



INFORMATION FOR DELEGATES

Welcome to the sixth session of the Plenary of the
Intergovernmental Science-Policy Platform on Biodiversity and
Ecosystem Services (IPBES)

Medellin, Antioquia, Colombia

17 – 24 March 2018

I. Meeting venue

The sixth session of the Plenary of the Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services (IPBES) and the preceding Regional Consultations and Stakeholder Day will be held at Hotel InterContinental Medellin

Address: Calle 16 # 28-51, Variante las Palmas, Medellin, Colombia

Telephone: +57-4-4448106

Website:

https://www.ihg.com/intercontinental/hotels/us/en/medellin/mdeha/hoteldetail#scmisc=nav_hoteldetail_icc

The meeting is co-organized by the Government of Colombia and the IPBES Secretariat.

II. Accommodation

Hotel Intercontinental Medellin

Special rates have been negotiated for delegates at Intercontinental Medellin, which is the venue for the Plenary session. You can book your accommodation by downloading and filling in the [reservation form](#) and sending it by email to reservas@movichhotels.com with copy to patricia.pulido@movichhotels.com. Credit card information will be requested to guarantee room reservation. Guests have **48 hours** before check in date to make any cancellation or change without having any charge. The rates are indicated in the table below for your information.

Room Category	Room type	Rate without taxes (USD)	Rate (including taxes and hotel insurance in USD)
Superior	Single	96	118
	Double	126	157
Junior suite	Single	135	165
	Double	160	198
Club floor	Single	166	201
	Double	184	226
Suite	Single	173	210
	Double	198	243
Club suite	Single	198	239
	Double	223	273

- All foreign guests (non-Colombian residents) who pay directly will be tax exempted by showing a valid passport during the check-in. The rate without taxes will apply for such guests. An optional insurance fee of 5 USD per day is payable. Guests must sign a document for not accepting the insurance at check-in. The insurance covers medical emergency and loss of personal belongings (additional terms, conditions and restrictions may apply).
- Room rates quoted are inclusive of breakfast
- Free wired and wireless broadband access

- Above rates are only applicable during the conference dates
- Reservations are subject to availability. The hotel has only 290 rooms which will be allocated on a first-come-first-served basis.

Other hotels near the venue

The following hotels are located within a convenient commuting distance from the Plenary venue.

HOTEL	RATE SINGLE (USD)	RATE DOUBLE (USD)	WEB SITE
Dann Carlton Milena Ramos ventas3@danncarlton.com 57 3148145288			http://www.danncarlton.com/
10 Hotel Natalia Rios natalia.rios@diezhotel.com 57 311 3574385	61	87	http://www.diezhotel.com/
Terra Biohotel Mónica Moreno info@terrabiohotel.com 57 3114340927	48	56	https://www.terrabiohotel.com/
Hotel Florencia Plaza Andrea Antequera compras@hotelflorenciaplaza.com 57 3507084503	52	62	http://www.hotelflorenciaplaza.com
Hotel NH Angela Londoño am.londono@nh-hotels.com 57 310 5074609	82	90	https://www.nh-hotels.co/hotel/nh-collection-medellin-royal
Portón Medellín Andrea Ospina comercial@hotelportonmedellin.com 57 4 3132020	96	120	http://www.hotelportonmedellin.com/
Diez Hotel Categoría Colombia			http://en.diezhotel.com/
City Express Plus Medellin			https://www.cityexpress.com/en/plus/hotels-colombia/antioquia/medellin/medellin
Marriot Hotel			http://www.marriott.com/hotels/travel/mdemc-medellin-marriott-hotel/

III. Getting to Medellin

The city of Medellin is serviced by the José María Córdoba International Airport. Medellin city center is about 45 minutes from the airport. Delegates arriving at José María Córdoba International Airport can reach the center either by:

1. Airport taxi

Individual and group taxis and limousines are readily available for hire from the main exit of the airport. The taxi fare is approximately 70,000 COP. Taxis only take cash.

2. Airport buses

Buses are also available at the airport. The bus fare is around 10,000 Colombian Pesos and needs to be paid in cash to the driver.

3. Arrival by local public transportation to the meeting venue

Buses: Comercial Hotelera bus route cost 2100 COP.

Trains: Each trip costs 2,000 COP; you can purchase a card for all your trips on the first day and use it every day rather than purchasing a ticket each time.

Taxis: The average price from **the main commercial center**, El Poblado, to the Intercontinental hotel is around 15,000 COP

IV. Duration and schedule of the plenary session

The sixth session of the Plenary will be held from Saturday 17 to Saturday 24 March 2018. The opening ceremony for the session will take place in the afternoon of Saturday, 17 March 2018. The formal session will commence at 10 a.m. on Sunday, 18 March 2018. The sessions are scheduled from 10 a.m. to 1 p.m. and from 3 p.m. to 6 p.m. Several evening sessions may also be required. Meeting rooms will be made available for self-organized regional and stakeholder consultation meetings every day at 8 a.m. Please refer to the [provisional agenda](#)

In addition, regional consultations will take place on Saturday 17 March from 9 a.m. to 5 p.m.

Opening ceremony and reception

The opening ceremony will take place on Saturday 17 March at 5.30 pm and will be followed by a reception hosted by the Government of Colombia. The official opening of the session will be on Sunday 18 March at 10:00 am.

Stakeholder Day

Stakeholder Days, open to all members, observers and stakeholders of IPBES, have been organized in advance of each previous Plenary session as opportunities for a wide range of interested organizations to get updates on the IPBES process and to discuss their engagement in IPBES through informal exchange of views on specific aspects of the Plenary session's agenda.

The IPBES Secretariat will convene, prior to the 6th session of the Plenary, a two-day stakeholder meeting from 16 to 17 March 2018.

Registration is required to attend the Stakeholder Days. Stakeholders – including countries' delegates - who want to participate are kindly requested to indicate this on the dedicated

field in the meeting registration form (<https://www.ipbes.net/registration/ipbes-6>) and to contact the IPBES-6 Stakeholder Days project team via email (stakeholders@ipbes.net), should they need more information. Participants are invited to note that no financial support is available for the stakeholder day, and that an invitation letter can be provided for visa purposes.

V. Registration and accreditation

1. Registration schedule

All delegates are requested to register on arrival at the meeting venue. A valid identification document with photo, such as a passport will be required at registration. Registration will open at the following times:

- 7:00 am - 6:00 pm, Friday, March 16, 2018
- 7:00 am - 6:00 pm, Saturday, March 17, 2018
- 7:00 am - 6:00 pm, Sunday, March 18, 2018
- 7:00 am - 6:00 pm, Monday, March 19, 2018
- 7:00 am - 6:00 pm, Tuesday, March 20, 2018
- 7:00 am - 5:00 pm, Wednesday, March 21, 2018
- 7:00 am - 5:00 pm, Thursday, March 22, 2018
- 7:00 am - 5:00 pm, Friday, March 23, 2018
- 7:00 am - 2:00 pm, Saturday, March 24, 2018

2. Credentials

Each Member of the Platform is required to submit the official credentials of its representative, together with the names of alternate representatives and advisers, to the secretariat. In accordance with the Rules of Procedure adopted for IPBES, the credentials must be issued by or on behalf of the Member's Head of State or Government or Minister for Foreign Affairs consistent with each country's policies and law. Each Member is encouraged to upload a copy of the credentials in advance of the meeting. This can be done at the time of registration or after using the **edit link** which is provided in the confirmation email that is sent after registration.

The original credentials should be **submitted as soon as possible, but no later than 24 hours after the opening of the session.** Only Members that have submitted valid credentials will have the right to take part in decision making at the session.

3. Accreditation of non-Government observers

Participation by observers in this sixth session requires accreditation. Observers need to have completed the online registration form (at <https://www.ipbes.net/registration/ipbes-6>). Please note that registration for Stakeholder Day does not grant access to the sixth session of the IPBES Plenary. Observers admitted to a previous session of the Plenary (please see here: <https://www.ipbes.net/accredited-organizations>) will be admitted to the sixth session of the Plenary once they have applied through the online form. The Plenary will decide on the admission of new observers in accordance with the interim procedure described in paragraph 22 of the report of the first session of the Plenary (IPBES/1/12). Participants from non-accredited organizations, who would like to get their organization

considered for accreditation as an observer for this session of the Plenary, are requested to provide information about their organization as part of the online form.

4. Information for developing country government representatives requiring financial support and distribution of daily subsistence allowance (DSA)

IPBES is able, upon request, to provide financial support for one representative from each developing country to cover travel expenses corresponding to the most economical and direct flights to Medellin. IPBES will only be able to provide such funding for participants holding valid credentials or otherwise officially nominated by their Government to attend the meeting. The nomination letter should spell out the name of the nominated delegate who should be receiving the funds.

Supported delegates will need to provide a copy of their passport or other official identification (with photo ID), flight ticket and boarding pass stubs when claiming the daily subsistence allowance (DSA). Information about the venue and timings for collections of DSA should be obtained from the registration desk at the time of registration.

DSA payment for this meeting will be made through a value cash card. Therefore, the DSA entitlement is credited on the card and not received by cash. The card allows its owner to withdraw the full amount at any ATM machine or use it to pay the expenses at the hotel, restaurants and shops. The Secretariat will inform supported participants when the card is activated. Supported delegates are requested to bring some money because the cash cards can take up to 2 days to be activated.

5. Badges

Identity badges will be issued to participants upon registration. For security reasons, all delegates are requested to wear their badge always.

6. List of delegates

Delegates are reminded that the list of participants is based on the information provided by them at the time of registration and that inclusion in the list of participants is conditional upon official registration. Delegates are requested to confirm the correctness of the information they provided in their registration which will be sent by email¹ immediately after registration. A list of participants will be available on the IPBES website as soon as possible after the start of the meeting. Delegates are requested to check the entries carefully and make any necessary changes using the **edit link** provided in the registration confirmation email sent immediately after registration or submit any corrections to the registration desk.

VI. Information on the meeting

Meeting documents

Working and information documents for the meeting will be made available at <https://www.ipbes.net/event/ipbes-6-plenary>

A reduced paper meeting

To make the meeting as environmentally friendly as possible, a paperless meeting system

¹ The confirmation email will be sent to the email address of the logged in user.

will be used, whereby participants are encouraged to access the designated website (<https://www.ipbes.net/event/ipbes-6-plenary>) for all pre-session and in-session documentation. A limited number of paper copies will also be made available. To that end, participants are strongly encouraged to bring their personal laptops to the meeting and to ensure that their laptops are loaded with up-to-date antivirus software.

Interpretation

Simultaneous interpretation into the six official languages of the United Nations (Arabic, Chinese, English, French, Russian and Spanish) will be provided for all the plenary meetings, and for some meetings of the contact groups. For the contact groups to consider, in parallel, items 6 (a) to (d) on the respective regional assessments, interpretation into the following languages will be provided:

- Regional and subregional assessment for Africa: Arabic, English, French
- Regional and subregional assessment for the Americas: English and Spanish;
- Regional and subregional assessment for Asia-Pacific: Arabic; Chinese, English;
- Regional and subregional assessment for Europe and Central Asia: English, French, Russian, Spanish.

Daily coverage of the meeting

Daily IISD coverage of the meeting will be made available at <http://www.iisd.ca> (The link will be provided prior to the event)

Follow IPBES to receive tweets about the event: <http://twitter.com/IPBESS>

Like us on Facebook: <https://facebook.com/ipbes>

VII. General information on Medellin

Medellin is the second-largest city in Colombia and the capital of the department of Antioquia. It is located in the Aburrá Valley, a central region of the Andes Mountains in South America. According to the National Administrative Department of Statistics, the city has an estimated population of 2.5 million as of 2017. With its surrounding area that includes nine other cities, the metropolitan area of Medellín is the second-largest urban agglomeration in Colombia in terms of population and economy, with more than 3.7 million people. Medellín won the Lee Kuan Yew World City Prize 2016. The award seeks to recognize and celebrate efforts in furthering innovation in urban solutions and sustainable urban development.

VIII. Other useful information

Official Language: Spanish.

Currency: The Colombian Peso (COP). The COP is available in banknotes, which bear the value of 1,000, 2,000, 5,000, 10,000, 20,000, 50,000; and coins which bear the value of 50, 100, 200, 500, and 1,000. The current exchange rate may vary during the week.

Facilities for currency exchange are available at the airport. ATMs are also available at the airport. Participants are strongly warned not to exchange money on the street. Due to internal regulations, hotels are not allowed to exchange money.

Credit cards: Major credit cards (MasterCard, Visa, Diners Club, American Express) are

accepted at hotels, major restaurants and most shops in Medellin.

Standard Time Zone: The time zone of Medellin is UTC/GMT -5 HOURS.

Weather: In March, the temperatures in Medellin may vary between 16°C and 27°C. The temperature remains constant at about 22°C all year round. The weather is moderate and humid. You can check Medellin's weather information in the following link: <http://worldweather.wmo.int/057/c00159.htm>

Electricity: The current is 120 volts and 60 hertz, with two flat vertical pins and a round pin plug as you can see in the following diagram:



Emergency Calls: Direct call 123

IX. Visa

Participants that require visas to enter Colombia are requested to apply for visas on Colombia's visa application portal:

<https://tramitesmre.cancilleria.gov.co/tramites/enlinea/solicitarVisa.xhtml>.

It is recommended that the visa application is done 30 days prior to the travel date. The list of countries that need visas is available on this website (available in Spanish):

https://www.cancilleria.gov.co/sites/default/files/Normograma/docs/pdf/resolucion_minrel_aciones_0439_2016.pdf.

Participants are also advised to obtain, where necessary, a transit visa for places *en route* to Colombia.

X. Special needs

The IPBES Secretariat and meeting organisers are committed to ensure that all participants have a fruitful and pleasant stay in Colombia. Participants are encouraged to provide the meeting organisers with information regarding accessibility needs, dietary concerns and allergies, relevant medical issues, and any other special need requests which can be fulfilled by contacting the secretariat (secretariat@ipbes.net).

XI. Vaccination

Medellin has no tropical diseases like malaria. Even if Medellín's water is potable and of good quality, foreigners may want to use bottled water, or mix bottled with tap water for the first few days.

A yellow fever vaccination certificate is required from all delegates coming from or going to/through yellow fever endemic countries and for all travelers having transited through the airport of a country with risk of yellow fever transmission. It is recommended that the participants have the required inoculations four to six weeks before departure; a yellow

fever inoculation certificate only becomes valid 10 days after inoculation - after which it remains valid for 10 years.

General information on international travel, health risks for travelers and vaccination requirements can be obtained from the World Health Organization (WHO) website: <http://www.who.int/ith/en/>

When travelling to Colombia please check:

<https://wwwnc.cdc.gov/travel/destinations/traveler/none/colombia>. For more information including vaccination requirements for your travel, please consult a medical professional.

XII. Insurance

All participants are advised to obtain travel insurance themselves. IPBES and meeting organisers will not accept responsibility for any medical bills, accidents or losses relating to attending the event.