



## Conference Brief 2

(Please read and print this brief before leaving home, and take it with you during your trip)

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We look forward to welcoming you all to the International Conference on Territorial Inequality and Development which will be held in Puebla, Mexico, January 25 to 27, 2016.

### Conference package

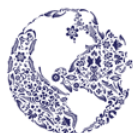
The following are included in your Conference package.

#### Rimisp-funded participants

- Round air travel ticket.
- Round ground transportation Mexico City airport – Puebla – Mexico City airport.
- Single room accommodation (double room for those participants who gave notice in advance and will cover expenses for the extra person), according to travel itinerary (not before January 23 and not after January 28).
- Breakfast buffet, according to travel itinerary (not before January 23 and not after January 28).
- Lunch in Quinta Real Hotel restaurant from January 24 to 27.
- Per diem for dinners on January, 23, 24, 25 and 27, and for lunch on January 23.
- Welcome drinks on January 24 at 17:00 hours in Quinta Real Hotel.
- Tour to Cholula city on January 24 from 14:00 to 16:00 hours.
- Walking tour on January 26 from 18:30 to 19:30 hours from Quinta Real Hotel to Casa Reyna Hotel, venue of the Conference dinner.
- January 26 Conference dinner in Casa Reyna Hotel from 19:30 to 22:00 hours.
- Conference kit (see Conference Registration section).

#### Self-funded participants

- Lunch in Quinta Real Hotel restaurant from January 24 to 27.
- Welcome drinks on January 24 at 17:00 hours in Quinta Real Hotel.
- Tour to Cholula city on January 24 from 14:00 to 16:00 hours.
- Walking tour on January 26 from 18:30 to 19:30 hours from Quinta Real Hotel to Casa Reyna Hotel, venue of the Conference dinner.
- January 26 Conference dinner in Casa Reyna Hotel from 19:30 to 22:00 hours.
- Conference kit (see Conference Registration Section).



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## Papers and presentations

All PowerPoint presentations should be submitted by January 20, 2016 to Felicity Proctor on [conference@rimisp.org](mailto:conference@rimisp.org)

All written contributions and papers should be sent to Felicity Proctor on [conference@rimisp.org](mailto:conference@rimisp.org). Please submit written contributions papers before the Conference launch. Draft papers will be posted on the Conference website <http://territorialconference2016.rimisp.org/>

Speakers please note that plenary presentations will be strictly limited to 20 minutes and parallel session presentations to 15 minutes.

## Ground transportation to Puebla

### Arrivals to Mexico City on January 23 and 24

When you arrive in Mexico City airport, you will go through immigration and customs. After you exit the customs area, walk up to door 10 if you arrived to Terminal 1, or to door 3 if you arrived to Terminal 2 and look for the person next to the sign with the Conference image (see picture in the right). The person by the sign will give you a ticket for an authorized taxi that will take you directly to the venue hotel in the city of Puebla (a 2 hours' drive).

On January 23, there will be a person from 11:00 to 22:00 hours to assist you on this. On January 24, this assistance will be available from 05:00 to 24:00 hours.

If for whatever reason you are not met, please go to the authorized taxi booth "Sitio 300" and buy a ticket to Puebla. You can find one in doors 1 and 10 at terminal 1, and in door 3 at terminal 2. The cost is \$1,500.00 Mexican pesos (90 US dollars) and this company accepts credit cards. There are also plenty of ATMs or money exchange offices (opened from 09.00 to 18.00) inside both terminals if you prefer to pay in cash.



### Participants from Mexico City or visiting Mexico City before the Conference

1. You can take a prepaid taxi at the airport on January 24 from 05:00 to 24:00 hours if you contact the person by the sign of the Conference (see page 1 of this brief) at door 10 in terminal 1, or door 3 in terminal 2.
2. If you want to go to Puebla on your own, the Conference will reimburse your bus, car or airport taxi travel expenses (see section "Reimbursements"). We strongly recommend you let us know your choice of preference and your day and time of arrival to welcome you properly in Puebla.



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**Under no circumstances you should hire a taxi service to Puebla, except from the authorized companies at the airport**, which have permanent booths at public areas of the airport. We strongly recommend “Sitio 300” which give official receipts for reimbursements. Expenditures from car rentals will not be covered by the Conference.

If you are going to travel by car, the conference will cover road fees (tollbooths), gas and parking service at Quinta Real Hotel in Puebla from January 24 to 28. Expenditures from car rentals will not be covered by the Conference.

If you prefer to travel by bus, we recommend “Estrella Roja”. Please prepare your trip in advance at <https://www.estrellaroja.com.mx/>

## Air travel and hotel arrangements

All participants with an air ticket purchased by Rimisp and those who have sent their self-funded itinerary to [mexconf@rimisp.org](mailto:mexconf@rimisp.org) have a room reserved at Quinta Real Hotel in the city of Puebla (a 2 hours’ drive from Mexico City). For those remaining participants, if you would like us to make your travel or hotel arrangements, please contact Alicia Athié at the email above before January 15.

At this time we are not able to make further changes to the air tickets purchased, so you might want to contact the Rimisp appointed travel agency directly.

**Name:** Travel Security

**Emergency email:** [emergenciastravel@security.cl](mailto:emergenciastravel@security.cl), [nmeneses@security.cl](mailto:nmeneses@security.cl) (Ms. Norca Meneses) and [cvial@security.cl](mailto:cvial@security.cl) (Ms. Carolina Vial)

**Emergency phone number:** +562 2583 6791 (office at Santiago de Chile airport)

Airfares covered by Rimisp (purchased or that will be reimbursed) include a **medical insurance** during your round trip and participation in the Conference. You will receive your policy by email before January 16. If not, please contact Liliana Lillo at [llillo@rimisp.org](mailto:llillo@rimisp.org)

## Hotel

### Conference venue hotel

Most participants have accommodation at the venue hotel, where all Conference sessions will be held.

#### Quinta Real Puebla Hotel

Address: Ave. 7 Poniente no. 105, Centro Histórico, C.P. 72000, Puebla, Mexico.

Telephone: +52 222 229 0909

Web page: <http://www.quintareal.com/la-coleccion/puebla>



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## Hotel for last minute confirmations

Participants who have not sent their itinerary or confirmed travel arrangements before January 15 will have accommodation at a hotel four blocks away from the venue hotel.

### Hotel NH Puebla

Address: Calle 5 Sur no. 105, Centro Histórico, C.P. 72000, Puebla, Mexico.

Telephone: +52 222 309 1919

Web page: <http://www.nh-hoteles.es/hotel/nh-puebla>

## In case your itinerary changes during your travel to Mexico

If you miss your flight or have a major delay, please send an email as soon as possible to [mexconf@rimisp.org](mailto:mexconf@rimisp.org). You can also contact us for this matter sending a SMS or WhatsApp message to the mobile phone: +52 1 55 4896 7627

Please contact the travel agents directly for any changes during travel (e.g. missed connections) if you need support.

**Name:** Travel Security

**Emergency email:** [emergenciastravel@security.cl](mailto:emergenciastravel@security.cl), [nmeneses@security.cl](mailto:nmeneses@security.cl) (Ms. Norca Meneses) and [cvial@security.cl](mailto:cvial@security.cl) (Ms. Carolina Vial)

**Emergency phone number:** +562 2583 6791 (office at Santiago, Chile airport)

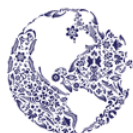
## Reimbursement of airplane tickets, visa, and ground transportation expenditures

Some of you have purchased your own airplane tickets, and/or have had to get a visa to enter Mexico in order to attend the Conference. We will reimburse you for these expenditures in Puebla if you informed us the total amount (USD) before Jan 13, 2016 at the very latest; otherwise we will have to reimburse you after the Conference via a bank transfer or a wire transfer.

*In order to be able to reimburse you, we will need a copy of the invoice or receipt showing what you paid for and the amount. Please bring that information to Puebla.*

## Conference Registration

All Rimisp-funded participants and self-funded participants that have sent their travel itinerary or will send it before January 15 have been pre-checked-in at the hotel to make your registration faster. In other cases, you will need to complete your check-in at front desk as soon as you arrive to Quinta Real Hotel.



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The Conference registration will be held on January 24 from 16:30 to 17:30 hours at the hotel's main yard (Patio Central). If you arrive later, you can register before the inauguration on January 25 at 08:00 hours in room La Concepción in second floor.

During registration, we will deliver the Conference Kit that include a note book and a pen, a name tag, and a booklet with the detailed program and all papers abstracts among other information that you might find interesting during your participation.

## Exchange rate and banking

If you want to buy Mexican pesos for your personal expenses, do it at any of the bank or exchange offices at the public areas in Mexico City airport. You will probably not find a better exchange rate anywhere else in Puebla or Mexico City.

## Dress code

The dress code is smart casual - men do not need to bring suits and ties. For the Conference dinner and both tours, comfortable shoes are recommended.

## Weather

Temperature in Puebla for those days is expected to be 7-22 Centigrade or 45-72 Fahrenheit or, so jackets or sweaters are recommended. Some rain and wind is likely.

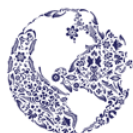
## Social Program

The following social program is available to all participants and accompanying partners. We have already reserved a place for all participants according to your travel itineraries; it is however optional to attend.

### Sunday January 24

14:00 – 16:30 Tour to Cholula. Meet at Quinta Real hotel's main courtyard Las Novicias (Patio Central) for a 45 min drive by bus. We will visit the archeological zone and the main church at the top of the pyramid.

17:00 – 19:00 Welcome cocktail party in main courtyard Las Novicias (Patio Central) of Quinta Real hotel.



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## Monday January 25

17:45 – 18:10 Group's photo at Quinta Real hotel's main courtyard Las Novicias (Patio Central). We will send you the Conference Picture by mail the first week of February.

## Tuesday January 26

18:30 – 19:30 Walking tour around historical buildings from Hotel Quinta Real to Hotel Casa Reyna – the venue of the Conference dinner. Meet at Quinta Real hotel's main courtyard Las Novicias (Patio Central) at 18:25 hours.

19:30 – 22:00 Conference dinner at Patio Rojo of Casa Reyna Hotel Boutique.

## Contact details

**Julio Berdegúe**, Chairman of the Conference Technical Committee  
**Felicity Proctor**, Secretary of the Conference Technical Committee  
Email: [conference@rimisp.org](mailto:conference@rimisp.org)  
Mobile in Mexico as of January 21: +52 1 55 4465 5346

**Alicia Athié**, Organization and Logistics Coordinator  
Email: [mexconf@rimis.org](mailto:mexconf@rimis.org)  
Mobile: +52 1 55 4927 2482

**Marta Ramón**, Media Partnership and Press  
Email: [mramon@rimisp.org](mailto:mramon@rimisp.org)  
Mobile: +56 9 620 23983

## Conference sponsor

The conference is generously sponsored by Canada's [International Development Research Centre](#) (IDRC)

## Conference website

A detailed program, papers abstracts and much more information it is available at:

<http://territorialconference2016.rimisp.org/>