

LOGISTICAL NOTE

OECD/ITF GLOBAL FORUM ON SUSTAINABLE DEVELOPMENT: TRANSPORT AND ENVIRONMENT IN A GLOBALISING WORLD

10-12 November 2008, Guadalajara, Mexico

MEETING VENUE

The Forum will take place on 10-12 November 2008 at the **Fiesta Americana Grand Guadalajara** Hotel:

Americana 1551
Guadalajara, Jalisco
CP 44630
Mexico
Tel: +52 (33) 36 48 35 00
Fax: +52 (33) 36 48 35 35
<http://www.fiestamericanagrand.com>

Directions (by car): Follow Avenida Vallarta to south to Avenida López Mateos. Go left on Lopez Mateos and travel 5 minutes until you reach Avenida Americas. Turn left at this intersection and go two blocks. The hotel will be on your left.

FROM GUADALAJARA AIRPORT

The airport is situated at 17km to the South-East of Guadalajara (35 minutes to 50 minutes depending of the traffic)

Have the address of your destination written down and hand it to your driver. Even better, have the address and a printed map!

Taxi: Traditional taxis are not allowed to take passengers from the airport. You may find a taxi from the **Autotransportaciones Aeropuerto** Company which will drive you in the Guadalajara area. The prices vary from **10€ to 15€**. You can buy a ticket from one of the official taxi booths inside the terminal.

Access by bus: You may take the airport bus (**Servicio Colectivo**) to get into the center of Guadalajara area (every hour). The bus stop is just in front of the airport terminal. It will take you 35 minutes. The ticket costs 8€.

Rent a car: You will find various companies from the Airport. Please note that there is **a car park available at the Meeting venue and that usual fares will apply.**

Road serving the Airport: From Guadalajara, take motorway 2 direction CHAPALA (17 km)

(Car park: There is a car park in front of the airport terminal.)

REGISTRATION

Registration will start on **Sunday 9 November from 5 to 7pm**, and on **Monday 10 November from 7am to 8:30am**, at the hotel Site just **outside (lobby) of the Salon Country I-IV, 2nd floor**. **An ID will be requested for registration**. You will have to leave this ID in order to have a set of headphones for the interpretation (English/Spanish).

Please note that the Forum will start at 9.00am every day.

Background documents

Participants are kindly invited to bring all the documents related to the Global Forum. **NO PAPERS WILL BE AVAILABLE AND DISTRIBUTED DURING THE MEETING**. You may find all documents related to the Forum by following this link:

www.oecd.org/env/transport/gfsd

(please note that the website will be updated regularly)

PowerPoint presentations

We kindly remind speakers to send their PowerPoint presentations by **15 October 2008**.

Coffee will be provided during the meeting.

Lunch will not be provided. Participants are kindly invited to arrange their own lunch. A list of restaurants will be provided on the first day of the Forum.

ACCOMMODATION

We kindly ask participants to book directly their hotel rooms themselves. A list of hotels situated in the proximity of the venue is attached to this note (Annex 1).

Shuttles will be arranged from the **Victoria Express, Country Plaza and Guadalajara Plaza hotels** to and from the venue in the morning and in the evening. Participants who stay in different hotels will be able to use the shuttles provided they get on their own to one of the hotels from which this service is being offered.

VISAS for entering Mexico

Countries that do not need a visa - If you are a citizen of:

- | | | |
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| • Andorra | • Hong Kong* | • Portugal |
| • Argentina | • Hungary | • Rumania |
| • Australia | • Ireland | • San Marino |
| • Austria | • Iceland | • Singapore |
| • Belgium | • Israel | • Slovenia |
| • Bulgaria | • Italy | • Slovakia |
| • Canada | • Japan | • South Korea |
| • Czech Republic | • Latvia | • Spain |
| • Chile | • Lichtenstein | • Sweden |
| • Costa Rica | • Lithuania | • Switzerland |
| • Cyprus | • Luxemburg | • The Netherlands |
| • Denmark | • Malta | • United Kingdom |
| • Estonia | • Monaco | • Uruguay |
| • Finland | • Norway | • United States |

- France
- Germany
- Greece
- New Zealand
- Poland
- Venezuela
- of America

*Chinese citizens with passports issued by the Hong Kong Special Administrative Region.

You can enter Mexico without a visa showing your passport and the "migration Form for Tourists, Transmigrants, Visiting Businesspersons, or Visiting Consultants", which you can obtain from travel agencies, airlines, or at your point of entry into Mexico.

This option also applies for permanent legal residents in the USA, Canada or Japan, regardless of nationality.

Under an agreement with Canada and the USA, those countries' citizens may prove their nationality with a passport or other public documents, such as:

- Certified copy of birth certificate.
- Voter registration card.
- Naturalization certificate.

If any of these documents lack a photograph, travelers must prove their nationality with another official identification:

- Driver's license.
- Identification issued by a state or official agency.

Although Canadian and US citizens do not need a passport, the National Institute of Migration recommends one to expedite passage through the point of entry.

IMPORTANT: From January 23, 2007, American citizens who travel to Mexico, to return to the United States airway they will have to present an in force passport.

Countries that need a visa:

You will need a visa if you are a citizen of:

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|--------------------------|-----------------|--------------------|-----------------------|
| • Afghanistan | • Egypt | • Morocco | • Somalia |
| • Albania | • Eritrea | • Mozambique | • South Africa |
| • Algiers | • Ethiopia | • Myanmar | • Sri Lanka |
| • Angola | • Fiji | (Burma) | • Stateless |
| • Antigua and Barbuda | • Gabon | • Namibia | Persons |
| • Armenia | • Gambia | • Nauru | • Sudan |
| • Azerbaijan | • Georgia | • Nepal | • Surinam |
| • Bahrain | • Ghana | • Nicaragua | • Swaziland |
| • Bangladesh | • Grenada | • Niger | • Syria |
| • Barbados | • Guatemala | • Nigeria | • Taiwan |
| • Belarus | • Guinea | • Oman | • Tajikistan |
| • Benin | • Guinea Bissau | • Pakistan | • Tanzania |
| • Bhutan | • Haiti | • Panama | • Thailand |
| • Bolivia | • Honduras | • Palestine | • The Bahamas |
| • Bosnia and Herzegovina | • India | • Papua New Guinea | • Togo |
| • Botswana | • Indonesia | • Paraguay | • Tonga |
| | • Iran | • Peru | • Trinidad and Tobago |
| | • Iraq | | |

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|----------------------------|--------------------|------------------------------------|------------------------|
| • Brazil | • Jordan | • Philippines | • Tunisia |
| • Brunei | • Kazakhstan | • Qatar | • Turkey |
| • Burkina Faso | • Kenya | • Russian Federation | • Turkmenistan |
| • Burundi | • Kiribati | • Rwanda | • Tuvalu |
| • Cambodia | • Korea, North | • Sahrawi Arab Dem. Rep. | • Uganda |
| • Cameroon | • Kuwait | • Saint Kitts and Nevis | • Ukraine |
| • Cape Verde | • Kyrgyzstan | • Saint Vincent and the Grenadines | • United Arab Emirates |
| • Central African Republic | • Laos | • Salomon Islands | • Uzbekistan |
| • Chad | • Lebanon | • Sao Tome and Principe. | • Vanuatu |
| • China | • Lesotho | • Saudi Arabia | • Vietnam |
| • Colombia | • Liberia | • Senegal | • Western Samoa |
| • Comoros | • Libya | • Serbia and Montenegro | • Yemen |
| • Congo | • Macedonia | • Seychelles Islands | • Zaire |
| • Congo, Rep. Dem (Zaire) | • Madagascar | • Sierra Leone | • Zambia |
| • Cote d'Ivoire | • Malawi | | • Zimbabwe |
| • Croatia | • Maldives | | |
| • Cuba | • Mali | | |
| • Djibouti | • Marshall Islands | | |
| • Dominica | • Mauritania | | |
| • Dominican Republic | • Mauritius | | |
| • East Timor | • Micronesia | | |
| • Ecuador | • Moldova | | |
| | • Mongolia | | |

Interpretation

Interpretation will be provided in **English-Spanish-English only**.

You will have to leave and ID in order to have a set of headphones for the interpretation (English/Spanish). You will get your ID back when returning the headphones (we suggest any other ID but not the passport).

Internet

Internet cost at the venue: \$180.00 MX per day (approximately EUR 10).

Tourist information

There will be a stand with tourism information at the venue.

ANNEX 1

HOTEL INFORMATION

The Global Forum will take place at the **Fiesta Americana Grand Hotel** in Guadalajara, Mexico.

Rooms have been blocked at the following hotels (**Please see the map on the next page**):

NAME OF THE HOTEL	ADDRESS	NUMBER OF ROOMS BLOCKED	TEL. AND E-MAIL TO MAKE RESERVATIONS
Victoria Express – 5 stars	Av. Lopez Mateos No. 1360 Colonia Chapalita Guadalajara, Jalisco	80 rooms	00 52 33 3770 6400 hotelgdl@victoriaexpress.com.mx
Country Plaza – 4 stars	Prol. AV Américas No. 1170 Zapopan, Jalisco	75 rooms	00 52 33 3208 4633, extension 542 reservaciones@countryplaza.com.mx ventas@countryplaza.com.mx
Guadalajara Plaza – 4 stars	Av. Lopez Mateos No. 2128 Col. Chapalita Guadalajara, Jalisco	30 rooms	reservas@hotelesgdplaza.com.mx

During the same period, several other major events are taking place in Guadalajara, among others *EXPO-Transporte* (a major exhibition relating transport issues). This has provoked a hotel saturation, which is why **you need to make an early booking**; otherwise you take the risk of not finding accommodation in these or any other hotel. **You are expected to settle your accommodation bill and other expenses directly with the hotel.**

Victoria Express and Guadalajara Plaza are located some 30 minutes away from the Fiesta Americana.

However, transport will be arranged between these hotels and the Fiesta Americana, in the morning and in the afternoon.

