

Regional Workshop “The Ministries of Education and their stewardship role over the pedagogical proposals of Initial Education”

October 10 and 11 of 2018

Aurola Holiday Inn Hotel, San José, Costa Rica

Room Aurola A, Third Floor

LOGISTICS NOTE

The Central American Education and Culture Coordination (CECC/SICA) cordially welcomes you to the Regional Workshop “*The Ministries of Education and their stewardship role over the pedagogical proposals of Initial Education*” to be held in the city of San José, October 10 and 11 of 2018.

This workshop is part of the Project “*Towards universal access to initial education and preschool levels for the inclusion, equity and permanence in the general basic education of Central America and the Dominican Republic,*” with the support of the Government of the Republic of Turkey and of UNICEF.

We would like you to have, prior, during and after the activity, the necessary information to comply with the desired objectives and an adequate return to your countries. We want you to have while preparing for the Workshop, during the activity in Costa Rica and upon your return to your countries, the necessary information to contribute to your wellbeing and comfort.

Place: Aurola Holiday Inn Hotel, San José:

Date of the event:

October 10 and 11, 2018.

Room Aurola A, third floor.

Address:

Avenida 5, calle 5, San José, Costa Rica.

Contact at the hotel:

Rafael Marín Navarro

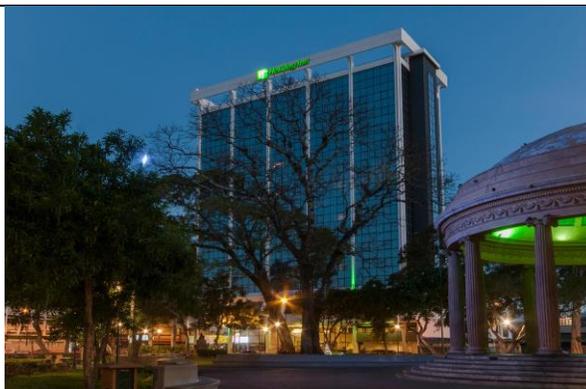
Corporate Account Executive

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Technical Information:

- There will be group work during the workshop so it is essential to have at least one laptop per table. Please take this aspect into account.

- It is necessary to have analyzed the draft document forwarded to you previously: “*The Ministry of Education and the Inputs of Initial Education for the stewardship of the pedagogical proposals (Author: Dr. Jorge Rivera)*”, and to have previously forwarded your observations according to the analysis guidelines sent to you some days ago.

Expenses:

1. The following expenses will be covered for the foreign participants: Airfare through the most direct and economic route (as an essential requisite, you must hand over the used boarding passes to the CECC staff who will be contacting you).
2. Airport-hotel-airport transfers in the city of San José (upon your arrival to the airport you will be contacted by the Grayline staff).
3. Accommodations and meals in the hotel where the meeting will be held, in accordance with the itinerary of each participant.

Meals:

The day you arrive at the hotel (October 09):

1. The participants from Honduras, Panama, the Dominican Republic and Belize will have dinner included at the hotel restaurant, since they arrive before 9 pm.
2. The participants from Guatemala, El Salvador and Nicaragua, due to their late arrival, will be reimbursed the next day for a maximum of \$22.00 for their dinner expenses, according to the CECC rates.

For the foreign participants, the breakfasts are buffets and are served in the Restaurant Tropicana, located on the lobby floor, between 6:00 and 10:00 am.

Dinners will be there too, with the exception of October 10, when we will have a group dinner in the Room Aurola B, with the foreign and national participants.

Please indicate if any participant has some food restriction, as soon as possible to the email raquelnuel.ceccsica@gmail.com

Travel insurance:

It is recommended that each participant purchase a travel and health insurance with coverage in San José, since the CECC policy does not cover medical expenses or accidents.

Schedule:

The workday will be under the following schedule:

- from 08:00 hours to 16:30 hours.

Currency and Banking:

The currency of circulation is the Costa Rican colon. At the Hotel, dollars are exchanged at a fair rate, similar to that of the market. Also near the Hotel (Avenida 7, Calles 1 and 3) is the Banco de Costa Rica, where you can change money, from 9:00 am to 4:00 pm. It is not recommended to change money at the airport. Most of the internationally recognized credit cards are accepted in stores, hotels and restaurants.

Business Center:

The Business Center is located in the hotel lobby, where you will be able to make photocopies and print boarding passes for free. It is recommended to carry with you a copy of the passport and leave the passport in the security box in your room.

Attire:

It is recommended to wear formal attire the first day. The second day you may dress more casually, but not sports clothing.

Cultural Activity:

The night of October 10 we will have a cultural activity (to be defined) outside the hotel, so we recommend casual and warm clothes.

Climate in San José:

Since it is the rainy season, the climate will be humid and rainy and temperatura will be between 19°C and 27°C. For further information about the climate during those days, we suggest you consult the web site: www.weather.com.

Power:

Power is of 110 volts.

Parking for nationals:

The Costa Rican participants will have only one free parking space per institution represented, so it is recommended to do carpooling in case several people from one same entity attend.

Other services:

The hotel offer free internet service in all their facilities, gym and swimming pool, in a schedule from 6:00 am to 10:00 pm.

Transportation:

The day of arrival, the company **Grayline** will be in charge of the transfer from the airport to the hotel. They are located in front of Gate 5 inside the airport and the transfer logistics will be as follows:

	Name	Arrival Date	Flight arrival time / Airline and flight number	Shuttle
1	Ana Luisa Hernández	9/10/2018	CM 145 2:43 pm	1
2	Mayra Ibelis Valdez García	9/10/2018		
3	Jose Alexis Ordóñez Velásquez	9/10/2018		
4	Luz María Villafañe Díaz de Kam	9/10/2018	AV 698 4:14 pm	2
5	Ana Cristina Terrientes Davis	9/10/2018		
6	Migdalia Bustamante	9/10/2018		
7	Blanca Camacho	9/10/2018		
8	Alexandra Santelises Joaquín	9/10/2018	CM 503 4:33 pm	
9	Lurleen Cynthia Gamboa - Betson	9/10/2018	CM 192 7:01 pm	3
10	Julio Sabido	9/10/2018		
11	Vivian Arcelí Palencia Peralta	9/10/2018	AV 739 8:55 pm	4
12	Silvia Eunice Culajay Hernández	9/10/2018		
13	Dania Gabriela Franco Morán	9/10/2018		
14	Karla Ivonne Méndez de Mariona	9/10/2018	AV 637 9:45 pm	5
15	Carlos Tito López	9/10/2018		
16	Melissa Hernández	9/10/2018		
17	Karla Elizabeth Suazo Montenegro	9/10/2018	CM 162 10:13 pm	
18	Reyna Vanessa Campos Avilés	9/10/2018		
19	Sobeyda Bárcenas	9/10/2018		

For the day of return to your countries (October 12) the Grayline company which is located in the hotel lobby, will contact each one of you to indicate the time when you should be in the lobby for the return transfer to the airport. The transfer will take place as follows:

	Name	Departure date	Flight departure time/ Airline and flight no.	Shuttle
1	Lurleen Cynthia Gamboa - Betson	12/10/2018	CM 465 6:01 am	1
2	Julio Sabido	12/10/2018		
3	Vivian Arcelí Palencia Peralta	12/10/2018		

	Name	Departure date	Flight departure time/ Airline and flight no.	Shuttle	
4	Silvia Eunice Culajay Hernández	12/10/2018	AV 738 6:30 am		
5	Dania Gabriela Franco Morán	12/10/2018			
6	Karla Elizabeth Suazo Montenegro	12/10/2018	CM 169 6:30 am		
7	Reyna Vanessa Campos Avilés	12/10/2018			
8	Sobeyda Bárcenas	12/10/2018			
9	Ana Luisa Hernández	12/10/2018	CM 144 9:45 am		2
10	Mayra Ibelis Valdez García	12/10/2018			
11	Jose Alexis Ordóñez Velásquez	12/10/2018			
12	Luz María Villafañe Díaz de Kam	12/10/2018	AV 699 10:50 am		
13	Ana Cristina Terrientes Davis	12/10/2018			
14	Migdalia Bustamante	12/10/2018			
15	Blanca Camacho	12/10/2018			
16	Karla Ivonne Méndez de Mariona	12/10/2018	AV 620 12:20 pm	3	
17	Carlos Tito López	12/10/2018			
18	Melissa Hernández	12/10/2018			
19	Alexandra Santelises Joaquín	12/10/2018	CM 504 5:41 pm	4	

Please do not hesitate to ask for any additional information you may need about the logistics through:

Raquel Núñez

CECC/SICA

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Tel: (506) 2283-7629 / (506) 8816-4552 (WhatsApp).