LOGISTICAL INFORMATION NOTE AS OF MARCH 2016 FOR PARTICIPANTS ATTENDING THE 2016 MINISTERIAL MEETING ON DIGITAL ECONOMY, CANCÚN, QUINTANA ROO, MEXICO

20-24 June 2016

1. WELCOME

On behalf of the OECD and our host, Mexico, we are pleased you are joining us at the 2016 Ministerial Meeting, taking place in Cancún, Mexico on 21-23 June 2016, entitled “The Digital Economy: Innovation, Growth and Social Prosperity”.

A number of activities will take place over the course of the week;

- 20-21 June: Connected Communities Connected Lives Hackathon
- 21 June: Stakeholder High-Level Forums (BIAC, TUAC, CSISAC, ITAC)
- 22-23 June: Ministerial Meeting
- 24 June: CDEP Meeting

For information about the content of the Ministerial and links to other events please visit: oecd.org/cancun2016 (English and French) and for logistical information please visit:

Spanish: http://www.gob.mx/economiadigital
English: http://www.gob.mx/economiadigital/en

Once on the website you can change the language by going to the bottom of the page.

Additionally, this note along with other logistical details, will be posted on the CDEP Clearspace site: https://community.oecd.org/community/iccp-comm/iccp

If you have any questions, please do not hesitate to contact the Ministerial Meeting Team at: CancunMin2016@oecd.org
2. REGISTRATION

**All Events for the Week (except the Hackathon):** All participants must be registered in advance to attend any of the events taking place. Registration will close on 3 June 2016. Registration can be done directly on Mexico’s web page at:


On the first page you need to indicate an email to enter the system. If for some reason the page below is not in English, you can change the language on the right hand side - Idioma

Once in the system, you are required to complete all fields that are shaded in. You can return to the system at any point with your email and password. The first field once you are in the system will request your email address again. A random password is generated for you but this can be changed immediately in that field.

The registration system asks which events you plan on attending. While it is possible to move between events while on-site, in order to plan meeting rooms and food accordingly we would appreciate if you could indicate to the best of your knowledge which activities you plan on participating in by clicking on the button to the right.

The last page of the registration provides links to book rooms at the venue: the Moon Palace Hotel. For further information on the hotel please see 3. VENUE FOR THE MEETING.

This is a two stage registration process. Once you have completed the registration you will see a notice on the screen that states you will receive confirmation of your participation in 10 days. An email will be sent confirming your participation.
Hackathon: There will be a separate registration for this event through http://biac.org/connectedcommunities/

CDEP Delegates attending the 24 June CDEP Meeting: Please do not register in EMS for this meeting. Please select the CDEP meeting in the registration options by clicking the button on the right.

Hotel: All participants have to make their own hotel reservations. A special room rate has been negotiated at the Moon Palace. Reservations can be made directly through the registration system or, alternatively, on Mexico’s web page: http://www.gob.mx/economiadigital/articulos/moon-palace-reservation

Note: there are three web links on Mexico’s website for the hotel reservations.

1. “MINISTERS RESERVATION”
   Rooms for Ministers have been reserved in the Moon Grand section of the hotel. High-level officials from Stakeholder groups, governments and international organisations are also invited to reserve rooms here. The Moon Grand offers spacious suites, including a seating area. While further from the Ministerial events, the Grand is quieter and more exclusive. There are restaurants available in this section of the hotel.

   Individual transportation to the convention centre which is approximately 7 minutes away by car will be provided for each Minister. The hotel also offers regular shuttles from the lobby of the Grand to the lobby of the Sunrise (2 minute walk from the convention centre). For further info on the hotel please see 3. VENUE FOR THE MEETING.

2. “RESERVATION FOR MINISTERS STAFF”
   Standard and double rooms have been reserved in the Moon Grand section of the hotel for individuals traveling with Ministers and high-level officials staying at the Grand. If you require a room that is within walking distance of these individuals, it is suggested that you book under this link.

   The hotel offers regular shuttles from the lobby of the Moon Grand to the lobby of the Sunrise (2 minute walk from the convention centre). For further info on the hotel please see 3. VENUE FOR THE MEETING.

3. “RESERVATIONS FOR PARTICIPANTS”
   Standard and double rooms have been booked in the Sunrise section of the hotel. The Sunrise is closer to the convention centre where the Ministerial activities will take place. The Sunrise offers a number of restaurants and hotel amenities. For further information on the hotel please see 3. VENUE FOR THE MEETING.

Participant registration at the Moon Palace: You will need your passport to pick up your badge and welcome kit at the venue. Further details will be provided closer to the event.
3. VENUE FOR THE MEETING

All events from 20-24 June 2016 will take place at the Moon Palace Hotel Golf & Spa Resort (www.moonpalacecancun.com). The address of the Moon Palace Hotel is as follows:

- Carretera Cancun-Tulum Km. 36.5, Fracc. Tamul, 77500 Cancún, Q.R., México

The hotel is approximately a 15 minute drive from the Cancún airport.

The events will take place in two venues which are called the “Convention Centre” and the “Arena”. These two buildings are attached to each other but not to the different sections of the hotel. They are a two minute walk from the lobby of the Sunrise, and a 7 minute car drive from the lobby of the Grand. The hotel has one other section – the Nizuc - which also has its own lobby. Rooms will only be booked in the Nizuc once the Sunrise rooms allocated to us run out. You will be informed by the hotel which section you are in.

For all delegates attending, coffee breaks and buffet lunches will be included on 21, 22 and 23 June. A welcome reception on the evening of 21 June and a dinner on the evening of 22 June will also be provided. Locations of these meals will be shared at a later date.

Transportation to and from the airport is also offered by the host. See 5. TRANSPORT FROM AIRPORT TO HOTEL.

Please note that the Moon Palace is an all-inclusive resort therefore all food and beverages as well as some activities are included in the price of the room.

4. VISA ARRANGEMENTS

Please make sure that you do not require a visa. Mexico’s website includes information about visa requirements: http://www.gob.mx/economiadigital/articulos/migracion-visas-seguridad . It is also recommended that you check with your own governments on visa requirements.

For obtaining a visa, you must request it through the consulates and honorary consulates of Mexico.

If you transit through the United States you may need a transit visa: http://travel.state.gov/content/visas/english/other/transit.html
5. TRANSPORT FROM AIRPORT TO HOTEL

Upon arrival at the Cancún airport, all participants are requested to proceed to immigration and then through customs. A line will be dedicated to all Ministerial participants. Special arrangements will be made for Ministers and their staff.

**Moon Palace:** In the Arrivals area of the airport, there will be information desks and signs pointing you to the shuttle to take you to the hotel. Ministers will have private transportation.

**Other hotels:** To go to other hotels, please take a taxi. Once you have exited the airport’s secure area, there are a number of taxi ticket booths. It is recommended that you purchase your transfer from one of these booths to ensure that you are traveling with an approved driver. They will then direct you to where the corresponding taxi line is outside.

All drivers serving the airport must display their identification information on the outside of the taxi and are controlled by their union to promote safety.

When travelling from your hotel to other locations where a shuttle is not provided, it is recommended to use the services offered by the hotels.

6. SOCIAL MEDIA

In an effort to spur a more interactive discussion, we invite you to start using the promotional hashtag #OECDdigitalMX on your personal social media accounts in the run up to and during the week of the events. You can also follow us at: @OECDInnovation.

Further information on social media will be provided at a later date.

7. LANGUAGES

The official language of Mexico is Spanish.

The plenary sessions will be conducted in English, French and Spanish. Simultaneous interpretation in these languages will be provided.

Please be aware of this and if you are not fluent in these languages, please make sure to wear your interpretation headset at all times. Information on the interpretation headsets will be provided at a later date.

8. INTERNET ACCESS

Free wireless Internet access will be available at Moon Palace Hotel for the duration of the week to all delegates as well as across the hotel if you are guest there.
9. OTHER INFORMATION ABOUT CANCEUN


**Local Currency**
The currency is the Mexican peso ($). For exchange rates visit Banco de México

**Weather**
In June, the average daily temperature ranges from 25 to 31 degrees Celsius (78-89° F). Humidity can be high in Cancún; around 80%. Some rainfall may be expected as June is on the rainy season.

**Time Zone**
GMT minus 5 (DST).

**Electricity Supply**
110 Volts (60 cycles).

**Taxes**
In Mexico all purchases are taxed at the 16% value added tax (VAT), except for medicines, unprocessed foods and books.

**Airport taxi**
The airport tax is approximately 900 Mexican pesos. Most commercial airlines include the tax in the price of flight. If your flight does not include this tax, you will have to pay it at the airport upon your departure from Cancún.

*Important* – The departure tax is controlled locally and is subject to change without notice - apparently sometimes monthly.

**Tips**
Gratuities are not included in hotel rates or prices of restaurant menus. It is customary to tip between 10% and 15% of the total invoice amount.

**Call**
From another country to Mexico (i.e. Cancún) dial: Mexico code + area code + local phone number (52 + 998 + 99999999). From Mexico to another country (e.g. Brazil-Rio de Janeiro) dial: Brazil code + Rio de Janeiro code + local phone number (55 + 21 + local phone number). Calls to North America are free of charge for guests of the Moon Palace.
Drinking water
Despite being potable, water tends to affect foreigners by the composition of the bacterial flora. Therefore, it is advisable to drink bottled water. Mineral water will be at disposition of the Ministerial participants and is provided throughout the Moon Palace for guests staying there.

Security
As in all large cities, for security reasons it is recommended not to wear expensive jewellery and not to neglect handbags. You should also make use of your hotel safe when absent from your room.

Traveller’s health
In November 2015, the first local transmission of Zika virus infection was reported in Mexico. There is no vaccine to prevent or medicine to treat Zika, but travellers can protect themselves by
- Preventing mosquito bites
- Use insect repellent
- Install screens on windows and doors
- Wear protective clothing, such as long-sleeved shirts and pants.

Further information can be found on the Mexico Ministerial website: