

Innovea Network Meeting | Manizales, Colombia | Nov. 17-21

What to pack

- **Visa/immigration documents**
 - *Bring a printed copy of your visa, visa receipt, and any other documents that may need to be presented at immigration (letter of invitation, vaccination documentation, etc.)*
- **Clothing**
 - *The temperature will be ~13-20 degrees Celsius in Manizales, with rain/thunderstorms likely. For the field day and souvenir shopping trip, pack comfortable close-toed shoes, rain gear, and layers.*
 - *For meeting days, attire is business casual.*
 - *Photography. Please note that we will have a professional photographer with us on both Tuesday, Nov. 18 (field day) and on Wednesday, Nov. 17. Please wear professional attire with **plain, solid colors** on top (please do not wear patterns, e.g., striped, checked, or other prints)*
- **Equipment**
 - WCR issued-tablet (if you have been issued one)
 - Personal laptop computer
 - Headphones that plug into your laptop or smart phone (for live meeting translation)
- **Gift exchange**
 - Please bring a gift that represents your country or it's coffee sector for our gift exchange. You need only bring a single gift. Example: Roasted coffee, a traditional food product or cultural item.

Day of travel

- **If you experience any travel interruption during your travel to Colombia, please do the following:**
 - Immediately contact Claudia Bulia @ CALI Travel, +34 611 37 23 97
 - Post a WhatsApp message to the network meeting WhatsApp group
- **Arrival information**
 - Airport: Matecaña International Airport in Pereira, Colombia
 - Hotel: Resort del Café, MANIZALES-CALDAS-COLOMBIA, Calle 62 23 C - 18
 - WCR has arranged shuttles to take you to the hotel from the airport – look for a driver holding a sign that says “WCR” when you leave through the main exit of the airport. Shuttles will depart at approximately 10 am, 5:15 pm and 7 pm local time. **Exception: Guests travelling from Peru 🇵🇪 + India 🇮🇳** Please see email w/ details.

Emergency contact information

- **Claudia Bulia @ CALI Travel**, +34 611 37 23 97
- **Santos Barrera**, +57 314 5177505
- **Kraig Kraft**, +1 (505) 569-9154