



*International Civil Aviation Organization*  
North American, Central American and Caribbean Office  
**Seventh Meeting of Directors of Civil Aviation of the Central Caribbean**  
**(C/CAR/DCA/7)**  
San Juan, Puerto Rico, 28 June to 01 July 2004

C/CAR DCA/7 - IP/01

10/05/04

**REVISED**

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## **GENERAL INFORMATION**

(Presented by the Secretariat)

### **1. Site and dates of the meeting**

The the Seventh Meeting of Directors of Civil Aviation of the Central Caribbean (C/CAR DCA/7), from 28 June to 01 July 2004 will take place in San Juan, Puerto Rico, at the Wyndham Condado Plaza Hotel located in San Juan.

### **2. Opening of the Meeting**

The Opening of the **Seventh Meeting of the Directors of the Central Caribbean** will take place on Monday 28 June 2004, at 09:00 am.

### **3. Postal Address, Telephone, etc.**

Wyndham Condado Plaza Hotel  
999 Ashford Ave.  
San Juan, PR 00907  
Tel. 787-721-1000 Fax: 787-721-4613  
Email: wyndhamcondadoplaza.com

### **4. Registration of Participants**

Participants to the C/CAR DCA/7 Meeting are requested to register at the Registration Desk between 08:15 and 09:00 hours, on 28 June 2004.

For identification purposes, participants are also requested to wear the identification badge that will be provided during registration.

### **5. General Information**

#### **a. Weather**

The average temperature in Puerto Rico for June and July is 89° (31.6C) during the day and 81° (27.2C) during the night.

#### **b. Currency and Credit Cards**

The unit of currency in Puerto Rico is the US (\$).

International credit cards such as American Express, Master Cards, VISA, Diners Club, etc., are usually accepted at major hotels, stores and restaurants.

### **Banks and Money Exchange**

<b>NAME OF BANK</b>	<b>ADDRESS</b>	<b>TELEPHONE</b>
Banco Popular de Puerto Rico	Luis Muñoz Marín Airport	787-791-0370
Banco Santander	1451 Ashford Ave., Suite 111	787-977-2510
Banco Popular de Puerto Rico	1472 Ashford Ave., Condado	787-728-6256

#### c. Hotel reservations

Participants should arrange hotel accommodation directly with the hotel, using the form included in this paper and mentioning “C/CAR DCA/7” to the following phone and/or fax numbers:

Tel. 787-721-1000

Fax: 787-721-4613

You will also find the following list of hotels close to the site of the Meeting.

Hotel	Rate and Remarks	
<b>Wyndham Condado Plaza</b> 999 Ashford Ave. San Juan, PR 00907 Tel. 787-721-1000 Fax 787-722-7955 <b>www.wyndhamcondadoplaza.com</b> <b>SITE OF THE MEETING</b>	\$145.00 per night single/double occupancy \$170.00 per night triple occupancy \$195.00 per night quadruple occupancy <i>To guarantee rate, must make reservations before June 4<sup>th</sup>, 2004</i>	
	11% government tax 11% resort fee not included in room rate	
<b>Regency Hotel</b> 1005 Ashford Ave. San Juan, PR 00907 Tel. 787-721-0505 Fax 787-722-2909 www.regencyhotel.com	\$95.00 per night single/double occupancy continental breakfast included \$20.00 charge for additional person 14% tax not included in rate  * Ask for Carmen Sánchez, Reservations Manager for rate.	
<b>Note: As customary, hotel reservations need to be guaranteed-up with an international credit card.</b>		

#### d. Airline telephone numbers

You may re-confirm your return flights to the following local telephone numbers in Puerto Rico:

<b>AIRLINE</b>	<b>RESERVATIONS</b>
American Airlines	787-749-1747 or 800-433-7300
American Eagle	787-791-8070 or 800-433-7300
Air Jamaica	800-523-5585
ALM Antillian Airlines	800-327-7230
BWIA	800-538-2942

f. Emergency phone numbers

Emergency	911
Ashford Presbyterian Hospital	787-721-2160

h. Visa

To be verified at US missions in respective States.

i. Transportation

There are no hotel shuttles in the San Juan vicinity. Each participant must take a local taxi. Taxis from Luis Muñoz Marín International Airport to hotel are approximately \$16.00.

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<b>"TCAO/FAA C/CAR/ DCA/7"</b> (San Juan, Puerto Rico 28 June to 01 July 2004)				
<b>HOTEL RESERVATION FORM/FORMULARIO DE RESERVACIÓN DE HOTEL</b>				
1. NAME NOMBRE				
2. COUNTRY/ORGANIZATION/ COMPANY PAÍS/ORGANIZACIÓN/ COMPAÑÍA				
3. ARRIVAL DATE FECHA DE LLEGADA				
4. CONTACT DATA DATOS DE CONTACTO		Telephone, fax, e-mail/Teléfono, fax, e-mail		
5. DEPARTURE DATE FECHA DE SALIDA				
6. TYPE OF ROOM TIPO DE HABITACIÓN		SINGLE SENCILLA		DOUBLE DOBLE
7. NUMBER OF PERSONS NÚMERO DE PERSONAS				
8. SMOKING FUMADOR		NON SMOKING NO FUMADOR		
9. REMARKS OBSERVACIONES				
10. RATE TARIFA		11. TYPE OF PAYMENT TIPO DE PAGO		
12. RESERVATION NUMBER NÚMERO DE RESERVACIÓN				
13. CONFIRMED BY CONFIRMADO POR				
14. DATE FECHA				