



International
Civil Aviation
Organization

Organisation
de l'aviation civile
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Organización
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Международная
организация
гражданской
авиации

منظمة الطيران
المدني الدولي

国际民用
航空组织

Ref.: T 10/7.7, T 6/13.11.2 – AP080/12 (FS)

12 June 2012

Subject: ICAO Regional Accident Investigation
Workshop, Asia and Pacific Regions
(04 - 05 September 2012, Macao, China); and
Asia Pacific Regional Aviation Safety Team – Second
Meeting of the Accident Investigation Ad hoc Working
Group (APRAST-AIG AWG/2)
(06 - 07 September 2012, Macao, China)

Action required: Confirm participation **not later than
03 August 2012**

Sir/Madam,

I have the honour to inform you that the ICAO Asia and Pacific Office and the Civil Aviation Authority of Macao, China will jointly hold a two-day ICAO Regional Accident Investigation Workshop on 04 - 05 September 2012 and Asia Pacific Regional Aviation Safety Team – Second Meeting of the Accident Investigation Ad hoc Working Group (APRAST-AIG AWG/2) on 06 - 07 September 2012 in Macao, China.

The ICAO Asia and Pacific Office is pleased to extend an invitation to each State/Administration/Organization in the Asia and Pacific Regions to attend the Regional Workshop and the APRAST-AIG AWG/2 Meeting.

The objective of the Regional Workshop is to provide an opportunity for accident investigators within the Asia and Pacific Regions to share their expertise and experience with one another and share investigation best practice. Attached for your kind perusal are the Workshop Outline and the tentative Workshop Programme (**Attachments A and B**). Over the two-day Workshop, accident investigation cases will be presented by different States/Administrations/Organizations and the programme will also include presentations on topics of significant interest related to accident/incident investigation and prevention. After each presentation there will be an opportunity for a group discussion.

During the two days immediately after the Regional Workshop, the APRAST-AIG AWG/2 Meeting will develop an action plan to improve the accident/incident investigation capability in the Asia and Pacific Regions. The Provisional Agenda of the APRAST-AIG AWG/2 Meeting is in **Attachment C**.

I request your State/Administration/Organization to inform this Office of your nominees for the Regional Workshop and APRAST-AIG AWG/2 Meeting by returning the completed Nomination/Registration Form (**Attachment D**) **no later than 03 August 2012** to the ICAO Asia and

Asia and Pacific Office
252/1 Vibhavadi Rangsit Road
Chatuchak
Bangkok 10900
Thailand

Postal Address:
P.O. Box 11
Samyaek Ladprao
Bangkok 10901
Thailand

Tel.: +66 (2) 537-8189
Fax: +66 (2) 537-8199

www.bangkok.icao.int
E-mail: icao_apac@bangkok.icao.int

Pacific Office with a copy to the Host administration. Please refer to the Regional Workshop Bulletin in **Attachment E** for the workshop arrangements and other information of interest. Places at the Regional Workshop are limited and it is therefore urged that participants be limited to persons who are involved with aircraft accident investigation and flight safety matters for their respective governments.

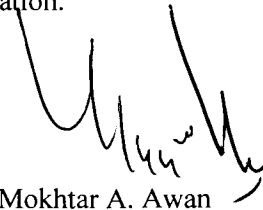
Please be advised that relevant information about the Regional Workshop is available on the Host administration website: www.aacm.gov.mo. In addition, presentation slides or information will also be posted on the website prior to the Workshop. Access to this session is password protected and can be accessed with username "aigworkshop" and password "macaochina".

Please be advised that relevant information about the APRAST-AIG AWG/2 Meeting is available on the ICAO Asia and Pacific website: <http://www.bangkok.icao.int> under "Meetings". In order to make the APRAST-AIG AWG/2 Meeting more productive and effective, it is strongly urged that members of the APRAST-AIG AWG submit papers to the meeting, which should be received by **no later than two weeks prior to the meeting date**, via email to APAC@icao.int. ICAO is moving towards a 'paperless' meeting environment by increasing use of electronic media for the distribution of meeting papers and reports; therefore, delegates should obtain copies of meeting materials from the website of the ICAO Asia and Pacific Office at <http://www.bangkok.icao.int> prior to the commencement of the meeting.

The venue of the Regional Workshop and APRAST-AIG AWG/2 Meeting will be confirmed shortly. I would be grateful to receive your confirmation on the participation of your State/Administration/Organization at the aforementioned events at the earliest, but preferably not later than 03 August 2012.

Air travel, accommodation and living expenses are to be covered by the respective States/Administrations/Organizations. To avail discounted rates at the recommended hotels, I would recommend that the participants make their hotel booking before the cut-off date. The hotel information and the reservation forms are in **Attachment F** and can also be checked on the Host administration website.

Accept Sir/Madam the assurances of my highest consideration.



Mokhtar A. Awan
Regional Director

Enclosures:

- A - Workshop Outline (Accident Investigation Workshop)
- B - Tentative Programme (Accident Investigation Workshop)
- C - Provisional Agenda (APRAST-AIG AWG/2)
- D - Nomination/Registration Form (Accident Investigation Workshop and APRAST-AIG AWG/2)
- E - Workshop Bulletin (Accident Investigation Workshop)
- F - Hotel Information and Reservation Forms

Distribution: Contracting States, Non-contracting States of accreditation of the ICAO APAC Office, Dependent Territories, United Kingdom, United States (FAA, CAST, NTSB), ACI, CANSO, FSF, IATA, IBAC, IFALPA, EASA, AAPA, Airbus Industrie, Boeing, Bombardier

Cc: ANB, AIG, COSCAP-SA, COSCAP-SEA, COSCAP-NA, PASO



ICAO Regional Accident Investigation Workshop
Asia & Pacific Regions
(Macao, China, 04 – 05 September 2012)

WORKSHOP OUTLINE

Workshop Session 1: Case Study and Difficulties Encountered during Investigation

This work session provides a platform for participants to share experience from past investigations and to discuss difficulties encountered and lessons learnt during investigations. This will give the participants an overall perspective on the challenges in investigating an aviation accident.

Workshop Session 2: Investigator Training

Aircraft accident investigation is a specialized task. Investigators should be trained appropriately in accident investigation techniques prior to being assigned to accident investigation duties. This work session aims to introduce the types of training needed for investigator to perform specific duties.

Workshop Session 3: Information to Families

Families and friends of victims of the aircraft accident expect to be informed what happened and why the accident happened. This work session will discuss how the agency handles information to families appropriately.

Workshop Session 4: Manufacturer Investigation Process

Manufacturers play an important role in aircraft accident investigation. In this workshop session, investigation process will be introduced by experts from major manufacturers.

Workshop Session 5: Sea Search Operations

Locating and recovering the flight recorders in the aftermath of a sea crash poses great challenges for safety investigators. This work session aims to provide a perspective of the manpower, logistics and cost considerations of conducting a sea recovery operation.

Workshop Session 6: Setting Up the Accident Investigation Unit

ICAO Annex 13 requires States shall have independence in the conduct of the investigation and have unrestricted authority over its conduct, consistent with the provisions of Annex 13. This workshop session will provide the opportunity to explore the transition process of setting up an independent accident investigation units.

Workshop Session 7: Safety Data Sharing and Protection

Collection, analysis and exchange of safety information are some of the essential elements to enhance aviation safety. It is widely understood protecting safety information from inappropriate use is important to ensure its continued availability. This work session will provide opportunity to share experience of exchange and protection of safety information.

Workshop Session 8: Voluntary Incident Reporting System (VIRS)

ICAO Annex 13 requires States shall establish a VIRS to facilitate collection of information on actual or potential safety deficiencies that may not be captured by the mandatory incident reporting system. VIRS shall be non-punitive and afford protection to the sources of the information. This work session will provide the opportunity to share experience and knowledge of setting up a VIRS.



ICAO Regional Accident Investigation Workshop
Asia & Pacific Regions
(Macao, China, 04 – 05 September 2012)

TENTATIVE PROGRAMME

04 September 2012, Tuesday

0830 – 0930	Registration	
0930 – 0940	Opening Remarks	President of Civil Aviation Authority Macao, China (AACM)
0940 – 0950	Message from ICAO	ICAO Regional Office
0950 – 1000	Introduction of Technical Sessions	AACM
1000 – 1045	Photo Opportunity/Coffee Break	
1045 – 1230	Workshop Session 1 “Case Study and Difficulties Encountered during Investigation”	
1230 – 1330	Lunch	
1330 – 1700	Workshop Session 2 “Investigator Training”	
	Workshop Session 3 “Information to Families”	
	Workshop Session 4 “Manufacturer Investigation Process”	

05 September 2012, Wednesday

0930 – 1230	Workshop Session 5 “Sea Search Operations”	
	Workshop Session 6 “Setting Up the Accident Investigation Unit”	
1230 – 1330	Lunch	
1330 – 1630	Workshop Session 7 “Safety Data Sharing and Protection”	
	Workshop Session 8 “Voluntary Incident Reporting System (VIRS)”	
1630 – 1700	Closing Ceremony	ICAO / AACM



International Civil Aviation Organization
**Asia Pacific Regional Aviation Safety Team - Second Meeting of the Accident
Investigation Ad hoc Working Group (APRAST-AIG AWG/2)**
(Macao, China, 06 - 07 September 2012)

PROVISIONAL AGENDA

- Agenda Item 1: Review of the decisions by APRAST in respect of the conclusions of APRAST-AIG AWG/1
- Agenda Item 2: Review of information received from States/Administrations and industry partners in respect of the conclusions of APRAST-AIG AWG/1
- Agenda Item 3: Development of an Action Plan to improve the accident/incident investigation capability in the APAC region
- Agenda Item 4: Other Business

EXPLANATORY NOTES ON AGENDA ITEMS

Agenda Item 1: REVIEW OF THE REVIEW OF THE DECISIONS BY APRAST WITH REGARD TO THE CONCLUSIONS OF APRAST-AIG AWG/1

The Meeting will review the decisions by APRAST with regard to the conclusions of APRAST-AIG AWG/1.

Agenda Item 2: REVIEW OF INFORMATION RECEIVED FROM STATES/ADMINISTRATIONS AND INDUSTRY PARTNERS IN RESPECT OF THE CONCLUSIONS OF APRAST-AIG AWG/1

The Meeting will review information received from States/Administrations and Industry Partners in respect of the conclusions of APRAST-AIG AWG/1.

Agenda Item 3: DEVELOPMENT OF AN ACTION PLAN TO IMPROVE THE ACCIDENT/INCIDENT INVESTIGATION CAPABILITY IN THE APAC REGION

The Meeting will review working papers and information papers submitted by the Secretariat, States/Administrations and industry partners and develop an action plan to improve the accident/incident investigation capability in the APAC region.

Agenda Item 4: OTHER BUSINESS

The Meeting will consider any other matter which has not been addressed in the above Agenda Items.

International Civil Aviation Organization



ICAO Regional Accident Investigation Workshop, Asia & Pacific Regions
(Macao, China, 04 – 05 September 2012)

Asia Pacific Regional Aviation Safety Team - Second Meeting of the Accident
Investigation Ad hoc Working Group (APRAST-AIG AWG/2)
(Macao, China, 06 - 07 September 2012)

NOMINATION/REGISTRATION FORM

I will attend (please tick):

<input type="checkbox"/>	ICAO Regional Accident Investigation Workshop (04 – 05 September 2012)	<u>and/or</u>
<input type="checkbox"/>	APRAST – AIG AWG/2 Meeting (06 – 07 September 2012)	

PLEASE PRINT OR TYPE CLEARLY

- Name in full : Mr./Mrs./Ms. _____
(as should appear in the official listing and name tag)
- Title or Official Position: _____
- State/Organization: _____
- Mailing Address: _____

- Telephone Number: _____
E-mail: _____
Fax: _____
- Hotel _____

Note: Participants are expected to make their own hotel/visa arrangements.

Date: _____

Signature: _____

Please submit the completed form by 03 August 2012

After completing, please send the form to:

Please also send to Workshop Secretariat
(preferably by email):

ICAO Asia and Pacific Office
P.O. Box 11, Samyae Ladprao
Bangkok 10901, Thailand
Email: APAC@icao.int
Fax: 66 (2) 537 8199

Civil Aviation Authority of Macao, China
Alameda Dr. Carlos D'Assumpção, 336-342,
Centro Comercial Cheng Feng, 18 andar,
Macao
Email: aigworkshop@aacm.gov.mo
Fax: (853) 2833 8089



ICAO Regional Accident Investigation Workshop
Asia & Pacific Regions
(Macao, China, 04 – 05 September 2012)

WORKSHOP BULLETIN

1. Workshop Venue

ICAO Regional Accident Investigation Workshop, Asia & Pacific Regions (2012) will be held on 04 and 05 September 2012 at Macao Science Center.

Address: Avenida Dr. Sun Yat-Sen, Centro de Ciência de Macau

(Address in Chinese: 澳門孫逸仙大馬路，澳門科學館)

Tel: +853-2888 0822

General enquiries: info@mcs.org.mo

Website: <http://www.msc.org.mo/en/index.php>

Location Map: <http://g.co/maps/k7cht>



2. Workshop Information

All information relevant to the workshop, including the programme, will be posted on the host administration website www.aacm.gov.mo and updated from time to time. It is advisable that you browse through the website regularly to get the updates.

3. On-site Registration

Registration will commence at 08:30 on the first day of the workshop, i.e. 04 September 2012. A registration desk will be set outside the convention hall. Participants are requested to arrive at the convention facilities in time to register so that the opening session on the first day can begin at the scheduled time. Participants are also requested to wear the identification badge for all activities during the workshop.

4. Hotel Reservation

It is advisable to complete the hotel reservation form and send it to the hotel at least **ONE DAY BEFORE** the cut-off date as specified by the hotel via the following email or fax:

Grand Lapa Macau

Contact Point: Mr. Sidney Choi

Tel: +853 8793 3881

Fax: +853 2855 4298

E-mail: sidneyc@mohg.com

Website: www.mandarinoriental.com/grandlapa

Waldo Hotel Macao

Contact Point: Ms. Candy Tang

Tel: +853 2888 6688

Fax: +853 2888 6699

E-mail: reservation@waldohotel.com / sales@waldohotel.com

Website: www.waldohotel.com

Hotel Golden Dragon

Contact Point: Reservations Department

Tel: +853 8989 0002 / 8989 0013

Fax: +853 2836 1333

E-mail: rsvns@goldendragon.com.mo

Website: www.goldendragon.com.mo

5. Passport or Visa

For entry into Macao, all visitors must hold a passport valid for at least 6 months. To check whether you are required to obtain a visa, the length of stay in Macao and the customs formalities, please visit the website of the Macao Public Security Police Force at <http://www.fsm.gov.mo/psp/eng/main.html>.

Please take note that residents of certain countries must obtain a visa prior to entry into Macao. Therefore, please go through the immigration requirements in the above link in details. If you need a visa, you may obtain it in the Chinese Embassy or Consulate in your place. **Visa for entry into China cannot be used for entry into Macao. Please specify clearly in the visa application form that your destination is Macao Special**

Administrative Region or consult the Chinese Embassy or Consulate about how the form should be correctly filled out for the Macao visa.

It is advisable that you allow adequate time for the visa application.

6. Travel to Macao

6.1. By Plane

Macao International Airport, located on Taipa Island and operates 24 hours a day, provides direct flights to a number of destinations in Asia. It normally takes 20 to 25 minutes from the airport to the workshop venue.

For information on the cities linking Macao and their respective flight schedules, please go to the airport website <http://www.macao-airport.com>.

6.2. By Ferry (between Macao and Hong Kong)

TurboJET and The Cotai Strip CotaiJet™ run the one-hour ferry service between Macao and Hong Kong. In addition, they run the airport ferry services. Passengers can simply transit into or out of Macao via Hong Kong International Airport. For the ticket prices and ferry schedules, please find the details in their websites listed below:

Operator	Routes
TurboJET www.turbojet.com.hk	<ol style="list-style-type: none"> 1. Between Macau Ferry Terminal and Hong Kong - Macau Ferry Terminal at Shun Tak Centre in Sheung Wan, Hong Kong; 2. Between Macau Ferry Terminal and Hong Kong Chek Lap Kok International Airport
The Cotai Strip CotaiJet™ www.cotaijet.com.mo	<ol style="list-style-type: none"> 1. Between Macau Ferry Terminal and Hong Kong - Macau Ferry Terminal at Shun Tak Centre in Sheung Wan, Hong Kong; 2. Between Taipa Temporary Ferry Terminal in Macao and Hong Kong - Macau Ferry Terminal at Shun Tak Centre in Sheung Wan, Hong Kong; 3. Between Macau Ferry Terminal and Hong Kong Chek Lap Kok International Airport

6.3. By Helicopter (between Macao and Hong Kong)

Sky Shuttle operates helicopter service between Macau Ferry Terminal and Hong Kong - Macau Ferry Terminal at Shun Tak Centre in Sheung Wan, Hong Kong. Each flight takes 15 minutes and departs every 30 minutes between 09:00 and 23:00hours.

It also provides 12 daily helicopter shuttle flights between Macau Ferry Terminal and Shenzhen Baoan International Airport in Mainland China. The flight duration is approximately 15 minutes in the daytime and 25 minutes at night.

For flight details, please visit their website www.skyshuttlehk.com.

7. Transfer Service

Participants should make their own transportation arrangement upon arrival in and departure from Macao. Most of the hotels run their transfer service to and from the checkpoints. Public transportation is easily accessible at the checkpoints and the hotels.

Transfer service will be arranged by the host administration on the workshop dates to take participants between the recommended hotels and the workshop venue every morning and afternoon. The transfer service schedule will be posted on the host administration website and emailed to all participants at a later stage.

8. Contact Point

For enquiries on the programme or the workshop presentations, please direct them to the following officer of the host administration:

Mr. Edwin Sin
Safety Officer (Airworthiness)
Flight Standards & Licensing
Civil Aviation Authority,
Macao, China
Email: edwinsin@aacm.gov.mo
Fax: +853-2833 8089
Address: Alameda Dr. Carlos D'Assumpção,
336-342, Centro Comercial Cheng Feng, 18 andar,
Macao, China

For other enquiries, please direct them to the workshop secretariat:

Workshop Secretariat
Civil Aviation Authority,
Macao, China
Email: aig-workshop@aacm.gov.mo
Fax: +853-2833 8089
Address: Alameda Dr. Carlos D'Assumpção,
336-342, Centro Comercial Cheng Feng, 18 andar,
Macao, China

9. Workshop Presentations

For environmental protection, no paper print-out will be distributed at the workshop. All presentations will be posted on the host administration website prior to the workshop. Access to the presentations is password protected. Please refer to ICAO's invitation letter for the username and the password.

Speakers of the workshop are requested to submit their presentations to Mr. Edwin Sin by email edwinsin@aacm.gov.mo two weeks prior to the workshop so that the host administration can post them in the website and produce the workshop DVD in a timely manner.

10. Currency, Credit Cards and Banking Services

- 10.1. The Macao Pataca (MOP) is the official local currency. Chinese Ren Min Bi and Hong Kong Dollar are widely accepted in Macao. MOP8.00 is approximately about USD1.00.
- 10.2. International credit cards such as American Express, Diners Club, Visa, Master, etc, are usually accepted at major hotels, department stores and restaurants.
- 10.3. All commercial banks exchange major foreign currencies and are normally open from 09:00 to 17:00hours from Monday to Friday.

11. Time

The time in Macao is 8 hours ahead of Coordinated Universal Time (UTC + 8).

12. Climate

The weather of Macao is in general subtropical to temperate. It is humid and rainy in spring and summer whereas in autumn and winter the relative humidity and rainfall drop. The annual average temperature is about 20°C (68°F) and ranges from 16°C (61°F) to 25°C (77°F).

A mean temperature of 27.4°C (81.32°F) was recorded in September in the past few years.

13. Tap Water and Electricity

Macao's water is supplied majorly from Mainland China and is purified. Chlorine is added for extra protection. Distilled drinking water is supplied in all hotel rooms and in restaurants.

14. Electricity

Voltage in Macao is at 220V, AC 50Hz. The British 3-pin rectangular adapter plug (Type G) is commonly used in Macao.



15. Weights and Measures

Macao follows the metric system in weights and measures.

16. Telephone Service

Phone cards can be purchased for MOP\$50.00, MOP\$100.00 or MOP\$150.00 which can be used as well as coins in public phones located all around the city and the islands.

The telephone area code of Macao China is +853.

17. Other Information

- 17.1. Macao has become a Special Administrative Region of the People's Republic of China since 20 December 1999. It is located in Guangdong Province, on the southeast coast of China to the western bank of the Pearl River Delta and 60km from Hong Kong and 145km from the city of Guangzhou.
- 17.2. Macao has an area of 29.7 sq. km, is comprised of the Macao Peninsula (with 9.3 sq. km and connected to Mainland China), the islands of Taipa (6.8 sq. km) and Coloane (7.6 sq. km) and the reclaimed area COTAI (6 sq. km).
- 17.3. The total population of Macao in 2011 was estimated to be 557,400. About 94% are ethnic Chinese from different provinces, namely Guangdong and Fujian. The remaining 6% include Portuguese and other nationalities
- 17.4. Chinese and Portuguese are the two official languages. Cantonese is the predominant Chinese dialect and English is also widely spoken.
- 17.5. There is complete freedom of worship in Macao. The main religions are Buddhism, Catholicism and Protestantism.

Data sources:

- ElectricalOutlet.org: <http://electricaloutlet.org/>
 - Macao Economic Services: www.economia.gov.mo
 - Macao Meteorological and Geophysical Bureau: <http://www.smg.gov.mo>
 - Macao Public Security Police force: <http://www.fsm.gov.mo/psp/eng/main.html>
 - Macau Government Tourist Office: www.macautourism.gov.mo
 - Statistics and Census Service, Macao SAR Government: <http://www.dsec.gov.mo>
 - The Historic Centre of Macao: www.macauheritage.net
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ICAO Regional Accident Investigation Workshop

Asia & Pacific Regions

(Macao, China 04 – 05 September 2012)

HOTEL INFORMATION

The following hotels are recommended for the purpose of your stay in Macao China during the ICAO Regional Accident Investigation Workshop, Asia & Pacific Regions from 4 – 5 September 2012. **Only the delegates of this workshop are entitled to enjoy the preferential rates offered to the host.** Delegates should arrange their hotel accommodations directly with the hotel.

You are recommended to refer to the Workshop news of the host administration website at www.aacm.gov.mo for the up-to-date room rates.

Hotels	Room Rates (2 – 6 September) (USD 1.00 is equivalent to about MOP8.00)
<p style="text-align: center;">Grand Lapa Macau (5-star)</p> <p>Address: 956-1110 Avenida da Amizade, PO Box 3016, Macau Telephone: +853 2856 7888 Fax: +853 2859 4589 Website: http://www.mandarinoriental.com/grandlapa</p> <p>Distance to and from:</p> <ul style="list-style-type: none"> ▪ Macau International Airport: 20 mins by bus ▪ Macau Ferry Terminal: 5 mins by bus ▪ Taipa Temporary Ferry Terminal: 20 mins by bus ▪ Macao Science Center: 6 mins walk 	<p style="text-align: center;">Superior Room MOP1,322.50 net (including 1 breakfast)</p> <p style="text-align: center;">Deluxe Resort View Room MOP1,437.50 net (including 1 breakfast)</p> <p style="text-align: center;">Grand Deluxe Resort View Room MOP1,552.50 net (including 1 breakfast)</p> <p style="text-align: center;">Additional Breakfast MOP172.50 net per meal per person</p> <p>Remarks:</p> <ol style="list-style-type: none"> 1. The above rates are based on MOP and inclusive of 10% service charge and 5% tourism tax. 2. Reservation cut-off date is 22 August 2012. Rooms are served on a first-come first-served basis and subject to hotel availability. 3. Any reservation request after the cut-off date will be subject to availability and might be quoted with a different rate. 4. Specific room type booking is subject to hotel availability at time of booking. 5. Hotel rooms are generally available for check-in after 1500hrs and Check-out time is before 1200hrs. 6. Extra bed is available at a supplement charge of MOP575 net per room per night. 7. Special request is not on guarantee basis and is subject to hotel availability. 8. Guest room and the other incidental charges to be response by guest own. 9. Guaranteed early arrival should be reserved the night before and charge will be applied accordingly.

	<p>Cancellation Policy:</p> <ol style="list-style-type: none"> Once booking has been confirmed, no cancellation or shorten period of stay could be made after the cut-off day and the cancellation penalty is applied on the whole period of stay for the released room reservation. Any late cancellation and no-show or unsettled incidental charges incurred during the stay will be charged to the individual guest's credit card provided.
<p>Hotel Golden Dragon (4-star)</p> <p>Address: Rua de Malaca, Macau Telephone: +853 2836 1999 Fax: +853 2836 1333 Website: http://www.goldendragon.com.mo</p> <p>Distance to and from:</p> <ul style="list-style-type: none"> Macau International Airport: 20 mins by bus Macau Ferry Terminal: 5 mins by bus Taipa Temporary Ferry Terminal: 20 mins by bus Macao Science Center: 10 mins walk 	<p>Deluxe Room MOP970.00 net (including 2 breakfast and free broadband internet access)</p> <p>Deluxe Harbour View Room MOP1,170.00 net (including 2 breakfast and free broadband internet access)</p> <p>Additional Breakfast MOP110.00 net per meal per person</p> <p>Remarks:</p> <ol style="list-style-type: none"> The above rates are based on MOP and inclusive of 10% service charge and 5% tourism tax. Reservation cut-off date is 24 August 2012. Rooms are served on a first-come first-served basis and subject to hotel availability. Any reservation request after the cut-off date will be subject to availability and might be quoted with a different rate. Specific room type booking is subject to hotel availability at time of booking. Hotel rooms are generally available for check-in after 1400hrs and Check-out time is before 1200hrs. Extra bed is available at a supplement charge of MOP405.00 net per unit per night (with one breakfast). Special request is not on guarantee basis and is subject to hotel availability. Guest room and Incidental charges will be settled by individual guest upon departure. <p>Cancellation Policy:</p> <ol style="list-style-type: none"> Cancellation of guaranteed reservation less than 72 hours prior to arrival will result in a one night's room charge from the deposit or the individual's credit card provided and cancellation should be communicated in writing to the hotel. Any no-show on the arrival date, a penalty of 1st night's room charge will be levied
<p>Waldo Hotel Macao (3-star)</p> <p>Address: Avenida da Amizade, Macao Telephone: +853 2888 6688 Fax: +853 2888 6699 Website: http://www.waldohotel.com/</p> <p>Distance to and from:</p> <ul style="list-style-type: none"> Macau International Airport: 20 mins by bus Macau Ferry Terminal: 5 mins by bus 	<p>Deluxe Room MOP1,050.00 net (including 1 breakfast and free internet access)</p> <p>Additional Breakfast MOP107.80 net per meal per person</p> <p>Remarks:</p> <ol style="list-style-type: none"> The above rates are based on MOP and are inclusive of 10% service charge and 5% government tax. Reservation cut-off date is 3 days in advance of the check in date. Rooms are served on a first-come first-served basis and subject to hotel availability. Any reservation request after the cut-off date will be subject to availability and might be quoted with a different rate.

<ul style="list-style-type: none"> ▪ Taipa Temporary Ferry Terminal: 20 mins by bus ▪ Macao Science Center: 8 mins walk 	<ol style="list-style-type: none"> 4. Specific room type booking is subject to hotel availability at time of booking 5. Hotel rooms are generally available for check-in after 1400hrs and check-out time is 1200hrs. 6. Extra bed is available at a supplement charge of MOP300.00 net per unit per night. 7. Special request is not on guarantee basis and is subject to hotel availability. 8. Guest room and incidental charges will be settled by individual guest upon departure. <p>Cancellation Policy:</p> <ol style="list-style-type: none"> 1. Any cancellation or postponement has to be made before 1200hrs (H.K. time) 7 days prior to the scheduled arrival date; otherwise, a penalty of the cost of one night room rental will be levied.
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Note:

1. No room is reserved currently and is subject to availability. Please pay attention to the cut-off date specified by each hotel. Any reservation request after the cut-off date is subject to availability and might be quoted with a different rate. It is advisable to complete the hotel reservation form and send it to the hotel specified by the hotel via the following email or fax at the earliest convenience:

Grand Lapa Macau

Contact Point: Mr. Sidney Choi
 Tel: +853 8793 3881
 Fax: +853 2855 4298
 E-mail: sidneyc@mohg.com
 Website: www.mandarinoriental.com/grandlapa

Waldo Hotel Macao

Contact Point: Ms. Candy Tang
 Tel: +853 2888 6688
 Fax: +853 2888 6699
 E-mail: reservation@waldohotel.com / sales@waldohotel.com
 Website: www.waldohotel.com

Hotel Golden Dragon

Contact Point: Reservations Department
 Tel: +853 8989 0002 / 8989 0013
 Fax: +853 2836 1333
 E-mail: rsvns@goldendragon.com.mo
 Website: www.goldendragon.com.mo

2. Room reservations are subject to confirmation from hotel by return email or fax.
3. Special request is subject to availability and might incur additional charges.



REGISTRATION FORM

The International Civil Aviation Organization (ICAO) Regional Accident Investigation Workshop, Asia & Pacific Regions

BOOKING DETAILS

Last Name (Mr / Ms)		First Name	
Title		Company	
Phone	Fax	Email	
Address			
State/Country		Zip/Postal Code	
Arrival Date	Flight	Time	
Departure Date	Flight	Time	

ACCOMMODATION (Please fill in the total no. of rooms required in the below appropriate box)

The below rates are inclusive of 10% service charge & 5% tourism tax with daily breakfast for single or double occupancy.

Room Type	SUPERIOR / DELUXE ROOM				
Date	2 Sep 2012	3 Sep 2012	4 Sep 2012	5 Sep 2012	6 Sep 2012
Rate (MOP)	\$970 nett	\$970 nett	\$970 nett	\$970 nett	\$970 nett
No. of Rooms					
Room Type	DELUXE HARBOUR VIEW ROOM				
Rate (MOP)	\$1170 nett	\$1170 nett	\$1170 nett	\$1170 nett	\$1170 nett
No. of Rooms					
Request	<input type="checkbox"/> Smoking <input type="checkbox"/> Non-Smoking <input type="checkbox"/> Twin Bed <input type="checkbox"/> Double Bed <input type="checkbox"/> Extra Bed (Daily) * The above request is subject to hotel's availability. * Extra bed is charged at \$405 nett per bed per night (with one breakfast) and subject to hotel's availability.				

RESERVATIONS GUARANTEE BY: American Express Diners Club Mastercard Visa
To secure the above reservation, credit card guarantee or a deposit of 1st night room charge is required.
A copy of your credit card (BOTH FRONT & BACK) must be submitted to the hotel upon making reservation.

Card Holder's Name	Expiry Date
Card No	Card Holder's Signature

TRANSPORTATION

Free hotel shuttle bus runs every hour to and from the Hotel Golden Dragon & the Macau Maritime Terminal from 10:15 am to 09:15 pm.
 (Transportation schedule is subject to change without prior notice and space is subject to availability)

TERMS & CONDITIONS

- ✧ Kindly return this form to our reservations department by fax: (+853) 2836 1333 or email: rsvns@goldendragon.com.mo on or before **24 Aug 2012**.
- ✧ Cancellation of guaranteed reservation less than 72 hours prior to arrival will result in a one night's room charge from the deposit or the individual's credit card provided and cancellation should be communicated in writing to the hotel.
- ✧ Any No-Show on the arrival date, a penalty of 1st night's room charge will be levied.
- ✧ The room arrangement is subject to confirmation from the Hotel by return fax or email.
- ✧ Official Check-in time is after 02:00 p.m. and Check-out time is before 12:00 noon.

For enquiry, please contact our Reservations Department at (+853) 8989 0002 / 8989 0013

For Hotel Use Only

Confirmation No.	Confirmed By	Date
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ICAO Regional Accident Investigation
Workshop, Asia & Pacific Regions
(Host by CAAM)
(2 September 2012 to 6 September 2012)

Please Fax Reservation Form to:
Grand Lapa, Macau
Fax: (853) 2855 - 4298
E-mail: sidneyc@mohg.com

RESERVATION FORM

BOOKING DETAILS:

Last Name (Mr/Mrs/Ms):		First Name:	
Arrival Date:	Flight:	Time:	
Departure Date:	Flight:	Time:	
Title:		Company:	
Address:			
Passport Number:	Date of Birth:	Nationality:	
Telephone:	Fax:	E-mail address:	

ROOM TYPE: £ Superior Room £ Deluxe Resort View Room £ Grand Deluxe Room

ROOM RATE INCLUDING BREAKFAST FOR 1 PERSON
 Superior Room: MOP 1,150 / room / night Deluxe Resort View Room: MOP 1,250 / room / night
 Grand Deluxe Room: MOP 1,350 / room / night

EXTRA BED
 MOP 500 /room / night

ADDITIONAL BREAKFAST
 MOP 150/ person / meal

The above rates are subject to 10% service charge and 5% government tourism tax.

Preference: £ Smoking £ Non-smoking £ King-bedded £ Twin-bedded £ Extra bed £ Additional Breakfast

Special Request/s:

RESERVATIONS GUARANTEE:

A credit card guarantee is required: £ American Express £ Diners Club £ Mastercard £ Visa £ JCB

Card Holder's Name:	Expiry Date :
Card No:	Signature:

TERMS & CONDITIONS:

- * The room and the other incidental charges to be response by guest own
- * Reservations and all information required should be made directly with Grand Lapa Hotel by returning this form to fax number (853) 2855-4298 or email to sidneyc@mohg.com One form for one booking only.
- * All bookings should be guaranteed by a credit card and sent it together with this form on or before 22 August 2012 to ensure room availability.
- * Once booking has been confirmed, no cancellation or shorten period of stay could be made after the cut-off day on 22 August 2012 and the cancellation penalty is applied on the whole period of stay for the released room reservation.
- * Any late cancellation, "no-show" or unsettled incidental charges incurred during the stay will be charged to the individual guest's credit card provided.
- * Check-in time is after 3:00pm (*subject to hotel availability*). Check-out time is before 12:00 noon.
- * Guaranteed early arrival should be reserved the night before and charge will be applied accordingly.

Room Reservation Form 訂房表格
ICAO Regional Accident Investigation Workshop, Asia & Pacific Regions

Kindly fill the guest information and check-in & check-out date as below.

請填寫以下的訂房人資料及入住和退房的日期:

Guest Name: 賓客姓名:	Contact Number 聯繫電話	Email address 郵箱地址	Arrival Date: 入住日期:	Departure Date: 離開日期:
			___ -September-2012	___ -September-2012

Number of Rooms 客房數目: _____ (**Please fill 請填寫**) **Room Type** 客房種類: Deluxe Room (King size Bed or Twin bed)

Payment Terms 付款方式: All charge on guest's own account (所有費用客人自付):

Room Rate 房間價格: **MOP\$1050 per room per night (Available for the period of 02 Sep 12-06 Sep 12 ONLY):**

(Inclusive of 1 breakfast; 10% service charge and 5% government tax per room per night)

以上價目已包含 1 份早餐; 10%服務費及 5%政府稅;另 MOP\$1050 只適用於 2012 年 9 月 2 號至 6 號期間。

Please the following box for any request

請在以下所需的選項中打

Special Request 特別需要

Double Bed 雙人床

Two Single Beds 兩張單人床

Others 其他: _____

Others 其他: _____

Method of Guarantee 訂房保證

Guaranteed by Credit Card 以信用卡所保證入住

Kindly fill the following credit card information 請填寫以下信用卡資料

Visa

Master Card (萬事達咭)

JCB

American Express (美國運通咭)

Credit Card No. 信用卡號碼:

Expiry Date 有效日期至:

Card holder 持卡人:

Guest Signature

客人簽名

Any cancellation or postponement is required before 12 p.m. (H.K. time) 7 days(s) prior to the scheduled arrived date otherwise a penalty of the cost of one night room rental will be levied.

如欲延遲或取消房間, 請於入住日之前 7 天的中午十二時前知會酒店, 否則須繳付所預訂房間之一晚費用。

Thank you for your interest in Waldo Hotel and we look forward to being of service to your guest(s).

多謝閣下選擇入住華都酒店, 我們將誠意為閣下獻上殷切的服務。