



Operating Guidelines Conference Our Ocean- Chile 2015



■ Introduction

These Operating Guidelines include the most relevant organizational aspects of the Second “Our Ocean” Conference to be held during October 05th and 06th 2015, in the city of Viña del Mar, located just 80 km outside of Santiago, Chile.

Information on what services will be offered by the Organization to all participants are specified in these Guidelines.

Furthermore, to guarantee that all questions are duly and efficiently answered, we have included the detailed contact information of staff members and their designated responsibilities during the event.

*Administrative & Logistics Coordination
“Our Ocean - Chile”
October 2015*

Chapter 1:

■ General Information

Organization

The Government of Chile has received the commendable task of organizing the “Our Ocean-Chile” Conference, for which a Secretary of Contents was created under the responsibility of Minister-Counselor Waldemar Coutts, Director of Environment and Maritime Affairs of the Ministry of Foreign Affairs.

The Administrative and Logistics Coordination will work under the General Direction for Administration of the Foreign Ministry, which has allocated a team to operate the necessary logistics to suitably develop and implement all the activities programmed for the event, whilst maintaining an adequate coordination between the many working units specified below:

■ Administrative & Logistics Coordination

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Chapter 2:

■ Credentials

Participants and Support Delegation

An online credential system will be available for accreditation purposes, in order to enter personal data electronically.

This system will be operative from September 1st to September 28th 2015. All participants must register online via <http://www.nuestrooceano2015.gob.cl/acreditaciones/>.

However, in order to access the system, participants must first confirm their attendance via ourocean@minrel.gov.cl.

Once Participants has confirmed his/her attendance to the Conference, the Accreditation Office will email a personal password in order to access the online system and filling out the registration form.

After logging in, all requested data must be filled and completed, including both personal and flight information. Even though flight information is important for coordination purposes, in case this data is not yet available at the time of your online registration, we strongly recommend temporarily skipping these entries and proceed with the registration.

At the time of registration, a digital photograph in JPG of 300x400 dpi (Passport size) will be required. This file must be saved under a Passport or Identity Card number, as appropriate.

Once all personal data has been entered, a pop up will display stating that "Your information has been successfully submitted"

Participants and their Delegations will be accredited only after carrying out the steps described above.

Support Delegation

Attention

Access to the Conference Hall will be restricted to Participants only, who will have a credential and a specific pass for that purpose. Those accompanying the Participant may receive "Support delegation" credentials, which will grant them authorization to enter the premises of the Sheraton Miramar Hotel, yet won't be authorized to access the Plenary Hall.

Due to limited spacing, accreditation as Support Delegate will be given to a reduced number of people that will be accompanying the Participant. This number will be determined by the Organization and communicated accordingly to the delegations requesting such accreditation.

Withdrawal of Credentials

For security reasons, badges and credentials must be displayed at all times throughout all of the event's activities and places.

Credentials will be handed out to Participants and Delegates between 28th September and 2nd October in Santiago, at the headquarters of the Ministry of Foreign Affairs of Chile (Teatinos 180). The schedule for the hand-out will be from 9:30hrs to 18:00hrs. Nonetheless, an Accreditation Office will be set up at the Sheraton Miramar Hotel between 4th and 6th October, for Participants who are unable to withdraw their credentials in Santiago.



Badges will be given out to each individual, upon identification via original passport or identity card. In case someone else other than a registered participant will be withdrawing a credential, the organization must be informed of alternate receiver's full name and passport number or identity card through the following e-mail: lhenriquez@minrel.gov.cl with copy to cbustamante@minrel.gov.cl

Press Credentials

All international and national media interested in covering the "Our Ocean-Chile 2015" Conference should access <http://www.nuestroocean2015.gob.cl/acreditaciones/> and complete the corresponding form.

The Press Division of the Ministry of Foreign Affairs (DIPREN), will be the unit responsible for coordinating communication with the media.

Each media's editor or responsible correspondent will be the focal point of communication with the organization so it is imperative that all personal data of the media's representative be provided. Due to limited space, the Press Division will coordinate with the editor of each media channel a system of shifts which will allow journalists to enter and cover the event.

The deadline to apply for media accreditation will be the September 17, 2015.

Press credentials of national, international and foreign correspondents residing in Chile will be handed out in DIPREN quarters, located in Teatinos 180 1st Floor, from 14 until 25 September 2015 between 9:00 and 18:30 hrs.

In case of any questions, please contact: acreditacionesprensa@minrel.gov.cl

Types of Credentials

In the registry form one should specify, as previously indicated, the position or role to be undertaken during the event so that the appropriate type of credential is accredited with fittingly access privileges.

The types of credentials are:

I. Participants

Corresponds to the Event's international and national guests. This blue badge will grant full access to the event's Headquarters. An additional permit will be delivered by the Organization to this category of participants for full Plenary access. Whoever does not carry this additional pass along with his or her badge will not be allowed inside the Plenary. As mentioned before, access to the Plenary will be controlled by the Organization.

II. Support Delegation

Corresponds to the members of the Participant's accompanying delegation. This white badge allows access to all Hotel grounds, but not to the plenary.

III. Press

Corresponds to foreign or Chilean staff media, duly credited. This badge will authorize correspondents to enter places specifically enabled for the media, which will be specified and oriented by the Press Officer from General Coordination.

IV. Organization

Corresponds to all members of the event's Organization staff. This badge color will be red.

V. Vehicles

The accreditation of vehicles belonging to delegations and NGOs will be necessary to ensure circulation in the city of Viña del Mar and approximation to Hotel. The Organization will issue a pass that must be visible in the vehicle at all times. It should be stated that, given the limited availability of parking at the Sheraton Miramar, the Organization is not responsible for the permanence of vehicles at Headquarters.

Chapter 3:

■ Accommodation and Transportation

a) TRANSPORTATION

Arrival of Participants in Santiago and transfer to the city of Viña del Mar.

Upon arrival at Santiago International Airport you can hire transfers and authorized taxi services to the city of Viña del Mar. These services can be found in the tourist counters that are located at the exit of the airport terminal. The cost of the trip is worth US \$140 approx. for a private transfer, and \$160 approx. for a shared shuttle.

For better coordination and assistance at the airport, staff members will receive participants upon their arrival. In order to efficiently organize the receptions at the terminal, please send an e-mail with your flight number and information to: pureta@minrel.gov.cl.

However, Embassies, or other participant Organizations, wishing to arrange transportation for their Participants and Delegations to Viña del Mar in their own official vehicles, should send a note verbal in this regard to the "Dirección General Administrativa" of the Ministry of Foreign Affairs, providing full information of both, cars and drivers.

During the days of the Conference, the Organization will provide shuttles services for international and national Participants staying in accommodations different than the Hotel Sheraton, in order to attend the Conference. These shuttles will run on predetermined routes and schedules and will be the participant's responsibility to catch them on time. The route and time schedules of these shuttles will be informed in a timely manner.

b) HOTELS

To guarantee lodging for all international and national participants, as well as accompanying delegations and support staff, the Logistics Coordination has pre-reserved various hotels in the V Region.

Each participant and/or Delegation will receive a list of the hotels that have been pre-booked in the area by the Organization. It will be of the entire responsibility of each participant to confirm the reservation of specific rooms according to each hotel's requirements.

Accommodation bills and payment are also of the entire responsibility of each participant. Participants and delegates are urged to formalize as soon as possible their room reservations directly with the hotel. Furthermore, we ask each participant and delegate to provide their lodging information to the event's organization, since it is also a requested item of the registry form.

Hotels have set a check-in time of 15:00 hrs, and check-out time for 12:00 hrs.

Any early check in or late check-out request should be dealt with directly with the Hotel by the Participant and/or Delegate.

Official Hotel

Hotel Sheraton Miramar

Contact: Victoria Gaete

Telephone: (+56+2) 26169302

E-mail: victoria.gaete@sheraton.com

Address: Avenida La Marina 15, Viña del Mar

Webpage: www.sheraton.com/vinadelmar

Information of General Interest

Agricultural and Livestock Service

Under Chilean law, any person who enters the country must complete an Affidavit of the Agriculture and Livestock Service (SAG).

Passengers may not enter Chile carrying the following items in their bags or suitcases: vegetables, live animals, products or by-products of plant and/or animal base listed below:

- Fresh fruit and vegetables. Fruit, ornamental, forestry plants thereof: branches, twigs, cuttings, bulbs, wood, bark and others. Flowers, dried flowers and garden plants.
- Seeds. Grains, dry, desiccated or dehydrated fruits.
- Soil.
- Insects, snails and others. Bacteria and fungus for scientific research purposes.
- Bees, honey and beeswax.
- Small animals (cats, dogs and others). Birds.
- Meats of any kind. Cured meats and sausages.
- Milk, Butter, cream and cheese.
- Veterinary biological products (serums, vaccines and others).

Climate

Viña del Mar enjoys a Mediterranean temperate climate with winter rains and prolonged dry season. It has an average annual temperature between a maximum of 19 ° C and a minimum of 12 ° C, with slight variations in temperature throughout the months of any given year. Temperatures during the summer (December-February) fluctuate between 25 ° C maximum and 13 ° C minimum. During the coldest month of July, an average between the maximum of 15 ° C and a minimum of 10 ° C may be experienced.

Currency

The Chilean peso is a currency for local use. The exchange rate of the Chilean currency is about 650 Chilean pesos per US dollar and 730 Chilean pesos per one Euro (July 2015).

Most foreign currencies can be exchanged at commercial banks or at Exchange bureaus. Commercial banks are open Monday through Friday from 9:00 to 14:00 hours. Whilst the schedules of Exchange

bureaus vary: some open only during the weekdays while others work on Saturdays and Sundays.

Most internationally recognized major credit cards are accepted in Chile in stores, hotels and restaurants.

ATMs are available in most commercial banks, malls, pharmacies and service stations. ATMs are members of international financing systems such as Plus and Cirrus.

Smoking Regulation

Smoking in enclosed public spaces is not allowed in Chile. However, some restaurants have enabled terraces/balconies for smokers, duly signaled. The Hotels that have been pre-booked for this event do not allow smoking in their rooms. We suggest you ask hotel reception where their authorized smoking areas are located.

Power Supply

The energy supply in Chile is 220 V / 50Hz. Power outlets normally have three aligned holes.

Emergency phone numbers

Ambulance service: 131

Fire Station: 132

Police: 133

Investigative Police: 134

Time Zone

The spring and current time zone for Chile is UTC/GMT -4.

Area codes

Chile: 56

Santiago: 22

Valparaíso and Viña del Mar: 32