

# ¡Welcome to Mexico!



We are pleased to welcome you to the  
**16th OECD Training Course for GLP Inspectors**,  
which will take place from **November 3 to 7 in Mexico City**.  
Below, we are sharing general information that we believe may be  
useful during your stay in Mexico.

## Event details

**Date: November 3 to 7**  
**Location: Fiesta Americana Reforma**  
**Address: Av. Paseo de la Reforma 80, Juárez, Cuauhtémoc, 06600 Mexico City, CDMX**



<https://maps.app.goo.gl/Y8Myg1zyktcngBcd7>



## Activity Agenda:



	November 3th	November 4th	November 5th	November 6th	November 7th
08h00	Welcom Coctel	Session	Session	Session	Session
17h00	Sonora Ballroom		City tour meeting point: Hotel Lobby		

### November 3rd:

#### Welcome Cocktail

**\*Everyone is invited\***

Dress code: Casual

A space to meet and network in a pleasant and relaxed atmosphere.

### November 4 to 7:

#### Sessions and Workshops

Dress code: Business Casual

### November 5th:

#### City Tour

Limited capacity, subject to prior reservation

Dress code: Casual

## Recommendations for your stay:



**Weather:** November in Mexico City is usually mild, with average temperatures ranging from 15°C to 25°C. It is recommended to bring lightweight clothing and a jacket for the cooler evenings.



**Accommodation:** For those who will be staying at **Fiesta Americana Hotel** and who have registered and paid for their accommodations through us, it is only necessary to provide your name and passport at check-in. It is possible that a credit card will be requested as a guarantee to cover additional charges at the hotel. The rate only includes accommodation and meals from October 4 to 7. The rate does not include breakfast; any additional consumption must be covered by each participant.



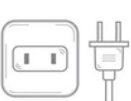
**Currency:** The official currency is the Mexican peso (MXN). It is recommended to exchange some money for pesos for minor expenses, although most establishments accept credit cards.



**Language:** The official language is Spanish. If you do not speak Spanish, do not worry; many people in the tourism sector speak English.



**Connectivity:** WiFi network is open and available throughout the hotel, you will only be asked to log in with an e-mail address and a name. Most places in the city offer Wi-Fi access. If you plan to use your phone, check with your service provider about roaming fees.



**Type of Plug:** Mexico uses type A and B plugs, which have two flat prongs (and a third round prong for grounding in the case of type B). If your home country uses a different type of plug, we recommend bringing a suitable adapter.



**Personal Care:** It is advisable to carry a small first aid kit with basic medications, as well as insect repellent, especially if you plan to visit outdoor areas.



**Health and Safety:** It is recommended to follow local health and safety guidelines. Staying hydrated and using sunscreen is important.



### Lunch:

Meals are scheduled from November 4 to 7, see you in the Veracruz room on the 2nd floor of the Fiesta Americana Hotel.

If you have dietary restrictions, be sure to communicate this with the event contacts, as it may help avoid misunderstandings. We recommend avoiding street food.



**Shopping:** If you want to buy souvenirs, local markets like *La Ciudadela* and *La Alameda* are excellent options for finding crafts and typical products.



**Nearby Points of Interest:** If you have free time, we recommend visiting some iconic places near the hotel, such as:

**Ángel de la Independencia**  
A symbol of the city, ideal for photos.



**Chapultepec**  
A large park where several museums are located, including the National Museum of Anthropology..



**Monumento a la Revolución**  
An important historical icon that also has an observation deck with spectacular views of the city.



The use of **app-based taxis** has been prohibited at the airport. Therefore, if you use transportation like UBER or DIDI, the meeting points at the airport are:

- In Terminal 1, on Circuito Interior Boulevard Puerto Aéreo.
- In Terminal 2, on Avenida Fuerza Aérea Mexicana.

Outside the airport, using these apps is easy, affordable, and safe.

**Transportation Airport - Hotel:**

The venue is well-connected, we share some reliable service providers that you can contact prior to your trip for transportation from the airport to the hotel.

<https://www.aicm.com.mx/pasajeros/servicios/prestadores-de-servicios/transportes/taxis>



**PORTO TAXI EJECUTIVO**  
Ph: +52 (55) 5786-8993  
+52(55)5786-8212  
Website:  
<https://www.portotaxiejecutivo.com/>



**YELLOW CAB**  
Ph: +52 (55) 2599-6024  
Website:  
<http://www.taxisyellowcab.com/>



**PRHO TAXI**  
Ph: +52(55) 9000-2976 y  
(55) 9000-2977  
E-mail:  
[prhotaxi@gmail.com](mailto:prhotaxi@gmail.com)



**CASADEY**  
Ph: +52 (55) 6046-2602  
+52 (56) 1741-9388  
Website:  
<http://www.casadey.mx>



**CONFORT UNLIMITED**  
Ph: +52 (55) 56-2600-7574,  
+52 (55) 5611685215, +52  
(55) 56-3035-2530  
Website:  
<https://www.taxiconfort-unlimited.com.mx>



**SITIO 300**  
Ph: +52 (55) 56-3597-  
0571  
Website:  
<http://www.sitio300ac.com>



**IMPORTANT:** The approximate travel time from Benito Juárez International Airport to the Fiesta Americana Hotel is about 40 minutes, though it may vary slightly depending on traffic conditions.

**We look forward to meeting you and sharing this experience together.**

**If you have any questions or need additional information, please do not hesitate to contact us:**



**Laura Balderas**  
**+52 1 56 5114 4252**



**Enrique Ortiz**  
**+52 1 55 8058 8659**

Hotel Distribution					
Event	Meeting Room	Floor	Room set-up	Initial Date	End Date
Welcome Cocktail	Sonora	2		November 3rd 15h00	November 3rd 21h00
Plenary	Sonora	2		November 4th 08h00 - 17h00	November 7th 08h00 - 17h00
Lunch	Veracruz	2		November 4th 12h00 - 13h00	November 7th 12h00 - 13h00
BO 1	Quintana Roo	1		November 4th 13h00 - 15h00	November 7th 15h00 - 17h00
BO2	Campeche	1		November 4th 13h00 - 15h00	November 7th 15h00 - 17h00
BO 3	Aguascalientes	2		November 3rd 13h00 - 15h00	November 7th 15h00 - 17h00
BO 4	Yucatán	1		November 4th 13h00 - 15h00	November 7th 15h00 - 17h00
Office - OECD	Business Center Room 1	3		November 4th 08h00 - 17h00	November 7th 08h00 - 17h00
Office - EMA	Business Center Room 2	3		November 4th 08h00 - 17h00	November 7th 08h00 - 17h00

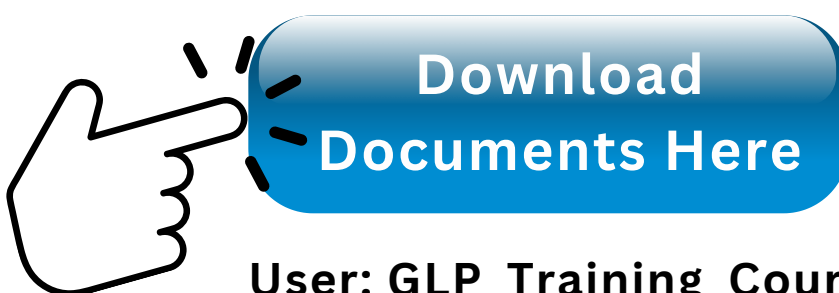
# Training Program



Mexico City, 2024

	November 4th	November 5th	November 6th	November 7th
Hour	Activity	Activity	Activity	Activity
08h00	Presentation: Welcoming Remarks (08h00 – 08h30) Presenter: Host	Topic 2: Test Item, Test System, Equipment (08h00 – 09h00) Presenter: Yusuke, Thomas, Michael	Topic 3b: QA, SOP (08h00 -09h00) Presenter: Erna, Christian, Daniel	Topic 4b: Archiving, Cloud (Presentation 2) (08h00 – 09h00) Presenter: Martijn, Eric, Michael, Marek
	Presentation: Overview of training approach for the workshop (08h30 – 08h45) Presenter: Host			
09h00	Presentation: Overview of OECD Mutual Acceptance of Data System and Principles of Good Laboratory Practice (08h45 – 09h15) Presenter: Eeva	Workshop in breakouts Topic 2 (see below) (09h00 – 10h15)	Workshop in breakouts Topic 3b QA, SOP (09h00 – 10h15)	Workshop in breakouts Topic 4 (09h00 – 10h15)
	Topic 1 How to Inspect Inspector Attributes and Attitudes (09h15 – 09h45) Presenter: Shadrack, Céline, Martijn, Eric, Jason			
10h00	How to Inspect – Inspection Steps and Process (09h45 – 10h15) Presenter: Shadrack, Céline, Martijn, Eric, Jason			
	Coffee Break (10h15 – 10h45)	Coffee Break (10h15 – 10h45)	Coffee Break (10h15 – 10h45)	Coffee Break (10h15 – 10h45)
11h00	Other issues (e.g multi-site studies, using non- compliant test sites, using contracted sites or study personnel) (10h45-11h15) Presenter: Shadrack, Céline, Martijn, Eric, Jason	Workshop in breakouts Topic 2 (10h45 – 12h00)	Topic 4a: Data Integrity, Computerized systems (Presentation 1) (10h45 – 12h00) Presenter: Martijn, Eric, Michael, Marek	Topic 5: Closing the Inspection & the Closing Meeting (10h45 – 11h15) Presenter: Michael, Martijn, Jason
	How to Inspect (including how to select studies for audit) (11h15-11h45) Presenter: Shadrack, Céline, Martijn, Eric, Jason			Workshop in breakouts Topic 5 (11h15 – 12h00)
12h00	Lunch (12h00 – 13h00)	Lunch (12h00 – 13h00)	Lunch (12h00 – 13h00)	Lunch (12h00 – 13h00)
13h00	Explanation of How Breakout Groups will Function for the Training (12h45 – 13h00) Presenter: Host	Topic 3a Test facility organization, personnel and Training (13h00 – 15h15h) Presenter: Erna, Christian, Daniel	Workshop in breakouts Topic 4 (13h00 – 14h15 )	Workshop in breakouts Topic 5 followed by Roll- Play of Closing Meeting in Plenary (13h00 – 14h30)
14h00	Workshop in breakouts Topic 1: How to inspect and Opening Meeting Role Play (13h00 – 15h15)			Open Q&A about all topics and presentation. (14h30 – 15h15)
15h00	Coffee Break (15h15 – 15h45)	Coffee Break (15h15 – 15h45)	Coffee Break (15h15 – 15h45)	Coffee Break (15h15 – 15h45)
	Plenary Debrief of Workshop Topic 1 (15h45 – 16h45)	Workshop in breakouts Topic 3a and plenary debrief (15h45 – 16h45)	Workshop in breakouts Topic 4 and plenary debrief (15h45 – 16h45)	Closing Remarks, Feedback on Training Course (15h45 – 16h45)
16h00	Open Q&A about all topics and presentation. (16h45 – 17h00)	Open Q&A about all topics and presentation. (16h45 – 17h00)	Open Q&A about all topics and presentation. (16h45 – 17h00)	
17h00		Optional Event: CityTour		
18h00				
19h00				

## 16th OECD Training Course for GLP Inspectors



User: GLP\_Training\_Course  
PSW: Mexico

\*Information available starting October 25th, 2024