

CONFERENCE ON AVIATION AND ALTERNATIVE FUELS

**Rio de Janeiro, Brazil
16 to 18 November 2009**

GENERAL INFORMATION
FOR
DELEGATES



INTERNATIONAL CIVIL AVIATION ORGANIZATION

Hosted by the
National Agency of Civil Aviation (ANAC) Brazil

Table of Contents

	<i>Page</i>
Meeting arrangements	1
Opening meeting	1
Registration of participants	1
Formalities.....	1
Credentials.....	1
List of participants.....	1
Identification of participants and security	1
Meeting documentation and communication facilities.....	1
Distribution.....	1
Communication facilities	1
Ancillary services.....	2
Medical services.....	2
Public information services	2
Meals	2
Refreshments.....	2
Telephone services	2
Postal and telecommunications services.....	2
Currency and banking facilities.....	3
Public transport	3
Consular offices in Rio de Janeiro, hotels and airlines	4
Tourist information	4
Transportation to Rio de Janeiro/Galeão – Antonio Carlos Jobim	
International Airport.....	4
Organization of social events	4
Climate.....	5
CAAF/09 Officers and Secretariat	5
Administrative Services	5

Meeting arrangements

Opening meeting

The Conference will commence promptly at 0930 hours on Monday, 16 November 2009. It shall meet as one body and be conducted in the Arabic, Chinese, English, French, Russian and Spanish languages. In addition, the host State will provide Portuguese interpretation.

Registration of participants

Formalities

The Conference will take place at the Sheraton Rio Hotel and Resort. All participants are requested to register at Leme Hall on the 5th floor (please note the hotel lobby is on the 6th floor). The registration centre will be in operation at the venue on Sunday, 15 November 2009, from 0800 to 1600 hours and on 16 to 18 November from 0800 hours to 1700 hours. At registration, every participant will be issued an identification badge, which will be required to access the meeting venue.

Credentials

Credentials are required for the meeting. Such credentials should be signed on behalf of the State or international organization concerned, by a person duly authorized to do so, giving the name and position of each member of the delegation and indicating the capacity in which he or she is to serve at the meeting (Contracting States: Delegate, Alternate, Adviser; non-Contracting States and international organizations: Observer). The credentials may be sent in advance to the Secretary General or be deposited, when registering on site, with the Secretary of the meeting through the designated Credentials Coordinator.

List of participants

A list of participants will be distributed during the Conference. Participants should notify the Registration Desk of any amendments and corrections to be made to the list.

Identification of participants and security

The CAAF identification badge will serve as a security pass and must be worn visibly at all times while on the premises. Security guards have strict instructions not to allow access to Gávea Hall or the foyer to persons not wearing a badge.

Meeting documentation and communication facilities

Distribution

Documentation produced during the meeting will be available at the Document Distribution Centre on the 5th floor next to the Registration Centre at Leme Hall.

Communication facilities

The hotel is equipped to offer Internet connectivity on the entire 5th floor area through a wireless network for attendees who bring their own portable computers. Electrical power is available at some points at Gávea Hall. Moreover, computer workstations, configured with most of the Microsoft Office tools, and printers will be available on the 5th floor (Leme Hall) for participants who wish to access the Internet to use web-based email services.

Headsets will be distributed in the registration area, and participants will be asked to sign a list when they receive the headset and when they return it.

Ancillary services

Medical services

The Medical Consultant's office is located on the 5th floor, Leme Hall. There will also be an ambulance parked near the hotel's main entrance ready to take participants to a hospital if necessary. Should an emergency occur and the doctor cannot be reached, any member of the meeting support staff from ANAC should be contacted and he/she will take appropriate action to obtain medical assistance.

Participants seeking medical attention can obtain from their hotel management the location and telephone number of a doctor in their hotel or nearby.

In view of the high cost of medical and hospital care in top hospitals in the Rio de Janeiro area, participants may wish to insure themselves against these risks. These arrangements should be made prior to arrival in Brazil.

Public information services

Media inquiries specifically related to the Conference can be arranged in the press room, located on the 26th floor. General information about ICAO is available by calling the ICAO Coordination, Revenue and Communication Office, +1 514 954 8219, extension 8221.

Meals

The Sheraton Rio Hotel and Resort has two restaurants and two bars. Both restaurants (Mirador and Casarão) are buffet-style and serve salads, hot and cold dishes and desserts. Participants are eligible for a discounted price for lunch at these restaurants by showing their Conference badges. Discounted price for lunch is US\$ 38.00 + 10% service charge. This price includes one non-alcoholic drink (water or fizzy drink).

Participants who wish to eat outside the Sheraton Rio Hotel and Resort may take a taxi just outside the hotel lobby.

Refreshments

Tea, coffee, milk, mineral water, orange juice and snacks will be served for free in the foyer during the morning and afternoon recesses. Food and beverages are not permitted in the conference room.

Telephone services

The general telephone number of the Sheraton Rio Hotel and Resort is +55 (21) 2274 1122.

Telephones for local calls in the Rio de Janeiro area (area code: 21) may be found at Leme Hall on the 5th floor. To make a local phone call, please contact a receptionist or a member of the meeting support staff from ANAC.

The use of cellular phones is prohibited in the conference room.

Postal and telecommunications services

Outgoing mail, telecommunications and other message services cannot be provided by the organizers.

Major hotels usually provide mail and telecommunication services. A post office is located at Avenida Ataulfo de Paiva, 822 – Leblon, ten minutes from the Sheraton Rio Hotel and Resort.

The Business Centre located on the 5th floor at the Sheraton Rio Hotel and Resort offers UPS services. Participants who wish to use these services are advised to contact the Business Centre clerk directly.

Currency and banking facilities

Brazil's currency is called the real (R\$ 1.00 = 100 centavos).

The Sheraton Rio Hotel and Resort offers a currency exchange service for American dollars, Canadian dollars, Australian dollars, euros, pounds, Argentine pesos, yen, Swiss francs, Swedish kronor and travellers' cheques in American dollars, Canadian dollars, euros and pounds. For exchange rates, participants should contact the exchange office directly. It is located in the hotel lobby, on the 6th floor, next to the reception desk.

Currency exchange services are also offered at the International Airport. Currency can be exchanged at bank agencies or exchange offices ("*casas de câmbio*").

There are several banks near the Sheraton Rio Hotel and Resort. The nearest ones include:

- Caixa Econômica Federal:
Avenida Niemeyer, 121 –
Phone number: +55 21 2512 9716
- HSBC Bank Brasil:
Rua Cupertino Durão, 219 –
Phone number: +55 21 3206 2500
- ABN AMRO Real:
Avenida Ataulfo de Paiva, 80 –
Phone number: +55 21 2259 3187
- Banco Bradesco:
Avenida Ataulfo de Paiva, 1003 –
Phone number: +55 21 2274 0122
Avenida Ataulfo de Paiva, 983 –
Phone number: +55 21 3299 9700
- Banco Itaú:
Avenida Ataulfo de Paiva, 1175 –
Phone number: +55 21 2512 8763
Rua General Urquiza, 67 –
Phone number: +55 21 2512 8812
- Banco do Brasil:
Avenida Ataulfo de Paiva, 980 –
Phone number: +55 21 2540 8393
Avenida Bartolomeu Mitre, 438 –
Phone number: +55 21 2512 9992
- Banco Mercantil do Brasil:
Avenida Ataulfo de Paiva, 822 –
Phone number: +55 21 2274 3347

It should be noted that credit and debit cards are widely accepted in Brazil.

Public transport

Avenida Niemeyer is served by a number of bus lines that connect the Sheraton Rio Hotel and Resort to Barra da Tijuca and the South part of the city ("Zona Sul"). There are also bus lines connecting Avenida Niemeyer to a subway station in Copacabana (Siqueira Campos). Bus fares usually range from R\$ 2.20 to R\$ 4.00. All buses are "pay-as-you-enter" and change is given if needed. Route and fare information may be obtained by consulting the hotel concierge.

Consular offices in Rio de Janeiro, hotels and airlines

A list of the telephone numbers and addresses of Consular offices, hotels and airlines is available for consultation at Leme Hall with the receptionists.

Tourist information

All major hotels provide tourist information on points of interest in Rio de Janeiro, excursions, cultural and sporting events and other activities. In the foyer where coffee breaks will be served there will be a desk with a representative from a travel agency. Those interested in booking a tour can contact this representative and enquire about the timetable, routes and prices.

Transportation to Rio de Janeiro/Galeão – Antonio Carlos Jobim International Airport

The Sheraton Rio Hotel and Resort offers a car service to its guests. Transfer to or from the International Airport costs R\$ 150.00 each. Guests must provide their names and flight details by email (concierge.rio@sheraton.com) or phone (+55 21 2529 1108) in advance. Some other hotels offer this service as well. Participants are advised to consult the hotel concierge for further information.

It is possible to book a seat in mini-buses that take tourists from the International Airport to hotels. The company that offers this service is Shuttle Rio and seats may be booked on its website (<http://www.shuttlerio.com.br/en/>), where participants can also find information on its routes. This service costs approximately R\$ 12.00 for Route 1 and approximately R\$ 18.00 for Route 2.

Another option is to take an airport taxi. There are three companies offering this service. All of them charge R\$ 95.00 for the transfer and have drivers who speak English or Spanish. The contact details for booking the service in advance are as follows:

- Coopertramo
Phone number: +55 21 2209 9292
Email: comercial@radio-taxi.com.br
- Cootramo
Phone number: +55 21 3976 9944
Email: taxi@cootramo.com.br
- Transcoopass
Phone number: +55 21 2209 1555
Email: transcoopass@transcoopass.com.br

Common city taxis are also widely available at the airport. They are bright yellow with a navy blue horizontal stripe. They do not charge a fixed price; the fare will depend on the route the driver takes and on traffic conditions. This service cannot be booked in advance.

There is also a bus line connecting the international airport to the Sheraton Rio Hotel and Resort. This bus line is identified as 2018: Aeroporto Internacional – Alvorada. It runs every half hour from 5 a.m. to 11 p.m.

There are also several car rental companies at the airport. Participants interested in renting a car are advised to check driver license requirements prior to their arrival.

Organization of social events

There will be a welcome cocktail party sponsored by ANAC on Monday, 16 November, at 8 p.m. It will take place at Carioca Hall, by the poolside at the Sheraton Rio Hotel and Resort.

Climate

Normal temperatures for the month of November range between highs of 28°C (82°F) and lows of 22°C (70°F). The average November temperature is 24°C (75°F).

CAAF/09 Officers and Secretariat

ICAO Highest Authority	Mr. R. Benjamin, Secretary General
Secretary of the Meeting	Ms. J. Hupe, C/ENV
Assistant Secretaries	Mr. T. Thrasher, ENV Officer Mr. S. Webb, SSA/ENV

Administrative Services

Credentials Coordinator	Ms. S. Carbajal, Office of D/ATB
Chief Clerk	Ms. A. Fuchs-Ledingham, ENV
Document distribution	Mr. L. Brettas
Liaison	Mr. F. Lima (assisted by Ms. M. Miguel)
Registration contact	Ms. L. Lobo and Ms. P. Fagundes
Printing	Mr. L. Antunes

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