



International Civil Aviation Organization

North American, Central American and Caribbean Office

**Twentieth Meeting of Directors of Civil Aviation of the Eastern Caribbean  
(20<sup>th</sup> E/CAR DCA)**

Miami, Florida, United States 4 to 7 December 2006

20<sup>th</sup> E/CAR DCA-IP/01

07/11/06

## GENERAL INFORMATION

### 1. Site and dates of the meeting

The working sessions of the 20<sup>th</sup> Eastern Caribbean Directors of Civil Aviation Meeting, will take place at the Marriott Miami Dadeland Hotel, Miami, Florida, United States, from 4 to 7 December 2006.

### 2. Address and contact numbers

#### **Name of the Meeting's Coordinator: Mayté A. Ashby**

Title: FAA Senior Representative, Western Hemisphere Office

Address: 8600 NW 36<sup>th</sup> Street, Miami, FL 33166

Telephone: (305) 716-3300 X12

Fax: (305) 716-3309

E-mail: mayte.ashby@faa.gov

### 3. Participants Registration

The delegates' registration will take place on Monday, 4 December 2006, from 08:00 to 09:00 hours.

### 4. Opening of the Meeting

The opening session of the 20<sup>th</sup> Eastern Caribbean Directors of Civil Aviation Meeting will take place on Monday, 4 December 2006 at 09:00 hours at the Marriott Miami Dadeland Hotel. Please check the board in the lobby for directions to the Conference Room.

### 5. Temperature

During the month of December, the temperature in Miami, Florida ranges from 18°C (65°F) to 24°C (75°F). The average humidity is 60-84%.

### 6. Credit cards

The international credit cards usually accepted in shopping centres, hotels and restaurants are: American Express (AMEX), Diners, MasterCard and Visa.

### 7. Lodging:

The suggested hotel, applying special fees to all participants of the Meeting, is the following:

HOTEL	SINGLE / DOUBLE ROOM
<i>Marriott Miami Dadeland</i>	<i>\$107.00 + 13% tax</i>

North American, Central American and  
Caribbean Office  
Av. Presidente Masaryk No. 29 3er. Piso  
Col. Chapultepec Morales  
C.P. 11570 México D.F., MEXICO

Tel. (5255) 5250 32 11  
Fax. (5255) 5203 27 57  
E-mail: icao\_nacc@mexico.icao.int  
Website: www.icao.int/nacc

Apartado Postal 5-377  
C.P. 06500 México D. F.  
MEXICO

PMB 34-300  
827 Union Pacific  
Laredo, Tx,  
78045-9452  
U.S.A.

**8. Hotel reservations**

**(305) 671-2690 or 1-800-228-9290**

Reservation Contact: Theresa Finnin  
Tel. No. (305) 671-5043  
Fax: No. (305) 670-5083  
E-mail: [theresa.finnin@mdmusa.com](mailto:theresa.finnin@mdmusa.com)

Participants **MUST** make their reservations directly with the hotel and **MUST** indicate that they are attending the **FAA/20<sup>th</sup> Eastern Caribbean Directors of Civil Aviation Meeting** in order to enjoy the special rate. Bookings are to be confirmed by latest **21 Nov 2006**. Bookings after that date will be subject to availability due to high occupancy at the time.

**9. Local transportation**

The recommended methods of transportation are taxis.

**10. Hospitals**

If necessary, emergency services are available in Maimi, for more information inquiry at 305-671-5689 or call the hotel operator.

**11. Commercial working hours**

In the City from 0830 to 1730 hours approximately  
Banks, Monday to Friday from 0830 to 1630  
In malls/shopping centres from 1000 to 2100 hours approximately

**12. Electricity**

120 Volts is the hotel standard. If 240 Volts are required, please request information at hotel registration.

**13. Visa**

To be verified at embassies and consulates missions in respective States.

**14. Others**

Tax charged to purchases is 7% and indicated as “inclusive” if already included in consumer prices. Tips in restaurants and related places are normally included in the bills. If not, then they are at your discretion. However, 15% is the norm.

There is no airport departure tax.