



0 Organización de los Estados Americanos  
0 Organização dos Estados Americanos  
0 Organisation des États Américains  
0 Organization of American States

## Thirty-Fourth Regular Session of the OAS General Assembly

June 6-8, 2004  
Quito, Ecuador

### *OPERATING MANUAL FOR THE MEDIA*

#### **I. Official Schedule**

The Thirty-fourth Regular Session of the General Assembly will be held on June 6-8, 2004 in Quito, Ecuador.

The official schedule will be available on the OAS Web page: <http://www.oas.org> (“General Assembly”) or, directly, at the URL <http://www.oas.org/xxxivga/spanish>.

#### **II. Working Languages and Documents**

The proceedings of the General Assembly will be conducted in the four official languages of the Organization: Spanish, French, English, and Portuguese. Simultaneous interpretation and sound distribution will be provided in those languages.

#### **III. Participants**

The Member States listed below will participate in the Thirty-fourth Regular Session of the General Assembly:

- Antigua and Barbuda
- Argentina
- Bahamas
- Barbados
- Belize
- Bolivia
- Brazil
- Canada
- Chile
- Colombia
- Costa Rica
- Dominica
- Dominican Republic
- Ecuador
- El Salvador
- Grenada
- Guatemala
- Guyana
- Haiti
- Honduras
- Jamaica
- Mexico
- Nicaragua
- Panama
- Paraguay
- Peru
- Saint Lucia
- Saint Vincent and the Grenadines
- Suriname
- Saint Kitts and Nevis
- Trinidad and Tobago
- United States
- Uruguay
- Venezuela

#### **IV. Site of the General Assembly Session**

The opening session will be held on Sunday, June 6, 2004 at 5:30 p.m. at the National Theater of the Casa de la Cultura.

The working meetings of the Ministers of Foreign Affairs and OAS Member State delegations will be held at the Hotel Swissôtel, Quito, where the Press Center will also be located. The press conference that will be held after the closing session will also take place at Swissôtel Quito.

The OAS General Assembly working meetings will be held at the following address:  
12 de Octubre 1820 y Luis Cordero, Quito, Ecuador.

#### **V. Information for the Press**

Information on press activities and events during the thirty-fourth regular session of the OAS General Assembly can be found at the following addresses:

[www.oas.org](http://www.oas.org)

<http://www.oas.org/xxxivga/spanish>

[www.ecuadoroea.com](http://www.ecuadoroea.com)

OAS Department of Public Information (DPI/OAS), Washington, D.C.

Director of External Relations and Officer in Charge of the DPI/OAS:  
Eduardo del Buey, (202) 458 6848, edelbuey@oas.org

Public Information Coordinator for the OAS/GA:  
Luiz Coimbra, (202) 458 3508, lcoimbra@oas.org

Press Officer of the DPI/OAS:  
Lucrecia Baracat, (202) 458 6824, fax: (202) 458 6421, lbaracat@oas.org

The Web page of the Official Information Network of the Government of Ecuador is:  
<http://www.presidencia.gov.ec>

The host broadcaster will provide news on the General Assembly, which will be transmitted all day live and pre-recorded.

In addition, the Office of the OAS Department of Public Information and the Press Service of the Ecuadoran Foreign Ministry, located in Hotel Swissôtel, near the Press Center, will be open June 5-8 from 8:00 a.m. to 8:00 p.m. Staff of the OAS and the Ministry of External Relations of Ecuador, as well as volunteers will be available to provide information on press services and other general inquiries.

## **VI. Press Credentials and Access to the Meetings Site**

### Accreditation Process

For security reasons and to control access to the site of the General Assembly meetings, the members of the press must obtain identification cards. These cards must be visibly displayed and used at all events.

The journalists who submit their credential forms before the start of the session will receive their cards when they arrive at the Convention Center.

On-site registration for the meetings will take place in the hall of the Conference Center from 10:00 a.m. on Saturday, June 5. From May 29 to June 4, the Ecuadoran Foreign Ministry of Ecuador will issue credentials at the Ministry.

The international and regional media interested in attending the regular session of the General Assembly must complete the Foreign Press Credentials Form and send it by fax to (202 458-6421) or by e-mail to ([lbaracat@oas.org](mailto:lbaracat@oas.org)), OAS Department of Public Information, by May 25, 2004. The credential form can also be found at the following address: [www.oas.org](http://www.oas.org) (click on General Assembly).

For further information, please contact Mrs. Lucrecia Baracat, at telephone (202) 458-6824 or by e-mail at: [Lbaracat@oas.org](mailto:Lbaracat@oas.org).

Visiting foreign correspondents of international or regional media bringing equipment and/or video material into the country temporarily, to cover the Assembly, must submit a detailed list of all equipment, before their arrival, to the international press office located in the Ministry of External Relations of Ecuador, Zurita Building, fifth floor, Quito. The list of equipment (serial numbers, approximate value in dollars) must be accompanied by a letter from the organization to which the correspondent belongs, indicating the following: full name and passport number, as well as information on their arrival in and departure from Ecuador (date, airline, and flight number). These lists must be sent by e-mail, no less than five days prior to the date of arrival of the passenger. The e-mail address is: [dgacadip@mmrree.gov.ec](mailto:dgacadip@mmrree.gov.ec)

### On-site Accreditation:

Correspondents requesting credentials on-site at the meetings must present the relevant identification and are likely to face delays in obtaining their press cards.

## **VII. Press Center**

The Press Center will be located in the Hotel Swissôtel, Basel Room. It will be open round the

clock from 8:00 a.m. on June 5 to midnight on June 8.

The Government of Ecuador has reserved space for the media and Internet access will be provided. Persons covering the meetings are urged to bring their own laptops as there will be only a limited number of computers with online connections. Technicians will be available to assist with Internet connections.

The Press Center will make available to representatives of the media such services as: work space, electrical outlets (110 volts, 60 cycles), telephone outlets, some computers with Internet access, faxes, document distribution, and host broadcaster services, including closed circuit radio and video coverage of the plenaries. Basic video editing services and satellite transmission will also be provided.

### **VIII. Press Conference Room**

The press conference room will be located in the Mont Blanc Room. Upon request and subject to availability, simultaneous interpreting will be available in the four official languages of the Organization (Spanish, English, French, and Portuguese).

In addition, this room will be available to the delegations that wish to hold press conferences or make statements.

### **IX. Host Broadcaster**

The television company [Gamavisión](#) will act as the host broadcaster during the General Assembly. The services will be available at the Press Center from 2:00 p.m. on June 6.

This company will provide full audio and video coverage of the most important events of the regular session of the General Assembly, including the opening session, the first working session, the closing session, and the press conferences.

The facilities for video editing and satellite transmissions, managed by the broadcaster, will be located in Hotel Swissôtel, Zurich Room.

The Government of Ecuador will provide upload links via satellite with a multi-destination signal during the opening session (one hour) and the closing session (one hour), as well as 15 minutes a day of pre-recorded and edited material (b-roll), from June 6 to 8.

For more information on transmission, video editing services, and reservations for satellite transmissions, please contact Ambassador Abelardo Posso at telephone (539-2-256-6825) or at the following e-mail address: [dgacadip@mmrree.gov.ec](mailto:dgacadip@mmrree.gov.ec)

### **X. Web Page: Webcast, Photos and Document Distribution**

The OAS Department of Public Information has dedicated an Internet page to the General Assembly, with live audio and video broadcasts for the plenary sessions via Webcast and broad

coverage of all the proceedings of the Assembly.

High resolution photos of the events will be posted on the Assembly page immediately after they are recorded for distribution to the media, with the corresponding credits.

Official documents, speeches, press releases, and other papers will also be posted on the Internet page in real time, for distribution to the media.

The Assembly Web page will be located at the following address: <http://www.oas.org> (click on General Assembly) or <http://www.oas.org/xxxivga/spanish>.

## **XI. Access to Special Events**

Invitations will be required for participation in special events. For protocol and security reasons, the invitations must be presented at the entrance to the various events.

## **XII. Lost Identification Cards**

In the event that an identification card is lost, the Assembly's security office must be notified immediately. The place will be thoroughly searched before a new card is issued.

## **XIII. Automobile Access**

The vehicles authorized to enter the restricted security area shall have special identification. Notwithstanding, passengers in these vehicles may not enter the sector unless they all have their identification cards.

## **XV. Air Transportation**

It is recommended that round-trip flights be booked as soon as possible, directly with the airlines or with travel agencies.

## **XVI. Ecuadoran entry and departure requirements**

Press representatives of the countries whose citizens need entry visas for Ecuador must submit their applications beforehand to the nearest embassy or consulate.

Attached hereto is a list of countries whose citizens require visas to enter Ecuador.

Press officers are advised to obtain their visas before traveling to Ecuador to avoid problems on en route.

Travelers with ordinary passports must meet all the entry requirements upon arrival in the country.

## **XVII. Communications**

International phone calls may be made from the conference site. They may be made either collect or at the caller's expense from the telephones installed for the event.

## **XVIII. Currency**

The currency of Ecuador is the U.S. dollar. International credit cards are accepted at most hotels and businesses.

## **XIX. Ground transportation**

Transportation will be provided between the Convention Center at Hotel Swissôtel, Quito, and the hotels on the official list for the meeting.

The schedule will be available at the information desks in the Conference Center.

Press officers who stay in other hotels that are not on the official list must make their own arrangements for transport and for payment of the service.

**XX. Hotel Reservations**

Correspondents duly accredited to the General Assembly must make their hotel reservations directly. For your information, the following hotels have offered the OAS special rates:

<p><b>Hotel Marriot</b> Orellana 1172 y Av. Amazonas</p> <p>Tel: (593-2) 297-2000 Fax: (593-2) 297-2048</p>	<p>De Luxe US\$119.00</p>	<p>Executive Room US\$139.00 Suite US\$199.00</p>	<p>NO</p>	<p><a href="mailto:Ventas@marriot.satnet.net">Ventas@marriot.satnet.net</a></p>
<p><b>Hilton Colón</b> Av. Patria Y Amazonas</p> <p>Tel: (593-2) 256-0666 Fax: (593-2) 256-3903</p>	<p>Deluxe Single US\$99.00 Deluxe Double US\$109.00 Executive Single US\$119.00 Executive Double US\$129.00</p>	<p>Junior US\$139.00 Suite US\$149.00</p>	<p>NO</p>	<p><a href="mailto:sonia_Egas@hilton.com">sonia_Egas@hilton.com</a>  <a href="mailto:juan.sanchez@hilton.com">juan.sanchez@hilton.com</a></p>
<p><b>Hotel Radisson</b> Av. 12 de Octubre y Cordero 444</p> <p>Tel: (593-2) 223-3333 Fax: (593-2) 223-5777</p>	<p>Deluxe US\$100.00 Business US\$130.00</p>	<p>Royal US\$150.00</p>	<p>NO</p>	<p><a href="mailto:quito@radisson.com.ec">quito@radisson.com.ec</a></p>
<p><b>Hotel Quito</b> Av. González Suárez N27- 142</p> <p>Tel: (593-2) 234-4600 Fax: (593-2) 256-7284</p>	<p>Single w/city view) US\$63.00 Double w/ city view US\$70.00 Single w/valley</p>	<p>-----</p>	<p>NO</p>	<p><a href="mailto:Info@hotelquito.com.ec">Info@hotelquito.com.ec</a></p>

	view US\$68.00 Double w/valley view US\$75.00			
<b>Grand Hotel Alameda</b> Quito /Mercure Roca 653 y Av. Amazonas  Tel: (593-2)256-2345 Fax:(593-2)256-5759	Standard US\$60.00 Standard Mercure US\$70.00	Jr. Suite US\$70.00 Jr. Suite Mercure US\$80.00 Suite Mercure US\$105.00 Grand Suite Mercure US\$115.00	YES	<a href="http://www.accordhotels.com">www.accordhotels.com</a>  <a href="mailto:reservas@grandhotelm Mercure-alameda.com.ec">reservas@grandhotelm Mercure- alameda.com.ec</a>
<b>Four Points Sheraton</b> Av. República El Salvador N36-212 y Naciones Unidas  Tel.: (593-2) 297-0002 Fax (593-2) 243-3906	Executive Single US\$70.00 Executive Double US\$80.00	Junior US\$100.00 Executive Room US\$110.00	NO	<a href="http://www.sheraton-quito.com/">www.sheraton- quito.com/</a>  <a href="mailto:Hotel@sheraton-quito.com">Hotel@sheraton- quito.com</a>
<b>Akros</b> Av. 6 de Diciembre N34- 120  Tel: (593-2) 246-8800 Fax: (593-2) 243-1727	Single US\$50.00 Single Superior US\$53.00 / US\$63.00** Double US\$60.00 / US\$80.00** Triple US\$68.00 / US\$98.00**	US\$90.00	SI	Akros@ Hotelakros.com
<b>Hotel Sebastián</b> Almagro 822  Tel: (593-2) 2222-400 Fax: (593-2)2222-500	Single US\$53.00 Double US\$63.00 Triple US\$73.00	Junior (1) US\$73.00 Junior (2) US\$83.00 Junior (3) US\$93.00	NO	Hotelsebastian@ Hotelsebastian.com



<p><b>Hotel Tambo Real</b>  12 de Octubre y Patria  Tel.: (593-2)256-3820  Fax:(593-2)255-4963</p>	<p>Single Room  \$24.00  Double Room  \$28.00  Triple  \$42.00</p>		<p>NO</p>	<p><a href="mailto:reservac@hoy.net">reservac@hoy.net</a>  <a href="http://www.hotelamboreal.com.ec">www.hotelamboreal.com.ec</a></p>
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NOTE: \*\* Akros rate varies according to meal plan included.

Rates do not include the 22% VAT.

All room reservations, without exception, **must be confirmed before May 17, 2004**. After that date, bookings will be cancelled and the National Coordinating Office will not be responsible for reservations at the designated hotels.

## Annex

### VISAS

Countries requiring visas to enter Ecuador

PAIS	VISA REQUIRED
ANTIGUA AND BARBUDA	NO
ARGENTINA	NO
BAHAMAS	NO
BARBADOS	NO
BELIZE	NO
BOLIVIA	NO
BRAZIL	NO
CANADA	NO
COLOMBIA	NO
COSTA RICA	<b>YES+</b>
CHILE	NO
DOMINICA	NO
DOMINICAN REPUBLIC	NO
EL SALVADOR	<b>YES*</b>
GRENADA	NO
GUATEMALA	NO
GUYANA	NO
HAITI	NO
HONDURAS	<b>YES*</b>
JAMAICA	NO
MEXICO	NO
NICARAGUA	<b>YES+</b>
PANAMA	NO
PARAGUAY	NO
PERU	NO
SAINT LUCIA	NO
ST. VINCENT AND THE GRENADINES	NO
ST. KITTS AND NEVIS	NO
SURINAME	NO
TRINIDAD AND TOBAGO	NO
UNITED STATES	NO
URUGUAY	NO
VENEZUELA	NO

**Note:** + Visa required only for ordinary passports.

\* Visa required for all types of passports (diplomatic, official, special and ordinary)

### List of Permanent Observers

COUNTRY	VISA REQUIRED	COUNTRY	VISA REQUIRED
ALGERIA	YES	JAPAN	NO
ANGOLA	NO	KAZAKSTAN	NO
ARMENIA	NO	KOREA	YES
AUSTRIA	NO	LATVIA	NO
AZERBAIJAN	NO	LEBANON	YES
BELGIUM	NO	MOROCCO	NO
BOSNIA AND HERZEGOVINA	NO	NETHERLANDS	NO
BULGARIA	NO	NORWAY	NO
CROATIA	NO	PAKISTAN	YES
CYPRUS	NO	PHILIPPINES	NO
CZECH REPUBLIC	NO	POLAND	NO
DENMARK	NO	PORTUGAL	NO
EGYPT	NO	QATAR	NO
EQUATORIAL GUINEA	NO	ROMANIA	NO
ESTONIA	NO	RUSSIA	NO
EUROPEAN UNION	NO	SAUDI ARABIA	NO
FINLAND	NO	SERBIA AND MONTENEGRO	NO
FRANCE	NO	SLOVAKIA	NO
GEORGIA	NO	SPAIN	NO
GERMANY	NO	SRI LANKA	YES
GHANA	NO	SWEDEN	NO
GREECE	NO	SWITZERLAND	NO
HOLY SEE	NO	THAILAND	NO
HUNGARY	NO	TUNISIA	YES
INDIA	YES	TURKEY	NO
IRELAND	NO	UKRAINE	NO
ITALY	NO	UNITED KINGDOM	NO
ISRAEL	NO	YEMEN	YES



**34<sup>th</sup> REGULAR SESSION OF THE OAS GENERAL ASSEMBLY /  
XXXIV PERIODO ORDINARIO DE SESIONES  
DE LA ASAMBLEA GENERAL DE LA OEA**

June 6-8, 2004/  
6-8 de junio de 2004  
Quito, Ecuador

**Press Credential Form/  
Formulario de Acreditación para la Prensa**

Medio de Información /  
Medium \_\_\_\_\_

Dirección /  
Address \_\_\_\_\_

Nombre /  
Name \_\_\_\_\_

Cargo /  
Position \_\_\_\_\_

Teléfono /  
Telephone \_\_\_\_\_

Correo electrónico /  
E-mail \_\_\_\_\_

Firma /  
Signature \_\_\_\_\_

Please, return this form before May 25, 2004 to Lucrecia Baracat, Information Specialist, OAS Department of Public Information, to the fax: (202) 458-6421, or by e-mail: [Lbaracat@oas.org](mailto:Lbaracat@oas.org) . Phone: (202) 458-6824.

Favor devolver este formulario antes del 25 de mayo de 2004, a Lucrecia Baracat, Especialista en Información, Departamento de Información Pública de la OEA, al fax (202) 458-6421, o por e-mail: [Lbaracat@oas.org](mailto:Lbaracat@oas.org) . Teléfono (202) 458-6824.