**COLOMBIA TRIP PREPARATION & ITINERARY**

**DETAILED DAY-BY-DAY SCHEDULE**

**October 10 (Friday)**

* Evening: Depart Montreal (YUL) at 23:25 on Avianca flight AV201

**October 11 (Saturday) — Bogotá**

* 04:45: Arrive in Bogotá (BOG), clear immigration
* Morning: Taxi/Uber to hotel, check-in, freshen up
* Late morning: Light breakfast and coffee at a local café
* Afternoon: Explore La Candelaria historic district (Museo del Oro, Plaza Bolívar, street art)
* Evening: Dinner in Zona G or Usaquén (try ajiaco﻿, empanadas﻿), early rest

**October 12 (Sunday) — Bogotá**

* Morning: Visit Monserrate (take funicular/cable for city views)
* Late morning: Stroll through local Sunday market
* Afternoon: Explore Botero Museum or National Museum of Colombia
* Evening: Try more local cuisine and relax at a plaza café

**October 13 (Monday) — Bogotá → Pereira → Manizales**

* Morning: Pack and checkout
* 13:34: Depart Bogotá (BOG) on Avianca flight AV9241
* 14:33: Arrive in Pereira (PEI), picked up by ESAP staff
* Afternoon: Tranfer by car to Manizales (approx. 1 hour)
* Late afternoon: Check in to hotel in Manizales, meet ESAP team, conference briefing
* Evening: Dinner with ESAP colleagues or at a recommended local restaurant

**October 14 (Tuesday) — Manizales (Conference Day 1)**

* Morning: Conference registration, opening session
* Midday: Presentation sessions, networking, coffee break (try local café colombiano﻿)
* Afternoon: Continued conference, possible breakout sessions
* Evening: Organized dinner or informal group meal

**October 15 (Wednesday) — Manizales (Conference Day 2)**

* Morning: Conference sessions; possible field visit or workshop
* Midday: Lunch with participants, discussions
* Afternoon: Final presentations/panels, closing remarks
* Evening: Free time for quick sightseeing (Cathedral, Plaza Bolívar), gift shopping

**October 16 (Thursday) — Manizales/Pereira → Montreal**

* Morning: Free time — relax, coffee, visit a hot spring if possible
* 12:30: Transfer to Pereira airport (PEI)
* 15:23: Depart Pereira on Copa flight CM406, connection in Panama City
* Evening: Depart Panama City (PTY) at 18:00 on Copa flight CM422
* October 17 (Friday) 00:39: Arrive Montreal (YUL)

**WEATHER & WHAT TO EXPECT**

* Bogotá: 17°C avg, rainy afternoons
* Pereira: 26°C avg, humid, some showers
* Manizales: 21°C high, 13°C low, rain daily, cool evenings

**SAFETY**

* Major cities are safe but watch for petty theft. Prefer registered taxis, carry ID and some cash, keep valuables close.

**PACKING**

* Travel umbrella/rain jacket
* Layers for varied weather
* Light hiking shoes
* Sunscreen, sunglasses
* Electrical adapter
* Conference attire (smart casual)
* Spanish phrase sheet

**HEALTH & ENTRY**

* Bottled water is recommended
* Vaccines: Hepatitis A & B, Typhoid, Rabies

**CONFERENCE TIPS**

* Confirmed ESAP staff pick-up
* Bring conference invitation (digital and print)
* Dress professionally for the conference
* Get WhatsApp of staff member for coordination

**ITINERARY SUGGESTIONS**

* Bogotá: La Candelaria, Museo del Oro, Monserrate view, try traditional foods
* Manizales: Cathedral, Plaza Bolívar, try local coffee, quick sightseeing if time permits
* Foods to try: Calentado, empanadas, buñuelo, world-class coffee

**LOCAL ADVICE**

* Transport: Taxis (apps: Beat, Cabify), buses run between Pereira-Manizales
* Etiquette: Warm greetings (handshake/cheek kiss), 10% tips in restaurants
* SIM: Get one at airport or local shops (Claro, Movistar)

**EMERGENCY**

* Dial 123 for emergencies, keep embassy contact info handy

**QUESTIONS TO ASK ESAP STAFF**

* Where will pick-up take place? Any alternatives if delayed?
* Venue address and available facilities (WiFi, translation)?
* Recommended local restaurants/cafés near the venue or hotel?
* Any site visits or field trips during the conference?
* Preferred communication for daily coordination (WhatsApp/email)?

**COLOMBIAN BUSINESS ETIQUETTE**

* Handshakes, direct eye contact, friendly tone
* Meetings may start late—be flexible
* Address professionals as 'Señor'/'Señora' and use last name first
* Dress code for academic/government events: smart casual or professional