



**ICAO TRAVELLER IDENTIFICATION PROGRAMME REGIONAL SEMINAR
(Brasília, Brazil, 5 to 7 June 2018)**

INFORMATION BULLETIN

1. LOCATION

The ICAO TRIP Seminar will be held at the Wladimir Murтинho auditorium, located at the Itamaraty Palace (Esplanada dos Ministérios, Bloco H, Brasília-DF) from 5 to 7 June 2018. The meeting will be hosted by the Ministry of Transport, Ports and Civil Aviation, Brazil.

2. SCHEDULE OF MEETING

The official opening of the Seminar will commence at 9:30 am on Tuesday, 5 June 2018. The Seminar will be conducted on English. Simultaneous interpretation in English, Spanish and Portuguese will be available during the Seminar. The Seminar Preliminary Programme may be found on the Seminar website at: <https://www.icao.int/Meetings/TRIP-Brazil-2018/Pages/default.aspx>

3. REGISTRATION OF PARTICIPANTS - MANDATORY ONLINE

Participants are requested to **register in advance ONLINE before 14 May 2018**. Participants will be registered on a first come first served basis. We encourage you to register for the Seminar at your earliest convenience for planning purpose.

Website address: <https://www.icao.int/Meetings/TRIP-Brazil-2018/Pages/default.aspx>

Participants will be required to **reconfirm their registration on site** before the Seminar to **collect their Seminar badges**. Registration Desk will be available at the Seminar venue on:

- Monday, 4 June 2018 from 1:00 pm to 5:00 pm; and
- Tuesday, 5 June 2018, the opening day, from 8:00 am to 9:30 am

Participants are requested to visibly wear the Seminar badge at all times.

4. VISAS

Countries requiring visas to enter Brazil are urged to commence and verify with respective Embassies and Consulates **well in advance**. <http://www.portalconsular.itamaraty.gov.br/vistos-para-viajar-ao-brasil>)

5. VACCINATIONS (Recommended)

Yellow Fever vaccination recommended (and Ministry of Health, Brazil and IATA Travel Information Manual) for all travelers of 9 months of age and older visiting areas where transmission risk exists, including, rural areas (Distrito Federal including the capital city of Brasilia).

6. HOTELS

Please refer to the list of hotels on the seminar website at <https://www.icao.int/Meetings/TRIP-Brazil-2018/Pages/default.aspx>

7. WEATHER CONDITIONS

Daily temperature varies between 13°C (56°F) and 25°C (77°F).

8. USEFUL INFORMATION

TIME ZONE

Brasília is 3 hours behind of Coordinated Universal Time (UTC -3).

CURRENCY AND CREDIT CARDS

The currency in Brazil is the Real (R\$). The Real is pegged to the US\$ at R\$3,28 to US\$1.

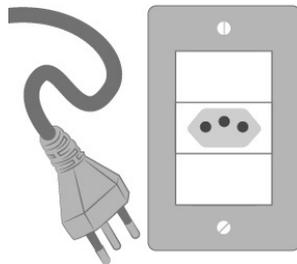
ATM Machines of banks are generally open from 6:00 am to 10:00 pm. Note that not all ATM machines accept international credit cards. The machines that do accept international credit cards will have the symbol(s) of the types of international cards it accepts. Banks that typically have ATM machines that accept international credit cards are HSBC, Citibank and Banco do Brasil.

LANGUAGES

The official languages are Portuguese, Spanish and English.

ELECTRICITY

In Brazil the power sockets are of type N. The standard voltage in Brasília is 220 V and the frequency is 60Hz.



TIPPING

Tipping in Brazil is typically not expected nor given. Usually, Brazilians only consider giving an extra if there was some special, nonstandard service. However, if you are a foreign guest with a good exchange rate and can easily afford to be generous, service people will be grateful.

At almost all restaurants and bars, a standard service fee of 10% is included as a line item at the end of the bill. This fee is not compulsory, even though it may seem so. However, most people do pay it unless there's a good reason not to.

For most hotels, tip the bell hop if they transfer all of your luggage to/from the room. In this case a small tip (R\$5 to R\$10) is appreciated. The chamber maid should be tipped (about R\$5+ per day) for good service, as she is integral to the enjoyment of your trip.

9. CITY MAPS AND ADDITIONAL INFORMATION

Information about transportation, where to stay, where to eat and useful telephones, can be found in the attached guide/city map at : <https://www.icao.int/Meetings/TRIP-Brazil-2018/Pages/City-Map.aspx>