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Intergovernmental  
Oceanographic  
Commission

Sub-Commission for the Caribbean  
and Adjacent Regions

Subcomisión para el Caribe y  
Regiones Adyacentes



GOBIERNO DE COLOMBIA



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Comisión Nacional  
de Cooperación con la UNESCO



COMISIÓN  
COLOMBIANA  
DEL OCEANO

## Seventeenth Session of the IOC (of UNESCO) Sub-Commission for the Caribbean and Adjacent Regions Bogotá, Colombia – Virtual meeting



May 8 – 11, 2023

Dear Participants,

Welcome to the Seventeenth Session of the IOC (of UNESCO) Sub-Commission for the Caribbean and Adjacent Regions, to be held in Bogota (Colombia) and through Zoom Meeting from May 08 to 11, 2023. To facilitate your preparations, please find here information on the logistical arrangements for the meeting.

Session webpage: <https://oceanexpert.org/event/3873>

### INFORMATION AND GUIDELINES TO PARTICIPANTS

The Meeting will be held at the Hotel NH Collection Bogotá WTC Royal in Bogotá, Colombia.



**Hotel NH Collection Bogotá WTC Royal**

Carrera 8A N 99-55, World Trade Center, Bogotá, Colombia

**Reservations:** +57 1 381 95 38    **Phone:** + 57 601 634 1734

**E-mail:** [nhcollectionroyalwtcbogota@nh-hotels.com](mailto:nhcollectionroyalwtcbogota@nh-hotels.com)

#### IOCARIBE CONTACT PERSONS

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## LODGING

A block of rooms has been reserved at the special discount rate for the Meeting at the Hotel NH Collection Bogotá WTC Royal. Rates Standard Colombian Pesos \$374.000 SGL, including breakfast.

**Hotel Venue for the Meeting:** HOTEL NH COLLECTION BOGOTÁ WTC ROYAL

Please note that final accommodation bookings should be made as early as possible. When making reservations please refer to "UNESCO Group".

## CURRENCY AND EXCHANGE RATE

Colombian Pesos is the currency in Colombia. The approximate exchange rate is:

**1 U.S. Dollar = \$ 4.500** Colombian Pesos app.

## REGISTRATION

All participants in the session must register individually in the online registration platform, in this form they must indicate whether they will participate in person or virtually and if they plan to attend the IOCARIBE-GOOS International Marine Science Conference on May 8, 2023, which will be held at the same venue (NH Collection Royal WTC Bogotá Hotel) as the IOCARIBE Session:

<https://forms.gle/WJNyKkR15Q1pibiN9>

The screenshot shows a registration form titled "IOCARIBE XVII" for the "SEVENTEENTH SESSION OF THE IOC (OF UNESCO) SUB-COMMISSION FOR THE CARIBBEAN AND ADJACENT REGIONS" in Bogotá, Colombia, from May 08 to 11, 2023. The form is in English/Spanish and includes fields for full name, gender, email address, institution, and job title. The user "Alex E Palomino Cadena" is partially filled in. A "Siguinte" button is at the bottom left, and a "Borrar formulario" button is at the bottom right.

SEVENTEENTH SESSION OF THE IOC (OF UNESCO)  
SUB-COMMISSION FOR THE CARIBBEAN AND ADJACENT  
REGIONS  
BOGOTÁ, COLOMBIA / MAY 08 - 11, 2023

IOCARIBE XVII  
Registration Form / Formulario de registro  
English / Español

locaribeocean@gmail.com Cambiar cuenta  
No compartido Se guardó el borrador

\* Indica que la pregunta es obligatoria

Full name / Nombre completo: \*  
Alex E Palomino Cadena

Gender / Genero: \*  
 Male / Masculino  
 Female / Femenino  
 Prefer not to say / Prefiero no decir

E-mail address / Correo electrónico: \*  
ae.palomino-cadena@unesco.org

Institution / Institución: \*  
IOCARIBE

Job title / Cargo: \*  
Gestor de datos y sitio web IOCARIBE

Siguinte Borrar formulario

## MEETING INFORMATION

**MEETING ROOMS:** The Sub-Commission will meet in plenary. Ad hoc sessional groups will meet as required.

**INTERPRETATION AND PROJECTION FACILITIES:** The working languages of the SC-IOCARIBE-XVII Session will be English and Spanish with simultaneous interpretation.

**MEETING HOURS:** 09:00 – 12:30 and 14:00 – 18:00, unless otherwise notified.

**COFFE BREAKS:** Coffee will be served daily at app. 10:30 and 16:00.

**DISTRIBUTION OF UNOFFICIAL DOCUMENTS:** Any other documentation that participants might wish to have distributed should be referred to the IOCARIBE (of IOC-UNESCO) Secretary prior to such distribution. It is regretted that no copying services can be provided by the Secretariat for the production of such documentation.

**SUBMISSION OF DRAFT TEXTS FOR THE SUMMARY REPORT:** Delegates, Rapporteurs or Assistant Secretaries wishing, or having been called upon, to submit draft texts (for the Draft Summary Report or Reports of Ad Hoc Sessional Groups), should give them to the Secretariat's office. Delegates and Representatives are kindly requested to submit the texts as early as possible for the summary report.

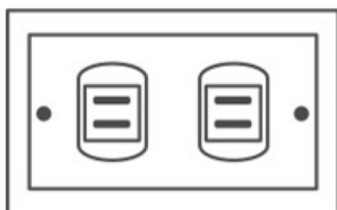
Participants bringing their own personal laptop computers to the meeting, please be informed that the Secretariat uses Microsoft Word. Therefore, all texts should be submitted in such a program.

## GENERAL INFORMATION

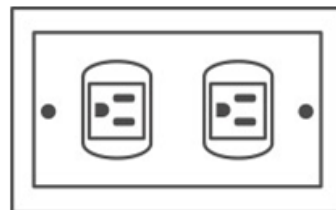
**Local transportation:** Public transport in Bogotá is by buses and taxis. Local taxis usually average about US\$5 per ride.

**Tippling:** Most restaurants and hotels add a 8% service charge. It is advisable to look if it is included in their bills.

**Electricity:** Electricity voltage is 110 or 120 volts.



**PLUG TYPE A**  
with two flat input pins



**PLUG TYPE B**  
with two flat input pins

## GENERAL INFORMATION

**Weather:** Bogota is at an altitude of 2640 meters above sea level and is located on one of the high plateaus of the Andes. Due to its location and altitude, Bogota's climate is characterized by being dry and somewhat cold. Despite being a subtropical climate, the average temperature of the place throughout the year is 18 degrees Celsius.

**Currency:** currency in Colombia is peso. There are \$ 1,000, \$ 2,000, \$ 5,000, \$ 10,000, \$ 20,000 and \$50.00 and \$ 100.00 bills and \$50 \$ 100, \$ 200, \$ 500 and \$ 1,000 coins. Then you can convert other currencies.

**Banking Hours:** Banks are open Monday to Friday. Generally, in the commercial sector banking hour is from 9:00 a.m. to 3:00 p.m., but at Malls banks are open from 10:00 am to 5:00 pm.

**Measures and Electricity:** In Colombia, the International Unit System (IUS), heir to the metric system, is used.

**Entertainment & Events:** The hotel is next to Bogota's World Trade Center, a landmark business building in the business district of Calle 100, close to several restaurants, Parque 93 with its beautiful gardens and countless alternative cafes, quality restaurants, art galleries and department stores.

### Important Phone Numbers:

Country calling code	+ 57
Bogotá area code	1
Urgent care	123
National police	123

Ambulance	123
Fire brigade	119
Gaula	165

## LOGISTIC ARRANGEMENTS FOR THE ONLINE MEETING

The platform for remote participation in the 17th Session of the IOC (UNESCO) Sub-Commission for the Caribbean and Adjacent Regions IOCARIBE and related meetings is Zoom.

Please download the latest version (currently 5.14.2) and install and use the Zoom application on your PC or laptop, otherwise interpretation failures may occur. If you connect using a web browser (Chrome, for example), interpretation and some other functions may not be available (<https://zoom.us/download>).

### Download Center

Download for IT Admin ▾

#### Zoom Desktop Client

Phone, Meetings, Chat, Whiteboard and more for your desktop.

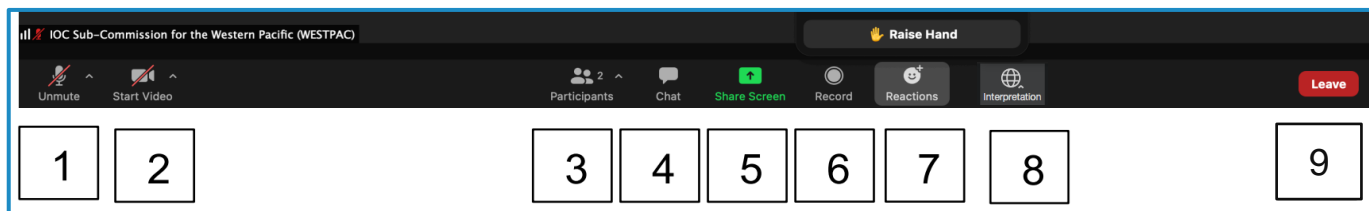
The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.

Download

Version 5.14.2 (14578) (64-bit)

Download 32-bit Client Download ARM Client

## ZOOM MEETING CONTROLS



1. Activate or deactivate your microphone
2. Activate or deactivate your webcam
3. Display the list of participants
4. Show the chat box
5. Share Screen
6. Record: Only host will record the meeting.
7. "Raise your hand" function to ask for the floor
8. Interpretation
9. Leave meeting

## CHAT AND QUESTION & ANSWERS FEATURES

During plenary sessions (webinars), the "Chat" box will be available for communication. The Secretariat will use the chat box to make announcements.

Attendees will use the Question and Answer (Q&A box) to ask technical questions.

## WORKING LANGUAGES

Plenary session participants will be able to listen and speak in one of the two available languages (English or Spanish). Please select the Interpretation menu in the bottom bar of your application and select the language of your choice. If you do not need interpretation, you can select "disabled" in the Interpretation menu.

## DOCUMENT PROJECTION

During the discussions, PowerPoint presentations, documents, draft decisions and recommendations will be shown on the screen and edited (when relevant) in English only. Language versions will be available on the session webpage at <https://oceanexpert.org/event/3873>

## DRAFT DECISIONS AND RECOMMENDATIONS

Draft decisions shall be adopted at the end of the discussion of the item, unless otherwise decided. The text of a decision will be updated on screen in English with the help of interpreters for participants following the discussion in another language.

Draft recommendations will be similarly adopted at the end of the plenary session.

# RECORD OF OFFICIAL INTERVENTIONS TO BE ANNEXED TO THE REPORT

Member States and observers wishing to have a particular statement included in the informative annex of the meeting report should send it to [p.wills-velez@unesco.org](mailto:p.wills-velez@unesco.org) using the template available at <https://oceanexpert.org/event/3873>. Such statements are not subject to revision and shall be submitted as delivered to the Secretariat. Statements received prior to the meeting are welcome. They will be shared with the interpreters only to assist them in their work. In any case, statements should be sent by e-mail to the Secretariat before midnight of the day on which the agenda item was discussed.

## BEST PRACTICES FOR ONLINE MEETINGS



Use a secure wired Internet connection instead of wifi.



Preferably use a computer rather than a tablet or mobile phone



Minimum requirement: ADSL connection with a minimum capacity of 2Mbps download and 1Mbps upload (possible test via <https://www.speedtest.net/>)



If you use an internet browser, please use Google Chrome (Windows or MacOS) or Edge Chromium (Windows 10) and be sure it is up to date. If you are using an application, be sure it is up to date.



- Close unnecessary programs before joining the online meeting
- Terminate all unnecessary software running on your computer, especially those using camera or audio device, or using network/internet (Skype / Webex / Adobe Connect / GoToMeeting etc.)



Keep your cell phone in silent mode during the meeting.



- Setting Your Microphone Straight
- If you join by using a desktop computer, using a headset with a microphone or speakerphone is necessary and will allow your voice to carry better by minimizing ambient noise. Use a certified headset will also eliminate echo.
- Check your hardware before joining the online meeting, UNESCO will not provide remote assistance on this matter.
- Turn on Mute: mute yourself when you are not speaking
- Avoid activities that can be picked up by the microphone
- Locate the microphone properly: if using a headset, place the microphone in front of your chin, not in front of your mouth, to avoid heavy breathing sounds.
- Connect prior the meeting start: Then you'll have time to start your video, check the sounds with others participants, and eventually download documents if needed.



- Adjust your lighting. Adapted lighting is an aspect that is often neglected in the preparation of a videoconference. Ceiling lighting is best. But if you don't have this, place a light near you.
- Don't sit with a window directly behind you, as you will appear in the light and your face will not be visible.
- Participants will need to see your facial expressions to really understand what you are saying.
- Don't sit in a dark, weakly lit room. Try to be in a well-lit room.