



**CONTACT INFORMATION**  
**FUNDACION CENTRO DE ESTUDIOS INTERAMERICANOS (CEDEI)**

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**I. HOW TO CONTACT THE STAFF**

To contact us in Arizona:

*Telephone: +1-623-505-4525*

*Toll-free: +1-877-2-CUENCA*

*E-mail: [info@cedei.org](mailto:info@cedei.org)*

To contact us in Ecuador:

*Telephone: 011-593-7-2834-353\* (Centro de Estudios Interamericanos, CEDEI)*

*Fax: 011-593-7-2834-353 ext. 106\**

*Emergency number: 011-593-7-2848-012*

*E-mail: [efigueroa@cedei.org](mailto:efigueroa@cedei.org)*

**II. RECEIVING MAIL IN ECUADOR**

While you are in Cuenca, you may receive mail at the following address:

*Your Name*

*Fundación Centro de Estudios Interamericanos (CEDEI)*

*Luis Cordero 5-66 entre Juan Jaramillo y Honorato Vázquez*

*Casilla 597*

*Cuenca – ECUADOR*

*South America*

Mail that arrives prior to your arrival will be held for you. Mail usually takes 8-12 days to arrive in Cuenca from the United States or Canada.

Packages take a couple of weeks to several months to arrive. Therefore, we do not recommend that anyone send you a package. If a package gets lost/stolen in the mail, it's lost. Period. Although more expensive, it is recommended to use a private company such as UPS or DHL to send packages. Please be aware that often there are additional fees (custom taxes) applied to many incoming packages. Please consult with the CEDEI staff before having materials sent to you.

### **III. SENDING/RECEIVING FAXES**

You will be able to receive faxes at CEDEI for a nominal per-page charge. The fax number is 011-593-7-2834-353 ext. 106\*. You may send faxes from CEDEI or a fax center in Cuenca. Additional information will be provided during our on-site orientation.

### **IV. E-MAIL**

You will have access to e-mail while we are in Cuenca. CEDEI does provide internet access at its two main building as well as wireless internet access. If you do have a laptop (and insurance) we recommend that you bring it with you to Cuenca.

### **V. EMERGENCIES**

In the event that an emergency should occur back home, your family/friends should call CEDEI at 011-593-7-2834-353\* and ask to speak to Esteban Figueroa, and he or another staff member will relay the message to you. Evenings and weekends, please call us at Emergency Number at 011-593-7-2848-012\* or 011-593-8-4543-718.

\* 011 is the international prefix for most calls placed from the USA. In other countries, please check with your phone company for international dialing instructions.

