highest Appropriate Authorities**

 *27 y 28* de octubre de 2022 / October 27-28, 2022

La Antigua Guatemala, Guatemala

**FORMULARIO DE SOLICITUD DE SALÓN PARA REUNIÓN BILATERAL / ROOM REQUEST FORM FOR BILATERAL MEETING**

|  |  |
| --- | --- |
| País solicitante / Requesting country sedsc00124e01 | País contraparte en la bilateral / Bilateral meeting counterpart country  |
| Fecha / Date  | Hora / Time  | Número de asistentes / Number of attendees |
| Nombre de la persona de contacto / Name of contact person |
| Apellido / Last Name  | Nombre / First Name |
| Organización / Organization |
| Cargo/Position |
| Correo electrónico / E-mail | Código de Área / Area Code | Teléfono / Telephone  |

***Por favor enviar este formulario a la Coordinación Nacional a más tardar el 15 de octubre, 2022 / Please submit this form to the National Coordination Office by no later than* October 15th, *2022:* :** **vicedespachodecultura@mcd.gob.gt****.**