



## GENERAL INFORMATION

### 1. Conference Venue

The 22nd Annual Meeting of the Asia Pacific Parliamentary Forum (APPF) will be held at the International Convention Center of the city of Puerto Vallarta, in the state of Jalisco, Mexico. The details of the conference venue are:

#### **Puerto Vallarta International Convention Center**

Paseo de las Flores N. 505  
Col. Villa las Flores, Puerto Vallarta, Jalisco,  
Mexico 48335  
Tel. +52 322 226 2870  
<http://www.cicpuertovallarta.com>

### 2. Official Language

English is the official working language of the 22nd APPF Annual Meeting. Delegates and speakers are recommended to arrange its own interpreters if required. For languages other than English an interpretation booth will be available if delegates request it on the Registration Form. Due to the limited number of available interpretation booths, all delegations are kindly encouraged to make the reservation before December 13, 2013. Please be advised that in the absence of a request in advance there will be no interpretation booth available.

### 3. Official Website

The official website of the 22nd APPF Annual Meeting is at [www.22appfmexico.org](http://www.22appfmexico.org) Delegates are encouraged to visit the website regularly for updates.

### 4. Registration of delegates

All delegations are requested to complete the Registration Form that will find at the Official Website [www.22appfmexico.org](http://www.22appfmexico.org) and submitted to the following e-mail address: [22appfmexico@senado.gob.mx](mailto:22appfmexico@senado.gob.mx) before December 13, 2013. Please notice that it is very important to attach a photo in .JPG format.

All delegations are kindly requested to respect the late registration deadline of December 13, 2013.

### 5. Arrival and departure

To facilitate transportation for the arrival and departure, all delegates are kindly requested to provide detailed and accurate flight information including dates and flight numbers before December 13, 2013. Should any changes occur, it's absolutely necessary to notify the 22nd APPF Secretariat at the earliest opportunity. Please be advised that transportation for arrival and departure will only be provided from 11th to 16th of January, 2014 for delegates staying at the official hotels.



## 6. Identification Badges

All delegates, secretaries and accompanying persons will be issued with identification badges. They are requested to wear these badges throughout the conference period for purposes of security and identification. Delegations of APPF Members and Observers are also requested to submit color photographs (in jpg format not exceeding 200KB per photo) of their delegates, secretaries, accompanying persons, etc., via email to [22appfmexico@senado.gob.mx](mailto:22appfmexico@senado.gob.mx) with the Registration Form. The identification badges are color coded as follows:

### Category and color

Leaders of Delegations	<b>Red</b>
APPF Member Delegations	<b>Blue</b>
Observer Delegations	<b>Green</b>
Embassies	<b>Orange</b>
Delegation Secretaries / Staffers	<b>Purple</b>
Accompanying Persons	<b>Black</b>
Conference Secretariat Officials	<b>Gold</b>
Media	<b>Pink</b>
Liaison Officers	<b>Brown</b>

## 7. Accommodation

The 22nd APPF official hotels are the **CasaMagna Marriott Puerto Vallarta**, **The Westin Puerto Vallarta** and **Hilton Puerto Vallarta Resort**. The room rates and room types are below. If you would like to stay at these official hotels, please fill out the necessary information in the Registration Form. The rates of the rooms are as follows:



**CasaMagna Marriott Puerto Vallarta Resort & Spa**  
**Paseo La Marina Norte 435**  
**Marina Vallarta • Puerto Vallarta**  
**Jalisco, Mexico 48354**  
**+52 322 226 0000**

<http://www.marriott.com/hotels/travel/pvrmx-casamagna-marriott-puerto-vallarta-resort-and-spa/>

Room	Single	Double
Luxury Standard	200 USD per person, per night	117 USD per person, per night



22<sup>nd</sup> Annual Meeting  
**Asia Pacific Parliamentary Forum**  
 2014 / January 12 - 16 / Puerto Vallarta, Mexico



Governor Suite	442 USD per person, per night	238 USD per person, per night
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Ambassador Suite	535 USD per person, per night	285 USD per person, per night
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Presidential Suite	1155 USD per person, per night	595 USD per person, per night
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**Rates calculated on an Exchange rate of 12.80 MXN per 1.00 USD**  
**Include:**

- Breakfast Buffet at Restaurant “La Estancia”
- Wireless internet on room and hotel public areas
- All tips, fees, and taxes



**The Westin Resort & Spa, Puerto Vallarta**  
**Paseo de la Marina Sur 205**  
**Puerto Vallarta, Jalisco**  
**Mexico 48354**  
**+ 52 322 226 1100**

<http://www.starwoodhotels.com/westin/property/overview/index.html?propertyID=1090>

Room	Rate
Standard Single sea-view	166 USD per person, per night
Standard Double sea-view	95 USD per person, per night
Luxury Single ocean view	198 USD per person, per night
Luxury Double ocean view	110 USD per person, per night
Royal Beach Club Single	234 USD per person, per night
Royal Beach Club Double	130 USD per person, per night
Grand Luxury Single	294 USD per person, per night
Grand Luxury Double	160 USD per person, per night
Junior Suite Single	355 USD per person, per night
Junior Suite Double	190 USD per person, per night
Grand Suite Single	476 USD per person, per night
Grand Suite Double	250 USD per person, per night



22<sup>nd</sup> Annual Meeting  
**Asia Pacific Parliamentary Forum**  
 2014 / January 12 - 16 / Puerto Vallarta, Mexico



Presidential Suite Single	650 USD per person, per night
Presidential Suite Double	335 USD per person, per night

**Rates calculated on an Exchange rate of 12.80 MXN per 1.00 USD**  
**Include:**

- Breakfast Buffet
- All tips, fees, and taxes



**Hilton Puerto Vallarta Resort**  
 Av. de las Garzas s/n, Zona Hotelera Norte  
 Puerto Vallarta Jalisco, México, 48300  
 +52 322 1761176

<http://www3.hilton.com/en/hotels/jalisco/hilton-puerto-vallarta-resort-PVRPVHF/index.html>

ROOM	RATE
Single de lux	161 USD per person, per night
Double de lux	90 USD per person, per night
Junior Suite	260 USD per person, per night

**Rates calculated on an Exchange rate of 12.80 MXN per 1.00 USD**  
**Include:**

- Breakfast Buffet
- All tips, fees, and taxes

## 8. Meals

All official delegates are cordially invited to the receptions and events indicated in the Conference Program. Meals will be provided for delegates at venues specified in the Conference Program. Delegates wishing to make other meal arrangements will meet the costs themselves. Please mention within the Registration form if you have any special food requests.

## 9. Transportation

The host will provide transportation for all delegations. On arrival, delegates will be met at Gustavo Diaz Ordaz International Airport (code PVR) and transferred to the Hotel. Transportation for official functions will only be provided from the official hotels, **CasaMagna Marriott Puerto Vallarta, The Westin Puerto Vallarta and Hilton Puerto Vallarta Resort** during the 22nd APPF Annual Meeting. Personal transportation can be arranged with the hotel's concierge at the delegate's own account. Delegates staying in non-official hotels will have to arrange for their own transportation to the venues specified in the Conference Program.



## 10. Climate

Puerto Vallarta area offers a mild tropical climate year-round, with an average daily temperature of 71° degrees Fahrenheit (21 degrees Celsius) during January.

## 11. Time Zone

Central Standard Time, which is two hours ahead of Pacific Standard Time and one hour behind Eastern Standard Time.

## 12. Currency

The Mexican peso is the official currency. A currency exchange is available at the airport as well as banks. Hotels and foreign exchange bureaus offer exchange services at varying rates. Credit cards are accepted in most shops, restaurants, cafes and hotels. The most common cards are Visa, MasterCard and American Express.

## 13. Visa

All delegates, secretaries and accompanying persons must carry a valid passport when entering to Mexico. Please be aware that nationals of certain countries require a visa to travel to Mexico. We suggest you to verify before your travel if your country require a visa on the following website: [http://www.inm.gob.mx/index.php/page/Paises\\_Visa/en.html](http://www.inm.gob.mx/index.php/page/Paises_Visa/en.html)

If a visa is required for your entry into Mexico, please inquire at the Mexican embassy or consulate in your country.

## 14. Liaison Officer

A Liaison Officer will be assigned to each APPF Delegation. The 22nd APPF Secretariat will let you know his / her name and contact information later.

## 15. Draft Resolutions/ Documents

Draft resolutions (in English) from APPF member countries should be submitted to the 22nd APPF Secretariat by E-mail no later than **December 13, 2013**. Draft resolutions submitted later than the deadline will be referred to the Executive Committee in order to examine whether they should be included in the agenda or not. Draft resolutions submitted after the Executive Committee Meeting will not be taken up for consideration at the 22nd APPF Meeting but will be submitted to the next APPF Meeting.

All delegation secretaries are requested to note the latest changes on Draft Agenda and draft program of the Executive Committee Meeting.

## 16. Statements

Delegates who would like to make a statement in the Plenary Session are required to send the desired list for statements to the APPF Secretariat no later than **December 13, 2013**. Those who plan to make a speech in the Plenary Session should send a draft of the speech (in English) to the APPF Secretariat for accurate and efficient interpretation at the conference. If you prefer to distribute the speech in the Plenary Session, please notify the APPF Secretariat.



## 17. 22nd APPF Secretariat Contact Details

Contact Details of the 22nd APPF Secretariat are as follows:

### **22nd APPF Secretariat**

Centro de Estudios Internacionales Gilberto Bosques

Madrid No. 62, Piso 2

Col. Tabacalera, Del. Cuauhtémoc

DF, Mexico 06030

[22appfmexico@senado.gob.mx](mailto:22appfmexico@senado.gob.mx)

+52 (55) 5130 1503

## 18. Contact Details of Corresponding Staff in Delegation

Please inform the APPF Secretariat of the corresponding staff member information listed as below by December 13th, 2013 so the 22nd APPF Secretariat and a Liaison Officer can contact you:

- Name
- E-mail address
- Telephone number
- FAX number

## 19. Permissions for security officials

There are restrictions to carry and transport firearms and weapons in Mexico. In case your delegation includes parliamentary Speaker's security officials, please ask for detailed information ([22appfmexico@senado.gob.mx](mailto:22appfmexico@senado.gob.mx)) regarding their firearms and other equipments by November 30, 2013 to obtain special permissions from the relevant host authority.

## 20. APPF Desks

The APPF Desks are the central information point for APPF delegates. They will be located at the Puerto Vallarta International Convention Center, at the [CasaMagna Marriott Puerto Vallarta](#), [The Westin Puerto Vallarta](#) and [Hilton Puerto Vallarta Resort](#).

More information on the location and opening hours of the APPF Desks will be provided later.

All delegates are kindly requested to register at the APPF Desks. Identification badges and conference bags containing the relevant conference materials will be distributed upon registration.





## **Conference Facility and Services during the Annual Meeting**

### **APPF Secretariat**

The APPF Secretariat will be located at the Puerto Vallarta International Convention Center during the 11-16 January, 2014 with working hours of 08:30 to 19:00 hrs.

### **General Services**

Copy machines and personal computers with Internet access are available at the Puerto Vallarta International Convention Center. A wireless Internet environment will be provided at the venue and its surrounding areas. Internet connections made through hotel rooms will also be available.

### **Bilateral Meeting Rooms**

Delegations who like to book bilateral meeting rooms should make their request at the APPF Desks. Booking should only be made when parties to the meeting have agreed on a suitable time.

### **Media Staff Room**

A media staff room will be available at the conference venue during working hours.

### **Prayer Room**

A prayer room will be available upon request at the conference venue.

### **Emergency Medical Service**

A first-aid medical service is provided during the Meeting. In case of emergency, individuals will be taken to a hospital in the neighborhood to receive emergency medical treatment. Medical facilities costs and prescriptions will be at the individual's own expense. Please submit within your Registration Form your international medical insurance number, and medical special needs and requests, if needed.

### **Electricity**

Mexico uses 110-120 voltage.

### **Dress Code**

Formal attire, such as suits for men, cocktail dress for women or traditional costume is recommended for the conference. Puerto Vallarta generally dresses in a casual style for daywear.

### **Postal Service**

Post Offices are generally open from Monday to Friday from 9:00 hrs to 17:00 hrs. The hotel reception desk will be able to assist with postal and courier services.



### **Smoking**

Smoking is prohibited by law in all public buildings including airports, hotels, restaurants, cafes and in the Meeting venue, except in places that have specially designated smoking areas.

### **Taxes**

VAT (Value Added Tax, currently 16%) applies to almost all goods and services provided in Mexico, such as accommodation, drink, transport and tour costs and is usually shown included in the advertised price.

### **Telephone Service**

Your hotel room will have local and international telephone service. Take into consideration that the hotel charges a service fee in addition to the cost of the call. There are public telephones in the hotel lobby that can be used for both local and international calls. These phones could accept credit cards or prepaid phone cards. Prepaid phone cards may be purchased at nearby stores.

For mobile phones check with your phone company before leaving home about international mobile roaming facilities available in Mexico.

### **Contact of the 22nd APPF Secretariat:**

International Studies Center Gilberto Bosques  
+52 (55) 5130 1503  
[22appfmexico@senado.gob.mx](mailto:22appfmexico@senado.gob.mx)