



NewGen
FAMILIES

Intended Parent Handbook

Colombia



Congratulations and welcome to the NewGen Families Surrogacy Program! We are so happy that you have taken the initial big step to join our family and we cannot wait to continue this amazing journey with you.

This guide was created to provide you with a handbook to refer to throughout your surrogacy journey. Keep in mind that not all surrogacy journeys are the same and that this guide is a general reference to our program that is based on the average experience for an Intended Parent. We are very proud to be partnering with Novafem Clinic in Bogotá and we are also proud to be partnering with Nordic Surrogacy who we share local resources with and who also host the Colombian Egg Donors on their website.

Novafem Clinic is located at:
Novafem (Centro Medico De Fertilidad Y Genetica)
Cl. 90 ## 19A 49, Bogotá, Cundinamarca, Colombia
<https://www.novafem.com.co/>

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Initial Steps

The initial steps process should only take a few weeks. However, your timeline will be determined based on how quickly you sign your paperwork and confirm your travel dates to Bogotá. Please see below your list of initial documents to commence the process.

Agency Retainer Agreement

This is the agreement between you and NewGen Families that clearly outlines which plan you have selected and the applicable payment milestones. The document will be sent via Panda Doc. Intended Parent(s) or IP(s) are required to sign before Damien Chambers (NewGen Families CEO) will confirm and endorse the agreement. Once all parties have signed, you will receive a signed and certified copy via email.

NewGen Families Intended Parent Doc

This document is for NewGen Families to place your personal information into our CRM. It is important that you select and note your preferred dates to travel to Colombia. This document will also be sent via Panda Doc.

NOVAFEM Intended Parent Doc

With regards to the Novafem Intended Parent form, it is important that you nominate 2 people to be Powers of Attorney (legal guardians). Your legal guardians will be listed in your agreement with your surrogate. We also encourage you to update your will ASAP. This doc will ask the following:

- ▶ Intended Parent: (You)
- ▶ Emergency Contact: (Your Partner. If single, a friend or relative)
- ▶ Main Legal Guardian: (Your Partner. If single, a friend or relative)
- ▶ Secondary Legal Guardian: (If partnered, a friend or relative. If single a secondary friend or relative)

Additional Docs

- ▶ Copy of your passport
- ▶ Sperm analysis report (go to your local GP/ fertility clinic and tell them you wish to do a sperm analysis)
- ▶ STI screening results (HIV, Hep B & C, Syphilis)
- ▶ Criminal background check (any local check is fine)

All these documents need to be signed and/or completed BEFORE we can confirm your travel dates to Bogotá.

Intended Parent Profile for your future Surrogate

We kindly ask that you prepare a video and a letter for your future Surrogate. This brief introduction lets them know a little bit about who you are, your hobbies, your job, your family and the city where you currently reside.

Introduction to TorFX Case Managers Gemma and Ashley (for Non-US IPs only)

As soon as you sign and return all required documents, we will introduce you to your Case Managers at TorFx who will guide and advise you when it is the right time to purchase your USD.

Clarity Trust (Escrow Account)

It's time to meet Diana and her team from Clarity Trust. They will be responsible for setting up your Trust Account and will ultimately act as your Financial Managers for your entire journey. All funds pertaining to your journey will be transferred into Escrow. You will have 24/7 access to your online portal so you can see exactly what payments have been made. If at any time throughout your journey you receive an invoice or bill from someone other than NewGen Families, please DO NOT pay. Call us and we will rectify the issue.

Request For Payment (RFP)

Once Escrow is established and your online portal has been fully activated, you will receive an RFP for your first payment milestone. This payment will be due before your first appointment at Novafem in Bogotá.

Genetic Carrier Screening

We recommend doing genetic screening to ensure both you and your eventual selected egg donor are not carriers of the same genetic disease. As explained in your initial consultation this is not mandatory and therefore, you'll be responsible for the fees.

Please click [HERE](#) to order your test (*Comprehensive Carrier Screen*) if you are not an Australian IP.

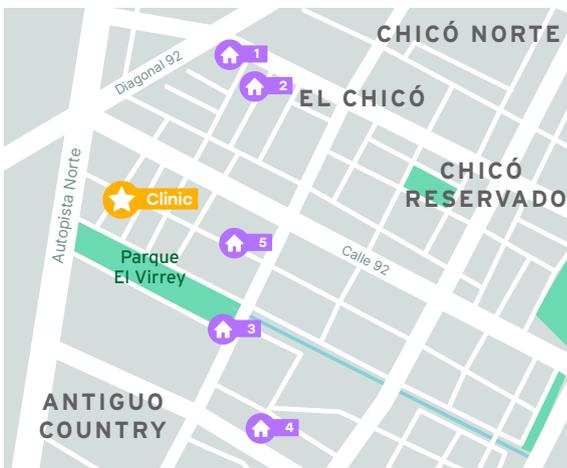
For Australian IPs, I will be connecting you with our partner Doctor in Sydney who will coordinate your genetic screening for you.

Hotels in Bogotá

Please see below our recommendations for accommodation in Bogotá. This is where IPs have previously stayed:

1. [Casa Dann Carlton Hotel & Spa](#)
2. [Four Points by Sheraton Bogotá](#)
3. [Hotel Jazz Apartments](#)
4. [Four Seasons Hotel Bogotá](#)
5. [Residence Inn Bogotá](#)

As soon as you have booked your hotel and flights, please let your Case Manager know so they can pass this information on to the Clinic Coordinator and the Driver.



Traveling to Bogotá

In the week leading up to your trip to Bogotá you will have a scheduled meeting with a psychologist (Claudia Gonzalez). The interview will be conducted via a WhatsApp video call and usually lasts for 30 minutes. After the interview, Claudia will send a questionnaire that needs to be filled out and returned to her at your earliest convenience. Claudia's WhatsApp number is

Future Surrogate Agreement

Before you travel to Bogotá, you will be issued with the actual agreement that you and your future surrogate are required to sign. There is a Spanish version and also an English version. You are required to pre-sign these documents and submit them to your lawyer in Bogotá whilst you are there since you will only be matched with your surrogate once you have created embryos and are back in your home country.

It must be emphasized that the English version is merely a translated version of the Spanish agreement. Should a dispute arise, the Spanish version applies under Colombian law. Therefore, if there are clauses in the English version that you do not fully understand, we recommend that you go over these in detail with your Colombian lawyer when you are in Bogotá. Your appointment with the lawyer will be appear in your schedule that we will send to you the week before you travel.

With regards to the agreement, please do the following (digital signatures are accepted):

- ▶ Sign on the last page where indicated
- ▶ Legal Guardian also to sign on the last page where indicated
- ▶ Legal Guardian please add country associated with passport number on last page where indicated
- ▶ Once signed, please print 2 copies of each (Spanish and English) and take these documents to Bogotá

Once your embryos are created, we will start the surrogate match process.

Schedule

You will receive your full schedule of appointments for medical and legal the week before you travel.

Register with 'Check Mig' (your entry visa to Colombia)

Please click [HERE](#) and follow the prompts to the end to register your entry into Colombia. This also needs to be done when you are traveling home. We recommend doing this on a desktop via Google Chrome. On the last page, you are required to tick a box agreeing to the terms. This box is, unfortunately, not visible when using a Safari browser. If you are having issues filling this out, you can complete this manually once you arrive in Bogotá.

Covid Vaccination

Travelers may enter Colombia with at least 2 doses of a Covid vaccine or with a negative PCR test carried out in the 72 hours prior to arrival or a negative RAT carried out within 48 hours prior to arrival.

The use of face masks is no longer mandatory in open spaces and in closed spaces. Its use will continue to be mandatory in health centres (hospitals, clinics, laboratories, among others), in nursing homes and on public transport.

Proof of vaccination will no longer be mandatory to enter massive and closed events, restaurants, bars, museums, cinemas, sporting events, among others.

Altitude sickness

Bogotá is located at an altitude of 2,600 meters. Some people suffer from altitude sickness. Shortness of breath, headaches and feeling a little unwell is not uncommon so please don't panic. Drink lots of water and/or electrolyte drinks, rest, eat carbohydrates, protect yourself from the sun and wait for a few days before you go on any high-altitude hikes. Most importantly, listen to your body.

Airport in Bogotá

Please keep in mind that it can take a long time at the airport when you arrive and depart. The

queues at immigration/passport control can be long. It really is hit and miss.

Local SIM cards

You can purchase prepaid SIM cards at the airport. Please note, that the internet is sometimes a little slow in Colombia.

WhatsApp

The easiest way to communicate directly with myself and the relevant parties in Colombia is via WhatsApp.

Driver

We can coordinate a driver to collect you from the airport. Her name is Vanessa Silva, and her WhatsApp number is **+57 320 902 60 42**.

Please communicate directly with her and ensure she has confirmed that she will be collecting you.

Your hotel also offers transportation services so please check with them in case Vanessa is not available. It's always best to have a Plan B.

Clinic Coordinator

Your contact at the clinic is Claudia Moreno. Claudia is amazing! Please touch base with her before you travel and introduce yourself via WhatsApp. Claudia will meet you at your hotel on the first day of appointments (usually Monday) and walk you to the clinic from the hotel. Her WhatsApp number is **+57 320 898 66 96**.

Taxis/Uber

We recommend using the app Cabify or Uber. Always book a taxi via an app or via the hotel. The local taxis don't have a mileage calculator. Please be mindful that traffic is terrible in Bogotá so please leave enough time to get to your scheduled appointments.

Helpful apps

Download the Google Translate App. This will be your friend in Bogota. The app does not require Wifi.

Download the app Rappi for food, alcohol, medicine, clothes etc. Available in Spanish only.

Sperm Deposit Information @ Novafem

You do not need to fast before depositing your semen or before the nurse bleeds you.

- ▶ Please abstain between 3-7 days before your first deposit.
- ▶ You must not have a fever or flu.
- ▶ You must not have taken antibiotics or antiparasitics in the last 15 days before your visit.
- ▶ If you have started or are on any medication that cannot be interrupted, you must inform the NOVAFEM staff about the drugs you are taking.
- ▶ The following blood tests will be taken whilst at the clinic: HIV1-2, HTLV 1-2, VDRL, Hepatitis B Antigens, Hepatitis C Antibodies, Blood group, and Rh factor.
- ▶ 2 semen samples will be obtained which will be used for analysis of sperm quality, analysis of DNA fragmentation and storage of samples in a frozen state for future fertility treatment. The clinic may request a 3rd sample.
- ▶ The samples are obtained by masturbation, preferably within the clinic's facilities. If this is not possible, the sample can be produced at your hotel via masturbation and stored only using the plastic container supplied by the clinic. Once the sample is safely stored in the container, it must be transported to the clinic within 90 minutes, temperature controlled (room or body), and delivered to the clinic by you or your partner.
- ▶ Wash your hands with soap and water before obtaining the semen sample.
- ▶ You cannot use lubricants or oils to obtain the sample, as they will affect the results.
- ▶ All the ejaculates must be collected in the bottle. It is very important to inform the staff if you have an accident and the FULL sample could not be collected.

IF YOU HAVE ANY CONCERNS DO NOT HESITATE TO COMMUNICATE WITH US OR ASK THE NURSES IN CHARGE.



Tourist Suggestions

La Candelaria

Is in the Old Town. Walk among the old houses in colonial style. Peek into one of the many small cathedrals. Stop and have a drink and check out the local vibe. Watch out for pickpockets.

Monserate (recommended)

Climb the mountain on foot or take the cable car up to a magical view of the city. Once you have arrived, there is an overpriced restaurant and a cafe. Check the weather forecast before you commit. In case of rain and clouds, you may not see anything at all, however the weather in Bogotá is constantly changing.

Plaza Bolívar (recommended)

Is an historic site where many events have shaped what Colombia is today. Congress, the Palace of Justice that Pablo Escobar was involved in storming and burning up, and the colonial building La Casa del Florero where objects from the country's independence are exhibited are all situated here. There are vendors who encourage you to take pictures with llamas or buy souvenirs. The Palacio de Narino (the president's residence) is also in this lovely neighbourhood.

The Gold Museum (recommended)

Bogotá's Museo del Oro is a well-visited museum with over 30,000 different items in gold. In addition to all the objects, it is a well-thought-out museum, a beautiful place and has a very reasonable entrance fee.

Cathedral of Sal

It looks like a dark church on TripAdvisor but it was a giant mining complex that has been turned into a cathedral. Incredibly powerful, strange and impressive and must not be missed when you are in that part of the world. There is an awesome audio guide in several languages.

Laguna Guatavite

A beautiful place with a very interesting history. It's located at an altitude of 3600m, so you will drive the initial part of the journey and complete the rest of the journey on foot. This takes approximately 2 hours.

The IVF Process

Please see below a detailed explanation of selecting your egg donor and the IVF Process.

Please also keep in mind that there are many elements of a surrogacy journey that we have no control over. As we reach each milestone, we must remain cautiously optimistic and hope for the best outcome. We generally see between 9-18 eggs retrieved from our donors and from here, IPs are generally left with 1-6 Preimplantation Genetic Testing (PGT-A) embryos. Once you have submitted your Egg Donor selections, the Genetic Carrier Screening will be the final piece of the puzzle required to confirm your egg donor match. If you test positive for a genetic disease, we recommend that you attend a counselling session with a geneticist. If you are a carrier for a genetic disease, then you cannot be matched with an egg donor that is also a carrier of that same disease. The geneticist will advise accordingly.

Egg Donor Selection

- ▶ Once you have signed your agreement, we will give you access to the egg donor database.
- ▶ 2 Weeks before your scheduled travel dates, we will ask you for your top 4 donor choices. You can, however, also submit your selected donors whilst in Bogotá.
- ▶ Once you have been officially approved for the program (approximately 1-2 weeks after your visit to Bogotá), we will confirm your egg donor and her availability.

Egg Donor IVF Cycle

- ▶ We will send you an email with the estimated date that your donor will begin her hormone stimulation.
- ▶ During ovarian stimulation, the Dr will monitor the growth and development of the follicles and the egg cells (oocytes). The goal is to produce as many mature eggs as possible. The eggs must complete their growth and development before they can be retrieved.
- ▶ Stimulation can last anywhere between 11-14 days. The Dr will then set the date for the retrieval.

- ▶ Once the eggs are retrieved, they will be fertilized in the lab using your sperm samples. You will receive a fertilization report 2 weeks.

Embryo Culture and Freezing

- ▶ Sometimes the follicles don't grow and there are too few eggs. In this case, your donor's cycle will be cancelled, and we will start the process again.
- ▶ Once the egg retrieval is performed, fertilisation occurs. Only mature eggs can be fertilised. You will receive an egg retrieval report.
- ▶ Embryos are then cultivated to what is called a 5/6-day blastocyst. Not all embryos survive to this stage.
- ▶ All blastocysts will be biopsied, and PGT-A tested
- ▶ You will receive a report on how many embryos are sent off for PGT-A testing.
- ▶ You will receive an embryo report post PGT-A testing with the number of NORMAL embryos, their grading and their gender. This can take up to 3 weeks.

We sincerely hope that you have the best time whilst in Bogotá. You are creating the most beautiful memories as you embark on your journey. We can't wait to hear all about your travels!

