

People-centred smart cities

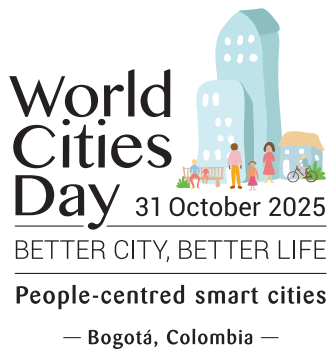
INFORMATION FOR PARTICIPANTS

Global Observance of World Cities Day
30–31 October 2025 – Bogotá, Colombia
Venue: Ágora Bogotá Convention Centre

This note contains important information about the Global Celebration of World Cities Day (WCD) and is designed to help you plan and make the most of your time. Please read it carefully and do not hesitate to contact us if you have any questions regarding your participation.

TABLE OF CONTENTS

WELCOME TO WORLD CITIES DAY 2025	2
GENERAL INFORMATION	2
MIGRATION AND VISA REQUIREMENTS	5
ARRIVAL INFORMATION	7
TRANSPORTATION	8
ACCOMMODATION	9
MEALS	10
SECURITY	11
HEALTH SERVICES	12
REGISTRATION AND BADGE ISSUANCE	12
BROADCAST	13
CONTACT US	13



WELCOME TO WORLD CITIES DAY 2025

Bogotá D.C., host city of World Cities Day 2025, warmly welcomes you. This operational manual has been designed to provide you with the necessary support during your visit. Our commitment is to ensure a productive and memorable experience, so that your participation contributes to positioning Bogotá D.C. as a reference point in building sustainable and inclusive cities.

World Cities Day, coordinated by UN-Habitat within the framework of Urban October, is a key space for reflection and action on sustainable urbanism. Its objectives are to foster international cooperation on urban development and to raise awareness about trends, challenges and visions for a more resilient urban future. This year, under the theme “People- Centred Smart Cities”, the event aims to advance towards more equitable, prosperous and sustainable environments for all communities.

The event will bring together a wide range of key stakeholders in shaping the future of our cities, including habitat experts, international leaders, local governments, academia, the private sector and civil society. Collaboration among participants will be essential to identify opportunities and build innovative solutions to urban challenges.

We are confident that, with your valuable participation, this gathering will mark a milestone in the global urban development agenda and reaffirm Bogotá D.C.’s role as a hub for innovation and dialogue.

GENERAL INFORMATION

Bogotá D. C.

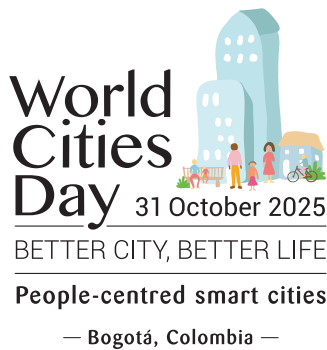
The city has a population of 7.9 million inhabitants and is located at 2,640 metres above sea level, on the high plateau of the Sabana, part of the Eastern Cordillera of the Andes. Its economic strength, financial maturity and attractiveness for global companies make Bogotá a strategic point in the region. The current Mayor is Carlos Fernando Galán Pachón.

Language

Spanish is the official language of Colombia.

Climate

Between late October and early November, Bogotá experiences its second rainy season. The weather is cool and humid, with daytime temperatures ranging from 17 to 19 °C (63–66 °F) and nighttime temperatures between 7 and 10 °C (45–50 °F). Rain usually occurs in the afternoons and evenings, often accompanied by persistent cloudiness. Participants are advised to bring suitable clothing for rainy and cool conditions.



Time zone

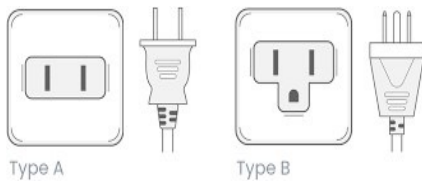
Colombia's official time is 5 hours behind Greenwich Mean Time (GMT -5).

Electricity supply

Bogotá D.C. uses two types of plugs:

- Type A (two flat parallel pins, ungrounded)
- Type B (two flat parallel pins and a round grounding pin).

Electric supply operates at 110 V and 60 Hz.



Participants are advised to bring the necessary adaptors and converters for their devices. The use of voltage regulators or stabilizers is also recommended, according to the specifications of electronic equipment, to ensure proper functioning.

Currency Exchange

The official currency of Colombia is the Colombian peso (COP), locally represented with the symbol \$. Coins are available in denominations of 50, 100, 200, 500 and 1,000 pesos;

banknotes are available in 1,000, 2,000, 5,000, 10,000, 20,000, 50,000 and 100,000 pesos. Payments can be made in cash or with debit/credit cards. For electronic payments, do not lose sight of your card during transactions and avoid handing it over to third parties.

It is advisable to exchange currency at the airport upon arrival or at authorized exchange offices.

As of 6 August 2025, the approximate exchange rates are:

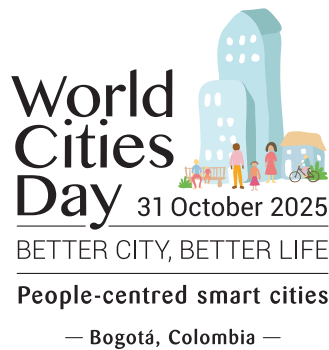
- USD 1.0 = COP 4,093.12
- EUR 1.0 = COP 4,750.10

Since exchange rates fluctuate daily, please check the updated rate at the time of your transaction.

Communication within the country

The country code for Colombia is +57. Upon arrival at El Dorado International Airport (BOG), it is recommended to purchase a SIM card from the main providers: Claro, Movistar or Tigo. For those who prefer digital solutions, eSIM cards from providers such as Holafly and Airalo are also available.

Note: Before travelling, please check with your mobile operator about international roaming rates to avoid unexpected charges.



Emergency contacts

General emergencies: 123 (Police, Fire Brigade and Ambulance) | Police: 112

Fire Brigade: 119 | Ambulances/Medical emergencies: 125

Telephony

(57) – Country code for Colombia | (1) – Area code for Bogotá D. C.

(60) – Prefix for landlines in Colombia

Entry requirements

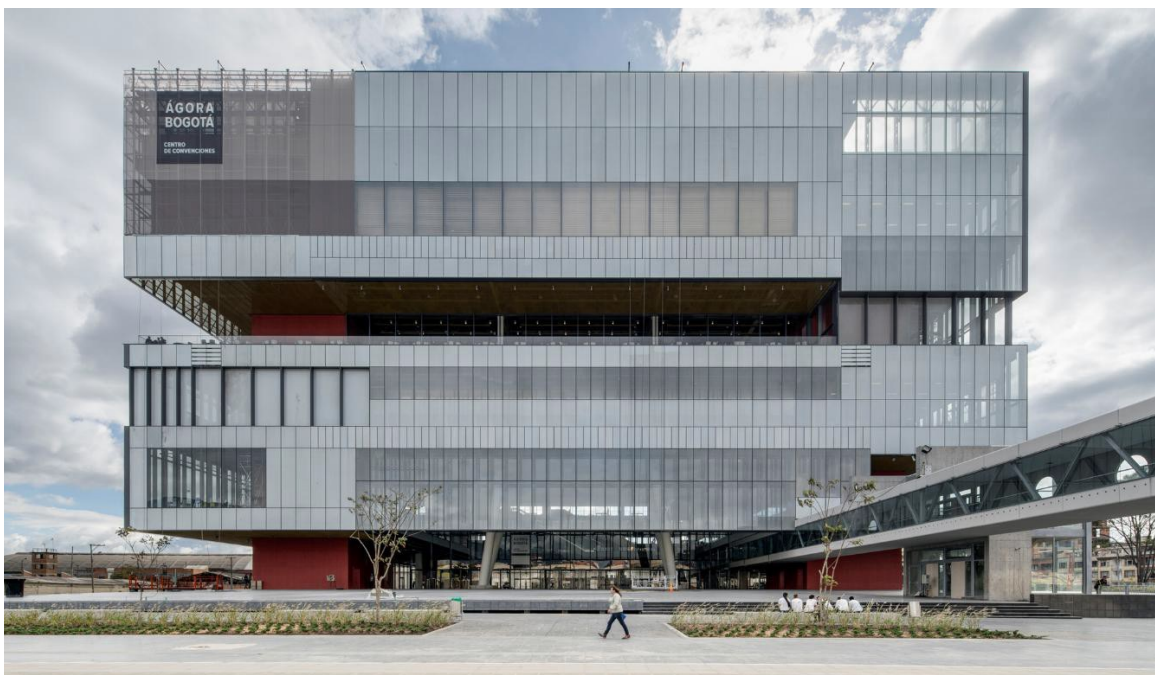
To enter Colombia, all visitors must hold a passport valid for at least six months.

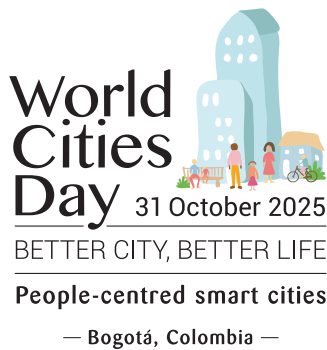
At present, no vaccinations are required to enter the country, **except yellow fever**, which is **mandatory for** travelers arriving from Angola, the Democratic Republic of the Congo, Uganda and Brazil. However, if you plan to visit tourist destinations such as the Sierra Nevada de Santa Marta National Natural Park, the Tayrona National Natural Park, or the Amazon reserves, the authorities will require a yellow fever vaccination certificate administered at least ten days before travelling.

Additionally, although not mandatory, vaccinations against Hepatitis A and typhoid fever are recommended.

Meeting Venue

The main event of World Cities Day 2025 will take place at the **Ágora Bogotá Convention Centre**, located at Calle 24 No. 38-71, Bogotá D. C., Colombia.





Taxes

Most purchases in Colombia are subject to a 19% Value Added Tax (VAT). For food and beverages served in restaurants, bars, or other establishments, an additional 8% consumption tax applies.

Tipping

Tipping in Colombia is voluntary and requires the customer's express authorisation. The suggested tip may not exceed 10% of the bill, although customers may choose to give a higher amount if they wish.

MIGRATION AND VISA REQUIREMENTS

Who must apply for a visa?

Not all participants of World Cities Day 2025 need a visa to enter Colombia when their purpose is to attend the event. Each participant is responsible for verifying their particular situation.

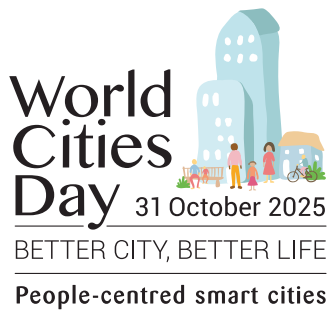
The general rules are as follows:

1. Cases in which a visa is mandatory

If you are neither a national of Colombia nor a holder of a United Nations Laissez- Passer, and you will receive payments for services, salary, or wages in connection with the event, you must apply for a visa prior to entering the country. You will require a visa regardless of whether your nationality or migration status is described in the following three points of this manual.

2. Nationals exempted from visa

Nationals of the following 100 States are exempted from a visa to attend the event, provided they do not receive payments for services, salary, or wages in Colombia in connection with it: Albania, Germany, Andorra, Antigua and Barbuda, Argentina, Australia, Austria, Azerbaijan, Bahamas, Barbados, Belgium, Belize, Bolivia, Bosnia and Herzegovina, Brazil, Brunei Darussalam, Bulgaria, Bhutan, Canada, Czech Republic, Chile, Cyprus, Republic of Korea, Costa Rica, Croatia, Denmark, Dominica, Ecuador, El Salvador, United Arab Emirates, Slovakia, Slovenia, Spain, United States of America, Estonia, Fiji, Philippines, Finland, France, Georgia, Grenada, Greece, Guatemala, Guyana, Honduras, Hungary, Indonesia, Ireland, Iceland, Marshall Islands, Solomon Islands, Israel, Italy, Jamaica, Japan, Kazakhstan, Latvia, Liechtenstein, Lithuania, Luxembourg, North Macedonia, Malta, Morocco, Mexico, Micronesia, Moldova, Monaco, Montenegro, Norway, New Zealand, Netherlands, Oman, Palau, Panama, Papua New Guinea, Paraguay, Peru, Poland, Portugal, Qatar, United Kingdom of Great Britain and Northern Ireland, Dominican Republic, Romania, Russian Federation, Saint Kitts and Nevis, Samoa, San Marino, Saint Lucia, Holy See, Saint Vincent and the Grenadines, Serbia, Singapore, Sweden, Switzerland, Suriname, Trinidad and Tobago, Turkey, Ukraine, Uruguay, Venezuela.



— Bogotá, Colombia —

3. Other passports exempted from visa for short stays

Holders of the following passports are also exempt from a visa for short-stay activities, provided they do not receive payments in Colombia: Hong Kong – Special Administrative Region of the People's Republic of China and Sovereign Military Order of Malta.

4. Special cases with Schengen/US residence permit or visa

Nationals of the following countries or territories may enter Colombia without a visa and remain temporarily if they meet one of these conditions:

- Hold a valid residence permit in a Schengen State or in the United States of America.
- Hold a Schengen visa or a United States visa valid for at least 180 days at the time of entry into Colombia.

The above is applicable only to these countries: Cambodia, India, Nicaragua, Myanmar, People's Republic of China, Thailand, Taiwan, and Vietnam.

Types of visas for which participants may apply

There are two types of visas available for participants depending on their profile:

1. **Visitor (V) Courtesy – International Agreement Visa** must be requested by representatives or observers of States; organizations that have received permanent invitations from the UN General Assembly to participate in events; specialized agencies and entities linked to the UN system; intergovernmental organizations; UN intergovernmental bodies; UN Secretariat officials; and other invitees of the United Nations and the City of Bogotá who have received an official invitation letter.
2. **Visitor (V) Events Visa** must be requested by representatives of Non-Governmental Organizations.

Required documents for visa applicants

Courtesy Visa – International Agreements:

- Recent colour photo with a completely white background, 4 cm high by 3 cm wide. The applicant must face the camera directly, with the head centred and fully visible. Both eyes must be open, and ears must be visible. The photo must not contain glare, hair, or accessories covering the face. Do not reuse a previous visa photo. The image must be in JPG format, no larger than 300 KB.
- Biographical page of the passport (diplomatic, official, or ordinary, as applicable), valid for at least 6 months at the time of application.
- Invitation or supporting letter issued by UN-Habitat or the Mayor's Office of Bogotá. This letter will include detailed information about the applicant's identity and profile (State delegate, UN official, representative of an intergovernmental organisation, special UN guest, etc.). This letter will be sent to applicants by email after registering in the Global Event Management System (GEMS).



People-centred smart cities

— Bogotá, Colombia —

- Endorsement letter from the entity represented by the applicant, or a verbal note of designation.

Events Visa

- Recent colour photo with a completely white background, 4 cm high by 3 cm wide. Same technical requirements as above.
- Biographical page of the passport (diplomatic, official, or ordinary, as applicable), valid for at least 6 months at the time of application.
- Invitation or supporting letter issued by UN-Habitat or the Mayor's Office of Bogotá. This letter will include detailed information about the applicant's identity and the NGO represented at the event. It will be sent to applicants by email after registering in the Global Event Management System (GEMS).
- Endorsement letter from the NGO represented. This letter must specify who covers accommodation and transport expenses in Colombia, include a clear commitment that the applicant will return to their country of origin, and notify the Colombian government of any changes in the conditions under which the visa was granted.

Note: the V Events visa requires two payments: the first for the study fee and the second for the issuance fee, payable only if the application is approved.

Application process

The Government of Colombia has implemented an accelerated procedure to apply for and obtain a visa. The process is entirely electronic and does not require interviews or verifications. Applications must be submitted through the following link: <https://tramitesmre.cancilleria.gov.co/tramites/onlinea/solicitarVisa.xhtml>

Although the process is expedited, participants must apply at least 30 calendar days before their travel date.

Once the electronic visa application has been completed, participants can verify its status through the following link by providing their passport number, nationality, and application number: <https://tramitesmre.cancilleria.gov.co/tramites/onlinea/consultarEstadoSolicitud.xhtml>

ARRIVAL INFORMATION

Airport

El Dorado International Airport (BOG) is the main gateway to Bogotá. Travel time by car from the airport to the Ágora Bogotá Convention Centre or the official event hotel, Four Points by Sheraton Tequendama, ranges from 20 to 40 minutes depending on traffic conditions.

Upon arrival at El Dorado International Airport (BOG), participants will find a World Cities Day information desk with staff available to assist them with their arrival process.

As Colombia will host other international events until December 2025, participants are strongly advised to book flights as early as possible to ensure availability.

Baggage

Each participant is responsible for their luggage. Extra care is recommended when collecting belongings at El Dorado International Airport.

TRANSPORTATION

Participants staying at the **official recommended hotel (Four Points by Sheraton Tequendama – see below booking link)** will have access to:

- Free scheduled transfers between the airport and the hotel (round trip).
- Free scheduled transfers between the hotel and the Ágora Bogotá Convention Centre.

Additionally, State ministers, mayors, panellists, moderators, and senior-level authorities with official invitations stating such will be assigned private vehicles with drivers. Transport arrangements will be specified in the migration support letter, and those assigned a private vehicle will receive advance communication with the driver's contact information and vehicle details.

Outside of these official routes, organizers will not provide transportation. In such cases, participants must arrange and cover their own mobility at their own responsibility.

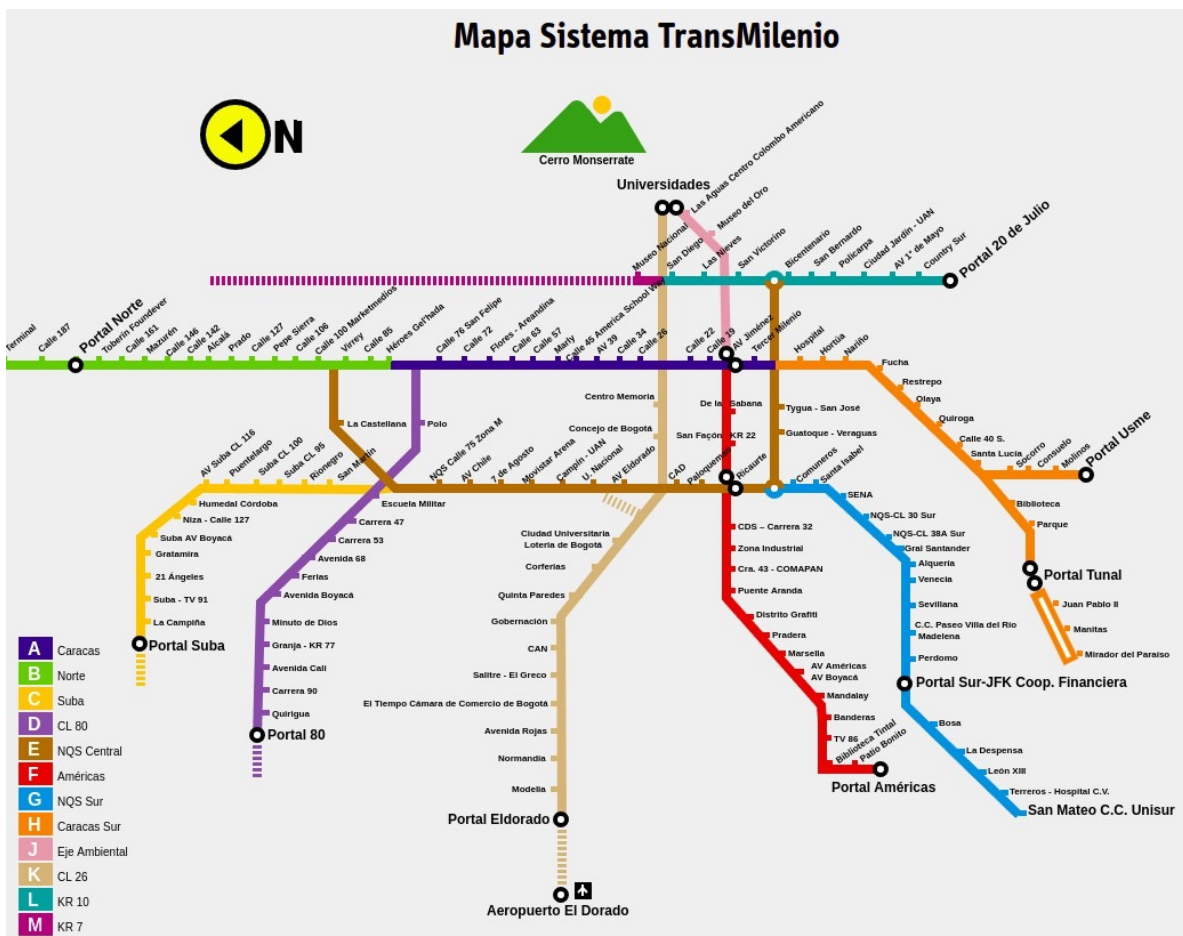
Public transportation

Bogotá has a public transport system:

- **TransMilenio:** operates on main corridors, including Av. El Dorado (connecting to the airport). Requires a rechargeable access card, available at stations or at the airport (Terminal 1, Level 1, in front of Exit 8).
- **SITP (Integrated Public Transport System):** blue and orange city buses covering multiple routes across Bogotá.

Individual transport

It is not recommended to hail taxis on the street. Please request the service through your hotel.



ACCOMMODATION

Unless otherwise stated in the invitation letter, each participant will be responsible for covering their own accommodation and related expenses. The official recommended hotel is the **Four Points by Sheraton Tequendama**, which offers a special rate for event guests. To access this rate, please use the following code: DIAMUNDIALCIUDADES on the booking page: <https://www.ghlhotels.com/es/ofertas/evento-naciones-unidas-dia-mundial-de-las-ciudades/?cp=DIAMUNDIALCIUDADES>

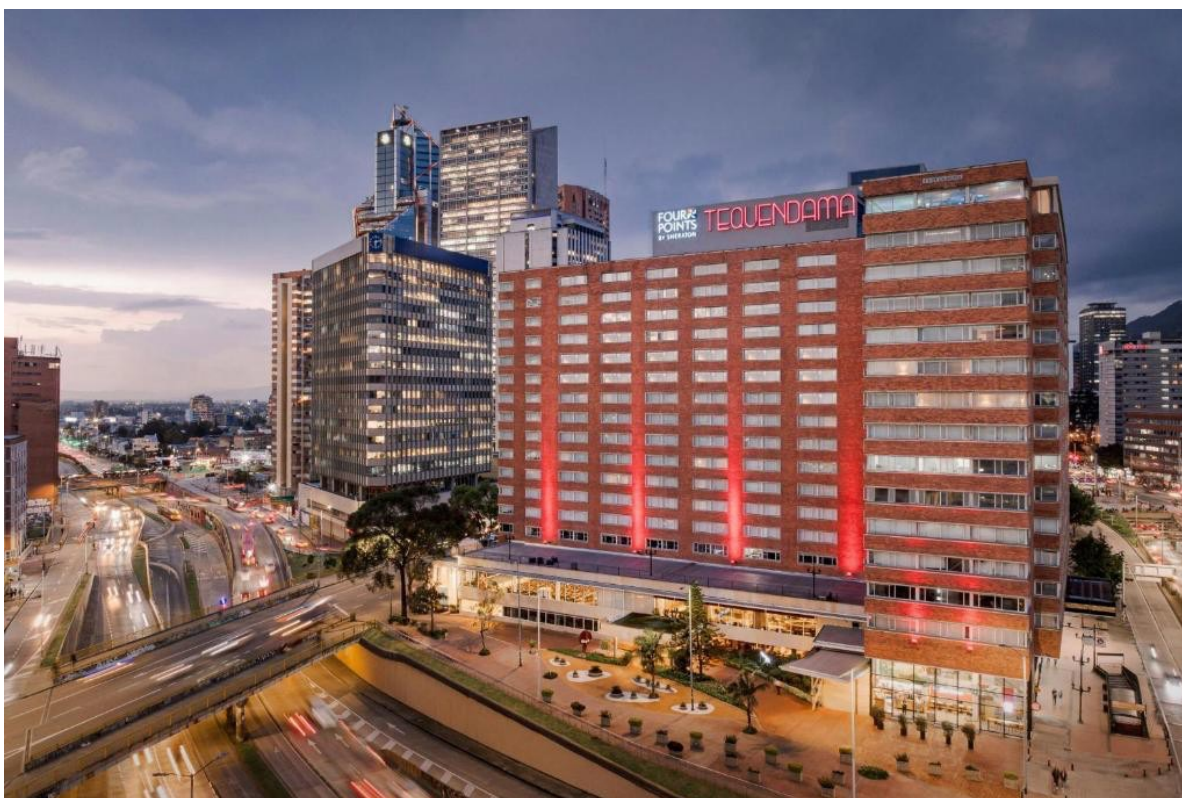
Hotel payment process

The booking link does not allow online payment; however, it will require a credit card as a guarantee, and payment may be made directly at the hotel upon check-in. In the event of a no-show, the first reserved night will be automatically charged to the credit card.

Hotel cancellation policy:

- i. If the reservation is cancelled 24 hours in advance, no penalty will be charged.
- ii. If the reservation is cancelled on the day of arrival, a penalty will apply and the first night will be charged.
- iii. If the reservation is not cancelled and results in a no-show, the penalty will be the first reserved night.

Additional expenses such as international calls, laundry, tips, alcoholic beverages, tobacco, spa, or hairdressing services must be covered directly by each delegation.



Four Points by Sheraton Tequendama, Cl. 26 # 10-42, Bogotá, D. C.

MEALS

Bogotá offers a wide range of culinary options, from traditional Colombian dishes to international cuisine. However, local gastronomy is not particularly oriented towards vegan, vegetarian, or kosher diets. Therefore, if you have allergies or dietary restrictions, please make sure to ask about the ingredients in each preparation. Tap water is potable and safe for consumption.

It is recommended not to consume food sold by street vendors or informal stands, such as those on sidewalks, outside TransMilenio stations, in parks, or in public squares.

SECURITY

Bogotá D. C. is a safe city for tourism and business, but basic precautions are advised:

General recommendations

- Do not hail taxis on the street: use reliable apps or request the service through your hotel.
- If going out at night, stay in busy, well-lit areas and within the event's security perimeter.
- Always keep personal belongings such as bags, phones, laptops, or tablets with you.
- Carry your passport as a valid form of identification for the authorities.
- Avoid crowds, parades, or unofficial celebrations.
- Do not accept drinks, food, or cigarettes from strangers.
- Do not display valuables such as jewellery, expensive cameras, or luxury watches in public spaces.

Note: *the organizers are not responsible for activities carried out outside the official agenda.*

Conducts considered criminal offences in Colombia

The following actions are punishable under Colombian law:

- Marketing of psychoactive substances.
- Physical or verbal assaults.
- Carrying bladed weapons or firearms without a permit.
- Consumption of alcohol in public spaces.

In addition, attendees must strictly comply with the regulations on the Commercial Sexual Exploitation of Children and Adolescents [ESCNNA](#) during their stay in Colombia. Please note that some areas of Bogotá have special security regulations due to [specific activities](#), and participants are strongly advised to always follow the instructions of local authorities.

All attendees are expected to respect Colombian laws and avoid behaviours that may compromise their safety, the reputation of the event, or the rights of others.

Event areas

During the event, security and logistical support will be guaranteed only within the designated official areas. Outside these areas, each participant will be responsible for their own safety.

HEALTH SERVICES

Medical insurance

The organizers will not provide medical, accident, or travel insurance for participants. Those without such coverage will not be allowed to participate in field visits or use the event's official transportation services.

All participants, both national and international, must have health coverage. Proof of travel medical insurance (for international participants) or affiliation to a Colombian EPS (for nationals) will be required during registration for field visits.

If you take medication, it is essential to bring your prescription so that you can purchase it at a pharmacy if necessary. Always keep documentation related to any special medical condition at hand in case of an emergency.

Regardless of the climate during your stay, it is recommended to use sunscreen and stay well hydrated at all times.

Hospitals

For any medical emergency, hospitals in Bogotá are required to provide care. The city has a wide selection of reputable hospitals with high standards of service. Therefore, in case of illness or medical need, it is recommended to go to recognized institutions.

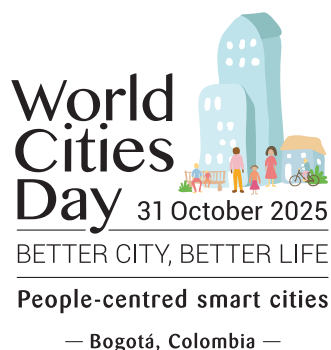
If a participant cannot reach a medical centre due to a health condition, urgent care can be requested by calling the emergency line 123.

REGISTRATION AND BADGE ISSUANCE

Registration

Participants are requested to register for the event through the [Global Event Management System, GEMS](#) provided by UN-Habitat. Badges will be issued upon arrival at the registration desk, located in the lobby of the event at the entrance to Ágora – DMC. All participants must present their passport or an equivalent national identity document (with photo) to receive their badge, which will also be used for online registration. Participants are required to wear their badge throughout the meeting and present it when requested.

Please note that those international participants travelling to Colombia who do not complete registration will not receive the letter required by Colombian migration authorities upon entry into the country. If you require a visa, registration must be completed at least 6 weeks before the event.



BROADCAST

The global celebration of World Cities Day with the high-level celebration and afternoon roundtables will be streamed online through UN Web TV. The agenda will include further details.

Event languages

Conference-related events will be held in Spanish with simultaneous interpretation into English and Chinese. International sign language interpretation will also be provided.

Internet

All conference and meeting rooms are equipped with Wi-Fi.

CONTACT US

For any inquiries, please do not hesitate to contact us at: unhabitat-wcd@un.org

Connect to UN-Habitat social media



<https://www.flickr.com/unhabitat>



@UNHABITAT



<https://www.youtube.com/unhabitatglobal>



@UNHABITAT



@UNHABITAT

World Cities Day can be followed on social media channels or content can be posted under the hashtags #WorldCitiesDay and #WCD2025