



International Civil Aviation Organization
North American, Central American and Caribbean Office
First Regional Aviation Safety Group – Pan America
Meeting (RASG-PA/01)
Puntarenas, Costa Rica, 10 to 14 November 2008

RASG-PA/01 - IP/01
22/09/08

GENERAL INFORMATION

(Presented by the Secretary)

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

The First Regional Aviation Safety Group – Pan America Meeting (RASG-PA/01) will be held in Puntarenas, Costa Rica from 10 to 14 November 2008.

2. **Address and contact numbers**

Hotel Double Tree Resort by Hilton Puntarenas
El Roble, (Formely "Fiesta Resort & Casino")
Puntarenas 5400 Costa Rica
Province of Puntarenas
For reservation: *See forms attached*

3. **Registration of Participants:**

The registration of delegates will be on Monday 10 November 2008, from 0830 to 1600 hours, continuing on Tuesday 11 November from 0800 to 0830 hours.

4. **Inaugural Session:**

The inaugural session will take place on Tuesday 11 November 2008 at 0845 hours in the Hotel Double Tree Resort Puntarenas conference room.

5. **Weather**

The temperature in Puntarenas, during the month of November is minimum 31° C (71F) and maximum 22° C (86F) with 65% humidity.

6. **Currency Exchange and Credit Cards**

The unit of currency in Costa Rica is the Colón (¢). Current exchange rate (June 2008) is \$1 (One US Dollar) = ¢ **554.00** approximately. International credit cards such as American Express, Master Cards, VISA, Diners Club, etc., are usually accepted at hotels, department stores and restaurants. Travelers cheques should be exchanged at Money Exchange Offices or Banks.

8. Hotel Reservations

The suggested hotel is the Headquarters of the Meeting with reduced rate to all the participants:

Hotel	Address	Room single/double US\$		Impuesto %
Hotel Double Tree Resort by Hilton Puntarenas	Province of Puntarenas	Single \$ 94.00 Double \$75.00 per person	<i>All inclusive</i> (meals, beverage unlimited)	0

NOTA: The above-mentioned rates are specially indicated only for participants to the meeting.
As customary, hotel reservations need to be guaranteed with an international credit card.

10. Transportation

It is important that participants bear in mind that arrangements are being made by the Costa Rican Civil Aviation Directorate for their transportation from Airport/Hotel/Airport as follows:

Monday 10 November:

- ➔ The first bus will depart from Juan Santamaría Airport at midday approximately, with delegates arriving during the morning.
- ➔ The second bus will depart from Juan Santamaría Airport at night approximately at 10:00pm local hour.

Saturday 15 November:

- ➔ The first bus will depart to Juan Santamaría Airport at dawn according the flight departure itineraries during early in the morning.
- ➔ The second bus will depart to Juan Santamaría Airport at 09:00am approximately.

It is important to have in mind that participants not staying in the hotel of the meeting, will have to arrange their own transportation and meals.

Participants should send flight itineraries for the correspondent transportation arrangements.

11. **Hospital**

In case of emergency the following hospital is suggested:
Hospital Monseñor Sanabria

12. **Commercial working hours**

From 08:00am to 17:00pm. approximately.

13. **Electricity**

110 Volts.

14. **Airport Tax**

Please have in mind that on your return to your country you will need to pay USD\$26.00 for airport tax.

15. **Passport and Visa Requirements**

It's required to have a valid passport and visa for some countries. To comply with this formality, it is advised that delegates check with the Costa Rican embassy in their countries **in advance** before departure.

16. **Other**

The sale tax is included in consumer prices. Tip in restaurants and related places is normally included in the bills (13%). If not, then they are at your discretion.