

Information for participants



53rd Session of the IPCC BUREAU 45th Session of the IPCC Guadalajara, Jalisco, Mexico from 26 to 31 March 2017

I. INTRODUCTION

The 45th session of the Intergovernmental Panel on Climate Change (IPCC) will take place at the hotel Fiesta Americana, in the city of Guadalajara, Jalisco, United Mexican States, from 28 to 31 March 2017, preceded by the 53th session of the IPCC BUREAU, from 26 to 27 (am) March, and the briefing meeting for the IPCC Members on 27 March (pm). The registration of participants to these meetings will open on site as of Saturday 25 March, from 16:00 to 18:00, and as of 8:00 from Sunday 26 to Friday 31 March 2017.

II. VISITORS TO MEXICO

1. General Information about Mexico

Mexico shares a border with the United States to the north, Belize and Guatemala to the south, and is bounded on two sides by expanses of water—on the west, the Pacific Ocean and to the east, the Gulf of Mexico.

Mexico lies in both the temperate and torrid zones, with towering mountains alternating with broad plateaus, and scenic highlands giving way to untouched jungles. As you might expect with such varied geography, Mexico has many different climate zones, with consequentially varied plant life. Animal species are a combination of those found in North America and many others often thought of as more exotic.

2. General Information about Jalisco

Jalisco is one of the 31 states which, with the Federal District, comprise the 32 federal entities of Mexico. It is located in Western Mexico and divided into 125 municipalities, and its capital city is Guadalajara. Jalisco is one of the most important states in Mexico because of its natural resources as well as its history. Many of the characteristic traits of Mexican culture, particularly outside Mexico City, are originally from Jalisco, such as mariachi and tequila. The state's motto: "Jalisco is Mexico". Economically, it is ranked third in the country, with industries centered in the Guadalajara metropolitan area, the second largest metropolitan area in Mexico.

3. Miguel Hidalgo y Costilla Guadalajara International Airport in Jalisco

It is the main airport of Mexico's second-largest city Guadalajara and it's located 16 km south of the city center.

4. Time Zone

Mexico and Jalisco time zone is UTC - 06:00 hours.

5. Visa requirements

Participants must complete all formalities to visit Mexico, and all foreign citizens should hold a valid passport. The Government of Mexico does not issue visas at any Mexican port of entry.

A foreign citizen holding a valid passport and having any of the following documents are EXEMPTED from visas to enter Mexico:

- a) Valid multiple-entry visa from Canada, Japan, the United Kingdom of Great Britain and Northern Ireland, the United States of America, or any of the countries in the Schengen Area;

- b) A document certifying permanent residence in Canada, Japan, the United Kingdom of Great Britain and Northern Ireland, the United States of America, any of the countries in the Schengen Area or member countries of the Pacific Alliance;
- c) APEC Business Travel Card (ABTC) approved by Mexico.

To verify if you require a visa in your national passport to enter Mexico, please visit the following links:

- a) Holders of a diplomatic, official or service passport:
<http://www.gob.mx/cms/uploads/attachment/file/47882/visasnoordinarios.pdf>
- b) Holders of an ordinary passport:
<http://www.gob.mx/cms/uploads/attachment/file/8932/visasordinarios.pdf>

For assistance and confirmation of details and requirements for visa applications, please contact your nearest office of Mexican diplomatic representation to confirm details and requirements for visa application.

- a) Mexican embassies:
<https://directorio.sre.gob.mx/index.php/embajadas-de-mexico-en-el-exterior>
- b) Mexican consulates:
<https://directorio.sre.gob.mx/index.php/consulados-de-mexico-en-el-exterior>

III. Weather

Guadalajara has a humid climate with rains during the summer months of July-September. During the winter time temperatures are low and the presence of cold winds. The average annual temperature is 27 ° C the maximum and minimum of 14 ° C.

IV. Health requirements/medical services

Up-to-date information on international travel and health requirements are provided by the World Health Organization (WHO) at the following websites:

<http://www.who.int/ith/en/>
<http://www.who.int/countries/mex/en/>

It is recommended that you take out personal medical insurance for the duration of the trip.

No specific vaccines are required to visit Mexico.

V. Foreign currency declaration

Currency exchange services are available at Miguel Hidalgo y Costilla Guadalajara International Airport as well as in all banks. The local currency is the Mexican peso (MXN).

Most businesses, tour operators, airlines and hotels accept major credit cards and American Express traveler's checks (TVA is 16%).

The average exchange rate in MXN is as follows:

1 Euro = 23.1 MXN

1 USD = 21.5 MXN

1 CHF = 21.6 MXN

Participants are required by the Tax Administration Service (SAT) to declare if they are carrying over \$10,000 USD in cash either when departing from or arriving to Mexico by filling out the following forms:

- Customs Declaration for Incoming Passengers upon arrival or Cash Declaration for Outgoing Passengers upon departure
- Declaration for incoming or outgoing cash and bearer negotiable instruments

Both declarations shall be filled at:

http://sat.gob.mx/BienvenidoaMexico/Paginas/default_eng.htm

before arriving to Mexico and handed to the customs officer at the point of departure or arrival.

For more information on this procedure, log on:

http://www.sat.gob.mx/BienvenidoaMexico/Paginas/declaracion_dinero_eng.html

VI. Airline reservations

Many international airlines operate regular services to and from Guadalajara. Participants are advised to secure their return bookings prior to their departure for Guadalajara. If this is not possible, they should make firm return bookings immediately upon arrival in Guadalajara.

VII. Hotel accommodation

1. The following hotels, located relatively close to the hotel Fiesta Americana, have been designated as recommended hotels for which the room rates indicated below are inclusive of service charge and value added tax.

The rate includes:

- room rate per room, single or double occupancy.
- Wireless Internet
- 19% taxes (federal VAT tax 16% and city occupancy tax 3%).
- Hotel Fiesta Americana includes Buffet breakfast (Venue of the meetings).
- Hotels ONE includes American buffet breakfast.
- Hotels ONE includes transportation (Minimum 5 guests per Hotel).
- 09:00 hrs. Hotel One from Hotel Fiesta Americana Guadalajara.
- 18:00 hrs. Hotel Fiesta Americana Guadalajara from Hotel One.

Hotel name Website	Address	Driving Distance to Fiesta Americana	Daily room rates (USD)		Discount Code ¹ (Reservation Central)
			Single	Double	
Hotel One Expo	Av. Lopez Mateos Sur esquina Av de las Rosas	3.4km	59	66	
Hotel One Periferico Poniente	Av. Periferico Manuel Gomez Morin 7306 Granja 45010	9.3km	52	59	G16N30@OGV (MX: 01 8008000663)
Hotel One Centro Historico	Av. 16 de Septiembre 16 Zona Centro 44100	4.6km	50	57	G16KEO@OGC (MX: 01 8008000663)
Fiesta Americana Guadalajara (host Hotel of the IPCC sessions) http://www.fiestamericana.com/en/groups	Av. Aurelio Aceves 225 Vallarta Poniente 44110		99	110	G16G6F@FAG (MX:01-8003437821 US/CAN:1-779277666)

2. Participants can book in Hotel ONE by phone (with the booking code for that hotel) or by sending an email to ventas3fagd@posadas.com

3. Participants are requested to contact the hotel directly at least 10 working days in advance and provide the participant's full name, date and time of check-in and check-out, flight numbers and contact details.

4. Rooms are available to participants on a first-come first-served basis. Any cancellations, postponements or other changes should be notified to the hotel at least 48 hours in advance. Rooms not occupied in accordance with the latest advice will be held for 24 hours at the participant's expense and then released.

5. The rates provided in the table are available from March 24th to April 1st 2017 and subject to change without notice. Please confirm the room rates with the hotel directly.

Taxes

Rates quoted above are inclusive of taxes. Taxes are levied by the Mexican government at Federal, State and City levels. All taxes are subject to change. Currently, the Federal tax, known as Value Added Tax (VAT), is 16. There is additionally a room occupancy tax of 3%.

VIII. Transport from and to Airport

¹ The designated code will grant access to the preferred rate displaying availability for the requested dates

Participants should make their own transportation arrangements from Miguel Hidalgo y Costilla Guadalajara International Airport in Jalisco to their respective hotels.

UBER services and CABIFY are available in the metropolitan area of Guadalajara. Taxis are the main transportation from Guadalajara International Airport to anywhere in the city. That is why it is important to know that some companies are dedicated exclusively to this service and avoid unnecessary risks.

PRICE AIRPORT SHUTTLE - \$ 320 MINERVA - DURATION 30 MIN

IX. Transport to attend meetings

Most hotels indicated in paragraph VII provide complimentary transport, according to fixed schedules, to and from the hotel Fiesta Americana, the venue of the meetings.

To the Hotel Fiesta Americana at 9:00 am.

From the Hotel Fiesta Americana at 18:00 pm.

Otherwise, participants must make their own transport arrangements in order to attend the meetings at Fiesta Americana.

X. Internet services

Free wireless internet access is available in all conference and meeting rooms and in the public areas of the hotel Fiesta Americana. Password is required and available at the registration desk and information desk.

XI. Catering services

Buffet will be available at the restaurant "La Fronda", which is located on level 1 of the hotel Fiesta Americana, from 13:00 to 15:00 hours for lunch.

Coffee break will be available in front of the room "Las Flores", which is located on the congress level of the hotel Fiesta Americana, from 9:00 to 18:00 hours.

XII. Banking facilities



BBVA

Calle Manuel Lopez Cotilla 2160. TEL: (33) 5621-3434.

Open 9:00 am to 16:00 pm



INBURSA MINERVA

Avenida Vallarta No. 2185 TEL: (33) 3616-1330

Open 9:00 am to 16:00 pm



CAJERO SANTANDER

Av. Circunvalacion Agustin Yañez 2343.

Abierto las 24 horas.



BANCO DEL BAJIO SA
Av. Vallarta 2011 TEL: (33) 3615-2102.
Open 9:00 am to 16:00 pm

XIII. Electricity, electric plugs and sockets

The electric power in Mexico is 110V running at 60Hz and the plug types used are either type A, type B.



Delegates are strongly encouraged to carry their own adapters for use with laptops and other electrical appliances as the Secretariat will not be able to provide these. In case of need, adapters can be purchased from shops in the city dealing in electronic and electrical items.