

## Eighteenth Intergovernmental Session of the IOC Sub-Commission for the Caribbean and Adjacent Regions (SC-IOCARIBE-XVIII, hybrid), 23–25 April 2025 and Technical Science Meeting (22 April 2025, hybrid) Brasilia, Brazil

 April 22 – 25, 2025

Dear Participants,

Welcome to the **Eighteenth Intergovernmental Session of the IOC (UNESCO) Sub-Commission for the Caribbean and Adjacent Regions (SC-IOCARIBE-XVIII)**. The session will take place from April 23 to 25, 2025, in Brasília, Brazil, at the CNPq/IBICT/UNESCO Building, and will be held in hybrid format (in-person and virtual via Zoom).

As part of this framework, the Technical Science Meeting: “**A Warming Ocean in the Tropical Americas and Caribbean Region**” will be held on April 22, 2025, at the same venue.

To assist you with your preparations, please find below important logistical information for the event.

Session webpage: <https://oceanexpert.org/event/4705>

### INFORMATION AND GUIDELINES TO PARTICIPANTS

The Meeting will be held at the CNPq/IBICT/UNESCO Building in Brasilia, Brazil.

 **CNPq/IBICT/UNESCO Building**  
Quadra 5 Bloco H, Lote 6, 90 andar.

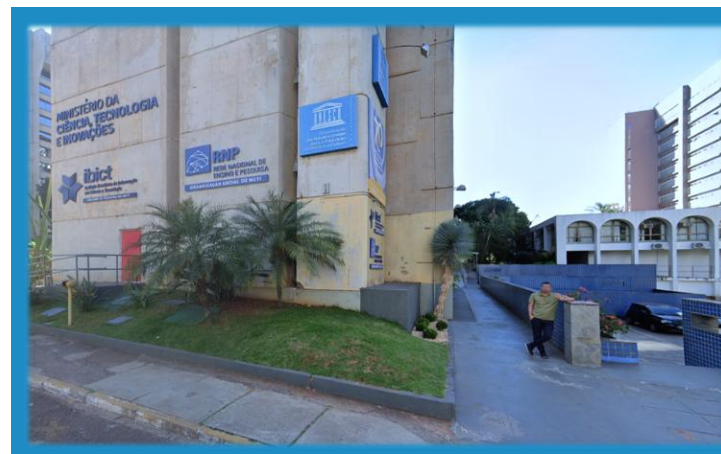
#### IOCARIBE CONTACT PERSONS

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## TRAVEL ADVISORY FOR PARTICIPANTS

**Prior to your trip**, ensure **compliance with Brazil's entry regulations**, including **visa requirements**, passport validity (minimum 6 months), and any **health-related protocols** (e.g., yellow fever vaccinations). Contact your nearest Brazilian consulate if needed.

## ACCOMMODATION

The SC-IOCARIBE-XVIII Meeting will take place at the **CNPq/IBICT/UNESCO Building** in Brasília, Brazil. Please note that IOCARIBE will not coordinate or manage lodging arrangements for participants.

To ensure convenience and easy access to the venue, we recommend booking accommodations in advance. Among the most affordable nearby options are **Mercure Brasília Líder Hotel**, **Grand Mercure Brasília Eixo Monumental**, and **Nobile Suites Monumental**. These hotels offer competitive rates and are located within close proximity to the meeting location. Participants may explore these and other alternatives through popular travel platforms or local booking agencies.

## CURRENCY AND EXCHANGE RATE

The official currency in **Brazil** is the **Brazilian Real (BRL)**. As a reference, the approximate exchange rate is:

**1 U.S. Dollar (USD) ≈ R\$5.00 Brazilian Reals (BRL)** (subject to market fluctuations).

**Accuracy:** Exchange rates vary daily; check reliable sources like [Central Bank of Brazil](#) or currency apps before traveling.

**Payment Methods:** Credit/debit cards are widely accepted, but carrying some cash (BRL) is advisable for small vendors.

## REGISTRATION

All participants in the session must register individually in the online registration platform, in this form they must indicate whether they will participate in person or virtually and if they plan to attend the A Warming Ocean in the Tropical Americas and Caribbean Region Technical Science Meeting on April 22, 2025, which will be held at the same venue as the IOCARIBE Session:

<https://forms.gle/dS1PaojxpxNsq6A69>

**IOCARIBE XVIII**  
Registration Form / Formulario de registro  
English / Español

alexpalominocadena@gmail.com Cambiar de cuenta

No compartido

\* Indica que la pregunta es obligatoria

**Full name / Nombre completo: \***

Tu respuesta

**Gender / Genero: \***

☐ Male / Masculino

☐ Female / Femenino

☐ Prefer not to say / Prefiero no decir

## MEETING INFORMATION

**MEETING ROOMS:** The Sub-Commission will meet in plenary. Ad hoc sessional groups will meet as required.

**INTERPRETATION AND PROJECTION FACILITIES:** The working languages of the SC-IOCARIBE-XVIII Session are English, Spanish and French.

- ☐ **Virtual Participants (Zoom):** Simultaneous interpretation (English/Spanish/French) will be provided via Zoom. Select your preferred language in the Zoom interface.
- ☐ **In-Person Participants:** To access interpretation, ensure you bring a personal electronic device (laptop, tablet, or smartphone) with internet connection. Join the Zoom meeting from your device to listen to the interpretation (**headphones recommended**).
- ☐ **Note:** The physical meeting room will not have dedicated interpretation equipment.

**MEETING HOURS:** 09:00 – 12:30 and 14:00 – 17:00, unless otherwise notified.

**COFFE BREAKS:** Coffee will be served daily at app. 10:30 and 15:30.

**DISTRIBUTION OF UNOFFICIAL DOCUMENTS:** Participants wishing to distribute unofficial documents must first consult the IOCARIBE Secretary. Note that the Secretariat cannot provide copying services.

**SUBMISSION OF DRAFT TEXTS FOR THE SUMMARY REPORT:** Delegates, Rapporteurs or Assistant Secretaries wishing, or having been called upon, to submit draft texts (for the Draft Summary Report or Reports of Ad Hoc Sessional Groups), should give them to the Secretariat's office. Delegates and Representatives are kindly requested to submit the texts as early as possible for the summary report.

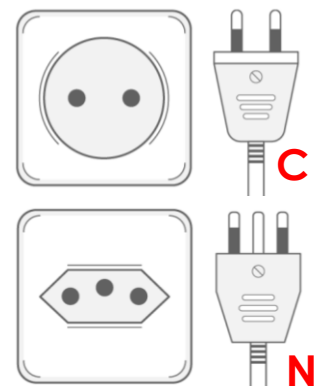
Participants bringing their own personal laptop computers to the meeting, please be informed that the Secretariat uses Microsoft Word. Therefore, all texts should be submitted in such a program.

## GENERAL INFORMATION

**Local transportation:** Public transport in Brasilia includes **buses, metro, and taxis**. Taxis typically cost R\$ 20–50 (USD 4–10) per ride, depending on distance.

**Tipping:** Most restaurants and hotels may add a 10% service charge. It is advisable to check if it is included in the bill.

**Electricity:** Brazil uses 127V/220V and Type N plugs (or Type C in older buildings). Bring adapters if needed.



## GENERAL INFORMATION

**WEATHER:** Brasilia has a **tropical savanna climate**, with warm temperatures year-round (average 18°C–28°C). The **dry season** (May–September) offers sunny days, while the **rainy season** (October–April) brings occasional heavy showers. Light layers and rain gear are recommended.

**CURRENCY:** The official currency is the **Brazilian Real (BRL)**. Banknotes include **R 2, 5, 10, 20, 50, 100, 200**, and coins of **1¢, 5¢, 10¢, 25¢, 50¢, and R 1**. Exchange rates fluctuate; check for current rates (e.g., ~1 USD ≈ R\$5).

**BANKING HOURS:** Most banks operate **Monday – Friday, 10:00 AM – 4:00 PM**. ATMs are widely available, and credit/debit cards are accepted in most establishments.

**ENTERTAINMENT & EVENTS:** Brasilia is a UNESCO-listed capital famed for its **modernist architecture** (e.g., Cathedral of Brasília, National Congress). Explore:

- ❑ **Cultural hubs:** Museu Nacional, CCBB Brasilia.
- ❑ **Outdoors:** Paranoá Lake (water sports), Parque da Cidade.
- ❑ **Dining/nightlife:** Pontão do Lago Sul (lakeside restaurants).

### IMPORTANT PHONE NUMBERS:

- ❑ **Emergency Services (Police, Fire, Ambulance):** 190 (Police), 192 (Ambulance), 193 (Fire).
- ❑ **Tourist Police:** +55 (61) 3321-1156.
- ❑ **U.S. Embassy (Brasilia):** +55 (61) 3312-7000.
- ❑ **Hospital (Hospital de Base):** +55 (61) 3315-1000.

## LOGISTIC ARRANGEMENTS FOR THE ONLINE MEETING

The platform for remote participation in the 18th Session of the IOC (UNESCO) Sub-Commission for the Caribbean and Adjacent Regions IOCARIBE and related meetings is Zoom.

Please download the latest version (currently 6.3.6) and install and use the Zoom application on your PC or laptop, otherwise interpretation failures may occur. If you connect using a web browser (Chrome, for example), interpretation and some other functions may not be available (<https://zoom.us/download>).

### Zoom Workplace for Windows

Version 6.3.6 (56144)

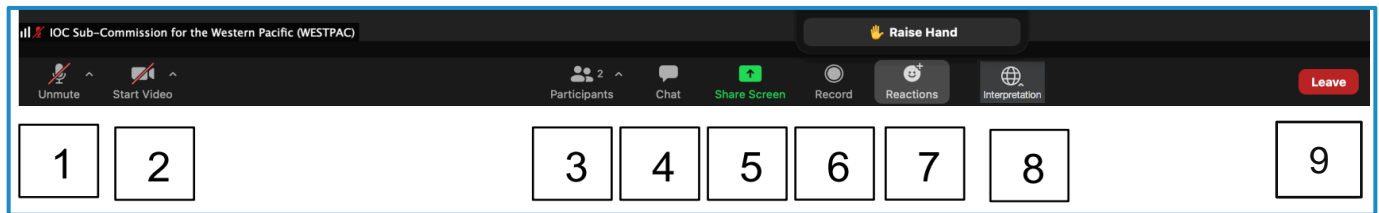
Unlock the full suite of collaboration with Team Chat, Whiteboard, Notes and more - included with your Zoom Meetings account.

Download (64-bit)

Download (32-bit)

Download (ARM64)

## ZOOM MEETING CONTROLS



1. Activate or deactivate your microphone
2. Activate or deactivate your webcam
3. Display the list of participants
4. Show the chat box
5. Share Screen
6. Record: Only host will record the meeting.
7. "Raise your hand" function to ask for the floor
8. Interpretation
9. Leave meeting

## CHAT AND QUESTION & ANSWERS FEATURES

During plenary sessions (webinars), the "Chat" box will be available for communication. The Secretariat will use the chat box to make announcements.

Attendees will use the Question and Answer (Q&A box) to ask technical questions.

## WORKING LANGUAGES

Plenary session participants will be able to listen and speak in one of the two available languages (English, Spanish and French). Please select the Interpretation menu in the bottom bar of your application and select the language of your choice. If you do not need interpretation, you can select "disabled" in the Interpretation menu.

## DOCUMENT PROJECTION

During the discussions, PowerPoint presentations, documents, draft decisions and recommendations will be shown on the screen and edited (when relevant) in English only. Language versions will be available on the session webpage at <https://oceanexpert.org/event/4705>

## DRAFT DECISIONS AND RECOMMENDATIONS

Draft decisions shall be adopted at the end of the discussion of the item, unless otherwise decided. The text of a decision will be updated on screen in English and Spanish with the help of interpreters for participants following the discussion in another language. Draft recommendations will be similarly adopted at the end of the plenary session.

## RECORD OF OFFICIAL INTERVENTIONS TO BE ANNEXED TO THE REPORT

Member States and observers wishing to have a particular statement included in the informative annex of the meeting report should send it to [iocaribe@unesco.org](mailto:iocaribe@unesco.org). Such statements are not subject to revision and shall be submitted as delivered to the Secretariat. Statements received prior to the meeting are welcome. They will be shared with the interpreters only to assist them in their work. In any case, statements should be sent by e-mail to the Secretariat before midnight of the day on which the agenda item was discussed.

## BEST PRACTICES FOR ONLINE MEETINGS



Use a secure wired Internet connection instead of wifi.



Preferably use a computer rather than a tablet or mobile phone



Minimum requirement: ADSL connection with a minimum capacity of 2Mbps download and 1Mbps upload (possible test via <https://www.speedtest.net/>)



If you are using an internet browser, use Google Chrome (Windows or macOS) or Microsoft Edge (Windows 10 or Windows 11) and make sure it is updated. If you are using an app, ensure it is updated to guarantee the best performance and security.



- ☐ Close unnecessary programs before joining the online meeting
- ☐ Terminate all unnecessary software running on your computer, especially those using camera or audio device, or using network/internet (Webex / Adobe Connect / GoToMeeting etc.)



Keep your cell phone in silent mode during the meeting.



- ☐ Setting Your Microphone Straight
- ☐ If you join by using a desktop computer, using a headset with a microphone or speakerphone is necessary and will allow your voice to carry better by minimizing ambient noise. Use a certified headset will also eliminate echo.
- ☐ Check your hardware before joining the online meeting, UNESCO will not provide remote assistance on this matter.
- ☐ Turn on Mute: mute yourself when you are not speaking
- ☐ Avoid activities that can be picked up by the microphone
- ☐ Locate the microphone properly: if using a headset, place the microphone in front of your chin, not in front of your mouth, to avoid heavy breathing sounds.
- ☐ Connect prior the meeting start: Then you'll have time to start your video, check the sounds with others participants, and eventually download documents if needed.



- ☐ Adjust your lighting. Adapted lighting is an aspect that is often neglected in the preparation of a videoconference. Ceiling lighting is best. But if you don't have this, place a light near you.
- ☐ Don't sit with a window directly behind you, as you will appear in the light and your face will not be visible.
- ☐ Participants will need to see your facial expressions to really understand what you are saying.
- ☐ Don't sit in a dark, weakly lit room. Try to be in a well-lit room.