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**UNITED NATIONS EDUCATIONAL,  
SCIENTIFIC AND CULTURAL ORGANIZATION**

**CONVENTION CONCERNING THE PROTECTION OF THE WORLD  
CULTURAL AND NATURAL HERITAGE**

**World Heritage Committee  
(Seventeenth Ordinary Session)**

**Cartagena, COLOMBIA  
(December 6-11, 1993)**

**G E N E R A L            I N F O R M A T I O N**

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**PLEASE COMPLETE THE ANNEXED FORM "REQUEST FOR RESERVATIONS  
AT THE HOTEL HILTON" AND RETURN IT AS INDICATED**

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## I. Seat of the Meeting

1. At the invitation of the Government of Colombia, the seventeenth session of the World Heritage Committee will be held in Cartagena, Colombia, from 6 to 11 December 1993. The session will be preceded by a two-day special session of the Committee's Bureau on 4 and 5 December.

2. The Secretariat of the World Heritage Committee will function at the seat of the meeting as from December 4. From that date, all communications, including personal mail, should be addressed as follows:

Postal Address:	World Heritage Committee Centro de Convenciones y Exposiciones Cartagena Getsemaní, Carrera 8a.- Cartagena. COLOMBIA
Telephone:	(57 - 53) 643580 643598
Telex:	37808
Fax:	(57 - 53) 650796

3. Prior to this date, all communications and inquires, except as regards hotel reservations (see paragraph 19), should be addressed as follows:

Postal Address:	World Heritage Centre UNESCO 7, place de Fontenoy 75007 - Paris. FRANCE
Telephone:	(33 - 1) 45 68 18 76 45 68 14 50
Telex:	204461 Paris 270602 Paris
Fax:	(33 - 1) 40 56 95 70

## **II. Registration of Participants**

4. Each participant is requested to inform the Instituto Colombiano de Cultura - COLCULTURA - Subdirección de Patrimonio Cultural, as soon as possible of their attendance, duration of stay, arrival and departure arrangements. Accommodation should be booked directly with the travel agency - AVIATUR S.A. Direct Fax communications are acceptable through (57 - 1) 2 82 87 59, COLCULTURA Subdirección de Patrimonio Cultural - Bogotá.

All participants are requested to register at the meeting reception desk at Cartagena Convention Center, on 5 December between 8H:00 to 10H:00 and 18H:00 to 20H:00, and on 6 December from 8H:00 to 9H:30. Upon registration, each participant will receive a set of meeting documents, a name badge and other requisite material. Delegates are encouraged to wear their badges during the period of the meeting to facilitate identification, as the sessions are being held in a Convention Center and sessions are not completely open to the public.

During the meeting, delegates will be able to receive mail, messages and cables at the registration desk. The meeting reception desk will be staffed daily from 9H:30 to 13H:30 and from 14H:30 to 18H:30.

## **III. Opening Session**

5. The Committee meeting will begin at 10H:00 on Monday, 6 December, 1993, in the BARAHONA - Conference Room of the Cartagena Convention Center.

## **IV. Schedule of Sessions**

6. Meetings will normally take place as follows:  
Mornings: 10H:00 - 13H:00  
Afternoons: 15H:00 - 18H:00

The daily schedule of meetings will be posted at the reception desk; delegates are advised to check daily for any possible schedule changes.

## **V. Meeting Documents**

7. Delegates will receive a complete set of meeting documents prior to the meeting. Additional copies will be available at the seat of the meeting. All working documents, as well as documents prepared during the meeting - including the draft final report, will be provided in the Committee's working languages, English and French.

8. Participants are reminded that the Secretariat will not be able to type, translate or reproduce any documents other than those relating directly to the work of the Committee.

#### **VI. Working Languages**

9. The working languages of the meeting will be English and French. All statements made at meetings in one of the working languages will be interpreted simultaneously into the other working language.

#### **VII. Media Facilities**

10. Facilities and space will be available for use by journalists who wish to cover the proceedings or to interview delegates.

11. Colombia will provide media relations support in co-operation with the Secretariat to assist journalists. Statements, news releases, media advisories, etc. will be provided by Colcultura and by the Secretariat.

#### **VIII. Other Services**

12. Staff of AVIATUR S.A. provide a full range of tourism, travel and accommodation services which will be at the disposal of delegates and their spouses. Delegates wishing to visit other areas in the country may be assisted by the travel agency -AVIATUR S.A. at the information/reception desk.

13. Facilities at the Cartagena Hilton Hotel and in the city of Cartagena provide a full range of banking, communications, medical, restaurant and recreational services.

#### **IX. Entry Requirements**

14. All delegates and other participants entering Colombia must be in possession of a valid passport, and will be expected to meet all applicable requirements for non-immigrant admission to Colombia.

Delegates and other participants who do require a visa and who are from countries where Colombia has no diplomatic or consular mission, may contact the Colombian mission in another country at their convenience; travel agents are usually knowledgeable and helpful in this respect.

Delegates requiring a visa for Colombia should take steps to do so in good time (particularly if they are applying at Colombian missions outside their country of residence).

To apply for the visa, applicants require a valid passport. In addition, it is suggested that delegates present the meeting invitation, or other documentation evidencing their plans to attend the meeting. Applicants should be prepared, if asked, to demonstrate financial means for their visit and ties to their country of residence, and may be asked for additional information relevant to their admissibility.

#### **X. Entry Arrangements**

15. Delegates and other participants are requested to fax their name, status, date of arrival, airport of entry in Colombia, and flight number not later than 12 November 1993, to:

Instituto Colombiano de Cultura - COLCULTURA  
Subdirección de Patrimonio Cultural.  
Calle 9 No. 8 - 31  
Bogotá, D.C. COLOMBIA

Fax: (57 - 1) 2 82 87 59

Telephone: (57 - 1) 3 41 12 46

Attendees with disabilities who need accommodation, please notify the Meeting Secretariat at the above address.

#### **XI. Health Requirements**

16. Health care in Colombia is provided through the private sector and it is very expensive. Visitors without health care insurance coverage valid in Colombia are strongly urged to purchase short-term insurance coverage prior to their arrival. Travel agents are usually able to assist with this. A policy with minimum coverage of US \$ 50.000.00 per illness/accident is recommended.

#### **XII. Currency Regulations**

17. There is no limit on the amount of foreign currency or traveller's checks delegates may bring with them into Colombia. Delegates may prefer to convert their currency to U.S. dollars before travelling to Colombia. Large airports and entry points to Colombia have facilities for U.S. dollar currency exchange. Several banks in Cartagena near the Hotel convert U.S. dollars. However, banks are normally closed at weekends.

### **XIII. Climatic Information**

18. The city of Cartagena is located on the Caribbean coast of Colombia. Throughout the year temperatures range from an average daily high of 35°C to an average daily low of 25°C. Summer clothing is suitable and swimming facilities are available at the hotel.

Delegates arriving to Bogotá, should wear warmer clothing since the city is located at 2500 meters above sea level, and temperatures may range from an average daily high of 17°C to an average daily low of 5°C (at night).

### **XIV. Accommodation**

19. The Cartagena Hilton Hotel is located on the beach within a 10-minute drive to the Cartagena Convention Center, site of the meeting, located across the street from the historic walled city. A block of rooms for all delegates has been set aside at a special conference rate of US\$ 95 (single room) and US\$ 105 (double room) per night, plus 14% tax.

Delegates should complete the enclosed registration form and forward it directly to the travel agency - AVIATUR S.A. Reservations should be made as soon as possible. The hotel has guaranteed rooms until 12 November 12. All reservations must be guaranteed by one night's deposit, which will hold a room for your arrival but will be applied to your last night's stay. Deposits are accepted by check or American Express credit card, and must be received within fifteen (15) days of booking reservation. If you need to cancel your reservation, the deposit will be fully refunded if 72 hours' prior notice is given. Cancellations made less than 72 hours before arrival date will entail the forfeit of the entire deposit. Reservations should be sent to the travel agency at the following address:

AVIATUR S.A.  
World Heritage Committee  
Avenida 19 No. 4 - 62  
Bogotá D.C. Colombia

Telephone: (57 - 1 ) 2 82 71 11  
2 86 55 55

Fax: (57 - 1 ) 2 83 01 41

Delegates wishing to spend additional time before or after the sessions should coordinate their requirements directly with the travel agency.

#### **XV. Reception on arrival and departure**

20. Delegates should plan their arrivals/departures to and from Cartagena. Excellent connections are available from Bogotá and AVIATUR S.A. will be able to assist delegates with connecting flights and also with transportation and other arrangements in Cartagena on 3, 4, and 5 December. On departure, staff at the information desk at the Cartagena Hilton Hotel will assist delegates with their travel arrangements.

#### **XVI. Transportation**

21. A welcome service for delegates as well as their transportation to the hotel will be organized at the airport on the 3, 4 and 5 December. Delegates arriving on other days may travel to the Cartagena Hilton Hotel using regular commercial services. Car hire is also available at the airport and the hotel and may be reserved in advance or upon arrival. An international driver's licence is required.

22. Transportation will also be provided from/to the Cartagena Hilton Hotel to/from the seat of the meeting.

## **ANNEX**

### **Social activities**

#### **(a) Restaurants**

1. The city of Cartagena is an international tourist destination. A wide variety of cuisine can be found in restaurants within the city and at the Cartagena Hilton Hotel.

#### **(b) Displays, presentations, special events**

2. Displays on Heritage Conservation programmes will be set up for the meeting. Colcultura staff are developing several special presentations that will be provided during the meeting, including evening orientation programmes and tours of heritage sites in the area.

3. During the week several social events, hosted by national and local authorities and private organizations, will be provided for delegates. More complete details of this programme will be provided at a later date to delegates.

#### **(c) Tours, excursions, shopping and other activities**

4. Cartagena's fortification system, place and monuments were included in the World Heritage List in 1984, and the historic city has been a National Monument since 1959. It was the first city in Colombia to receive this nomination. The meeting is being held within convenient travelling distance of a variety of places of interest. These include the archeological site of Ciudad Perdida/Buritaca 2.000, the Tayrona National Park in the Sierra Nevada and the Islas del Rosario National Park.

5. During the meeting, guided walking tours of the historic centre of Cartagena will be arranged for interested delegates and others. Arrangements will be facilitated by Colcultura staff at the registration desk.

6. Commercial tours and recreational services are also available in Cartagena for delegates and others who may wish to tour the area and the country before or after the meeting.



7. To assist the organizers in arranging the tours, please indicate your interest in one or more of the tours by writing as soon as possible, and at the latest by 15 November, to:

AVIATUR S.A.  
World Heritage Committee  
Avenida 19 No. 4 - 62  
Bogota D.C. COLOMBIA  
Fax: (57 - 1) 2 83 01 41

8. Cartagena provides a wide range of shopping opportunities for visitors.

CONVENTION CONCERNING THE PROTECTION OF THE WORLD  
CULTURAL AND NATURAL HERITAGE

World Heritage Committee, 17th session

Cartagena, Colombia  
(December 6-11, 1993)

AVIATUR S.A.

REQUEST FOR RESERVATIONS AT THE HOTEL HILTON, CARTAGENA

AVIATUR S.A.

Single Room Rate (1 Person) : \$ 95,00 + 14% Tax  
Double Room Rate (2 Persons) : \$105,00 + 14% Tax  
Cancellation Date : 72 hours prior to arrival  
RESERVATION MUST BE RECEIVED BY 12 NOVEMBER 1993

All reservations must be guaranteed by one night's deposit, which will hold a room for your arrival but will be applied to your last night's stay. Deposit is accepted by check payable to Cartagena Hilton Hotel sent to AVIATUR S.A. BOGOTA, or by American Express credit card, and must be received within fifteen (15) days of reservation. If you need to cancel your reservation, deposit will be refunded fully if 72 hours prior notice is given. Cancellation made within 72 hours of arrival will forfeit entire deposit.

NAME \_\_\_\_\_ PASSEPORTIN° \_\_\_\_\_  
ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_  
COUNTRY \_\_\_\_\_ PHONEN° \_\_\_\_\_  
FAXN° \_\_\_\_\_ TELEX \_\_\_\_\_  
ARRIVAL DATE \_\_\_\_\_ DEPARTURE DATE \_\_\_\_\_  
SINGLE OR DOUBLE ROOM \_\_\_\_\_  
CREDIT CARD N° \_\_\_\_\_ EXPIRY DATE \_\_\_\_\_  
Mailing advance deposit : \_\_\_\_ Yes \_\_\_\_ No  
ARRIVAL (Flight N° Dep./Arr.) \_\_\_\_\_  
DEPARTURE (Flight N° Dep./Arr.) \_\_\_\_\_  
SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

AVIATUR S.A.  
World Heritage Committee  
Avenida 19, N° 4 - 62  
Bogota D.C. (Colombia)

Phone N° : (57 - 1) 2 82 71 11 et (57 - 1) 2 86 55 55  
Fax : (57 - 1) 2 83 01 41