



## Forty-fourth Regular Meeting of the Executive Committee

### PARTICIPANT'S GUIDE

#### ***Date and Venue***

Date: 23-24 July 2024  
Venue: Inter-American Institute for Cooperation  
on Agriculture (IICA) - Headquarters  
San Jose, Costa Rica  
Meeting Rooms: United States and Canada

#### ***Working Languages***

Plenary sessions: English, Spanish and Portuguese.

#### ***Documents***

The meeting documents will be available at  
<http://apps.iica.int/SReunionesOG/en>

#### ***Arrival and Departure***

On arrival at Juan Santamaria International Airport, you will be met by accredited IICA personnel who will assist you with immigration and customs formalities, as well as transportation to your hotel.

The travel agency at IICA Headquarters will be available to help you with your travel itinerary.

#### ***Hotel***

For your stay in Costa Rica, special rates have been obtained for the Radisson Hotel. As soon as you submit the on-line registration form, the Secretariat will make the corresponding reservation.

#### **Radisson Hotel**

The rate includes room, buffet breakfast, hotel transfer, transportation to and from IICA and a 10% discount on food and drink consumed at the hotel. **The following room rate will include 13% sales tax.**

Type of room	Premium
Standard	USD 120
Double	USD 120

**Contact:** Yorleni Cano  
<mailto:ycano@radisson.co.cr>  
Tel.: +506 2010-6000  
<http://www.radisson.com/sanjosecr>

#### ***Local Transportation***

Transportation will be provided for participants from the airport to the hotel and from the hotel to the airport on the day of your departure. Will share the schedules in due course.

#### ***Registration***

The registration process begins by completing and submitting the electronic meeting registration and hotel reservation form available via the on-line system for the Executive Committee:

<https://apps.iica.int/sae/public/Participantes/Inscripcion?REU=CE2024&OPER=ADD&LANG=en>

This process will be completed at IICA Headquarters on Wednesday, 23 July.

#### ***Credentials***

Pursuant to articles 8, 10 and 12 of the Rules of Procedure of the Executive Committee, the representatives of the Member States, the Associate State (*Spain*) and the Permanent Observers (*Arab Republic of Egypt, Austria, Belgium, Czech Republic, European Union, France, Germany, Hungary, Israel, Italy, Japan, Kingdom of the Netherlands, People's Republic of China, Portugal, Republic of Korea, Republic of Poland, Romania, Türkiye and the Russian Federation*) must be accredited by their respective governments in order to participate in the meetings of the Committee.

The original credential letter should be presented to the Secretariat during registration. Model credentials are available in the on-line Information System of the Executive Committee.

#### ***Vaccination against yellow fever***

As a health protection measure, Costa Rica requires that travelers from areas where yellow fever is endemic, or countries considered at risk for transmission of the disease, be vaccinated before entering the country. Please

bear in mind that **the yellow fever vaccine must be administered 10 days before entering Costa Rica** (Decree No. 33934-S-SP-RE, of August 1, 2007).

The vaccine is required for travelers arriving from the following countries in the Americas: **Argentina<sup>1</sup>, Bolivia<sup>1</sup>, Brazil<sup>1</sup>, Colombia<sup>1</sup>, Ecuador<sup>1</sup>, French Guiana, Guyana, Panama<sup>1</sup>, Paraguay, Peru<sup>1</sup>, Suriname, Trinidad and Tobago<sup>1</sup>, and Venezuela<sup>1</sup>**. The same rule applies to the following African countries: **Angola, Benin, Burkina Faso, Cameroon, Central African Republic, Chad<sup>1</sup>, Democratic Republic of the Congo<sup>1</sup>, Equatorial Guinea, Ethiopia<sup>1</sup>, Gabon, Gambia, Ghana, Guinea, Guinea-Bissau, Ivory Coast, Kenya<sup>1</sup>, Liberia, Mali<sup>1</sup>, Mauritania<sup>1</sup>, Niger<sup>1</sup>, Nigeria, Republic of the Congo, Senegal, Sierra Leone, South Sudan, Sudan<sup>1</sup>, Togo, and Uganda**.

Travelers must present their International Yellow Fever Vaccination Certificate to the authorities at ports, airports and border crossings.

### ***Entry visas for Costa Rica***

Costa Rica's immigration authorities have established that the passports of persons requiring a visa must be **valid for at least six months** at the time the bearer enters the country. The passports of visitors who do not require a visa must be valid for at least **three months**.

Citizens of **Colombia, Dominican Republic, Ecuador, Nicaragua, and Venezuela** require a visa issued by a Costan Rican consulate (maximum stay of up to 30 calendar days). Citizens of **Haiti and Jamaica** enter Costa Rica with a restricted visa authorized by the Director General of Immigration. As an entry requirement, citizens of Honduras must present a "Criminal Record Certificate" without an apostille (see second attached link).

Citizens of any country that would normally require a visa but who travel with a service, official or diplomatic passport may apply for an official visa with IICA's assistance.

IICA's Legal Unit for International Affairs and Protocol (LUIAP) at Headquarters, in coordination with the Institute's Delegation in the country concerned, will

provide the necessary support to obtain the visas mentioned above.

Citizens of any of the aforementioned countries who have an entry visa (tourist, crew member or business) for the United States of America or Canada (exclusively multiple entry visa) stamped in their passport and valid for at least the length of their stay in Costa Rica, are not required to obtain a visa from a Costa Rican consulate (for a stay of up to 30 calendar days).

Similarly, persons requiring a Costa Rican visa who are permanent residents of the United States of America, Canada or the European Union, with a right to multiple entries and whose document is valid for up to six months, do not need to apply for a consular visa to enter Costa Rica.

Citizens of all other IICA Member States not mentioned above do not require a visa to enter Costa Rica.

*For information on other countries, consult the following pages:*  
<https://migracion.go.cr/Documentos%20compartidos/Visas/Directrices%20Generales%20de%20Visas,%20Octubre%202023.pdf>

*Honduras:*  
[https://migracion.go.cr/Documentos%20compartidos/Circulares%20y%20Directrices/2023/ALCA209\\_25\\_10\\_2023%20Sobre%20eliminacion%20de%20visas%20a%20Honduras.pdf](https://migracion.go.cr/Documentos%20compartidos/Circulares%20y%20Directrices/2023/ALCA209_25_10_2023%20Sobre%20eliminacion%20de%20visas%20a%20Honduras.pdf)

### ***Travel Insurance***

IICA is required to ensure that all participants in official events organized by the Institute have international insurance. If you do not have this type of insurance policy, please complete the information requested in the registration form, and indicate the name of the person we should contact in case of an emergency.

### ***Climate and Electrical Current***

Costa Rica has two seasons (rainy and dry). The rainy season begins in May and lasts until November, with September and October having the most rainfall. It is recommended that you bring an umbrella and a light overcoat.

Electrical current in Costa Rica is 110 volts AC (60 Hz).

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<sup>1</sup> These countries are not holoendemic (only a portion of the country has risk of yellow fever transmission).



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### ***Currency Exchange***

Costa Rica currently uses the band system for currency exchange. It is recommended that participants exchange their foreign currency at the hotel.

The American dollar is accepted at most business places.

### ***Internet***

Participants will have access to the Internet (Brazil Room) or wireless service.

### ***Medical emergencies or hospitalization***

The Radisson Hotel provides 24-hour medical emergency services. Should you require medical attention while at IICA Headquarters, the staff of our infirmary will be happy to assist you.

During the registration process in Costa Rica, you will receive more detailed information regarding the procedures to follow if you require medical attention.

## **CONTACTS**

Should you have any questions regarding the agenda or technical matters, please contact:

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For matters related to logistics, please contact:

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