



2018 IntoSAINT Global Meeting

July 4-6 | 2018 | Mexico City

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HANDBOOK FOR DELEGATES

Last Update: June 26, 2018

A. Organizing committee

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B. Visa requirements

According to the Mexican law, visas for business, holidays or any other kind of activity to enter Mexico will last 180 days without the possibility of working for remuneration.

Foreign nationals will not need a Mexican visa if they present to the Mexican immigration authorities:

- a) a document that proves that they have a permanent residence in Canada, Japan, the United Kingdom or the United States of America, as well as in any country that is part of the Schengen space, and well as in any of the Pacific Alliance member countries (Chile, Colombia and Peru).
- b) a valid and in-force visa to enter Canada, Japan, the United Kingdom or the United States of America, as well as in any country that is part of the Schengen space.

The foreign nationals from the following countries have to get a visa to enter Mexican territory:

Cameroon



Iraq



Philippines



Tunisia



Each participant is responsible for complying with the necessary immigration requirements to enter Mexico (and for carrying out the immigration procedures applicable within transit countries in your journey to Mexico). The SAI of Mexico has no legal faculties to carry out immigration procedures, it will only provide a visa facilitation letter if required.

C. Embassies' assistance

If your National Embassy to Mexico is going to provide your delegation with any kind of technical and logistical support before, during or after your stay in Mexico, please inform about this to the organizing committee at your earliest convenience for coordination purposes.

D. Customs

Foreigners are allowed to bring in their personal effects duty-free products. Failure to declare personal effects will result in their confiscation and a fine. Mexican customs provide information in English regarding entry into Mexico by air or land. Travelers carrying more than 10 000 USD or the equivalent amount in other currencies, cash, checks, money orders, or any other monetary instrument must make a custom declaration. Failure to make this declaration is against Mexican law and often results in detention.

E. Transportation services

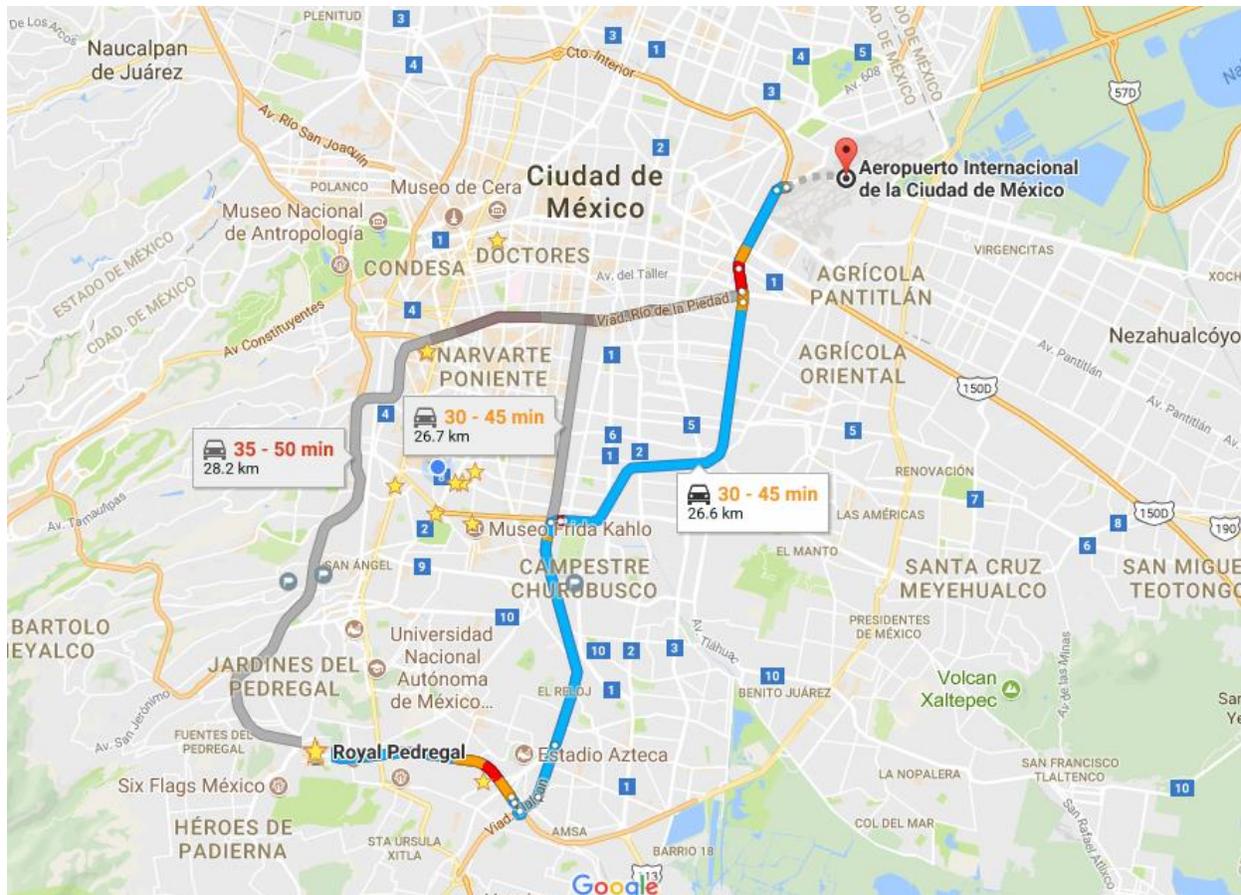
The SAI of Mexico will kindly provide all the delegations with the transportation services for the event. However, due to logistical issues, all attendees must take into consideration that these services will be provided just from/to the hotel selected as the official venue for accommodation: **The Royal Pedregal Hotel.**

- *Airport – Hotel – Airport Transportation*

The SAI of Mexico will provide all the delegates and accompanying persons with the transportation service from the Mexico City International Airport to the Royal Pedregal Hotel. Upon your arrival and after immigration procedures, baggage claim and custom clearance, staff from the International Relations Department of the SAI of Mexico will be waiting for you outside the exit doors of the custom's area (passengers welcoming zone). To facilitate your identification, the person who will be waiting for you at the airport will be carrying a sign with the INTOSAI logo.



The day of your departure from Mexico City, transportation from the Royal Pedregal Hotel to the airport will be also provided by the SAI of Mexico. The organizing committee will previously hand you a brief note with the information required (date, time and meeting point) to take you to the airport. Please bear in mind that the Mexico City International Airport's regulations state that passengers traveling on international flights must be at the airline counter three hours prior to the flight time. When preparing your departure, also take into account that it takes up to one hour to arrive at the airport from the Royal Pedregal Hotel.



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Route from the Airport to the Royal Pedregal Hotel¹

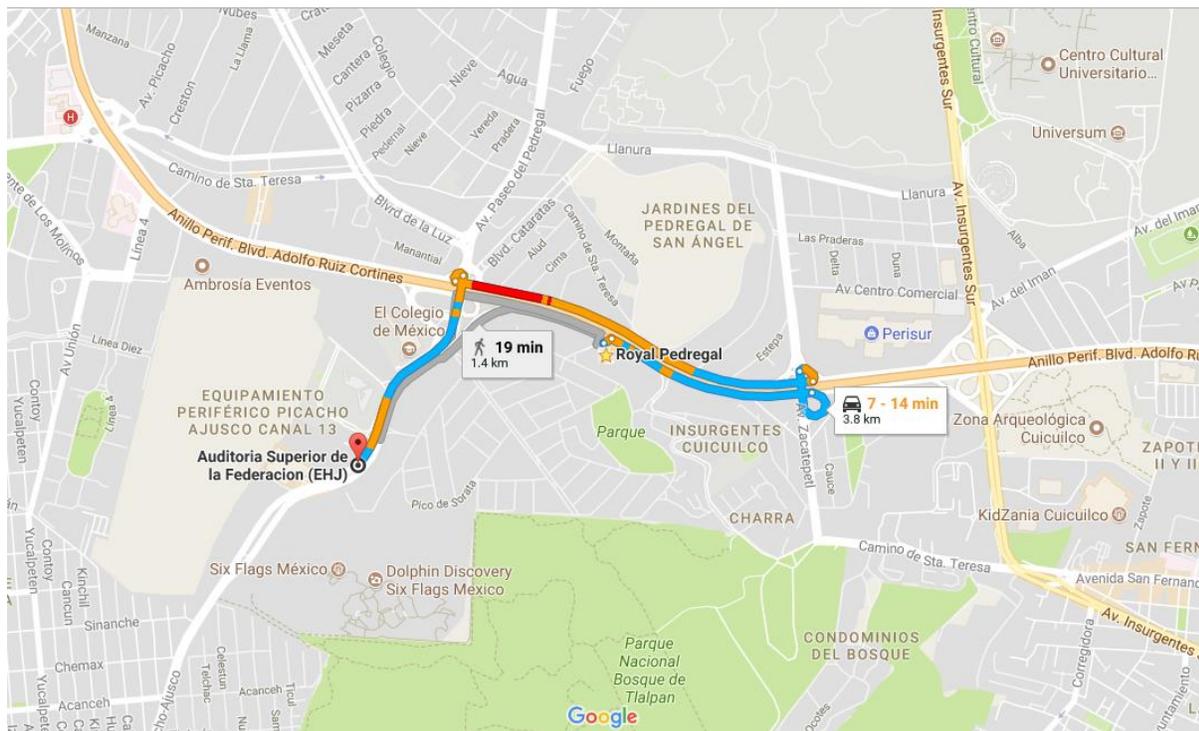
○ *Hotel – ASF’s premises – Hotel Transportation*

On July 4 and 5, 2018, the SAI of Mexico will provide transportation services from the Royal Pedregal Hotel to the ASF’s premises in the morning, and it will also provide transportation back to the Royal Hotel Pedregal once the working activities have finished. All delegates will be picked up at **8:45 in the morning at the lobby** of the Royal Pedregal Hotel to be taken to the ASF’s premises. We will appreciate delegates get on time at the mentioned meeting point in order to avoid delays in the foreseen activities. Mr. Ángel David Gómez, official from the International Relations Department of the SAI of Mexico, will be accompanying you in these morning transportation services.

¹ This map aims to show distance and alternative routes to the destination. Time estimate could change due to traffic jam, weather conditions and any other unforeseen situation.



Mr. Ángel David Gómez
SAI of Mexico



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Route from the Royal Pedregal Hotel to the ASF's premises²

² This map aims to show distance and alternative routes to the destination. Time estimate could change due to traffic jam, weather conditions and any other unforeseen situation.

F. Hotel and meeting venue

The **Royal Pedregal Hotel** was selected as the official venue for accommodation, which is located at:

4363 Periférico Sur, Jardines de la Montaña,
Tlalpan, Mexico City, Z.C. 14210
Telephone: (+5255) 5449 4000



Royal Pedregal Hotel

Accommodation during the meeting date period will be covered with INTOSAI financial resources. The SAI of Mexico has previously pre-booked rooms for all the participants; please just check in upon arrival at the hotel presenting your ID (passport, etc.). All guests are kindly invited to consult the Royal Pedregal Hotel's policies on:
<http://www.hotelesroyal.com.mx/home>

The 2018 IntoSAINT Global Meeting will take place at the **ASF's premises**, located at:

167 Picacho-Ajusco Roadway,
Ampliación Fuentes del Pedregal,
Tlalpan, Mexico City, Z.C. 14110



ASF's premises

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G. Working language

The presentations and discussions during the 2018 IntoSAINT Global Meeting will be held in English. Regarding those delegations that will be assisted by an interpreter, an internal booth within the meeting room will be available for the interpreter's work.

H. Working materials

All working materials for the meeting will be shared with all the participants via e-mail by the IntoSAINT Workstream Chair. All delegates that will present a progress report or make a presentation were previously asked by the organizing committee to send their corresponding materials to the IntoSAINT Workstream Chair **by June 25th 2018, at the latest**. If your delegation has not submitted its materials yet, please send them as soon as possible.

During the meeting, the SAI of Mexico will kindly provide the working materials (one binder with hard-copies) per participant. In case you require an extra binder with the working materials, we kindly invite you to take the most of the available internet connection to consult the documents on internet.

I. Internet access

Internet access will be provided during the working meetings at the ASF's premises. There is also WiFi at the lobby and restaurant of the Royal Pedregal Hotel.

J. Meals

Meals during the meeting date period will be covered with INTOSAI financial resources. Lunches on July 4-5 will be served in the restaurant located at the ASF's premises; lunch on July 6 will be served in a restaurant during the cultural program. The other meals (breakfasts and dinners) will be available in the Royal Pedregal Hotel restaurant. It is worth mentioning that the delegates' corresponding dietary restrictions have been taken into consideration for the choice of the meals.

K. Protocolary and cultural events

➤ Welcome cocktail

The SAI of Mexico is pleased to offer a **welcome cocktail** on July 3, at 20:00 hours, at the terrace of the ASF's premises, floor 12. Attendees will be picked up by Ms. Paola Romero, official from the International Relations Department of the SAI of Mexico, at **19:15 hours at the hotel lobby** to be taken to the cocktail. We will appreciate attendees get on time at the mentioned meeting point in order to avoid delays in the foreseen activities.

➤ Official dinner

Additionally, delegates and accompanying persons are invited to attend an official **dinner** hosted by the Auditor General of Mexico. This dinner will take place at the *Saks Restaurant*, on July 5, at 20:30 hours. Transportation service from the Royal Pedregal Hotel to the restaurant, and later from the restaurant to the hotel, will also be provided by the SAI of Mexico. Attendees will be picked up by Mr. Francisco Parral and Ms. Paola Romero, both of them INTOSAI Affairs Liaisons at the SAI of Mexico, at **19:30 hours at the hotel lobby** to be taken to the restaurant. We will appreciate attendees get on time at the mentioned meeting point in order to avoid delays in the foreseen activities. To know more about the Saks Restaurant, we kindly invite you to refer to annex 1, at the end of this document.



Ms. Paola Romero
SAI of Mexico



Mr. Francisco Parral
SAI of Mexico

➤ Cultural program

Furthermore, a cultural program on July 6 will be offered to **delegates and accompanying persons**, and it includes a visit to the Teotihuacan Pyramids. Attendees will be picked up by Mr. Josue Velasco or by Mr. Edmundo Sandoval, officials from the International Relations Department of the SAI of Mexico, at the hotel lobby at **10:00 hours** to be taken to the cultural program. We will appreciate attendees get on time at the mentioned meeting point in order to avoid delays in the foreseen activities. To know more about the place that will be visited, we kindly invite you to refer to annex 3, at the end of this document.



*Mr. Josué Velasco
SAI of Mexico*



*Mr. Edmundo Sandoval
SAI of Mexico*

L. Dress code

The dress code for men and women for the welcome cocktail and for the official dinner is casual business / traditional attire. During the meeting sessions, a formal suit/dress is appropriate, or a traditional attire is also welcomed for those delegates who prefer so.

For the cultural programs, wearing casual clothing and comfortable shoes is advisable. It is important to consider the use of sunscreen (sunblock) to protect yourself against ultraviolet radiation (UV) and sunburn. Wearing a hat and sun glasses is also recommended.

M. Currency

The national currency is the Mexican peso (MXN). Current coins in circulation have the following denominations: 10, 20 and 50 cents, as well as, 1, 2, 5, and 10 pesos. Moreover, bills are emitted in denominations of 20, 50, 100, 200, 500 and 1000 pesos.



You can use either your debit or credit card when paying at restaurants, bars, department stores, and grocery shops. Most establishments accept payments made with the most common credit cards (Visa, MasterCard, and American Express). It would be useful to take into consideration that Visa and MasterCard are accepted in far more places than American Express.

Take into consideration that many other transactions in Mexico are done with cash, particularly when using public transportation, and buying handicrafts, souvenirs, food or any personal care items in local markets and small grocery stores. Therefore, it is strongly recommended to exchange the foreign currency into Mexican Pesos upon your arrival at the Mexico City International Airport, where you will find cheaper exchange rates than those offered by banks and hotels.

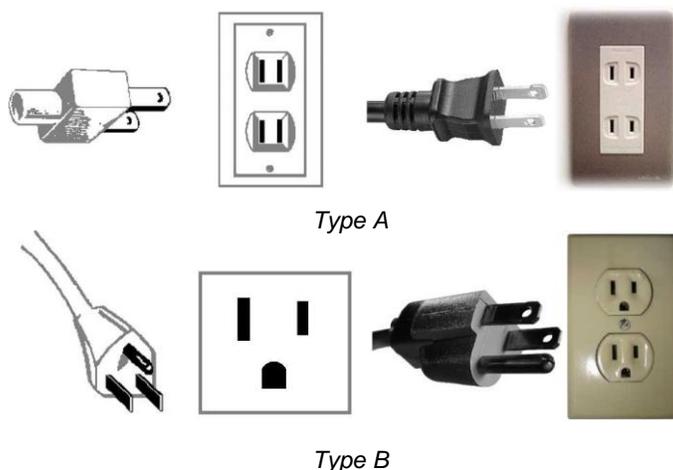
The current exchange rate³ of the Mexican peso between the U.S. dollar and the euro is as follows:

Mexican Pesos (MXN)	U.S. Dollars (USD)	Euros (€)
1 MXN	0.0503673 USD	0.0431456 EUR
19.8528 MXN	1 USD	0.856680 EUR

N. Electricity

Mexico's voltage is 127 volts at a frequency of 60Hz. If you are planning to bring some electronic equipment with you, please buy the suitable voltage converter and/or plug adapters. Plugs type A and mostly B are common in Mexico.

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O. Medical care

As for any international travel, it is strongly advised that you are adequately covered by an international health insurance during your visit to Mexico.

³ Information consulted at www.xe.com, on June 26, 2018. Exchange rates can change over time.

Tourists are advised to visit private hospitals in the event of an emergency. Private hospitals and clinics offer good-quality care and are less crowded than public hospitals, but are generally expensive and expect payment in advance. Be prepared to pay for a treatment and then request a refund. If medical services are required, contact the organizing committee or your Embassy to obtain a list of reputable facilities or physicians in the area.

Pharmacies in Mexico City and main cities carry most medicines. It is advisable to consult a physician before purchasing medicine. If you take a prescription medication, bring along an adequate supply and a copy of the prescription. Make sure that both the generic and trade names of the drug are stated. To determine whether a particular medication is controlled in Mexico or if it requires a prescription from a doctor, consult the Federal Commission for the Protection against Sanitary Risk (COFEPRIS), whose webpage is:

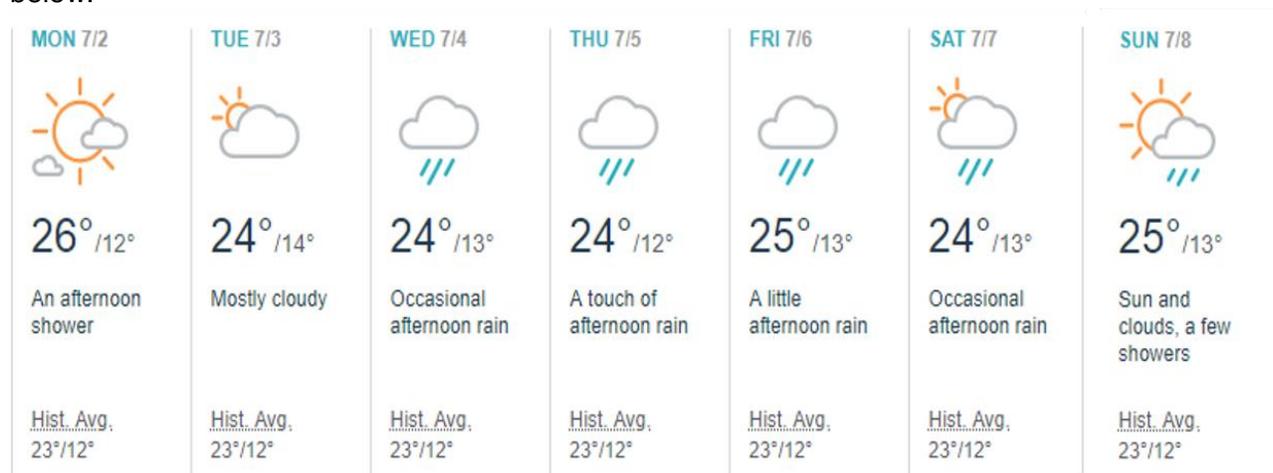
<http://www.cofepris.gob.mx/Paginas/Idiomas/Ingles.aspx>

Tap water is not potable, please drink only bottled water. Avoid eating spicy food if you are not used to it, and consuming food or beverages sold by street vendors. Fruits and vegetables washed in tap water should be disinfected, peeled, or cooked. In hotels, restaurants and nightspots the standards of hygiene and food preparation are generally top-notch.

Also bear in mind that the altitude in Mexico City is equivalent to 2,240 meters above the sea level. Thus, some people might experience dizziness or fatigue. Take this into account when performing any physical activity (e.g. climbing the pyramids or working out at the hotel). Individuals with heart, lung, or respiratory problems are advised to consult their doctor before booking their trip.

P. Weather conditions

The forecast of the weather conditions⁴ in Mexico City around the meeting dates is presented below:



⁴ Information consulted at *AccuWeather* (www.accuweather.com), on June 26, 2018.

Q. Landmarks and places to visit

For further information about Mexico City, please visit the website of the Ministry of Tourism: <http://www.turismo.cdmx.gob.mx/> and <http://www.mexicocity.gob.mx/>

Other places of interest:

- The official tourist's guide (available in different languages) can be consulted at <http://cdmxtravel.com/en/>
- Turibus website: <http://www.turibus.com.mx/>

Consult with the *conciERGE* of the Royal Pedregal Hotel about sightseeing tours offered, some of them leave from the hotel, which could be convenient for you.

R. Telephone dialing system

Mexico's number code is +52, the one corresponding to Mexico City is 55.

- If you require to make a telephone call to Mexico City from abroad, you have to dial 00 52 55 and the local number.
- If you have to call from abroad to a mobile device, you have to dial +52 1 and the mobile phone number (10 digits).
- If you have to call to Mexico City from the rest of the country, you have to dial 01 55 and the local number.

For **emergencies**, dial 911 (National System for Emergencies). If you want to report something anonymously dial 089.



Annex 1: The Saks Restaurant

The **Saks Restaurant** is an upscale restaurant located in the San Angel neighborhood of Mexico City. Its castle façade with low-light interiors, walls with adobe bricks and paintings of palaces and kings of medieval times create an atmosphere where the modern design mixes an elegant architecture and a classy style for guests to enjoy a nice meal.



Front of the Saks Restaurant

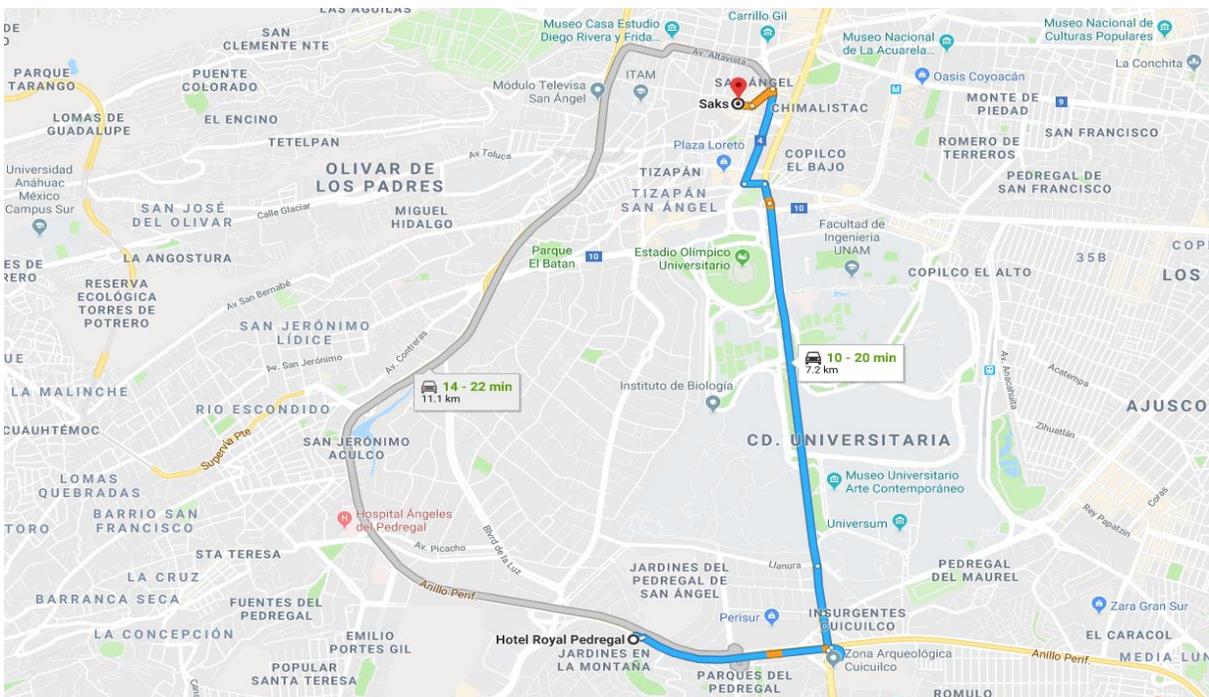


Interior of the Saks Restaurant

What stands out about this restaurant is that food is organic and preservative-free. In addition, for the quality and hygiene in its kitchen and its food, Saks Restaurant has been awarded with the Distinctive “H”, a recognition given by the Ministry of Tourism and endorsed by the Ministry of Health.

They have integrated menus (including soup or salad, hot and cold drinks, main course and dessert), low-calorie dishes and natural fruit juices. They also serve meat, poultry and vegetarian menu options.

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Route from the Royal Pedregal Hotel to the restaurant⁵

⁵ This map aims to show distance and alternative routes to the destination. Time estimate could change due to traffic jam, weather conditions and any other unforeseen situation.

Annex 2: Cultural program for delegates & accompanying persons (July 6)

➤ Pre-Hispanic City of Teotihuacan

The holy city of Teotihuacan is located 48 km northeast of Mexico City and is one of the archaeological sites with the longest history of exploration in Mexico. The first surveys date from 1864 and the first excavations from 1884. It was built between the 1st and 7th centuries B.C. The vast size of its monuments – in particular, the Temple of Quetzalcoatl and the Pyramids of the Sun and the Moon, laid out on geometric and symbolic principles, characterize it as one of the most powerful cultural centers in Mesoamerica.

Teotihuacan is one the archaeological sites with the longest history of exploration in Mexico. The city was divided into quarters by two great avenues that met near *La Ciudadela* (the Citadel). One of them is the famous *Calzada de los Muertos* (Avenue of the Dead), so named because the Aztecs believed the great buildings lining it were vast tombs, built by giants for Teotihuacan's first rulers.



Pyramid of the Sun

The Pre-Hispanic City of Teotihuacan fully preserves its monumentality, urban design and artistic wealth, as well as the relationship of the architectural structures with the natural environment, including its setting in the landscape. This is due to the maintenance, conservation and permanent protection the site has received.

Centuries after its fall, Teotihuacan remained a pilgrimage site for Aztec royalty, who believed that all of the gods had sacrificed themselves here to start the sun moving at the beginning of the 'fifth world,' inhabited by the Aztecs. It remains an important pilgrimage site: thousands of New Age devotees flock here each year to celebrate the vernal equinox (between March 19 and March 21) and to soak up the mystical energies believed to converge here.



Pyramid of the Moon

Teotihuacan is under the custody of the National Institute of Anthropology and History (*INAH*, for its acronym in Spanish), which is an agency of the National Council for Culture and Arts (*CONACULTA*, for its acronym in Spanish) and the Ministry of Public Education (*SEP*, for its acronym in Spanish). The site is legally protected by the Mexican Federal Law on Monuments and Archaeological, Artistic and Historical Zones of 1972.

Sources of information

- **México es Cultura.** Consulted on June 26, 2018:
<http://www.mexicoescultura.com/recinto/67323/en/teotihuacan.html>
- **Mexico's National Institute for Migration.** Consulted on June 26, 2018:
<http://www.inm.gob.mx/gobmx/word/index.php/paises-requieren-visa-para-mexico/>
- **Royal Pedregal Hotel.** Consulted on June 26, 2018:
<http://www.hotelesroyal.com.mx/home>
- **Saks Restaurant.** Consulted on June 26, 2018:
<http://www.saks.com.mx>
- **Open Table.** Consulted on June 26, 2018:
<https://www.opentable.com.mx/r/saks-san-angel-mexico?lang=en&page=1>
- **AccuWeather.** Consulted on June 26, 2018:
<https://www.accuweather.com>
- **UNESCO.** Consulted on June 26, 2018:
<https://whc.unesco.org/en/list/414>
- **Visit Mexico.** Consulted on June 26, 2018:
<https://www.visitmexico.com/en>
- **Ministry of Tourism.** Consulted on June 26, 2018:
<http://www.sectur.gob.mx/gobmx/tramites-y-servicios/certificacion-turistica/distintivo-h/>
- **XE Currency Converter.** Consulted on June 26, 2018:
<http://www.xe.com/>



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