



**1st ITU Americas Centres of Excellence
Steering Committee Meeting**



Brasília, Brasil, from 14 to 15 February 2019

Practical Information

1. VENUE

Agência Nacional de Telecomunicações - ANATEL

Address: SAUS Qd. 06 Bloco H – 11 andar – Brasilia - Brazil

Coordination:

Meeting coordinator

Ana Veneroso

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Logistical Coordinator:

Caroline Brandão

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2. INFORMATION ON VISA, VACCINATION AND INSURANCE

Please contact a Brazilian Consulate in your country to make sure whether any vaccination/entry visa is required.

For more information, please access the following link:

<http://www.portalconsular.itamaraty.gov.br/representacoes-do-brasil-no-mundo>.

The list of VISA entry requirements by country can be found at:

<http://www.portalconsular.itamaraty.gov.br/images/qgrv/QGRV-simples-ing-Aug02.pdf>

Insurance

In the unlikely event of illness or injury, delegates will be responsible for any costs incurred whilst attending Brazilian medical facilities. Delegates should therefore consider making travel insurance arrangements before departing for Brazil and ensure that they have an appropriate level of travel insurance to cover their stay in Brazil.

Special needs

Participants with accessibility requirements or those who require special arrangements are requested to contact the meeting venue and the hotel chosen in order to ensure that appropriate arrangements can be made.

3. RECOMENDED HOTELS NEAR BY THE MEETING:

Hotel	Fare in Reais (BRL) Per night	Contact
<u>Brasil 21 Convention Suítes</u> Address: Q. 6, BLOCO B, Setor Hoteleiro Sul, Asa Sul, Brasília - DF, 70316-901 Teléfono: (+55 61) 3218-4700 Entrada: 3 PM / Salida: 12 PM (mediodía)	Double BRL 369,00 Single BRL 319,00 Please add 5% of Tax *Breakfast included	convention@brasil21hoteis.com.br
<u>Hotel Brasil 21 Suítes</u> Address: Q. 6, BLOCO B, Setor Hoteleiro Sul, Asa Sul, Brasília - DF, 70316-901 Teléfono: (+55 61) 3218-4700 Entrada: 3 PM / Salida: 12 PM (mediodía)	Double BRL 369,00 Single BRL 319,00 Please add 5% of Tax *Breakfast included	suites@brasil21hoteis.com.br
<u>Windsor Plaza Brasília Hotel</u> Address: Setor Hoteleiro Sul Q. 5 Bloco H - Asa Sul, Brasília - DF, 70322-914 Teléfono: (+55 61) 2195-1100 Entrada: 3 PM / Salida: 12 PM (mediodía)	Double BRL 419 Single BRL 381 Please add 5% of Tax *Breakfast included	centraldereservas@windsorhoteis.com.br

Reservations must be made directly with the selected hotel or any other of your preference.

4. GENERAL INFORMATION

Weather

The temperature in Brasília varies during daytime from 20°C to 30°C and in the evening time from 18°C to 20°C. The meeting will occur during the rainy season, so it's recommended to be prepared

Time Zone

The standard time of Brasília is -2 hours in relation to UTC due to the summer time.

Currency and Banks

Payments are made in local currency only. For reference, the current rate is approximately US\$ 1.00 = R\$ 4.00. Please note that exchange rates can float in Brazil and, in addition to the exchange rate, is charge a tax of 1,1% on the exchange transaction.



Banks are open from 11:00am to 4:00pm on weekdays. Foreign currency and traveler’s checks can be exchanged into “Reais” in some specific banks in Brasilia (Banco do Brasil, Banco Central, Banco de Boston and Citibank). It is recommended that exchange be made at the counters or bank agencies of Banco do Brasil located in the international airports of Rio de Janeiro, Sao Paulo and Brasília.

Credit cards (VISA, MasterCard, American Express and Diners Club) are generally accepted at hotels, department stores and restaurants.

Tipping

Tipping is a common practice in bars and restaurants. A normal tip is 10% of the price on the bill. Usually the tip is already included in the bill.

Electricity System

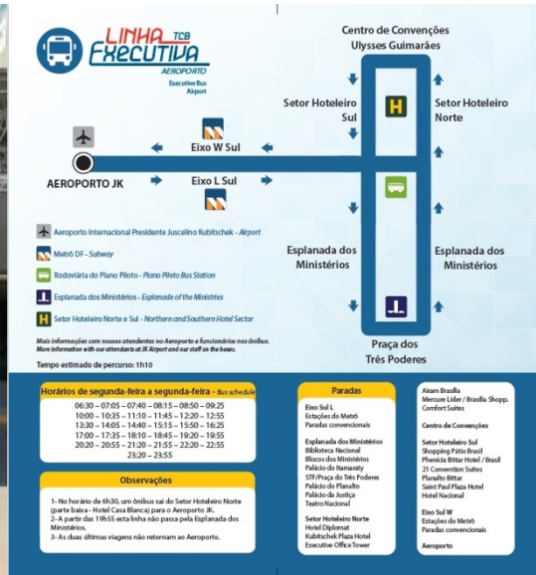
Electricity in Brazil is 110/220 Volts. In Brasilia, the standard voltage is 220 Volts. The three-pin plug is adopted as standard, but several formats can still be found. It’s recommended to bring a universal adaptor.



Transportation

From the Juscelino Kubitschek International Airport to the proposed hotels: Around 20 minutes by taxi (BRL 50,00).

Note: The Society of Collective Transport of Brasilia (TCB) operates the Executive Kubitschek International Airport Bus, Line 113.



The service is available daily from 6:30am to 11:55pm with the following circular itinerary:

Airport (departure in arrivals floor – right side of the external area), the Ministries, Hotels Sectors North, Ulysses Guimarães Convention Center, Hotels Sectors South, Airport.

Rate: R\$ 12.00 (approximately US\$ 4.00). For more information, please access: <http://www.tcb.df.gov.br/linha-executiva/> (only in Portuguese).

Urban collective transport apps can also be used.

Touristic Information

Brasília, the capital of Brazil, is in the Federal District, west central Brazil. It is situated in a savannah at an elevation of about 1,100 m (about 3,300 ft.) and has a mild and dry climate.

Brasília is a city of striking modern appearance and was constructed (beginning in 1957) on an uninhabited site to replace crowded Rio de Janeiro as the national capital.

The city layout, which was designed by the Brazilian urban planner Lúcio Costa, resembles a jetliner in shape. Along the “fuselage”, which is the city’s main axis, are the offices of the national government, the Cathedral, the National Library, the National Theater and the Republic Museum; the “wings”, north and south, contain blocks of residential apartment buildings and foreign embassies. At the nose of the “fuselage” is the Plaza of the Three Powers, in which is set the Palácio do Planalto (Planalto’s Palace), the National Congress and the Supreme Court. The whole area, from the Cathedral to Palácio do Planalto, is named Esplanada dos Ministérios (Minister’s Esplanade).

All the main buildings in Brasilia were designed by the famous Brazilian architect Oscar Niemeyer.

Near the venue of the event, there is the TV Tower, one of the most famous touristic points of the city. It has an illuminated fountain that works almost every day of the week at night. Brasil 21 Complex is also next to City Park, one of the biggest urban parks of the world and the biggest one of the South America. There are bicycle stations around the city that can be rented per hour. More information can be found in:

<http://www.maisbikecompartilhada.com.br/comutilizar.aspx> (only in Portuguese)



Additional information about Brasília can be obtained at:

<http://www.turismo.df.gov.br/wp-conteudo/uploads/2017/12/Guia-Roteiros-Brasilia-Espanhol-1.pdf>