



United Nations  
Educational, Scientific and  
Cultural Organization

**NGO liaison UNESCO**  
committee  
international conference

## SIXTH INTERNATIONAL FORUM OF NGOs IN OFFICIAL PARTNERSHIP WITH UNESCO

Querétaro (Mexico), 3-4 November 2016

**FROM PROMOTING TO  
BUILDING PEACE WITH THE NGOs**

### PRACTICAL INFORMATION

#### *DATES AND VENUE*

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- **Dates:** 3 and 4 November 2016.
- **Venue:** Querétaro, Mexico – Centro des Congresos  
Paseo de las Artes 1531-B  
Col. Centro Sur, Querétaro, Qro. México

#### *REGISTRATION OF PARTICIPANTS*

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- Main participants are the NGOs in official partnership with UNESCO, but the Forum is open also to other organizations/institutions and/or individuals interested in the topic, as well as to representatives of Member States.
- To participate in this Forum, **please pre-register online** on the ONG-UNESCO Liaison Committee website ([www.ngo-unesco.org](http://www.ngo-unesco.org)), **before 5 September 2016. Your final registration will be confirmed in writing, subject to availability, from 16 September 2016 onwards.**

## ***PARTICIPATION AND ACCOMMODATION COSTS***

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- No registration fee is required to participate in the Forum.
- Travel expenses of participants must be borne by the organization they represent.
- **Accommodation costs (hotel and meals) are covered by the organizers at the Hotel Real de Minas in Querétaro, subject to availability, from 2 November evening to 5 November morning (3 nights).**

## ***PRESENTATION FROM PARTICIPANTS***

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- Participants will have the opportunity to present, in three minutes maximum, a significant action in relation with peace building during special working sessions. Please refer to the programme of the Forum for more details and indicate your interest by ticking the appropriate box on the registration form online.

## ***WORKING LANGUAGES AND INTERPRETATION***

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- The working languages will be French and English. Simultaneous interpretation will be provided in these two languages, as well as in Spanish.

## ***ENTRY FORMALITIES IN MEXICO***

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- A valid passport, with a visa if necessary, is required for entry into Mexico. For information on this subject, participants are requested to contact the nearest Mexican Embassy or Consulate and, if needed, **apply for entry visas well in advance.**
- Please note that visa fees shall be covered by the participants.
- Participants are advised to consult their travel agency or airline for all information concerning customs formalities and health regulations.

## ***ARRIVAL AT THE BENITO JUAREZ INTERNATIONAL AIRPORT OF MEXICO CITY***

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- The airport is situated about 12 Km east of the centre of Mexico City and 3 hours from Querétaro.
- Participants arriving by plane will disembark at either one of the two existing Terminals (Aeromexico, Copa Airlines, Continental Airlines and Lan Chile arrive at Terminal 2; all other Airlines arrive at Terminal 1).
- On **Tuesday 2 November only**, a transportation service will be organized (shuttle service), by the local authorities, for participants in the Forum from the airport to Hotel Real de Minas in Querétaro. Upon their arrival, participants are therefore invited to refer to the "NGO-UNESCO" desk where they will get information about the transfer to Querétaro.

## ***WEATHER***

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- The weather in Querétaro in November is generally mild and pleasant and average temperatures are 23°C to 25°C during the day and 10°C to 12°C at night.

## *ELECTRICITY*

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- AC electricity is provided at 127 volts +/- 10%.; 60 Hz. Check the adaptor and the device instructions to be sure. Outlets typically consist of two flat, grounded concavities and socket adapters are recommended.

## *CURRENCY*

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- The national currency is the Mexican Peso (MXN). US dollars, credit cards (Visa, American Express and MasterCard) are accepted in the major hotels, stores and shopping centres. Foreign currency can be exchanged at hotels, bureaux de change and banks (open from Monday to Friday from 9:00 a.m. to 4:00 p.m.). An extensive network of ATM machines is also available.

## *HOTELS*

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- For those participants whose local costs will not be covered by the organizers, a preferential rate will be applied by the hotel Real de Minas. Participants are invited to make their reservation **directly**. **Under no condition can the organizers be responsible for hotel reservations.**

## **CONTACTS**

### **UNESCO-NGO LIAISON COMMITTEE**

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### **DESK FOR INTERGOVERNMENTAL AND NON-GOVERNMENTAL ORGANIZATIONS**

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