

# Pre COP25

## Operating Manual



8<sup>th</sup>-10<sup>th</sup> October, 2019

## 1. WELCOMING MESSAGE

The main purpose of this operating manual is to offer a specific, quick reference guide that can provide answers to the various questions that participants to attend PRE COP25 might have. This event will be held in San José, Costa Rica on October 8 – 10, 2019.

The manual incorporates organizational aspects of the venues and places that participants will pass through, such as the airport, hotels, and the meeting venue. The PRE COP25 will be held at the Costa Rica Convention Center (National Convention Center) on October 8 - 10, 2019.

Attendees may refer and obtain more information through the official website of the event: [www.precop25costarica.com](http://www.precop25costarica.com)

The Organizing Committee would like to give you the warmest welcome to Costa Rica, and thank you in advance for your attendance and participation in the program activities.

## 2. COSTA RICA CONVENTION CENTER

The Pre COP25 will be held at the Costa Rica Convention Center (National Convention Center) , from October 8<sup>th</sup> to 10<sup>th</sup> , 2019. The venue is located 8 km from the Juan Santamaría International Airport, the main flight access road, and 10 km from the center of the capital, San José. Road access is easy and direct from the General Cañas Highway.

The Convention Center of Costa Rica is an advanced architectural building, responsible with the environment and inspired by the biodiversity, culture and the authenticity of Costa Rica. The edification was developed based on sustainable design principles, including bioclimatic architecture.



Some of the sustainable elements of this design include:

- Reuse of rainwater for irrigation.
- Spaces with natural lighting.
- Internal lighting through LED systems.
- Water treatment plant with the capacity of 400 m<sup>3</sup> of water per day.
- Automatic shut off faucets, by a mechanical design that allows the maximum use of water resource.
- Use of reflective ceiling, walls and parasols that reduce solar heating.
- High-tech air conditioning that maximizes function and energy for specific areas.
- Motion sensors for switching off and on lights.
- Solid and liquid waste management.

### 3. ACCREDITATIONS

Attendees should register as soon as possible through the following website: [www.precop25costarica.com](http://www.precop25costarica.com)  
The deadline for doing so will be October 4 2019. PRE COP 25 will have a restricted number of participants.

#### OFFICIAL LANGUAGES

The official languages of the activity are Spanish and English.

### 4. TRANSPORTATION FOR PARTICIPANTS

We highly recommend you arrive to Juan Santamaría International Airport (SJO). Transportation from the airport to hotels will be offered during the busiest participant arrival times. All international attendees must send their flight itineraries to the following email: [travel@precop25costarica.com](mailto:travel@precop25costarica.com) . This e-mail must include: the full name of the person that will arrive to Costa Rica, airline and flight number, arrival time, and the hotel in which he or she will be staying.

Transportation from the Juan Santamaría International Airport will only be offered to the hotels included in this guide (see below). A shuttle to the Convention Center will also be offered for participants staying at these hotels. The schedule of this shuttle will be made available to participants in due course.

Any transportation service outside the established schedules and routes, as well as transportation from hotels to the airport during departure day, will be responsibility of attendees.

### 5. ACCOMMODATION

The cost of accommodation for PRE COP25 participants, as well as the procedures necessary to register at the recommended hotels, will be responsibility of each person.

Expenses for telephone service, minibar, room service, cost of Internet service, taxis, or other services offered by the hotel, shall also be covered by the person who utilizes the service.

The recommended hotels are:

Hotel	Phone	Website
Barceló San José Palacio	+506 2220-2034	<a href="https://www.barcelo.com/en-gb/barcelo-hotels/hotels/costa-rica/san-jose-de-costa-rica/barcelo-san-jose/">https://www.barcelo.com/en-gb/barcelo-hotels/hotels/costa-rica/san-jose-de-costa-rica/barcelo-san-jose/</a>
Best Western Irazú	+506 2290-9300	<a href="http://www.bestwesterncostarica.com">www.bestwesterncostarica.com</a>
City Express	+506 2209-2300	<a href="https://www.cityexpress.com/es-cr">https://www.cityexpress.com/es-cr</a>
Costa Rica Marriott	+506 2298-0000	<a href="https://www.marriott.com/hotels/travel/sjocr-costa-rica-marriott-hotel-hacienda-belen/">https://www.marriott.com/hotels/travel/sjocr-costa-rica-marriott-hotel-hacienda-belen/</a>
Country Inn & Suites	+506 2239-2272	<a href="https://www.countryinns.com/san-jose-heredia-hotel-cr-40701/cossanj">https://www.countryinns.com/san-jose-heredia-hotel-cr-40701/cossanj</a>

Hotel	Phone	Website
Crowne Plaza Corobicí	+506 2543-6000	<a href="https://www.ihg.com/crowneplaza/hotels/us/en/san-jose/sjocp/hoteldetail">https://www.ihg.com/crowneplaza/hotels/us/en/san-jose/sjocp/hoteldetail</a>
DoubleTree by Hilton Cariari	+506 2239-0022	<a href="https://www.hiltonhotels.com/es_XM/costa-rica/doubletree-by-hilton-hotel-cariari-san-jose-costa-rica/">https://www.hiltonhotels.com/es_XM/costa-rica/doubletree-by-hilton-hotel-cariari-san-jose-costa-rica/</a>
Hampton Inn & Suites by Hilton	+506 2436-0000	<a href="https://hamptoninn3.hilton.com/en/hotels/costa-rica/hampton-inn-and-suites-by-hilton-san-jose-airport-SJCAPHX/index.html">https://hamptoninn3.hilton.com/en/hotels/costa-rica/hampton-inn-and-suites-by-hilton-san-jose-airport-SJCAPHX/index.html</a>
Holiday Inn Express Alajuela	+506 2443-0043	<a href="https://www.ihg.com/holidayinnexpress/hotels/us/en/san-jose/sjoap/hoteldetail">https://www.ihg.com/holidayinnexpress/hotels/us/en/san-jose/sjoap/hoteldetail</a>
Wyndham Herradura	+506 2209-9823	<a href="https://www.wyndhamhotels.com/wyndham/san-jose-costa-rica/wyndham-san-jose-herradura-hotel-convention-center/overview">https://www.wyndhamhotels.com/wyndham/san-jose-costa-rica/wyndham-san-jose-herradura-hotel-convention-center/overview</a>

## 6. ENTRY REQUIREMENTS FOR COSTA RICA

### Visa Application

Official delegations that require entry visas to Costa Rica may contact Mr. Carlos Videche Guevara (cvideche@rree.go.cr) in case they have questions. However, please note that participants are responsible for obtaining their own visa as needed. Participants can verify if they require a visa to enter Costa Rica through the following website:

<https://migracion.go.cr/Documentos%20compartidos/Visas/Directriz%20de%20Visas%20DG-12-05-2019.pdf>

We also advise participants to contact the appropriate Embassy/High Commission/Honorary consulate in their countries in case further assistance is required.

### Yellow fever vaccine card

Attendees from the following countries must have the yellow fever vaccine up to date in order to enter Costa Rica:

**Africa:** Angola, Benin, Burkina Faso, Burundi, Cameroon, Republic of Central Africa, Chad, Republic of the Congo, Democratic Republic of the Congo, Ivory Coast, Equatorial Guinea, Ethiopia, Gabon, Gambia, Ghana, Guinea, Guinea Bissau, Kenya, Liberia, Mali, Mauritania, Niger, Nigeria, Senegal, Sierra Leone, Republic of South Sudan, Rwanda, Sudan, South Sudan, Tanzania, Togo, Uganda, Zambia.

**America:** Bolivia, Brazil, Colombia, Ecuador, Guyana, French Guyana, Paraguay, Peru, Suriname, Venezuela, Trinidad and Tobago.

Compliance with this immunization requirement will be verified by relevant authorities in airports and other border posts by checking for stamped and signed International Certificate of Vaccination

against Yellow Fever (yellow card). Please note that participants must get a yellow fever vaccine at least 10 days before travelling, as the certificate only becomes valid 10 days after vaccination. This document must be valid and presented in its original form.

Yellow fever vaccination requirements exempts people who:

- Transited through airports, ports and international border posts in countries considered at risk on their way to Costa Rica;
- Remained in a country considered at risk at least 6 days prior to entering Costa Rica and did not develop the disease during this period.
- Absolute contraindications: people under nine (9) months of age; severe egg allergy; immunosuppression; and current or history of having suffered thymus.
- Relative contraindications, in which there must be a medical evaluation of the pros and cons of vaccination: persons over sixty (60) years; pregnancy; lactation; family history of adverse events associated with the yellow fever vaccine; hypersensitivity to gelatin; and asymptomatic HIV infection, with laboratory verification of the proper function of the immune system. In all exceptional conditions, a medical certificate must be presented.

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## 7. ELECTRICITY

The most common outlets in Costa Rica are the following:

NEMA 1-15



NEMA 5-15



All electronic equipment must be compatible with the voltage used in the country: 110 volts and a cycle of 60 Hertz. Electronic devices that use 220-240 volts require the use of converters or adapters. Each person is responsible to bring specific adapters for their electronic equipment.

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## 8. INSURANCE

PRE COP 25 organizers are not responsible for medical, accident and/or travel insurance. It is recommended that international participants acquire international medical insurance for the period of the event.

## **9. CURRENCY AND EXCHANGE RATE**

The national currency of Costa Rica is the colón (CRC), with its respective symbol: ₡. The exchange rate of the US dollar (USD) to the colón is approximately ₡ 586 per 1 US dollar (conversion rate retrieved from the Central Bank of Costa Rica on September 5 2019). Currency can be exchanged at the Juan Santamaría International Airport, where there are international currency exchange centers, and also at public and private banks. The country also offers a wide network of ATMs, which allow to make cash withdrawals with credit and debit cards as long as the issuing bank has allowed for international withdrawals to be made with the card (in case of doubt, check with the issuing bank of the card). It is important to note that, as a security measure, many of the ATMs in Costa Rica work between 05:00 hrs. and 22:00 hrs only. Most commercial establishments accept Visa and MasterCard debit and credit cards.

## **10. WEATHER**

During the month of October, the weather in the city of San José and the location where the meeting will take place in the city of Belén is usually warm and very rainy. The temperature ranges on average between 19 ° C and 27 ° C. During this time of year the probability of rain is very high, with an average rainfall of 330mm per square meter per month.

## **11. CONTACT**

For additional information about PRE COP 25, please contact us at [info@precop25costarica.com](mailto:info@precop25costarica.com)

## 12. COSTA RICA CONVENTION CENTER MAP

This is the general map of the Costa Rica Convention Center's conference rooms. Spaces assigned for side events or conferences, negotiation, satellite events, or other activities, are going to be communicated in due course.

