



Logistics Note



UNITED NATIONS/COSTA RICA
**WORKSHOP ON HUMAN
SPACE TECHNOLOGY**

7-11 MARCH, 2016 • SAN JOSÉ, COSTA RICA



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Introduction

A five-day international workshop on human space technology in San José, Costa Rica, from 7 to 11 March 2016 is being organized by the United Nations Office for Outer Space Affairs in cooperation with the Government of Costa Rica and co-organized by the International Academy of Astronautics (IAA), as part of the Human Space Technology Initiative (HSTI) within the framework of the United Nations Programme on Space Applications.

The Workshop will bring together senior experts, professionals, and decision-makers from public sectors, academia and industries worldwide. The Workshop participants will exchange information on achievements in the human space programmes, discuss how to promote international cooperation by further facilitating the participation of developing countries in human space exploration-related activities. It will also focus on creating awareness of the benefits of human space technology and its applications, building capacity in microgravity science education and research, and exploring participation in space commercial activities.

1. Workshop Venue Hotel

The workshop will be held at:

Crowne Plaza Hotel Corobicí

<http://www.ihg.com/crowneplaza/hotels/us/en/san-jose/sjocp/hoteldetail>

Costado Norte del Parque La Sabana (north side of "La Sabana" Metropolitan Park), San José, Costa Rica

Tel: (506) 2543-6000

2. Accreditation Process

All participants are required to complete an online accreditation process. ID Badges will be given to each participant and are required to wear during the complete workshop. Please complete your accreditation on the following link: <https://hst.go.cr/un-cr-wohst> (before February 29th).



3. Accomodation

The venue hotel offers rooms at the following rates:

Single deluxe or double \$99,00 plus taxes* per night, breakfast included

Executive single plus or double \$129,00 plus taxes* per night, breakfast included

*13% sales tax must be added

Participants who are provided with funding support will stay at the venue hotel. It is strongly suggested that all participants stay at the venue hotel. No transportation from other hotels to the workshop venue hotel will be provided.

It is advised to book your hotel room as soon as possible at the venue hotel. To receive the mentioned rate, please book your room directly with the following contact:

Evelyn Esquivel

evelyn.esquivel@corobicicp.co.cr

Phone number: (506) 2543-6011 ext. 261

Meals for participants

All the participants will be provided coffee breaks and lunch at the venue hotel during the workshop. Welcome dinner will take place Monday, March 7th, 2016, 19:00 to 20:30 hours.

4. Airport transfer

There is no public transport from the airport to the hotel. If you take a taxi (orange-airport taxi- or red –regular taxi-), they will charge you according to the meter.

The Crowne Plaza Hotel Corobicí offers a transfer from the airport to the hotel. The rate of this service is of \$15 per person. If you would like to hire this service, you must request it when booking your hotel room.



5. Visa Requirements

The Ministry of Foreign Affairs of Costa Rica offers special assistance in order to facilitate the visa procedure of persons who are invited to participate in the United Nations/Costa Rica Workshop on Human Space Technology and who need a visa to enter Costa Rica.

Participants travelling with a diplomatic or service passport, please confirm your requirements sending a copy of your passport to Andrés Vargas: visas@rree.go.cr

For all participants travelling with ordinary passports, it is important to note that citizens of the following countries need a visa to enter Costa Rica:

Third Group Countries (Consular Visa)

Albania	Democratic Republic of the Congo	Liberia	Rwanda
Algeria	Djibouti	Libya	Saudi Arabia
Angola	Dominican Republic*	Macedonia	Senegal
Armenia	Ecuador*	Madagascar	Sierra Leone
Azerbaijan	Egypt	Malawi	South Sudan
Bahrein	Equatorial Guinea	Malaysia	Sudan
Belarus	Gabon	Mali	Swaziland
Benin	Gambia	Mauritania	Taiwan (Region)
Bosnia and Herzegovina	Georgia	Moldova	Tajikistan
Botswana	Ghana	Mongolia	Tanzania
Brunei Drussalam	Guinea	Morocco	Thailand
Burkina Faso	Guinea Bissau	Mozambique	Timor-Leste
Burundi	India*	Namibia	Togo
Butan	Indonesia	Nepal	Tunisia
Cambodia	Jordan	Nicaragua*	Turkmenistan
Cameroon	Kazakhstan	Niger	Uganda
Cape Verde	Kenia	Nigeria	Ukraine
Central African Republic	Kosovo	Oman	United Arab Emirates
Chad	Kuwait	Pakistan	Uzbekistan
China*	Kyrgyzstan	Papua New Guinea	Vietnam
Colombia*	Laos	Peru*	Western Sahara
Comoros	Lebanon	Qatar*	Yemen
Cote d'voire	Lesotho	Republic of the Congo	Zambia
			Zimbabwe

***Countries that have a Costa Rican Consulate where participants can request for visa directly**



Fourth group Countries (Restricted visa)

Afghanistan	Iraq
Bangladesh	Jamaica*
Cuba*	Myanmar
Eritrea	Palestine
Ethiopia	Syria
Haiti	North Korea
Iran	Somalia
	Sri Lanka
* Countries that have a Costa Rican Consulate where participants can request for visa directly	

There are some exceptions for visa requirement for ordinary passports for citizens of the countries that need visa to enter Costa Rica:

a) The nationals of the countries that have already a B1-B2 or D type visa to enter the **United States of America, Canada, the countries of the European Union and /or Schengen visa**, stamped in their passport, valid during the stay in Costa Rica, will be able to enter Costa Rica without a consular/restricted visa. The stay granted will be a maximum of 30 days. The passport must be valid for at least six months.

b) Nationals with a tourism visa to enter Japan and valid for at least six months (from the date of entry to Costa Rica), stamped in their passport, will be able to enter Costa Rica without a consular/restricted visa.

c) Nationals with permanent residence (not as a refugee), a student visa, a work visa in the United States and/or any country of the European Union and Canada, do not need a visa to enter Costa Rica. This type of visa must be stamped in the passport, and must be valid for at least six months, counted from the day of arrival in Costa Rica. The stay granted will be a maximum of 30 days. The passport must be valid for at least six months.

d) The nationals of the countries located in the third and fourth group who have a legal residence with a minimum of six months in countries of the first group that are not in the exceptions of the preceding paragraph, need a visa. The six months period is from the day of entry to Costa Rica.

If you have any of these status please send a copy of your passport and stamped visa or permanent residence to Andrés Vargas: visas@rree.go.cr



If you do not have any of the following exceptions, a visa is required. All the participants that need a visa must complete the following procedure by February 26th the latest:

- I. Send the following documents to Andrés Vargas: visas@rree.go.cr
 - a. Letter of your UNOOSA confirming you are participating in this event
 - b. Valid passport for at least six months from the date of entry to Costa Rica and copy of the principal page of the passport
 - c. Travel itinerary to Costa Rica (flight ticket)
 - d. Proof of solid economic status, corresponding with 100 US\$ per month of presence in Costa Rica (requested at the entrance)

IMPORTANT: Incomplete visa applications will not be processed.

- II. Once the complete documentation is received, you will get a confirmation e-mail indicating your visa application has been processed.
- III. The Ministry of Foreign Affairs will process the information and resolve the visa request.
- IV. Once the visa is processed and resolved, an official communication will be sent regarding the approval/denial of the visa.
- V. If the visa is approved, an Executive Resolution will be issued.
- VI. If you live in a country where there is no Costa Rican Consulate, no visa will be stamped in the passport. The Executive Resolution will be the proof of the acceptance to enter Costa Rica. You must carry a copy of this resolution at all moments.
- VII. If you live in a country where there is a Costa Rican Consulate, the visa will be issued in the respective Consulate.

TRANSIT VISA: In case you need a transit visa on your travel to Costa Rica, please contact directly the Consulate of the country where you need the visa.

6. Yellow Fever Vaccination Requirements

If you are traveling to Costa Rica from the following countries, you will need an "International Certificate of Vaccination against Yellow Fever":

Angola, Benin, Burkina Faso, Cameroon, Democratic Republic of Congo, Gabon, Gambia, Ghana, Guinea, Liberia, Nigeria, Sierra Leone, Sudan, Bolivia, Colombia, Ecuador, Peru, Republic of Guyana and Venezuela.

You can travel to Costa Rica ten days after the shot.



7. Travel and medical insurance

All participants travelling are responsible for having valid travel and medical insurance covering the period of stay in Costa Rica.

Costa Rica has disposed a basic support unit of medical attention within the Crowne Plaza Hotel Corobicí premises (Paramedical emergency services provided by the Red Cross).

If you have any relevant medical condition, please inform it when filling the accreditation form online (Section 2 of the Logistic Note).

8. Security Measures

Basic security measures are suggested for all participants:

- Do not leave your personal belongings disregarded on the hotel common areas or on public spaces.
- Use the safe deposit on the hotel room to leave your passport, pocket money and any other value item.
- If you walk on the hotel surroundings please do so in company.
- Always carry a copy of your passport and contact numbers in case of an emergency

9. Exchange rate

The exchange rate varies slightly every day; the average is around 530 colones per dollar. Upon arrival in the country, visitors may exchange currency at their personal convenience at the Juan Santamaría International Airport, which has an international currency exchange center. The venue hotel offers currency exchange at their front desk.

10. Electrical Power

Electronic equipment must be compatible with the country's voltage, which is 110 volts to 60 Hertz alternative voltage. Electronic systems that operate under 220-240 volts require converters or adapters which must be supplied by the user.



Common electrical outlets used in the country:

NEMA 1-15



NEMA 5-15



These are the outlets used in most Central American countries and the United States. Participants are responsible for bringing any specific adapter needed to meet their equipment requirements.

11. Mobile Connectivity

To adapt cellular telephones for mobile use in Costa Rica, they must come unblocked. There will be a stand at the hotel where telephones could be configured to meet the network requirements or be configured through the use of a SIM card.

3G will operate in the band of 850 Mhz and the band of 2100 Mhz.

4G LTE will operate in the band of 2600 Mhz.

ICE-Kolbi (Costa Rican Institute of Electricity) will be the service provider and will be identified as:



12. Business room

A business room will be available for participants to work freely. The room will be conditioned with desks, WiFi and printers.

Free Wi Fi will be available during the complete workshop.



13. Departure Airport Tax

There is a USD \$29 departure airport tax which might not be included in the air ticket cost and must be paid before leaving the country. The airlines that have included the departure airport tax in the air ticket cost are the following:

American Airlines	United Airlines
US Airways	Air Panama
Jet Blue	Aeroméxico
Avianca	Air Canada
Copa Airlines	Southwest
Delta Airlines	

If the airline you are travelling on does not appear in the list above, you will have to make the payment at the BANCREDITO cashiers located in the *counters* area at the International Juan Santamaria Airport (SJO).

14. Dress code

Formal dress code (business attire) is advisable for the Inauguration Ceremony and Reception Dinner.

15. Longer stay in Costa Rica?

If you are planning to stay longer in Costa Rica, you can find all the touristic information at our National Tourist Board: <http://www.visitcostarica.com/>

We hope you enjoy your visit!