

X REUNIÃO INTERAMERICANA DE AUTORIDADES ELEITORAIS

ELECTORAL TECHNOLOGY EXPO

Within the X Inter-American Meeting of Electoral
Management Bodies

Rio de Janeiro, Brazil | November 19-20, 2015

Rio de Janeiro, Brasil
19 e 20 de novembro
de 2015



ABOUT THE INTER-AMERICAN MEETINGS OF ELECTORAL MANagements BODIES

The Inter-American Meetings of Electoral Management Bodies aim to promote sharing of knowledge, experiences, and best practices by electoral and justice administration in the region. In this sense, these meetings facilitate horizontal cooperation to continually strengthen these bodies' institutional capabilities and improve how elections are conducted in the Americas.

Nine Inter-American Meetings of Electoral Management Bodies have taken place to date. In 2015, the highest representatives of the Electoral Management Bodies in the region will meet on November 19th-20th in Rio de Janeiro, Brazil to address the following topics:

- Political financing;
- The use of social media in electoral processes and campaigns; and
- The implementation of electoral reforms

ELECTORAL TECHNOLOGY EXPO

The Electoral Technology Expo facilitates access to solutions and technological innovations to electoral authorities, which are applicable to the various stages of the electoral process. It is also intended to promote the exchange of best practices.

Both electoral authorities and companies that provide electoral hardware and software are invited to the Expo. Equipment and services used during electoral processes will also be displayed.

This Expo will take place at the Leme Room on the 19th and the 20th of November.

• General Information

Location:	Sheraton Rio Hotel & Resort 121 Niemeyer Ave - Leblon · Rio de Janeiro Rio de Janeiro, 22450-220 · Brazil Phone: 55-21-2529-1122 http://www.sheraton-rio.com.br/
Dates:	Set-up: November 18 th , 2015 Exhibition: November 19 th and 20 th , 2015 Disassembly: November 20 th , 2015 (starting at 17:00hs)
Languages:	The official languages of the Organization of American States are English, Spanish, Portuguese and French . The Expo will not have interpretation services. However, exhibitors must be able to communicate at least in one of the official languages to ensure adequate interaction with participants.



- **Participation Requirements**

Please send the participation registry of the enterprise or institution in a letter-headed correspondence. Also, include the acceptance to the guidelines provided, which have to be hand-signed and rubricated by the person authorized to do so.

Please email the following information, with the subject: "Electoral Technology Expo":

- 1) Letter of commitment for participating companies
- 2) Registry form
- 3) A letter-headed list of the entity or enterprise with the names of the exhibitors that will be in charge of the stand during the Expo. Badges will be given out on November 18th at the Hotel, from 09:00am to 6:00pm.
- 4) A digital logo of the participating company/institution with the following measurements: 30x30cm and with a 300 dpi resolution in either JPEG, PNG and/or GIF format. The logo will be used for signage of the stand.

This communication should be addressed to the Department of Electoral Cooperation and Observation of the Organization of American States. It should be sent by email in a PDF file and by regular mail to:

Yerutí Méndez
Specialist, Department for Cooperation and Electoral Observation
Organization of American States
1889 Street NW – Suite 651
Washington, DC 20006
Email: smendez@oas.org

- **Technical specifications for the Exhibition Stands and cost for exhibitors:**

The overall cost for the participants of the Technology Expo will be US\$3,000. This cost includes:

- Access to the Electoral Technology Expo
- Participation in social event that will bring together exhibitors and electoral authorities.
- 1 Stand of 2.00 x 2.00 x 2.50 meters
- Badge to identify the exhibitor
- Table / counter
- Outlet
- 2 chairs
- 1 wastebasket

Travel expenses, meals, lodging, transportation of equipment, payments of taxes / customs permits and other costs will be assumed by participating exhibitors.



• **Assignment of the Stands**

Stands will be assigned by the organizers, taking into account the order in which applications were received alongside the availability of space at the location of the Expo.

Exhibitors who express interest in choosing their stand at the moment of confirming their participation, must pay an extra fee of US\$ 500, for a total of US\$ 3,500 per stand. In case of renting two or more stands, the extra fee for the selection of space will remain US\$ 500 per exhibitor.

The exchange and sharing of stands is not permitted. Only the organizers can make a decision with respect to the aforementioned changes.

- Assignments are subject to modifications based on security or other pressing demands.
- It is not permitted under any circumstances to rent the space under contract.

The exhibitors are responsible for decorating the space with stationary, plotters, products and distinctive merchandising belonging to the exhibitor. The use of banners or signaling outside of the space provided (hallways outside the stand) will not be permitted.

The organizers reserve the right of rejecting adaptations and modifications with the purpose of ensuring the general appearance of the Expo, the security of assistants and exhibitors, particularly the free circulation of people through the location, in addition to other rights it deems appropriate.

• **Mounting and dismounting of exhibition stands**

The exhibitors agree to mount their exhibition stands during the hours established. Once the assigned time lapses, the organizer will take any stands that were not occupied by the responsible party, who in term will forfeit the right to participate in the event and to receive any refund.

Setting up of the stands will occur without exception on November 18th 2015, between 9:00am and 5:00pm.

Dismounting the stands will occur without exception once the Fair is concluded on November, 20th at 5:00pm.

Once this time passes, the service staff will begin dismounting the stands, furniture, and other items.

The exhibitors may not abandon or dismount their stands, nor pack their material, before the Expo is over.



The exhibitors must provide with proper anticipation the license plate, model and color of the car and the name of the driver and passengers which whom they'll be entering the area in which they'll be mounting and dismounting the stands, during the provided timeframe.

Access will only be granted for registered vehicles which should leave once mounting and dismounting is completed. The unpacking of materials will occur only in those areas designated by Hotel administrators.

Each exhibitor will be provided with the time required to accomplish the unpacking of materials determined by the transit of exhibitors registered in the area. At all times, any rules or requirements established by the personnel of the Hotel must be obeyed.

Under no circumstances, are any activities or actions that could damage or alter the Hotel permitted - during the mounting or dismounting of stands - like carpentry, painting, welding or other activities that damage or could damage the Hotel. Any activity that could damage furniture and/or materials provided by the organizers for use by the exhibitors during the Expo is also prohibited.

Any damage caused by the exhibitor to the building and/or other aforementioned objects should be paid for by the exhibitor at a price determined by the damaged party.

Neither the Organization of American States, nor the organizers will be responsible for damages or losses exhibitors who do not comply with the form and time provided for mounting and dismounting may suffer.

- **Discipline**

The exhibitors should be respectful and cordial to their fellow exhibitors, high-ranking officials, and any personnel in the Hotel.

The exhibitor will be careful not to exceed the limits of its stand, maintaining furniture and published material within the aforementioned limits. If any of the aforementioned items go beyond the assigned limits and obstruct the free circulation, the Organization of American States, through a representative, will remove that item immediately.

The exhibitor must not install sound equipment that may disturb other participants or alter the order of the Expo.

The purpose of the Expo is to *exhibit* services and products, not the direct selling of services and products to the public.

Exhibitors are discouraged of placing improvised signs outside of their assigned exhibition stand or the exterior of the display such as posters, pamphlets, etc.

Political propaganda or political support that disrupts the Expo is prohibited.



• Responsibilities

Security

The areas in which the Expo will take place will have security services which will remain present during the whole day with the purpose of preserving order in the area. However, security personnel are not responsible for any material or items that are found in the exhibition stands. The care and conservation of materials during event hours is the responsibility of the exhibitors or the person designated by them to be in charge of the stand, which is why punctuality and proper registration of these people is important.

The identification badge of the visitor or the exhibitor should remain visible during the event as well as during the mounting and dismounting of the exhibition stand.

Cleanup and General Information of the Fair

The organizers will be responsible for the general cleanup of common areas, as well as providing a space for general information during the event. Exhibitors are responsible for cleaning up inside their own stands.

Conduct

The exhibitors are required to fulfill their work at the Expo with respect, order, and discipline. Any controversies that may arise with contracted personnel on the part of the exhibitor, whether of a labor, civil, penal or any other legal nature, will not affect under any circumstances the continuation of the event as any demand or responsibility that are part of a labor contract between the exhibitor and its employees are separate from any association with the Organization of American States.

Storage and reception in the host country

The organizers will not provide space for holding or keeping any materials, nor will they be responsible for receiving or dispatching materials to the host country or to the country of origin. Any delay or hold up of the products or materials for exhibition must be handled by the exhibitors with the customs authorities.

Damages

It is very important to note that the exhibitor is responsible for any negative action, harm or damage that he or she may cause to a third party. The caring for, guarding of, and conservation of materials and items during event hours is the responsibility of the exhibitors or the individuals designated as responsible for the exhibition stand which requires punctual attendance and registration of said individuals.

In case anyone of the exhibitors incurs in any of the following actions, they must make themselves subject to the sanctions that participants and the Organization of American States determine:

- Does not come to the Expo despite registering their participation to the event.
- Does not mount their exhibition stand during the established time.
- If the person responsible for attending the exhibition stand is not present during event hours once the Expo begins.



- Does not dismount the exhibition stand during the established time or under the terms established by the current guidelines.

The Organization of American States is not responsible for weather conditions, natural phenomenon, or vandalism that may completely or partially damage any materials that are found inside or outside the exhibition stand.

- **Attention and Services**

With the purpose of promoting interest on part of the public present at the ***Electoral Technology Expo***, the exhibiting institutions are invited to:

- Present demonstrations of the equipment, software, and presentation of detailed information of novelties that is readily accessible to the public. The rent of private meeting rooms has an additional cost and may be set up by the organizers.
- Provide the exhibition stand with the sufficient materials for the event, taking into consideration that the organizer reserves the right to remove from the exhibition stand whatever material is not considered appropriate in the Expo.
- Offer kind and respectful attention to all guests.

- **Announcements**

The ***Electoral Technology Expo*** will be announced via:

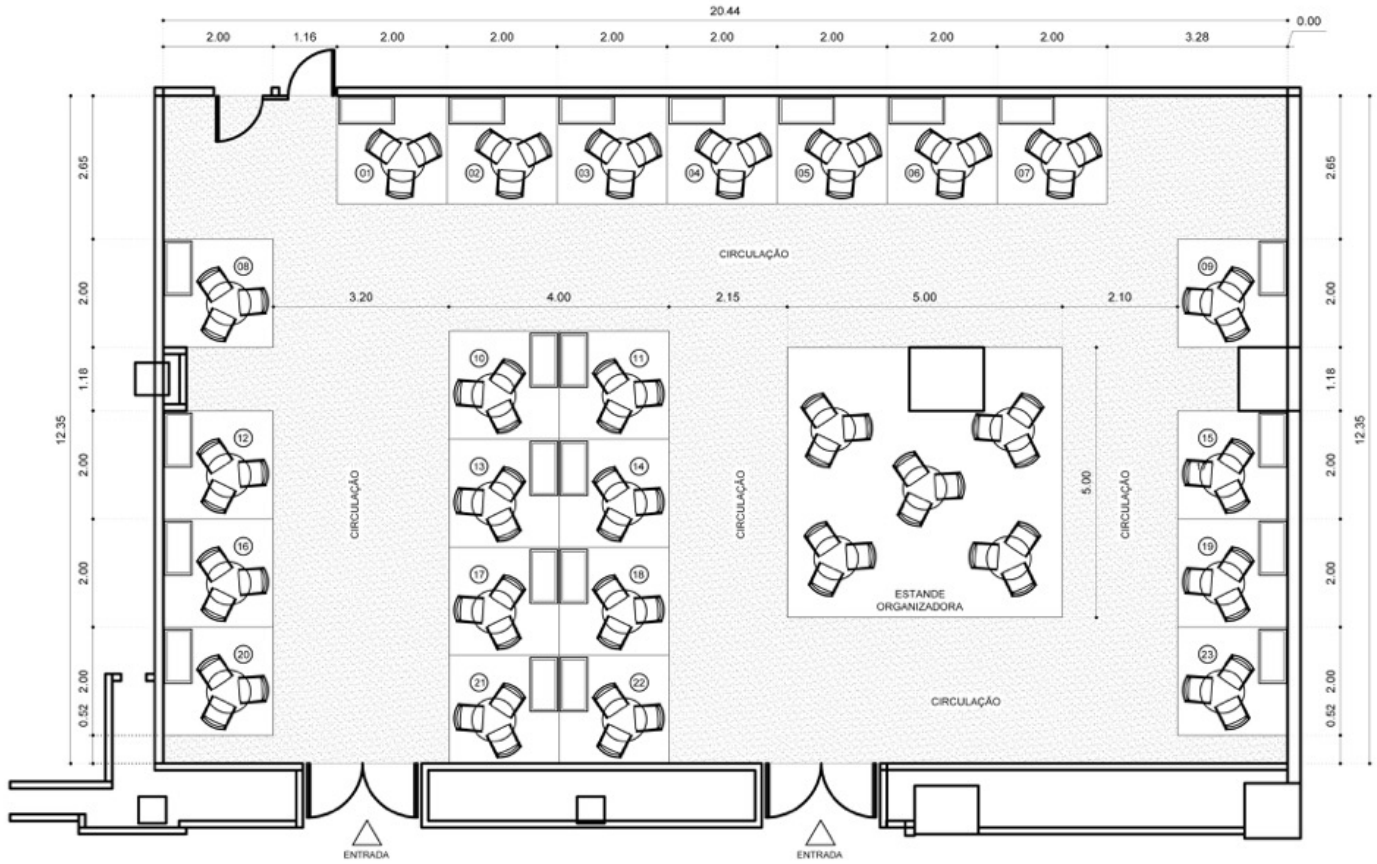
- Web Page dedicated to the X Inter-American Meeting of Electoral Management Bodies:
- Inclusion of spaces in the official agenda of the Meeting.
- Announcements in an Electronic Bulletin
- Pamphlets at the entrance of the hotel.
- Personalized invitations to the participants of the Meeting.
- Displays at the entrance and hallways of the Hotel.

Participating Members are invited to contribute to the announcements of the Expo through their web pages and preferred publicity mediums.

The exhibitors must comply with the dispositions presented in this document as soon as they formally announce their participation.



- Preliminary Distribution of Stands



LOGISTICAL INFORMATION

• General Information about Río de Janeiro, Brazil

Brazil is the biggest country in Latin America. Bounded by the Atlantic Ocean on the east, it borders all other South American countries except Ecuador and Chile. On the other hand, it's the biggest economy in South America and the eighth biggest in the world. The current population of Brazil is approximately 202 million. Its capital is Brasilia and Rio the Janeiro is one of the three most densely inhabited cities.



• Passport and Visa

All visitors must possess a valid passport during the time they plan to visit Brazil. Certain countries of The Americas and Western Europe do not require a visa to enter, but some countries do require one. If this is the case, the adequate visa would be a tourist one and the conditions to obtain it would depend on the country to which the passport belongs. Attached is a general list of countries that require a visa, as well as the conditions according to the valid passports. Please consider this requirement for the guests as well as the advisers and companions. We also request that you advise with the Brazilian Consulate in your country for more details.

• Languages

The official language of Brazil is Portuguese, but there are also other co-official languages spoken in certain establishments or communities. The Sheraton Grand Rio Hotel & Resort has employees who speak Spanish, Portuguese, English and other languages. Also, during the Meeting, there will be simultaneous translation from Portuguese to Spanish and English and vice versa.



- **Weather**

The weather in Rio de Janeiro is tropical and humid, with medium temperatures during spring between 20°C and 26°C. During the week of the Meeting, temperatures are expected to be moderate, with less frequent rain than other seasons.

- **Money and Bank**

The Real is the official currency of Brazil, and its symbol is R\$. The official exchange rate from Real to US Dollar is 1 Real to 0.27 cents, approximately. American dollars are accepted in some commercial facilities, restaurants, hotels and service stations. Credit and Debit Cards are also accepted in most establishments. It's possible to exchange foreign currency in Banks, specialized exchange establishments and ATMs.

The usual hours of establishments where one can exchange foreign currency is Monday to Friday from 9:00am to 6:00pm. Plus, the Hotel has two ATMs and an exchange establishment that operates daily from 7:00am to 11:00pm. Please remember to carry your passport when exchanging money. It is possible to find ATMs in almost every city in the country that operates with Plus (Visa) and Cirrus (Mastercard/Maestro), American Express, etc. In these you can take out both Reals and American Dollars.

- **Suggested Lodging**

Sheraton Grand R o Hotel & Resort

Address Av. Niemeyer 121, Leblon, Rio de Janeiro, Brasil

Telephone (+55)(21) 2274 1122

Web <http://www.sheraton-rio.com.br/>

The room rates negotiated for the group are:

- Classic Room (Side Ocean View, pool or mountain)
 - Single: R\$ 579,00 + taxes
 - Double: R\$ 609,00 + taxes
- Superior Room (Side Ocean View, pool or mountain)
 - Single: R\$ 635,00 + taxes
 - Double: R\$ 665,00 + taxes

*Additional charge for a third person: R\$ 180,00 per night, per room.

The Hotel has rooms for smokers. Penalties will be applied to people who smoke in non-smoking areas.

To arrange your reservations, please communicate directly with the Hotel, mentioning that you are part of the group of the Superior Electoral Tribunal of Brazil / Organization of American States.



- **Transportation**

Participants will arrive in the International Airport Tom Jobim, in Rio de Janeiro, Brazil, which is a 45 minute (or 28km) drive from the Sheraton Grand Río Hotel & Resort.

In case you should require it, the Hotel has taxi services. For more information, please contact the concierge directly when you require this service.

- **Emergency**

All participants should travel with travel insurance.

In Rio de Janeiro, the contact number for the **Tourism Police Department is (+55)(21) 2334 6804.**

- **Precautions**

There is no vaccination legally required to travel to Brazil, and no vaccination is necessary to enter Rio de Janeiro. Nevertheless, some specialists recommend some preventive vaccines to travel to Latin America, including Brazil: Hepatitis A, B, Typhoid Fever and rabies. If you plan on travelling to the amazon or the Brazilian Jungle, it's recommended to get a yellow fever shot.

Tap water is potable, although it isn't recommended to drink it.

- **Contact**

For an additional consults regarding the Electoral Technology Expo, to be held during the Inter-American Meeting of Electoral Management Bodies, please contact Ms. Yerutí Méndez at (001) 202 370 5495 or at smendez@oas.org.



BANK TRANSFER INFORMATION
SECRETARY GENERAL OF THE ORGANIZATION OF AMERICAN STATES

Accounting Information

Full Name of the Bank : Bank of America

Short Name of the Bank : Bank of America

ABA / Routing Number: 0260-0959-3

SWIFT Code : bofaus3n

Account Number : 002080125354

Name on the Account : General Secretariat of the OAS

Address of the Bank : 730 15th Street, N.W.
Washington D.C.
20005 - 1012, U.S.A.

Please include the following information:

- Project : SPA-DECO/087 – Technology Expo RAE
- Destinatary : SPA-DECO

