



Important information for your participation

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Relevant information before your arrival in Guadalajara

Immigration

Register with your embassy and inform them of your travel plans. If you are a US citizen, you can use STEP, which stands for Smart Traveler Enrollment Program. It is easy to enroll online and is completely free. Enrolling also makes it easier for the embassy to contact you in the event of an emergency, such as civil unrest or a natural disaster. Please visit your country's homepage for Ministry of Foreign Affairs for further (VISA) information.

Prepare backup itinerary, passport, travels documents, visa photos and inform family/ friends about your travel plans and where you are staying.

Keep your FMM card

ENTRADA	SALIDA
ESTADOS UNIDOS MEXICANOS <small>FORMA MIGRATORIA MÚLTIPLE (FMM)</small> <small>ESTA FORMA DEBE SER LLENADA DE MANERA INDIVIDUAL POR TODO EXTRANJERO QUE SE INTERESE EN MÉXICO INCLUIDO EL PERSONAL DIPLOMÁTICO</small> <small>This form must be completed individually by all foreigners entering Mexico, including diplomatic personnel</small> <small>REGISTRO DE ENTRADA / ENTRY REGISTRATION</small>	ESTADOS UNIDOS MEXICANOS <small>FORMA MIGRATORIA MÚLTIPLE (FMM)</small> <small>ESTA FORMA DEBE SER LLENADA DE MANERA INDIVIDUAL POR TODO EXTRANJERO QUE SE INTERESE EN MÉXICO INCLUIDO EL PERSONAL DIPLOMÁTICO</small> <small>This form must be completed individually by all foreigners entering Mexico, including diplomatic personnel</small> <small>REGISTRO DE SALIDA / ENTRY REGISTRATION</small>
Datos como aparecen en el pasaporte / Personal information as it appears on passport	
1. Nombre / First name	2. Apellido(s) / Last name
4. Fecha de Nacimiento / Date of birth	5. Sexo / Gender
6. No. Pasaporte / Passport No.	3. Nacionalidad / Nationality
7. País de Residencia / Country of Residence	8. No. de Tarjeta o Forma Migratoria / Immigration Form or Card No.
9. Tipo de Viaje / Purpose of trip	10. Vía de Información / Entering By
11. Nombre de la Aerolínea o embarcación / Airline or vessel name	12. Vuelo o matrícula de la aerolínea o embarcación / Flight No. or vessel registration
13. Estado y Ciudad de destino en México / State and City of destination in Mexico	14. Domicilio en México (Nombre del hotel, calle y número) / Address in Mexico (hotel name, street and number)
<small>Declaro bajo protesta de decir verdad que toda la información que aquí he proporcionado es correcta y completa, considerando de las consecuencias legales de declarar con falsedad ante la autoridad. / I declare under penalty of perjury that all information I have provided here is correct and complete, and I am aware of the consequences of making false declarations to the authorities.</small>	
USO OFICIAL ESTANCIA MÁXIMA HASTA 180 DÍAS <input type="checkbox"/> Visitante Actividad NO Remunerada <input type="checkbox"/> CAUSE <input type="checkbox"/> Visitante Razones Humanitarias <input type="checkbox"/> REPOSICIÓN <input type="checkbox"/> Visitante Actividad Remunerada	
UNICAMENTE PARA EFECTOS ESTADÍSTICOS <input type="checkbox"/> Pasaporte No Ordinario <input type="checkbox"/> Tarjeta Residencia Temporal o FMM o PFM <input type="checkbox"/> Tarjeta de Residente Permanente, FMM o PFM de Inmigrante <input type="checkbox"/> Tarjeta de Visitante Razones Humanitarias o Con Fines de Adopción	
Fecha / Date: <input type="text"/> / <input type="text"/> / <input type="text"/> de / day mes / month año / year Firma del extranjero / Signatures	
SELO DE ENTRADA 000638459FE	

Before your plane lands in Mexico, you'll be asked to complete a Forma Migratoria Múltiple (FMM), a tourist permit that enables travellers to visit. It will be reviewed along with your passport when you go through Customs. You'll also need to show your FMM when you leave the country and won't be allowed to board your plane without it. This document will also help with the tax refund procedure at the hotel.

Important information for your participation

Relevant information when arriving in Guadalajara

Address

EXPO GUADALAJARA
Av. Mariano Otero #1499 CP.44550
Guadalajara, Jalisco
México
www.expoaguadalajara.mx

Getting to Expo Guadalajara from the Miguel Hidalgo International Airport (GDL)

It is recommended that you hire a driver through the **UBER App** or take the **authorized airport taxis** to get to Expo Guadalajara. A taxi ride from [Guadalajara Airport](#) takes around 35 – 45 minutes. One-way trip to Expo Guadalajara costs approximately 370 Mexican pesos (around 20 USD).

Please note: taxi drivers only accept CASH and no credit card payment! ***for further information, please see “Practical Information”**

Four sales points are located inside of the airport:

- Two just outside international arrivals - one next to the arrivals gate and the other a few steps away
- Two in national arrivals - one on one side of the baggage bands; the other outside the national arrivals gate

You can already make the reservation in advance to your arrival at www.taxiatasa.com.

WIFI and currency exchange at the airport

Free WIFI and currency exchange services are available at Guadalajara Airport. To log into WIFI, please connect to the "GAP FREE" network.

Download a world currency converter beforehand, which can be used with or without data. Bring Mexican Pesos before arriving in Mexico. You can get cash from ATMs. Contact your bank about your travel plans and that you will be using your debit/credit cards and make sure they will not block your accounts, due to suspicious charges in foreign countries.

Parking at Expo Guadalajara

Parking is available in the underground car park at Expo Guadalajara which is open 24h. Parking rates vary between \$ 105 MXN (approx. \$ 6 USD) and \$ 195 MXN (\$ 11 USD) per hour. You can pay in cash and with Mastercard/VISA.

Relevant information for your arrival on-site

Opening hours

Registration and information desk

(Foyer, Guadalajara Hall)

Sunday, 23 April	15:00 – 18:00
Monday, 24 April	08:30 – 19:00
Tuesday, 25 April	08:30 – 18:00
Wednesday, 26 April	08:30 – 18:00
Thursday, 27 April	08:30 – 17:00

Congress and exhibition

Sunday, 23 April	CLOSED
Monday, 24 April	09:00 – 19:00
Tuesday, 25 April	09:00 – 18:00
Wednesday, 26 April	09:00 – 18:00
Thursday, 27 April	09:00 – 17:00

Please note: cash payment is not accepted on-site, only payment with credit card.

Important information for your participation

Name badges

Name badges can be picked up during registration opening hours at the registration counters. **Exhibitors are required to pick up their badges on Sunday, 23 April between 12:00 and 15:00.**

Please show your QR code or ID number on your phone if you are already registered. You will find this information in your confirmation email. In case you cannot show the requested information, you will be required to show your personal picture ID (passport or driver's licence).

All participants have to wear their name badges when attending any congress events. Please note that only participants wearing full congress badges are entitled to attend scientific sessions. Badges will be scanned at the doors to the scientific session rooms.

For lost badges, please visit the onsite registration desk. A personal picture ID (passport or driver's licence) must be shown in order to receive a replacement delegate badge.

Free WIFI

Complimentary WIFI will be available at the venue.

Network (SSID): ISPOcongress

Password: mexico23

Congress App

The Congress App will be available for download shortly before the event at www.ispo-congress.com/app as well as in the App-Stores (Google Play & App Store). The programme and exhibitor directory will be available in the App. In the meantime, you can prepare your visit by browsing the [online programme](#) and [exhibitor directory](#) on the congress website.

Cloak

A cloak room / coat check is not available at Expo Guadalajara. Please do not bring your luggage to the venue. Since there is no storage space available, we recommend that you store your luggage at your booked hotel.

Presenter information

Presenter information has been shared with submitters of accepted symposium and instructional course proposals, free paper and poster abstracts via email. If you are a presenter and are missing information, please contact info@ispo-congress.com.

Speaker ready room

Presenters are required to visit the speaker ready room, located in *Minerva I, first Floor, Business Center II*, at least 3 hours before their presentation time. They need to bring their presentation file on a USB key.

Opening hours of the speaker ready room:

Sunday, 23 April	15:00-18:00
Monday, 24 April	08:30-18:00
Tuesday, 25 April	08:30-17:00
Wednesday, 26 April	08:30-17:00
Thursday, 27 April	08:30-12:00

Important information for your participation

Relevant information for you during the congress

Abstract book and Final Programme

Abstracts will be published in an abstract book, which will be available on the website of ISPO's journal, [Prosthetics and Orthotics International](#) (POI) by 13 April. At onsite registration, full congress registrants will receive a printed [Final Programme](#) in their congress bag.

To assist delegates referencing between the printed congress programme, online programme and abstract book, all sessions and free paper presentations have been assigned a programme code.

The majority of presentations will be held in English with simultaneous translation into Spanish in five of the eight session rooms. Spanish presentations will be translated into English. Exhibitor workshops are not included.

Education credits

The ISPO 19th World Congress has received up to 24 Continuous Professional Development (CPD) credits issued by the ISPO CPD committee.

Attendees who are certified by the American Board for Certification in Orthotics, Prosthetics & Pedorthics (ABC) can earn up to 20.25 Category I credits and up to 3 Category II credits.

Members of Orthotics Prosthetics Canada (OPC) can earn up to 24 MCEs if they attend the entire congress, a maximum of 6 MCEs per day.

Please make sure to scan your badge at the entrance to all scientific session rooms.

An electronic certificate of attendance will be provided after the event.

Social events

Welcome Reception

Monday, 24 April 2023, 17:45 – 19:00
Exhibition Hall

Hosted on the opening day of the congress and gathering all registered congress participants and exhibitors, the Welcome Reception offers an opportunity to reconnect with old friends and make new contacts while visiting the exhibitors. Participation is included in congress registration fees. Exhibition day pass holders are not admitted.

Congress Party

Wednesday, 26 April 2023, 19:00 – 24:00
Cortijo Los Fernández

Buses leave from Expo Guadalajara at 18:00 – meeting points will be announced onsite. Return transfers to the different hotels close by Expo Guadalajara are scheduled for 22:00, 23:00 and 24:00.

Remaining tickets may be available onsite at the registration desk (USD 60/ticket, payment by credit card).

Guests are invited to a welcome cocktail and two drinks sponsored by ISPO Mexico, ISPO Canada, and US ISPO.

Important information for your participation

Catering

Food and beverages are available for purchase in the exhibition hall during exhibition opening hours as well as in the food court within the venue grounds. Bottled water is sponsored by Alps South.

Tea and coffee are provided complimentary in the catering area located in the exhibition hall during the following refreshment breaks:

Monday, 24 April	16:00 – 16:30
Tuesday, 25 April	10:30 – 11:00 / 16:00 – 16:30
Wednesday, 26 April	10:30 – 11:00 / 15:45 – 16:15
Thursday, 27 April	10:30 – 11:00

Tours

Day trip to the town of Tequila

Discover the delightful landscape of Mexico's renowned tequila-producing region and explore one of the world's oldest and most famous tequila distilleries during an exclusive sightseeing tour. The local tour operator Panoramex will be organising this small-group tour exclusively for attendees of the ISPO 19th World Congress.

[Details](#)

[Other sightseeing tours](#)

Visit the Panoramex team at the tour desk located in the registration area.

Practical information

Time zone and country code

Local time zone; [Central Standard Time \(CST\)](#) which is UTC -6

Country code: +52

Currency

Local currency is the Mexican peso (symbol: \$; code: MXN). [HERE](#) you can access an online currency converter.

Electrical plug



The voltage in Mexico is 127 Volt. You can use your electric appliances in Mexico, if the standard voltage in your country is in between 110 - 127 V (as is in the US, Canada and most South American countries). In Mexico the power plug sockets are of type A and B.

If you have electronic devices from Europe or other non-American countries, you will need a travel adapter and will likely need a voltage converter in order to use them in Mexico.

Emergencies

A medical crew is available in the registration area for immediate medical assistance. The closest hospital offering assistance in English is HOSPITAL REAL SAN JOSÉ, Calzada Lázaro Cárdenas 4149, Jardín de San Ignacio, 45040 Zapopan, located about 9 minutes from Expo Guadalajara. The hospital can be reached at: +52 33-10-78-89-00.

Police: 911
Fire, Ambulance: 065 / 068

Important information for your participation

Be Street Smart

While traveling in Mexico, it's important to keep a close eye on your purse and wallet at all times and beware of pick pocketers when in public spaces. We recommend keeping any valuables such as your passport, expensive jewellery, large amounts of cash, flashy electronics and at least one credit card in the hotel safe. An RFID wallet is a particularly great way to protect yourself against electronic theft. It is recommended to travel in larger groups during daylight hours and avoid walking (alone) around unknown areas.

Know a few Spanish phrases

For beginners, the best way to learn some basic words and phrases is to use an easy language app such as Duolingo or BABEL.

Don't drink tap water

Locals advise against drinking tap water. In addition to not drinking it, you should not eat anything rinsed in water that is not cooked or peeled. When you brush your teeth, use bottled or filtered water to rinse your mouth and your toothbrush. Ask for purified ice when ordering drinks. If you are concerned about plastic waste, you can bring a portable water purifying bottle.

Buy a SIM card or check with your provider

Check with your provider about cell phone data and WIFI coverage in order to avoid paying high roaming charges.

Consider purchasing a Mexican SIM card (Telcel, AT&T, Movistar), available in travel shops in the airport, in grocery stores (OXXO) or cell phone shops. The phone must be unlocked in order to use a SIM card from Mexico.

Climate & skin protection

Even though the weather outside is mostly warm, you may feel cold because of the air condition inside your hotel or the convention centre.

It is recommended to wear sunscreen, sunglasses and hat throughout the day to protect your skin. Bring mosquito spray/lotion (if possible with 50% DEET). Mexico has (very few) cases of Malaria, ZIKA virus and Dengue fever.

Pay in local currency

There are some restaurants that will try to convert your peso bill to USD using an inflated conversion rate. As a result, you will pay more. You can avoid these unnecessary fees by making sure that the bill they provide is in local currency (Mexican Peso) and that you would like to pay with credit card (if possible).

Contacts

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Tours
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