



IIPE MEXICO: ARRIVAL DETAILS

Dear IIPE participants,

We eagerly await your arrival to Mexico and we very much look forward to meeting you in person! To support your smooth arrival and pleasant stay we are providing you with the following summary of key logistical information.

You can also find this letter online at: https://www.i-i-p-e.org/iipe_mexico/participant-info/

Please print this letter and keep it with you as you travel, as it contains important and useful information.

GETTING TO CASA XITLA

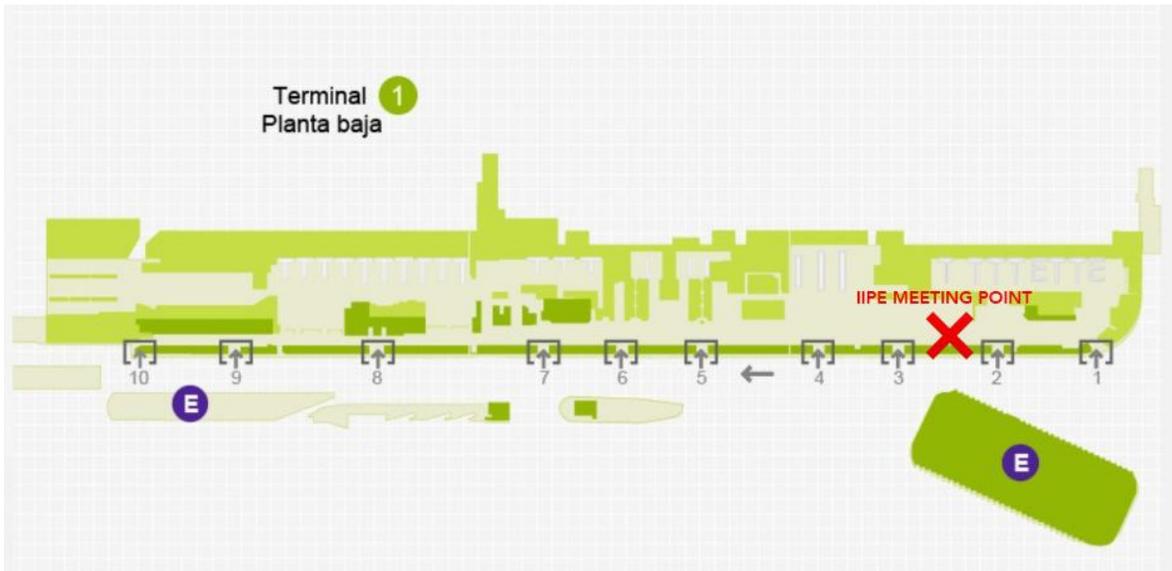
For those arriving on July 24 to Mexico City International Airport (Benito Juarez International Airport – MEX) we will provide shuttles from the airport to Casa Xitla.

[Please follow this link to view the airport shuttle schedule list](#) (if your name is not on this list you've indicated that you are making your own arrangements).

There are two terminals at the airport (Terminal 2 - International / Terminal 1 - Domestic). **IIPE airport shuttles will leave from Terminal 1.**

- **If you arrive to Terminal 1**, a representative of the IIPE will greet you outside the baggage claim between exit gates 2 & 3. They will be holding a sign with the “IIPE” logo.
- **If you arrive to Terminal 2**, please take the airport bus to Terminal 1. *You can find this bus at exit gate No. 4.* The cost is \$16 pesos (approximately \$1 USD). *You pay this fee directly to the driver* (be sure to have pesos with you or visit an money exchange or ATM first). This bus will drop you in Terminal 1 at gate No. 6. From there, please walk to exit gate No. 2 where you will find the IIPE volunteer with the sign.

Shuttles will depart when all who are scheduled arrive. You may have to wait a short while as we try to accommodate as many people as possible on each mini bus.



What if I Can't Find Anyone or I Get Lost? If your flight is late or if you do not find the IPE representative at the airport, call the numbers listed below and we will assist you.

Contact persons for airport shuttle: Martha Trigo (phone and WhatsApp): +52 222 120 6923
Email: martha@colectivotomate.com (If you are unable to make a phone call, free WiFi is available in the airport).

For local residents and others arriving before July 24: please arrive at **Casa Xitla** **between 1 and 3pm** (please no later than 3pm) to check-in and complete your registration.

We strongly recommend only taking “authorized taxis” or “Taxis Seguros” if you are at a bus station. You will find “Taxi Seguros” stands, where you can purchase tickets. These can be found inside the airport as well at the three main bus stations in Mexico City (Central del Sur or Taxqueña), Central TAPO (East Station) and Central del Norte (North Station). Do not take a random taxi in the street. You can also ask a hotel concierge to arrange an authorized taxi.

The address of Casa Xitla:

Calle Convento 37, colonia Santa Úrsula Xitla, C.P. 14420, Alcaldía Tlalpan, Ciudad de México

Contact information for Casa Xitla:

info@casaxitla.org or WhatsApp: (52) 55 2028 544

CHECK-IN

Check-in will take place near the administration office in the “Casa Luna” building. You can check-in anytime throughout the day.

All participants will be required to take a rapid antigen COVID test upon arrival. We will isolate participants while waiting for test results (approximately 15 minutes).

JULY 24 SCHEDULE

The July 24 schedule will be generally informal, as people will be arriving to Mexico from far away destinations throughout the day. Please note the following times:

All Day Check-in, Registration & COVID testing (Casa Luna – near the administration office)

5:00-7:30pm Informal Social Activities (Auditorio)

8:00-9:00pm Dinner (Cafetería)

CASA XITLA GUIDELINES

Casa Xitla is an ecological reserve with accommodations and meeting spaces catering to groups working on peace, human rights, ecology, art and spirituality. As guests of this special venue, it is important that we carefully follow their guidelines. All participants are required to review and follow the following guidelines provided by Casa Xitla: [Use of Facilities Guidelines](#) and [Protocols to Prevent the Spread of COVID](#) (these COVID guidelines are complementary to the [IIFE COVID policy](#)).

For your safety, the gates to Casa Xitla are locked every evening at 10pm. *You will not be able to enter Casa Xitla after this time.

WiFi is readily available at Casa Xitla. Instructions will be provided upon arrival.

COVID GUIDELINES

COVID-19 transmissions are currently very high around the world. Please be sure to review the IIFE [IIFE COVID protocols and policy](#) as well as the [guidelines provided by Casa Xitla](#).

For those traveling by air or bus to Mexico City, we highly encourage the wearing of high-quality masks (N95 or KN95 equivalent) during your travel and until you complete your COVID test upon arrival. While not required, we strongly recommend all participants bring high quality masks to the IIFE. Masks will likely be required if there is a positive case reported within the community.

As noted above, all participants will be required to take a rapid COVID test upon arrival on July 24.

WHAT TO BRING

General Items: Please be sure to bring a small book bag or tote, personal toiletries (tooth brush, shampoo, soap, etc) and casual warm weather clothing. Comfortable walking shoes, sunglasses, a hat and sunscreen are also suggested.

Weather: The average minimum temperature (at nighttime) in Mexico City in July is 12.5°C (54.5°F). The average maximum daytime temperature lies around 24.0°C (75.2°F). Please be sure to bring warmer clothes for the mornings and evenings. July is also the rainy season in Mexico City so be sure to bring a rain jacket and/or umbrella.

Workshop / Plenary items: If you will be giving a workshop or plenary presentation please bring any of the necessary resources you will need. The IIPE will be able to provide most basic resources, including: some computers and projectors for videos and PowerPoint presentations, flip charts with markers and paper. We suggest saving presentations (PowerPoints, etc) to a usb or thumb drive so they can be more easily loaded onto computers. If you are a Mac user, remember to bring the adapter that allows you to connect the computer to the projector cable. You should plan to bring any special resources that you require as we cannot guarantee to have these resources available. We also request that you bring copies of any handouts you would like to share. For workshops we suggest 20 copies. We will not have limited access to a copier during the week so it is important that you bring these resources with you.

Short Checklist: Items to Bring

- book bag or tote
- toiletries
- casual clothing
- warm clothing for morning/evening
- light jacket / sweater
- comfortable walking shoes
- sunglasses, sunscreen, a hat
- rain gear
- cultural items to share
- handouts and materials for your workshop / plenary

A QUICK NOTE ON FOOD

Casa Xitla is working with us to accommodate everyone's dietary needs. We will contact you individually should there be any concerns about meeting your diet needs. For those with food allergies: individuals must take care in asking and not eating what they may be allergic to.

TRANSLATION

IIPE Mexico will be bilingual. Almost ½ of the participants are bilingual (either fluent or conversational in the 2nd language), ¼ speak English only, a few speak Spanish only. Participant's language abilities will be indicated in materials and on name badges.

We will use a professional translation service for our plenary sessions, however workshops will rely on informal translation provided by participants. Thus, as you prepare your workshops, please keep in mind that some extra time may be required for translation. Be sure to speak slowly and clearly.

From past bilingual IIPE experiences, we rely on the community members to support each other by providing informal translation. However, this places a burden on our bilingual participants. In workshops and informal spaces, we encourage everyone to be flexible and to adapt to the circumstances. This may require finding new ways to communicate! We will be appointing a volunteer who can assist you if you are having difficulties finding translators from amongst the participants.

CONTACT NUMBERS

In case of **emergency** we recommend you provide the following phone numbers to your friends or family members.

- IIPE Mexico Host Team: tomasdario@colectivotomate.com / WhatsApp +52 554944 4289
- IIPE Secretariat: info@i-i-p-e.org / jenkins@i-i-p-e.org / WhatsApp +1-646-765-3688
- Casa Xitla: info@casaxitla.org or WhatsApp: (52) 55 2028 544

A FEW LAST DETAILS

Please also note this letter and all other required forms and participation information are available online at https://www.i-i-p-e.org/iipe_mexico/participant-info/

We look forward to seeing you very soon and wish you safe and happy travels!

Warm regards,

The IIPE Mexico Organizing Team