



**GUIDELINES FOR NATIONAL DELEGATIONS FOR THE PARTICIPATION IN THE UNITED NATIONS CONFERENCE ON HOUSING AND SUSTAINABLE URBAN DEVELOPMENT (HABITAT III)**

**17-20 October 2016, Quito, Ecuador**

**(Updated on 5 September 2016)**

The Habitat III Secretariat would like to provide information and guidelines for National Delegations to facilitate their participation in the United Nations Conference on Housing and Sustainable Urban Development (Habitat III) to be held in Quito, Ecuador, from 17 to 20 October 2016.

All Delegations are kindly requested to follow the steps below to ensure an effective management for the participation of the National Delegations in the Conference.

**COMMUNICATION TO CONFIRM PARTICIPATION**

- Confirmation of participation and composition of the delegation.** Communication via Note Verbale from each country indicating the composition (name and title of each individual) of National Delegation attending the Conference should be sent to [muturi@un.org](mailto:muturi@un.org), [habitat3secretariat@un.org](mailto:habitat3secretariat@un.org) and [habitat3conference@un.org](mailto:habitat3conference@un.org) not later than 20 September 2016.
- Credentials.** As per rule 3 of the provisional rules of procedure of Habitat III, credentials of representatives and the names of alternate representatives and advisers should be submitted to the Office of Legal Affairs, located on the 36<sup>th</sup> floor of the Secretariat Building (S-3639 or S-3608), if possible not less than one week before 17 October 2016. The credentials should be issued either by the Head of State or Government or by the Minister of Foreign Affairs or, in the case of the European Union, by the President of the European Commission.
- Acknowledge.** Delegations will receive an official acknowledgement via Note Verbale from the Habitat III Secretariat.
- Participation of Least Developed Countries.** Two representatives from each Least Developed Country will be supported to travel to Quito by the Habitat III Trust Fund. The nomination of the two representatives should be sent via Note Verbale to the Habitat III Secretariat by 20 September 2016.

**REGISTRATION AND ACCREDITATION**

- Registration on-line.** All official participants in the Habitat III Conference must be accredited. Online registration for the Conference must be done in advance through the Habitat III website: [www.habitat3.org](http://www.habitat3.org)
- Deadline.** Online registration is on-going and will close on 1 October 2016. Please register each member of your delegation to access the conference venue. Photos of each member can be uploaded in the registration system.



3. **Accreditation at the venue.** Accreditation with the Habitat III photo badge will commence at the venue on 13 October 2016 (timing to be announced) until the last day of the Conference and participants are requested to come to the venue with the acknowledgement email of registration and present their passport (for international participants) or identification card (for national participants) which was used for online registration. That acknowledgement will also allow you to get the collective transport.
4. Walk-in delegates will be required to present an official communication containing an authorized list of the delegation or a letter of credentials. Requests will be reviewed and approved by the Habitat III Secretariat.

## VISAS

The Habitat III Secretariat is not responsible for issuing visas to enter Ecuador. Please, ensure that you get the visa to well in advance. Your passport must be valid for at least 6 months beyond your travel dates. A round/onward trip ticket is needed to prove the length of your stay.

Ecuador welcomes people from all over the world who wish to visit for a short period of time or to establish permanent residency. If you come to Ecuador as a tourist or on a business trip, you do not need a visa for a stay up to 90 days on a 12 month-period (chronological year) and your visa will be upon arrival, unless you are a citizen (passport holder) from one of the following countries which a visa is required. Please contact your nearest embassy:

- Afghanistan
- Bangladesh
- Cuba
- Eritrea
- Ethiopia
- Kenya
- Nepal
- Nigeria
- Pakistan
- Senegal
- Somalia

*NOTE: Passport holders from **Haiti** do not need visa, however a touristic validation is needed and participants will have to get it before get into the country at [www.consuladovirtual.gob.ec](http://www.consuladovirtual.gob.ec)*

### Diplomatic missions

For members of diplomatic missions and international organizations of those nationalities above, Ecuador will issue 30 days' visa (12-I and 12-II) at no cost according to the following requirements:

- Official or Diplomatic passport valid for at least 6 months
- Note Verbale or Official Letter requesting the visa to enter the country
- Acknowledgment of registration (Habitat III online registration)
- Flight itinerary

\*Official or Diplomatic Passport holders from Haiti are exempt to do the touristic validation process.

\*\* United Nations staff with UNLP of those nationalities above will have to make this process



It should be noted that having a visa or not needing one does not guarantee entry to Ecuador. An Ecuadorian inspector at the port of entry will determine if you are eligible to enter.

The Visas and other documents given by Ecuador do not exempt the holder from complying with their immigration duties or of transit by third countries (**i.e. Schengen or United States**). Those concerned should ensure they comply with the requirements of airport transit Visa, valid vaccination certificates and other required documents according to their itinerary.

#### ACCOMMODATION

Please, remember that each delegate is responsible to book his/her accommodation. The host country, Ecuador, has set up a booking center to facilitate the process at <http://www.infotravelecuador.com>

#### COMMERCIAL FLIGHTS TO QUITO

The Quito International Airport, named Mariscal Sucre International Airport, is located on the Oyambaro plain near the town of Tababela, about 18 kilometers (11 mi) east of Quito, Ecuador. In moderate traffic conditions the journey between Quito and the Airport varies from 35 to 50 minutes.

These are the current airlines servicing Quito International Airport:

Airline	Destination	Terminal
Aeromexico	Mexico City	International
American Airlines	Dallas/Forth Worth, Miami	International
Avianca	Bogota	International
Avianca El Salvador	San Salvador	International
Avianca Ecuador	Baltra, Coca, Guayaquil, Manta, San Cristóbal	Domestic
Avianca Ecuador	Bogotá, Lima, Panamá City-Tocumen, Santa Cruz de la Sierra	International
Copa Airlines	Panamá City-Tocumen	International
Copa Airlines Colombia	Bogotá, Barranquilla, Panamá City-Tocumen	International
Delta Airlines	Atlanta	International
Iberia	Madrid	International
Insel Air Aruba	Aruba	International
JetBlue Airways	Fort Lauderdale	International
KLM	Amsterdam	International
LATAM Chile	Santiago de Chile	International
LATAM Ecuador	Baltra, Cuenca, Guayaquil, San Cristóbal	Domestic
LATAM Ecuador	Lima, Miami, Santiago de Chile	International
TAME	Baltra, Coca, Cuenca, Esmeraldas, Guayaquil, Lago Agrio, Loja, Manta, Machala, Salinas, San Cristóbal	Domestic
TAME	Bogotá, Cali, Habana Seasonal: Cartagena, Curacao, Montego Bay, Punta Cana, San Andrés, Varadero	International
United Airlines	Houston	International
Viva Colombia	Bogotá	International

#### ARRIVAL OF DELEGATION AND TRANSPORT FROM THE AIRPORT



The host country will provide collective transport from 15 October from the airport to hotels for all participants.

#### REQUESTS FOR BILATERAL MEETINGS

For bilateral meetings among Member States at the Head of State or Government or ministerial level, specific VIP rooms will be made available. Requests for booking these rooms for bilateral meetings should be sent to [habitat3conference@un.org](mailto:habitat3conference@un.org) from 19 September 2016 and a first appointment will be scheduled. Final confirmation of meeting rooms will be made one day before the requested date. To prevent double booking, only the delegations initiating the bilateral meeting should submit the request. Reservations will be accepted for a maximum duration of 45 minutes only. It is essential that all requests specify the date and time of each meeting, including the name of the other delegation participating in the bilateral meeting. Every effort will be made to keep consecutive appointments of the same delegation in the same room.

#### OTHER REQUESTS

In case of other requests in terms of office space or technologic equipment, please contact [habitat3secretariat@un.org](mailto:habitat3secretariat@un.org) or [habitat3conference@un.org](mailto:habitat3conference@un.org)

#### PRACTICAL INFORMATION

##### Venue

Casa de la Cultura Benjamin Carrion in Quito, Ecuador.

##### Language

The official language of the Republic of Ecuador is Spanish. Kichwa (also quichua, part of the Northern Quechua group of languages) – the lingua franca of the Inca Empire – and shuar are official languages of intercultural relations.

##### Weather

June to September is the dry season with daytime temperatures of around 21°C (70°F). Rainy season is from October to May with March/April being the wettest months. This usually means clear mornings and heavy downpour in the afternoon, followed by the sun coming out again.

##### Time

GMT/UCT minus 5 hours on Mainland Ecuador; and minus 6 hours in the Galapagos Islands.

##### Electricity and water

Electrical power is at 110 volts, 60 cycles AC is used. Most outlets are for two flat prongs (like in North America). It is advisable to have an outlet adaptor.

##### Currency exchange

Ecuador's currency is the US Dollar. Bills over 20 dollars are hard to change; bring bills of smaller denominations or break larger notes in more sophisticated businesses (eg. hotels, expensive restaurants). Ecuador issues local coins for 5, 10, 25 and 50 cents, which are equivalent to US coins, as well as using the 1 dollar coin; however, these are only accepted in Ecuador. Euros may be changed for US Dollars at banks, hotels and money exchange offices.



**HABITAT III SECRETARIAT**

Feel free to contact the Habitat III Secretariat if you have any questions regarding this participation at: [habitat3secretariat@un.org](mailto:habitat3secretariat@un.org) or [habitat3conference@un.org](mailto:habitat3conference@un.org)

***IMPORTANT NOTE:***

Please, we would appreciate if in the subject line of your correspondence with the Habitat III Secretariat you use **COUNTRY - National Delegation**