

## GENERAL INFORMATION

### 1. REGISTRATION

We request that the members and observers of the Asia Pacific Parliamentary Forum register their delegates in the 23rd Asia Pacific Parliamentary Forum no later than **January 6th 2015**

The registration form must be filled online in the official Forum website: [www.23appf.ec](http://www.23appf.ec)

In that link you will find detailed information of all the steps than must be taken for registration.

In case of not having the necessary means to fill it online, you can download the form and send it via email or via fax to the two addresses listed below

You must send a **ID foto** in JPEG format for your ID card via regular mail to the address below, or digitally through the official website

Secretaría del Parlamento anfitrión del 23 Foro Parlamentario Asia Pacífico  
Asamblea Nacional del Ecuador  
Palacio Legislativo  
Piedrahita y 6 de Diciembre  
Quito-Ecuador  
Tel: +593 2 399 1152  
Fax: +593 2 254 1332  
e-mail: [info@23appf.ec](mailto:info@23appf.ec)  
Website: [www.23appf.ec](http://www.23appf.ec)

Note: Any changes in the delegate list must be sent to the two addresses listed above.

Any communications towards the 23rd Asia Pacific Parliamentary Forum must be sent to the hosting Parliament. (Address listed above)

### 2. HOTEL RESERVATIONS

The reservation requests must be submitted before **December 20th 2015** since 4 and 5-star hotels have a limited capacity. Reservations made after December 20th 2015 cannot be guaranteed. Therefore we recommend that participants make their reservations with the hotels recommended in the [Accommodation page](#)

**Contact information for all issues related to lodging:** You can find precise information relating to lodging in the 23rd Asia Pacific Parliamentary Forum's website. If you need to modify the information you sent please email: [info@23appf.ec](mailto:info@23appf.ec)

### 3. LANGUAGES

English is the official working language of the APPF. The Assembly's Secretariat will insure there is simultaneous interpretation to English.

The reservation requests for additional interpretation channels and booths can be submitted to the Secretariat of the host Parliament of the 23rd Asia Pacific Parliamentary Forum. These requests must be submitted no later than January 6th 2015.

## 4. VISAS

Although most foreigners do not need a visa to visit Ecuador for a period of 90 days for tourism there are certain exceptions: Afganistan, Bangladesh, Ethiopia, Kenya, Nepal, Nigeria, Pakistan, The People's Republic of China, and Somalia. Delegates from these countries can obtain their visa free of charge in any Ecuadorian consulate or embassy.

Although Ecuador does not have concurrent embassies for all the aforementioned countries, visas can be requested according to geographical location in: the Embassy of Ecuador in India (Afganistan, Bangladesh, and Pakistan); the Ecuadorian Embassy in the Arab Republic of Egypt (Ethiopia, Kenya, Nigeria, and Somalia)

The requirements for visa 12-II are:

- A letter from the sponsoring institution.
- Visa request form which can be obtained in the Ecuadorian Ministry of Foreign Affairs webpage:  
[http://www.mmrree.gob.ec/servicios/FORMULARIO\\_VISA\\_NO-INMIGRANTE.pdf](http://www.mmrree.gob.ec/servicios/FORMULARIO_VISA_NO-INMIGRANTE.pdf)
- A valid passport.

## 5. REGISTRATION ON SITE

The registration and information desk will be located at the main entrance of the National Assembly, and will be open during the following times:

- Saturday, January 10, 2015 14h00 – 18h00
- Sunday, January 11, 2015 09h00 – 18h00

All participants must register. Once registered, their respective credentials will be handed out along with folders and the necessary documentation and invitations to official receptions. You can leave any messages for delegates at the registration desk.

## 6. TOURISM AND HOSPITALITY DESK FOR PARTICIPANTS.

The information desk for participants of the APPF will be located in the lobby of the official hotels.

Participants can obtain all necessary information for work in the Forum. Tourist information will also be provided.

## 7. SECURITY

The host Parliament of the 23rd Asia Pacific Parliamentary Forum will take all necessary measures to guarantee the security of the participants in all locations during the event. These security measures will be as discrete as possible and will not impede the freedom of movement of the delegates nor hinder the public character of the debates.

The organizers from the host Parliament in Ecuador are working closely with the Coordinating Ministry of Security and the local police authorities in order to guarantee the security of all the delegates.

The 23rd Asia Pacific Parliamentary Forum ID must be worn AT ALL TIMES, both in the main location of the event as well as in every official cultural event you attend.

The ID cards will be color coded in order to help security personnel. All lost cards must be reported immediately in the Registration and Information area. Please insure you allow enough time for security checks for entrance to the National Assembly of Ecuador.

## 8. TRANSPORTATION

The host Parliament of the 23rd Asia Pacific Parliamentary Forum will organize a reception service (airport- hotel- main location - cultural events- hotel-airport) for the delegates and their companions from their arrival to the city of Quito until the end of the Forum.

Transportation will be available **from Thursday January 8 2015 until Friday January 16 2015.**

Under no circumstance shall personal cars be provided. In case they are required, leasing and costs will be a responsibility of the delegates.

Delegates arriving or leaving after the aforementioned dates will have to cover their own transport expenses.

### Taxis

Taxis in Ecuador usually use a meter that will indicate the fare to be paid. Taxi service from the airport and hotels have pre-established fares. Please inquire about them before boarding a taxi.

For your security, request a taxi to your hotel or to any location you require.

### Airlines

- Tame
- Lan
- Aerogal

## 9. INTERNATIONAL TRAVEL INSURANCE

It is ESSENTIAL that you obtain international medical insurance to enter the country.

## 10. MEDICAL ATTENTION

In case of emergency, the National Assembly of Ecuador will have a medical center at your disposal.

## 11. OFFICIAL PRESS SERVICE

A press office will be set up in the National Assembly of Ecuador. Any national or international media interaction with TV, radio or press will be its responsibility. Conferences will be organized for the foreign press.

Journalists travelling with the delegation will have to fill the same form as the delegation, explaining their role.

## 12. WEATHER

Quito has a warm climate with temperatures ranging 8°C to 18°C. It is recommended you carry an umbrella or raincoat during January.

## 13. SERVICES

The following services will be available in the National Assembly building:

- Mail
- Telephone
- Internet

## 14. TIME ZONE

GMT: -5H00

## 15. ELECTRICITY

Electric power supply in Ecuador is 110 volts, 60 Hz AC. Converters and adaptors are necessary for most European devices.

## 16. TELEPHONE SERVICES

- Country code: 593
- International calls from Quito: 00 – country code – area code– telephone number.
- Area code for local calls: not required, simply dial the telephone number.

International calls operator: 116

## 17. CURRENCY, EXCHANGE SERVICES AND CREDIT CARDS

According to Art. 5 of the Law against Asset Laundering:

- "Art. 5.- Any person entering or leaving the country with USD 10 000.00 or more in cash, or its equivalent in other currency is obliged to declare it to customs authorities, notwithstanding other tax obligations mandated by law. This permanent control will be carried out in land border areas, maritime ports and river ports, airports, and customs districts by an operative group made up of Corporation officials.
- **Ecuadorian currency:** Dollars of the United States of America (\$ USA).
- **Credit and debit cards**

Major credit cards, Mastercard, Visa, American Express, are widely accepted in Ecuador and ATMs are available throughout the city.

Before leaving your country we request you contact your financial institution to verify that your PIN number is compatible with Ecuadorian ATM standards.

- **Currency exchange services**

Banks, airports and hotels offer various currency exchange services.

## 18. CONTACTING EMBASSIES AND HIGH COMMISSIONERS

All members of the APPF with diplomatic representation in Ecuador can contact their embassy or high commissioner by visiting the official Ministry website: [www.cancilleria.gob.ec](http://www.cancilleria.gob.ec)

## 19. MOBILE PHONES

Some mobile phones do not work in South American networks. Before leaving your country we advise you to contact your service provider to make sure your telephone works in South America.

## 20. VACCINES

According to the International Sanitary Regulations, Ecuador does not request any vaccine as a condition for entry. However, travelers going to the Amazon region must be vaccinated against Yellow Fever.

## 21. SMOKING IS PROHIBITED

In Ecuador the Tobacco Law forbids smoking in all public buildings, including bars and restaurants.

FOR MORE INFORMATION: [info@23appf.ec](mailto:info@23appf.ec)