



## Hotel Information

### [Hilton Bogotá](#)

No. 72-41, Av Carrera 7, Bogotá, Bogotá, D.C., Colombia.  
There is no specific hotel shuttle to and from the airport.

### **A note about hotel taxes:**

There is a 16% tax that is levied on business travelers that is added to your hotel tax bill. If you are coming to Bogotá for tourism, the tax is waived. There is a different passport stamp for each of these categories.

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## General Information

### **WEATHER – bring a raincoat!**

Average temperatures for this region of Colombia are highs around 64°F/17°C and lows around 46°F/7°C, but as April begins the rainy season, you can expect rain almost every day. Because of Bogotá's proximity to the equator, the hours of daylight and night time are almost equal with sunrise around 6:00 and sunset around 18:00 but the temperatures remain on the cool side. For more information about the weather, visit: [wunderground.com](http://wunderground.com)

### **A note about the altitude:**

Even though Bogotá's climate is considered tropical, the elevation of the city is 8,360 ft./2,550 meters, making the weather cooler – especially in the evening. Bogotá is the third highest city in South America located on a high plateau in the Andes Mountains. This will affect some people who might be sensitive to the thinner air at this elevation. Take a moment to read up on the symptoms of [altitude sickness](#), and beware that **alcohol**



**has a quicker effect** at this altitude (so maybe hold off on that third glass of wine!). Many of the symptoms of altitude sickness or general discomfort can be remedied with hydration. **Drink lots of water and slow down** – this will help you adjust to the altitude.

## SCHEDULE

The fun begins on Monday, April 7<sup>th</sup> with two days of the ISPA Academy and the Congress opens Wednesday, April 9<sup>th</sup> with keynote speaker [Carlos Vives](#).

Please note that the Opening Reception is a **Concert** performed by Colombian musicians [Samuel Torres](#) / [Edmar Castañeda](#).

The awards will be given out at the end of the Congress day on Saturday and the Closing Dinner will have no program, just a fun time to socialize at a truly unique venue.

[View the Congress Schedule](#). The schedule is also included in the Congress program booklet which you will receive upon check-in.

## ACCESS TO SESSIONS AND EVENTS

Badges must be visible and worn for admission to all Congress events including the Academy. Ticketed events include the Closing Dinner and Dance. You will receive your badge and applicable tickets upon checking in (see the Check-In and Registration section below).

## ATTIRE

There is no official dress code for the Congress. Please note that the attire for the Closing Dinner is business Casual/festive- the restaurant is not formal. Be sure to bring a raincoat and/or umbrella. Comfortable shoes are always a good thing to have as well!

## GENERAL SAFETY

Bogotá is a wonderful international city, but like all large cities, common sense and a gut feeling is your best bet if a questionable situation arises. Also, keep these tips in mind:

- Do not hail a taxi from the street. If you are at a restaurant and need transportation back to the hotel, have the restaurant call a taxi for you. Also, **try these apps to hail a safe taxi: Tappsi and Easy Taxi.**
- If planning to go out socializing, dancing or clubbing, it's best to have a native with you or someone who knows the scene – they will be able to pick up on cues you might miss.
- If you go out late, make sure you are not alone. Take cars between places instead of walking.

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## Transportation

### Daily Transportation

Buses will be provided each day for transportation to and from the Hilton Hotel and each day's venue (see below for the list of venues). If you are not staying at the Hilton, please arrive in time to board the bus each morning. Bogotá is notorious for traffic jams, so we need to be as

punctual as possible in departures (i.e. – the bus will not wait for you!). [View a Google Map of all the event locations.](#)

### **Airport Transportation**

The best way to get from the Bogotá Airport to your hotel is by taxi. Taxis are safe, affordable, and well-regulated. Taxi booths are located just outside International Arrivals. Have the name of your hotel and the street location available to give to your taxi driver. You will receive a voucher for the amount due. According to the [airport website](#), the average fee to get to the City Center is 13 USD; the trip will take approximately 30 minutes.

### **When You're Leaving Bogotá...**

You've had a great Congress but now it's time to fly home. The airport is a busy one and you should be there at least **2 ½ hours** before your flight! And here's a tip – before you check in, take your passport to the Aerocivil front desk where they will issue you a receipt that you need to give to your airline **before you get your boarding pass**. Although the line looks long, it moves quickly and this way you avoid lining up twice!

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### **Venue Location Information & Check-in and Registration**

Upon arriving in Bogotá, you will have several opportunities to check-in and receive your Congress bag and welcome packet materials (badge, program booklet with schedule and location maps, etc.). Below are the registration and information desk times and locations.

#### **Monday, April 7<sup>th</sup> – Tuesday, April 8<sup>th</sup>**

Registration will open at 8:30 and close at 15:45 at [Centro Atico, Universidad Javeriana](#)  
Calle 40 No. 6-39, Bogotá, D.C., Colombia

#### **Wednesday, April 9<sup>th</sup>**

Registration will open at 10:30 and close at 16:00 at [Biblioteca Virgilio Barco](#)  
Transversal 59A # con calle 63, Bogotá, Bogotá, D.C., Colombia

#### **Thursday, April 10<sup>th</sup>**

Registration will open at 9:00 and close at 16:00 at Auditorio Huitaca  
Carrera 8 # 10-65, Bogotá D.C., Colombia

#### **Friday, April 11<sup>th</sup>**

Registration will open at 9:00 and close at 16:00 at [Cámara de Comercio de Bogotá - Salitre](#)  
Avenida 26 # 68D-35, Bogotá D.C., Colombia

## **Saturday, April 12<sup>th</sup>**

Registration will open at 9:00 and close at 11:30 at Luis Ángel Arango Library  
Calle 11 # 4-14, La Candelaria, Bogotá D.C.

The Closing Dinner takes place at Andres Carne de Res  
Calle 3 # 11A – 56 in Chia, Cundinamarca

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## **Festival Iberoamericano de Teatro de Bogotá**

If you have purchased tickets to the Theater Festival, you can pick them up at the Hilton Hotel. If you are interested in purchasing tickets, please visit the [Festival website](#). There are several venues where performances are taking place. We encourage you to visit the Festival website to learn more about all the performances and venues. And remember, if you don't read Spanish, try using Chrome as your browser and let Google Translate do the hard work for you!

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## **ProEx Participants**

A list of all ProEx participants may be found on our website. If you requested a ProEx table, please confirm that your organization is on the list of ProEx Participants. If you requested a ProEx table and your organization is not listed, please contact Ann Pattan at [apattan@ispa.org](mailto:apattan@ispa.org). All ProEx participants may begin setup at 10:00 on Friday, April 11<sup>th</sup>. All set up/load in must be completed by 11:30 to avoid forfeiting your spot. ProEx is scheduled to run 12:00 – 14:00 including lunch.

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## **Emergency Contacts**

In case of emergencies, dial 123 for free from your cell phone for medical and police assistance. \*Remember that your exact address will be necessary.

For urgent ISPA situations, you may reach Ann Pattan at 1 317 384 3637. Please respect the use of this number for urgent situations only and keep in mind that a majority of questions and concerns may be resolved by visiting the registration and information desk (see the Check-In and Registration section above).