

**74th International PEN Congress
Crowne Plaza Tequendama Hotel
Bogotá, Colombia
September 17 – 22, 2008**

Congress Theme: “ The Role of the word ”

Registration Information

Please read the following information carefully, before filling in the Registration Form.

Designations used are explained below:

<i>Official Guest:</i>	A guest personally invited by the Colombian PEN Centre
<i>Official Delegate:</i>	A PEN member officially representing his or her Centre (two delegates per Centre);
<i>Participant:</i>	A PEN member not participating as an official delegate
<i>Accompanying Person:</i>	Accompanying an official delegate, a participant or an official guest.

Every Official Delegate / Participant / Guest, fills in his or her own the Registration Form. Accompanying Persons do not require a separate form. Once filled the Registration Form please send it to the Congress Organizer, Gema Tours by fax: (57 1) 346 5025 or by e-mail: congresos@gematours.com copy to lucydiazgranados@gematours.com

The Colombian PEN Centre recommend and appreciate that you, if possible, make payments through credit cards to avoid the high exchange costs in Colombia.

Please do not forget to state your passport number, its place and date of issue and date of expiry on the Registration Form. This information is necessary in order to charge the payment to your credit card.

Please register no later than July 18th 2008

Registration Fee

All Delegates, Participants and Accompanying Persons, must pay a fee of Eur 300.00 when registering. Payment in EUR must be made when sending the Registration Form to the Congress organizer, Gema Tours.

In case participation is cancelled prior to July 18th 2008, the Congress organizers shall reimburse the Registration Fee minus a processing fee of EUR \$50. Hotel reservations cancelled before this date, will be reimbursed minus a processing fee of Eur\$25. Reimbursements are no longer possible after July 18th 2008.

Payments may be made by bank transfer or by credit card (Mastercard, Visa, American Express). If you pay by bank transfer, you must assume the cost of the bank transaction and please send a copy of the bank transfer form to Gema Tours by fax: (57-1) 2126146 to Alex Reales or by email: congresos@gematours.com, copy to lucydiazgranados@gematours.com

Payments (in EUR) by bank transfer shall be made to

Gema Tours

Helm Bank – 999 Brickell Avenue – Miami, Fl 33131, USA, Phone 1 (305) 3794356
ABA: 0670 11456
Account Number: 1040095207
Re: PEN & (name of participant)

Accommodation and Catering

Official Delegates

Rooms have been reserved at the Congress venue, The Crowne Plaza Tequendama Hotel, for all Official Delegates. The Host Center will pay for five nights of hotel accommodation (in a shared double room) including breakfast for every Official delegate. On the Registration Form, please enter the name of the Delegate with whom you would like to share your room.

A supplementary payment of EUR 43 per night is due, if you must pay for a single room. If you want to stay for more than five nights, you must pay for the additional night(s) at the rates stated below. Please note: If you share your room with a Participant or an Accompanying Person, their share of the accommodation expenses, i.e. half of the total rate for a double room, must be paid by them separately. All such additional costs shall be paid in advance together with the Registration Fee.

Extras such as drinks, telephone calls, minibar services, internet, room service, laundry etc. will have to be paid directly to the hotel upon departure.

While the Host Centre will cover three lunches, Official Delegates are also invited to attend the Welcome Party on Thursday, 18 September 2008, and the Farewell Dinner on Saturday, 20, September 2008.

Official Delegates must pay for all additional meals themselves.

For your information there are some bars and restaurants and a shopping area, at the Crowne Plaza Tequendama Hotel

Note: The Colombian PEN Centre only will cover the Official Delegate's accommodation at the Crowne Plaza Tequendama Hotel (Congress Venue). In case you prefer to stay in a different hotel you must assume the accommodation cost by your own.

Participants / Accompanying Persons

Participants and Accompanying Persons will pay for their own accommodation. All accommodation costs must be paid in advance together with the Registration Fee.

Please select your hotel from the list below and enter the name in the Registration Form together with the name of the person with whom you want to share a double room – if applicable. You must have to pay to the hotel for such extras as drinks, telephone calls, minibar services, internet, room services, laundry, etc, upon departure.

Breakfast is included in the cost of the accommodation, and the Colombian PEN Centre will cover three lunches. Participants and Accompanying Persons are furthermore invited to the Welcome Party on Thursday, 18 September 2008 and to the Farewell Dinner on Saturday, 20, September 2008.

Participants and Accompanying Persons will pay for all additional meals themselves directly to the hotel upon departure.

For your information there are some bars, restaurants and a shopping area at the Crowne Plaza Tequendama Hotel.

HOTELS

A set number of rooms have been reserved for Congress participants at the Congress Hotel. - Please find other alternatives below.

Please take note that for Official Delegates the Colombian PEN Centre will only assume the accommodation at the **Crowne Plaza Tequendama Hotel**.

If the official delegate is not booking at the Congress Hotel, he or she must assume the accommodation cost by their own.

Please select the hotel of your convenience and the organizer Gema Tours will make a reservation at the available hotel. The fees shown below are per night and they are given in Euros.

	Single Room Per night Including breakfast	Double Room Per night Including breakfast
<hr/>		
CONGRESS HOTEL		
Crowne Plaza Tequendama Hotel *****		
Carrera 10 # 26-21	€ 77	€ 86
Tel (57 – 1) 3820300		
Fax (57 – 1) 2822860		
www.cptequendama.com.co		
<hr/>		
Suite Jones Hotel ****		
Calle 61 # 5-39	€ 126	€ 150
Telephone: (57 – 1) 3468246		
Fax (57 -1) 3468246		
www.hotelesestelar.com/hotelsuitejones		

Hotel De La Opera ****

Calle 10 # 5-72

€ 99

€123

Telephone (57-1) 3362066

Fax (57- 1) 3374617

www.hotelopera.com.co**CONGRESS HOTEL****CROWNE PLAZA TEQUENDAMA HOTEL *******

Carrera 10 # 26-21

Tel (57 – 1) 3820300

Fax (57 – 1) 2822860

www.cptequendama.com.co

The style, comfort, tradition, luxury and innovation of CROWNE PLAZA are represented in 4 hallmarks that will make your stay at the Hotel Tequendama an unforgettable rest experience.

Located in the financial and corporate downtown, close to the historic center of the city, to the most important museums and churches, to the historic town, La Candelaria and to the most growing gastronomic zone. Also near to the American embassy and the local and national government buildings. To 15 minutes from the, El Dorado International airport.

SUITE JONES HOTEL ****

Calle 61 # 5-39

Telephone: (57 – 1) 3468246

Fax (57 -1) 3468246

www.hotelesestelar.com/hotelsuitejones

Definitely an extraordinary Hotel with its own special charm, vibrant colors and comfortable suites. Our highly qualified team will be reason enough for the realization of your social events or business events and to live the Culture in Bogotá.

HOTEL DE LA OPERA ****

Calle 10 # 5-72

Telephone (57-1) 3362066

Fax (57- 1) 3374617

www.hotelopera.com.co

After a careful restoration plan emerges the architectural project of these renowned old big central houses, whose historical richness is unthinkable. They belonged to one of the first Spanish owners of country farms at the colonial days and after independence they were the settlement of Libertador Simon Bolivar's personal guard.

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SIGHTSEEING DURING THE CONGRESS

Rates for tours 1 & 2 are for a minimum of 20 persons

Tour 1: City Tour

Date: Monday September 22, 2008

€ 10.00

The tour visits La Plaza de Bolivar, where a route by its surroundings is made to visit the National Capitol, the Cathedral of Colombia, the Palace of Justice, the Archbishop's Palace, the Lievano Building, today the office of the Mayor of Bogota. In addition, it passes by the Palace of Nariño, official home of Presidents, the San Carlos Palace, place of residence and government of the Liberator Simon Bolivar. Also, it is made a long walk by the historic center La Candelaria, declared National Monument, with its narrow and steep streets, mansions and balconies, heritage and live memory of the colonial architecture. In addition, it includes a visit to the Botero's donation, art collection donated by the Colombian painter Fernando Botero, which is catalogued as the most important made in the history of the country. This donation, given to the Bank of the Republic, is conformed by almost 120 works, mainly, made with different drawing techniques such as watercolor, oil painting, pastel and sculpture.

Tour 2 : Zipaquirá – Cathedral of Salt.

Date: Monday September 22, 2008

€ 20.00

The tour goes to the outskirts of Bogota, by the central region of the Savannah, to the town of Zipaquirá, one of the most beautiful landscapes of Colombia. During the tour, the Marroquin Castle, whose construction began in 1902, can be appreciated. The tour borders the *Puente del Comun*, historical place where the brave rebels arrived and who carried out the first uprisings against the Spanish Crown. Later, the tour goes towards the town of Cajica, old military fortress of the Muisca natives. Further on, the tour arrives at Zipaquirá, name that evokes the Zipa, maximum hierarch of the Muisca and who directed the work of the salt mines. In addition, it visits the Salt Cathedral, a great work of art constructed in a mine to 2674 ms above the sea level. The tour lasts approximately 5 hours. It includes private transport, guide's companion and entrance to the Cathedral.

POST CONGRESS TOURS.

Rates for tours 3 & 5 are for a minimum of 20 persons.

Tour 3 : CARTAGENA – (2 nights – 3 days tour)

Departure from Bogotá, Monday September 22

Return to Bogotá, Wednesday September 24

Includes: Transfers Hotel- Airport – Hotel in Bogotá and in Cartagena, 2 nights of accommodation including breakfast at **Delirios Hotel**, a Boutique Hotel ****

City Tour visiting Castillo de San Felipe and La Popa, and a bilingual tourism guide for the city tour.

Not includes: Air ticket Bogotá-Cartagena-Bogotá, and other not specified expenses.

	Single Room	Double Room
Rate per Person	€315.00	€210.00

Tour 4 : LETICIA – Rate for this tour is for a minimum of 2 persons in a double room

Departure from Bogota, Monday September 22, Aerorepublica Flight at 12:18 hrs

Return to Bogotá, Thursday September 25, Aerorepública Flight arriving at 17:00 hrs

Package Includes: Air ticket Bogotá - Leticia – Bogotá, Transfers Hotel- Airport – Hotel in Bogotá and in Leticia, 3 nights of accommodation at the Hotel Decalodge Ticuna in Leticia 3 breakfast, 2 lunches and 3 dinners at the Hotel Decalodge Ticuna

Tours to the Indians communities Huitotos and yaguas, this Monkeys Island and the Tucuchira cascade.

Package not includes: Air ticket taxes, Entrance card to Leticia and other not specifies expenses.

Double Room

Rate per Person	€562.00
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Tour 5: BOYACA

Departure from Bogotá, Monday September 22

Return to Bogotá, Wednesday September 24

Tour Includes: 2 nights of accommodation ant Hotel Plaza Mayor, 2 breakfasts, 1 lunch and 2 dinners, private transportation with a bilingual tour guide, crossing “ The Sabana de Bogotá” to Villa de Leyva, the most colonial city in Colombia, visiting the Plaza Mayor, Kronosaurios a fossiles museum, and Raquira a handcrafts centre.

Tour not includes: All not specified expenses.

	Single Room	Double Room
Rate per Person	€210.00	€190.00

If You Want to Take Part of tours :

Please register for the sightseeing and post-Congress tours of your choice, when registering for the Congress. Simply mark the tours accordingly and pay the tour price together with your Congress fee.

All the tours are subject to change and availability.

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General Information

Welcome to Colombia !

Situated in the extreme north best corner of South America, equidistant between the north and south of the American continent, and between Europe and Africa to the east and Asia to the west, Colombia enjoys a privileged geographic position. It is the only country in South America with coasts on the Caribbean and Pacific Ocean, with a continental area of 1.141.748 kms 2 and 928.660 kms 2 of territorial waters.

Colombia shares borders with Panamá, Venezuela, Brazil, Peru and Ecuador, and maritime limits with Costa Rica, Nicaragua, Honduras, Jamaica, Dominic Republic and Haiti.

Located between latitudes 4° south and 12° north, and between 67° and 79° longitude west, Colombia is an equatorial country whose climate is determined by trade winds, humidity and especially by altitude – the temperature drops as the altitude increases. In most of the country there are two rainy seasons – from April to June and from August to November and two dry seasons, with an equal duration of daylight and nighttime hours throughout the year.

Touring the country and enjoying its infinite variety of landscapes and color is an experience that leaves the traveler with the desire to stay for ever. Colombia has many contrasts, as much in its territory as in the cultural expressions of its people.

In short time, you can go from perennial snows to the colorful beaches of the Caribbean, enjoy the company of friendly country folk in the Andean highlands, or in warmer climates, participate in the fiestas of the local inhabitants.

In Colombia there are five natural regions of matchless riches: the warm beaches of the Caribbean coast, bays lined with coconut palms in the Pacific, the mysterious Amazon jungle, limitless savannas in Orinoquia, and the imposing peaks of the Andes: a universe of destinations that nature lovers can enjoy in some of the 49 national parks that are to be found in every corner of the country.

BOGOTA: An Inexhaustible Region

To really get to know Bogotá, it is necessary to come many times. It is simply not possible to enjoy all that the city has to offer in just one trip. Located on an extensive plain, it is a city with seven million inhabitants that come from all the corners of Colombia and is, thus, as diverse as the whole country.

Old Santafé de Bogotá, has become a modern and democratic city with large open spaces, an efficient mass transport system, the largest network of bicycle lanes in Latin America, and an architecture full of contrast that is the product of more than four centuries of history. Art, recreation, sports, and knowledge become sophisticated in Bogotá.

The city offers accommodations for all kind of travelers, from hotels for back-packers to luxury establishments with all possible conveniences and facilities for topnotch business, congresses, and conventions. Modern shopping malls, exquisite gastronomy, night life, and the continuous cultural, educational, and entertainment activities make Bogotá a city that welcomes visitors..

Climate

Temperatures ranges from 12° C (54°F) to 18° C (64°F).

Altitude

2.640 meters above sea level.

REGISTRATION FEE

The Congress Fee of EUR 300 is due in advance and should be paid to the organizers, Gema Tours **by all Official Delegates, Participants and Accompanying persons upon registering. *Please note that the Registration Fee is due in EUR.***

The Fee covers Congress material, transfers from and to El Dorado Airport in Bogotá, all social and cultural events included in the programme, three lunches, welcome party, Farewell Dinner, coffe breaks, admission to all literay sessions and round tables as well as **Committee Meetings and the Assembly of Delegates which are open to PEN members only.**

The Colombia PEN centre will pay for five nights of hotel accommodation (in shared double rooms) including breakfast for all Official delegates (2 delegates per Centre). Delegates wishing to stay for more than seven nights and / or preferring to stay in a single room must pay the additional cost themselves.

All other participants and accompanying persons will be responsible to pay for their accommodations themselves. Breakfast is included in the accommodation cost.

The registration form must be returned to the Congress organizers, Gema Tours, no later than July 18th 2008 in order to secure your accommodation. Bogotá is a city fully booked all year round.

Please find details about registering, cancellation policy, meals, single-rooms supplements, sightseeing, post-congress tours and much more in the enclosed Registration Information.

The official congress organizers Gema Tours will be happy to help you if you require any additional information.

Gema Tours

Calle 67 # 6-60 Ofc. 404

Telephone (57 - 1) 3465025

Fax (57 – 1) 2126146

e-mail : congresos@gematours.com and lucydiazgranados@gematours.com

Entry requirements

- * Valid passport
- * Return tickets (by land, air, or sea) to country of origin or other destination.

Citizens from most countries do NOT need a tourist card or visa*

Notwithstanding the above, Colombian PEN Centre and the Congress organizers Gema Tours strongly recommends you consult the Colombian consulate of embassy in your country to confirm which entry requirements are applicable in your case.

A personal invitation to the Congress sent to you by Colombian PEN Centre must be attached to your visa application. To prepare this letter, Colombian PEN will need the following details from you as soon as possible.

Name and family name
Date and place of birth
Home address
Duration of visit
Date of arrival
Passport, date of issue and expiry

Important Information

Airport

The International Airport in Bogotá “ El Dorado” concentrates 65% of the aerial operations in the country. All procedures related to entering or exiting Colombia, as well as connections to the rest of the country, can be made from this airport.

Ticket, reservation, and check-in counters for national and international flights, as well as immigration and customs, are on the first floor. Departure and arrival gates, information services, travel agencies. Drugstore, restaurants, and book and handcraft stores are located on the second floor.

Traveling by Air

Hotel Transfer

The Colombian PEN Centre offers the transfers from and to the El Dorado Airport, There will be a person (bilingual guide) at the El Dorado Airport waiting for all the arrivals in Bogotá, this person will coordinate the Airport – Hotel transfer for all participants. This person will be with a banner with the name of the congress. The Congress organizers will require your travel data in advance to be able to ensure that you will be picked up on time, please fill in the appropriate section on the registration form when registering, indicating your carrier, flight numbers as well as date and time arrival and departure.

Insurance Policies

The Congress Organizers, Gema Tours and Colombian PEN Centre can not assume any responsibility for personal injuries, damage or loss of your belongings. Please make certain that you have adequate personal insurance coverage, as well as Medical Insurance.

Official Congress Languages

The official languages during the Congress will be English, French and Spanish. Simultaneous interpretation will be provided for the Assembly or Delegates and during some in – Congress literary events.

Money

The currency in Colombia is the Colombian Peso.
The official rate of exchange (June 3, 2008) is \$ = 2.711.03 for ech Euro. Money may be exchanged in banks or at special exchange counters, at tourist agencies and some hotels.

Electricity

Electricity in Colombia is provided at the standard voltage of 110 w.

Some Important Emergency Numbers

General Information:113
Police: 112
Fire Brigade: 119
Emergency: 123
Red Cross:132
Poison Control Center: 136