



## 2<sup>nd</sup> CGIAR System Council Meeting Logistic Information

Mexico City, Mexico 25-26 September 2016

**Hotel Camino Real Polanco México**  
Mariano Escobedo 700 Col. Anzures  
México D.F. 11590  
Phone.: + 52 (55) 52 63 88 88  
Fax: + 52 (55) 52 63 88 89  
Email: [mexico@caminoreal.com.mx](mailto:mexico@caminoreal.com.mx)  
<http://www.caminoreal.com/destinations/polanco-en>



## 2nd CGIAR System Council Meeting Logistic Information

Dear System Council Members, delegation members, observers and invited guests,

We are pleased to invite you to the forthcoming second meeting of the CGIAR System Council. The information in this document is designed to facilitate your attendance at the meeting and your visit to Mexico City.

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## 1. Schedule of Events

### PROGRAM OVERVIEW – SYSTEM COUNCIL EVENTS

Date	Time	Event	Location
Saturday 24 September	8.30am – 6.00pm	<b>Pre-Meeting Workshop on CRP Matters</b> <i>Buffet lunch 1pm-2pm</i>	Salon Girasoles, Hotel Camino Real, 6 <sup>th</sup> Floor
Sunday 25 September	9.00am – 6.00pm	<b>SC2 Meeting (first session)</b> <i>Buffet lunch 1pm-2.15pm</i>	Salon Girasoles, Hotel Camino Real, 6 <sup>th</sup> Floor
Monday 26 September	9.30am – 5.30pm	<b>SC2 Meeting (second session)</b> <i>Buffet lunch 1pm-2.15pm</i>	Salon Girasoles, Hotel Camino Real, 6 <sup>th</sup> Floor
	7.00pm onwards	<b>CGIAR and CIMMYT50 Gala Dinner</b>	Museo Interactivo de Economía Tacuba 17, Centro Histórico <i>(**transport leaves hotel shortly after 17:30 for venue)</i>

### PROGRAM OVERVIEW – CGIAR/CIMMYT50 EVENTS

Date	Time	Event	Location
Tuesday 27 September	6.30am – 11.00pm	<b>CIMMYT50 – Field Day</b>	CIMMYT Headquarters, El Batán <i>(transport provided)</i>
Wednesday 28 September	8.30am – 5.30pm	<b>CGIAR and CIMMYT50 events</b>	Hotel Camino Real
	6.30pm – 8.30pm	<b>Gala Cocktail</b>	Hotel Camino Real
Thursday 29 September	9.00am – 5.30pm	<b>CIMMYT50 events</b>	Hotel Camino Real

#### 1.1. Remote participation

For those members unable to travel to the meeting, we have ensured that remote participation is enabled. The System Management Office will write to those who have indicated that this is required with details of how to connect to the sessions.

## 2. Pre-Meeting Support

### 2.1. Pre-meeting Calls

If interested in pre-meeting calls to assist with discussion of the meeting agenda and documents, Council members are invited to contact [systemcouncil@cgiar.org](mailto:systemcouncil@cgiar.org), indicating their availability on the following dates: Sunday 18, Monday 19 and Tuesday 20 September.

### 2.2. Visas

As foreshadowed in the preliminary logistics email and registration invitation sent on Monday 15 August, citizens of countries in the table at the following link do not need a visa to travel to Mexico.

<http://www.inm.gob.mx/gobmx/word/index.php/paises-no-requieren-visa-para-mexico/>

For travelers of other nationalities, a letter of invitation for visa purposes has been provided where this was requested when registering for the meeting. The securing of a visa, should this be required, is the sole responsibility of meeting participants.

### 2.3. Hotel Reservations

Hotel reservations have been made at the Hotel Camino Real where this was requested during the online registration process.

Hotel arrangements have been made in conjunction with CIMMYT to ensure that those attending all events have one room throughout their stay, and different rates apply for different nights as follows:

Room Type	Rate:	Rate:
	Fri 23; Sat 24; Sun 25	Mon 26 onwards
Deluxe Single	192.16 USD	237.38 USD
Deluxe Double	218.61 USD	237.38 USD

All rates include taxes, breakfast, all tips and internet.

Participants are responsible for settling their hotel bills on departure, with the exception of those where the cost of travel and accommodation is support by the System Management Office, or sponsored by CIMMYT. In those cases, the room rate has been pre-paid, however kindly note that all participants in all cases are responsible for settling the cost of any extras upon departure.

## 2.4. Pre-Registration

Online pre-registration for the meeting is now closed, however if any changes to details are required, please contact [systemcouncil@cgiar.org](mailto:systemcouncil@cgiar.org) as soon as possible.

## 3. Arrival and Registration

### 3.1. Arrival at the airport

Based on advice received from the Hotel Camino Real, and in view of the number of different arrival dates and times of participants, we recommend taking an authorized taxi to the hotel upon arrival at the airport. The fare from Mexico City's international airport is approximately 400 MXP.

Taxi services are located at the international and domestic entrances at Terminals 1 and 2. In both cases, taxi tickets are sold at the modules located near the arrival gates and in the walkway area. Rates are posted in a visible place and are authorized by the Secretaría de Comunicaciones y Transportes (SCT). For your safety, we recommend you only use the taxi services authorized by the Communications and Transport Authority (SCT Secretaría de Comunicaciones y Transportes), which include:

Terminal 1: Porto Taxi, Sitio 300, Nueva Imagen, Excelencia

Terminal 2: Porto Taxi, Sitio 300, Nueva Imagen, Excelencia, Confort and Yellow Cab

Alternatively, Uber services are widely used in Mexico City, and are generally more economical than an authorized taxi.

### 3.2. Registration at the hotel

In order to collect your badge and confirm your arrival, a member of staff from the CGIAR System Management Office will be ready to welcome you at a dedicated desk in the reception area of the hotel at the following times:

Friday 23 September: 5.00pm – 9.00pm

Saturday 24 September: 7.30am – 9.30am

Saturday 24 September: 6.00pm – 9.00pm

Sunday 25 September: 7.30am – 9.30am

## 4. General Information

### 4.1. Currency

The currency in Mexico is the Mexican Peso. At the time of writing some main exchange rates with the Mexican Peso are as follows:

<u>100 MXP =</u>
<u>5.45 USD</u>
<u>4.85 EUR</u>
<u>4.07 GBP</u>
<u>7.11 AUD</u>

### 4.2. Voltage

Mexico's electricity system is the same as that of the USA: 120 V; 60 Hz. Any electrical equipment you carry with you that operates at the higher (240v) rate will need to be dual-voltage (e.g. hair driers).

Plugs in Mexico are the same as in the USA; two flat prongs. If you are coming to Mexico from a country that uses a different socket type, e.g. the UK or Europe, you will need to bring electricity socket adapters with you.

## 5. Queries

All queries relating to the information in this document, or any other aspect of your trip, should be addressed to [systemcouncil@cgiar.org](mailto:systemcouncil@cgiar.org).

During the meeting days, the logistical focal points on site at the hotel will be Ms Olwen Cussen ([o.cussen@cgiar.org](mailto:o.cussen@cgiar.org); +33 6 43 67 88 92) and Ms Victoria Pezzi ([v.pezzi@cgiar.org](mailto:v.pezzi@cgiar.org)).