

**3<sup>rd</sup> ITUC World Women's Conference/Women's Organising Assembly  
San José, Costa Rica, 11-13 October 2017**

**General Information**

The information below has been compiled for all participants travelling to San José (Costa Rica) to attend the 3<sup>rd</sup> ITUC World Women's Conference and side meetings.

**Conference venue**

The Conference will be held at:

**Hotel Crowne Plaza Corobici**

**Autopista General Cañas – Costado Norte del Parque Metropolitano – La Sabana – San José, Costa Rica**

**Fax: 506-2231-6063**

**Telephone: 506-2543-6000**

<https://www.ihg.com/crowneplaza/hotels/us/es/san-jose/sjocp/hoteldetail#>

**Accommodation** – Funded participants will be lodged in double occupancy rooms. The accommodation will be covered by the ITUC for the days during which the Conference and side meetings are being held, as indicated in the confirmation letter. Each participant must, under all circumstances, pay directly for any additional services requested within the hotel, such as laundry, telephone calls, drinks, items consumed from the minibar in the room, room service, etc.

On arrival, all participants must provide the meeting organiser with the boarding pass (used for boarding the plane).

All those taking part in the meetings in Costa Rica will be met at the airport on arrival. Please look out for a sign saying ITUC-TUCA / CSA-CSI.

**Food** – The breakfasts, lunches and coffee/tea breaks will be provided at the hotel. The dinner on 10 October for participants of the 'Count Us In!' meeting will be provided at the hotel. The dinners from 11 to 13 October will also be provided for all participants.

**Language:** The official language of Costa Rica is Spanish.

**Internet:** The hotel has Wi-Fi.

The documents to be discussed at the 3<sup>rd</sup> ITUC World Women's Conference can be found on the ITUC webpage: <https://www.ituc-csi.org/3wwc>

The official languages of the Conference and side meetings will be English, French and Spanish. Interpreting will also be provided into Japanese.

We would like to remind you that this Conference will be a paperless conference, and would therefore request all participants to bring their electronic devices as well as the appropriate plugs or adaptors (see

section on electronic devices) or to bring their own printouts of the documents. <https://www.ituc-csi.org/3wwwc>

### Visa requirements

Many of the people planning to attend the ITUC Conference require a visa to enter Costa Rica.

Participants who require a visa and have already provided us with the corresponding documents have been notified about the visa application decision. In addition to the decision, it is **essential** that you take the letter from the Immigration Ministry confirming this information, as well as the ITUC confirmation letter.

The complete list of Costa Rica's diplomatic missions abroad can be found on the following pages of the Costa Rican Foreign Affairs Ministry website:

<https://www.rree.go.cr/?sec=politica%20internacional&cat=representaciones&cont=481>

We would request that participants requiring a transit visa or a Schengen visa submit the relevant application once the Costa Rican visa has been approved.

The official invitation as well as the letter confirming attendance of the 3<sup>rd</sup> ITUC World Women's Conference should be attached to the visa application. Participants are also required to have valid travel and medical insurance.

Any participant having difficulty obtaining a visa should contact the ITUC immediately, providing their full name, gender, date and place of birth, nationality and their passport details (passport number, date and place of issue and expiry date).

**Unfunded** participants should bear in mind that they will have to pay approximately US\$52 for the visa.

### Health requirements – Yellow fever vaccination certificate

We should remind you that all persons planning to enter geographical areas considered to be yellow fever risk areas should be vaccinated against this disease and should therefore have a yellow fever vaccination certificate issued by the Health Ministry. Please also bear in mind that this vaccination certificate will be requested if you are transiting through any of these countries:

#### **SUB-SAHARAN AFRICA**

ANGOLA, BENIN, BURKINA FASO, CAMEROON, ERITREA, DEMOCRATIC REPUBLIC OF THE CONGO, GABON, GAMBIA, GHANA, GUINEA, LIBERIA, NIGERIA, SAO TOME AND PRÍNCIPE, SIERRA LEONE, SOMALIA, SUDAN, TANZANIA AND ZAMBIA

#### **SOUTH AMERICA**

BOLIVIA, BRAZIL, COLOMBIA, ECUADOR, FRENCH GUIANA, PERU, TRINIDAD AND TOBAGO AND VENEZUELA

## Smoking

Smoking is prohibited in all public buildings and restaurants in Costa Rica. Smoking in the hotel is also prohibited, but specially designated areas are available outside for smokers.

## Customs

### A. Medicines

If you need to take your personal medicine while traveling to Costa Rica, please consider the following:

- Carry just the necessary quantity, which is the quantity normally used by a person having your health problem.
- You should have a prescription or a written statement from your doctor, specifying that the medicine is being used under his/her control and that you need it for your physical health.
- Have the medicines labeled or properly identified.

### B. Items for personal use

You can bring to Costa Rica the following items for personal use, in a reasonable amount, if they are portable and used:

- Books and manuscripts
- Camera (1) and its accessories
- Clothing
- Jewelry
- Musical instrument (1) and its accessories
- Non-commercial photographs and prints
- Portable radio or tape-recorder or compact disk player (1)
- Rolls of film (6)
- Toys
- Umbrella
- Video-camera (1) and its accessories and
- Zoom (1)

### C. For you and your family's consumption you may also bring

- Baby food
- Cigarettes (500 grams per person)
- Candy (2 kilograms per person)
- Wine and liquor (up to 5 liters per person). You have to be 18 years or older.

**D. Items for work:** You are allowed to bring to Costa Rica items that you require in your profession, as long as they are used and portable. These provisions exclude complete equipment for laboratories, offices and workshops. Some of the items you may bring are:

- Laptop computer (1)
- Paint and canvas
- Portable printer (1)
- Tape recorder (1)

For more information, consult: <http://www.costarica-embassy.org/index.php?q=node/111>

### Currency

The legal currency of Costa Rica is the colón. A variety of businesses in Costa Rica also accept payment in US dollars.

To consult the exchange rates, see

<http://www.xe.com/currencyconverter/convert/?Amount=1&From=USD&To=CRC>

### How to reach San José from the airport

On reaching Juan Santamaría Airport in Alajuela (San José), please look for the sign with the ITUC/TUCA - CSA/CSI logo.

Participants not taking the transport provided by the Crowne Plaza Corobici hotel, please bear in mind that the cost is between US\$30 and US\$35 and the journey takes around 30 minutes.

The times established for the participants staying at the Crowne Plaza Corobici hotel are as follows:

#### **Times from Airport to Hotel:**

According to your itinerary, with a maximum wait of 30 minutes at the airport, to accommodate the various arrival times of all the participants.

#### **Times from the hotel to the Airport:**

Please coordinate with the desk in front of the reception, in accordance with the following timetable:

- 4:00am, 5:00am, 6:00am, 7:00am, 8:00am, 9:00am, / 2:00pm, 3:00pm

***Additional transport is not provided and will not be reimbursed if the transport provided by the hotel is not taken.*** We do NOT cover any taxi costs in your countries of origin.

### Public transport

San José has buses and trains that connect the various parts of the city.

There are bus services between the city's main arterial roads and the outskirts.

For more detailed information about public transport in San José, please consult the official website <http://www.sanjosecostarica.org/sobre-san-jose-costa-rica/servicios/transporte-publico/rutas-y-horarios-de-autobuses>

### Hospitals near the hotel

If required, there are a number of hospitals near the hotel. Please remember that these hospitals are private and therefore any consultations or services have to be paid for.

Hospital Metropolitano: <http://www.metropolitanocr.com/>

Hospital Cima San José: <http://www.hospitalcima.com/>

Hospital Clínica Bíblica: <http://www.clinicabiblica.com/>

Hospital Hotel La Católica: <http://www.hospitallacatolica.com>

## Climate

The temperatures in San José during the month of October are typically as follows:



## Time zone

The time zone in San José in October is (UTC-6).

## Electronic devices

In Costa Rica the voltage is usually 120V. The frequency is 60 Hz. The **plugs** and power sockets are **type A** and **B**. You can see the **type of plugs** (pins and sockets) in the pictures provided on the following web page:

[https://en.wikipedia.org/wiki/Mains\\_electricity\\_by\\_country](https://en.wikipedia.org/wiki/Mains_electricity_by_country)

## Tourist information

If you need any tourist information please see the links below:

<https://youtu.be/TFCBMul2TRk>

<https://youtu.be/UKo1Vjx5-ZI>