



International
Civil Aviation
Organization

Organisation
de l'aviation civile
internationale

Organización
de Aviación Civil
Internacional

Международная
организация
гражданской
авиации

منظمة الطيران
المدني الدولي

国际民用
航空组织

Ref.: N1-8.1.13 — **EMX0628**

7 August de 2013

To: States, Territories and International Organizations

Subject: **X ALACPA Seminar of Airport Pavements (ALACPA/10) / VIII FAA Airport Pavements Workshop / III Short Course for Airfield Pavement Maintenance**
(Mexico City, Mexico, 30 September – 4 October 2013)

Action

Required: Register participants not later than **20 August 2013**

Sir/Madam:

I have the honour to inform you that the Latin American and Caribbean Airports Pavement Association (ALACPA), in conjunction with ICAO, United States Federal Aviation Administration (FAA) and the Civil Aviation Authority of Mexico are organizing the **X ALACPA Seminar of Airport Pavements (ALACPA/10) - VIII FAA Airport Pavements Workshop/III Short Course for Airfield Pavement Maintenance**, to be held at Melía Hotel – Paseo de la Reforma, Mexico City, Mexico, from 30 September to 4 October 2013.

The participants will have the opportunity to learn new construction and maintenance techniques, new design methodology and the latest developments in equipment and materials. The Seminar will feature international experts who will share their experience and knowledge. This is a key event for airport infrastructure managers, engineers, technicians, consultants and all of those who provide services related to the aviation industry.

The main objective of this event is to exchange technical experience and knowledge among all participants giving the possibility of improving airport pavements and thus contribute to maintain the safety of airports in the Region.

The technical sessions will be provided by speakers with a vast experience on airport subject matters. Also, this Seminar will provide the opportunity to delegates to participate in a short course on airfield pavement maintenance continuing with the one held during the event last year. Civil aviation authorities, airport operators, international organizations regional representatives, professors (academic), consultants, contractors, etc., are invited. Languages of the event will be English and Spanish with simultaneous interpretation.

Please find enclosed (**Attachment A**) the Draft Programme for ease of reference.

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The Civil Aviation Authorities from the NAM/CAR and SAM Regions are exempted from the registration/membership fee for their participation in the seminar. It is requested that your Administration/Organization send the registration form attached (**Attachment B**) to this letter duly completed to ICAO, as soon as possible, and not later than **20 August 2013**.

ALACPA members will be able to register directly on ALACPA's website, www.alacpa.org; please find attached the General Information (**Attachment C**).

If you require further information on this event, you may contact Mr. Jaime Calderon, Regional Officer, Aerodromes and Ground Aids (jcalderon@icao.int) and/or his Assistant, Ms. Ana Valencia (avalencia@icao.int).

Accept, Sir/Madam, the assurances of my highest consideration.

A digital signature in black ink, overlaid on a blue circular seal. The seal contains the text 'ICAO • OACI • HKAO' at the top and '國際民航組織' at the bottom. The signature is flanked by the words 'Firma Digital' on the left and 'Digital Signature' on the right.

for
Loretta Martin
Regional Director
North American, Central American and
Caribbean (NACC) Regional Office

Enclosure:
As indicated



X ALACPA Seminar of Airport Pavements (ALACPA/10) / VIII FAA Airport Pavements Workshop / III Short Course for Airfield Pavement Maintenance
(Mexico City, Mexico, 30 September – 4 October 2013)

X Seminario ALACPA de Pavimentos Aeroportuarios (ALACPA/10) / VIII Taller de Pavimentos de la FAA / III Curso Corto de mantenimiento de Pavimentos Aeroportuarios
(Ciudad de México, México, 30 de septiembre – 4 de octubre de 2013)

DRAFT PROGRAMME / PROGRAMA PRELIMINAR

DAY ONE / DÍA UNO
Monday 30 September 2013 / Lunes 30 de septiembre de 2013

08:30 – 09:30 Registration / Registro

09:30 – 15:30 Current situation and Regional projections – States experiences /
Situación Actual y Proyecciones en la Región - Experiencia de los Estados

DAY TWO / DÍA DOS
Tuesday 1 October 2013 / Martes 1 de octubre de 2013

08:00 - 15:30 III Short course on Airport Pavements / III Curso Rápido de Pavimentos de Aeródromos

DAY THREE / DÍA TRES
Wednesday 2 October 2013 / Miércoles 2 de octubre de 2013

08:30 - 15:30 Pavements Management – Friction related issues / Gestión de Pavimentos -
Cuestiones Relacionadas con Fricción

DAY FOUR / DIA CUATRO
Thursday 3 October 2013 / Jueves 3 de octubre de 2013

08:00 – 14:30 VIII FAA Airport Pavements Workshop / VIII Taller de la Federal Aviation Administration

14:30 – 16:30 ALACPA Directors Council Report 2011 – 2013 – CD Elections 2013 – 2015 /
Reporte Consejo Directivo 2011-2013 ALACPA - Elecciones CD 2013-2015

18:00 – 20:00 Closure dinner – Cocktail attire / Cena "Cierre del Evento" - vestimenta cóctel

DAY FIVE / DIA CINCO
Friday 4 October 2013 / Viernes 4 de octubre de 2013

08:00 – 12:00 Airport visit / Visita Aeropuerto

12:00 – 13:30 Practical Activities, Working Groups, Final Comments / Actividad Práctica,
Grupos de Trabajo, Comentarios Finales

13:30 – 14:30 Final Comments and Certificates delivery / Comentarios Finales y Entrega de
Certificados

ATTACHMENT B / ADJUNTO B



X ALACPA Seminar of Airport Pavements (ALACPA/10) / VIII FAA Airport Pavements Workshop / III Short Course for Airfield Pavement Maintenance
(Mexico City, Mexico, 30 September – 4 October 2013)

X Seminario ALACPA de Pavimentos Aeroportuarios (ALACPA/10) / VIII Taller de Pavimentos de la FAA / III Curso Corto de mantenimiento de Pavimentos Aeroportuarios
(Ciudad de México, México, 30 de septiembre – 4 de octubre de 2013)

REGISTRATION FORM/FORMULARIO DE REGISTRO

1. *Name and Surname*

Nombre y Apellido/

2. *State/ Estado:*

Organization/ Organismo:

3. *Profession / Profesión*

4. *Specialization / Especialización*

5. *Position/Cargo*

6. *Business address/ Dirección oficial*

:

	N°	City/Ciudad	_____
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7. *Zip Code/ Código Postal*

State / Estado

Country/ País

8. Tel.: _____

Fax: _____

E-mail: _____

9. *Hotel or local Address/ Hotel o dirección en la ciudad*

:

10. *Web Site / Página Internet*

11. *Comments /Observaciones*

Signature /Firma

:

Date /

Fecha:

Note: Please fill out the form, save it with your name and send it to seminario2013@alacpa.org/ icaonacc@icao.int
Nota: Por favor, llene el formato, sávelo con su nombre y envíelo a seminario2013@alacpa.org / icaonacc@icao.int

Please return this form to: / Por favor regrese este formulario a:

E-mail: icaonacc@icao.int and/ e info@alacpa.org

ATTACHMENT C

X ALACPA Seminar of Airport Pavements (ALACPA/10) / VIII FAA Airport Pavements Workshop / III Short Course for Airfield Pavement Maintenance

(Mexico City, Mexico, 30 September – 4 October 2013)

GENERAL INFORMATION

1. Event Venue and Dates

The X ALACPA Seminar of Airport Pavements (ALACPA/10) / VIII FAA Airport Pavements Workshop / III Short Course for Airfield Pavement Maintenance will be held at the Melía Reforma Hotel in Mexico City, Mexico, from 30 September to 4 October 2013.

2. Venue and additional information

The Melía Reforma Hotel is located in Avenida Paseo de la Reforma No. 1, Col. Tabacalera, Delegación Cuauhtémoc C.P. 06030, Mexico, D. F., Mexico

Telephone: (52) 55 50 63 10 00 / (52) 55 51 28 50 00 and for reservations (52) 55 51 28 50 20 Local 01800 84 92 771

Link:

<http://es.melia.com/hoteles/mexico/mexico-df/melia-mexico-reforma/home.htm>

webpage: www.meliamexicoreforma.com
www.melia.com

local map:



3. Points of Contact:

For Seminar coordination related issues the following points of contacts are provided:

Civil Aviation General Directorate, Mexico

Lic. Martha León García
Directora del Centro Internacional de Adiestramiento de Aviación Civil (CIAAC)
Dirección General de Aeronáutica Civil
Boulevard Adolfo López Mateos No. 1990 – PH
Col. Los Alpes Tlacopac
C.P. 01010, México, D. F.
Tel. (52) 55 50 11 64 25, (52) 55 57 23 93 00 Ext. 18017
E-mail: mlegarci@sct.gob.mx

Lic. Delia E. Castellanos Saavedra
Jefe del Departamento de Organismos Internacionales
Dirección General de Aeronáutica Civil
Boulevard Adolfo López Mateos No. 1990 – 2° Piso
Col. Los Alpes Tlacopac
C.P. 01010, México, D. F.
Tel. Directo (52) 55 50 11 64 42 Conm.: (52) 55 57 23 93 00 Ext. 18085
E-mail: dcastell@sct.gob.mx

Sr. José Juan Reséndiz Carrillo
Jefe del Departamento Técnico
Dirección General de Aeronáutica Civil
Boulevard Adolfo López Mateos No. 1990 – 1° Piso
Col. Los Alpes Tlacopac
C.P. 01010, México, D. F.
Tel. Directo (52) 55 50 11 64 49 Conm.: (52) 55 57 23 93 00 Ext. 18063
E-mail: juresca@sct.gob.mx

4. Participant Registration

Participants should present at the registration table of the event in the venue hotel at 8:00 to 9:30 on Monday 30 September 2013. For identification and security purposes it is required that all participants carry the identification badge delivered at registration.

5. Opening Ceremony

The opening ceremony will be held at the Melia Reforma Hotel on Monday 30 September 2013 at 9:30, working sessions will be from 8:00 to 16:30 hours.

6. Language

The Seminar will be carried out in English and Spanish with simultaneous interpretation.

7. Documentation

Documentation will be available at the ICAO NACC Regional Office website: <http://www.mexico.icao.int/Meetings> and in ALACPA website www.alacpa.org, accordingly.

8. Dressing Code

For protocol reasons and official photograph, formal attire is required for the working sessions and receptions.

9. Venue Hotel Booking

A special rate of \$ 1,200.00 MXN, plus tax (16%), + accommodation tax. (3%) has been negotiated.

To obtain such rate it is recommended that participants make their own timely reservations at the venue hotel, indicating that will be participating at the related event.

10. Lodging

Hotel Venue	Rates & Remarks	
	Single	Double
Meliá Reforma Hotel Avenida Paseo de la Reforma No. 1, Delegación Cuauhtémoc, Col. Tabacalera C.P. 06030, México, D. F. Telephones: (52) 55 50 63 10 00 (52) 55 51 28 50 00 booking: (52) 55 51 28 50 20 local booking 01800 84 92 771 Link: http://es.melia.com/hoteles/mexico/mexico-df/melia-mexico-reforma/home.htm webpage: www.meliamexicoreforma.com www.melia.com	\$ 1,200.00 MXN + 16% IVA + 3% <i>Luggage tax</i>	\$ 1,200.00 MXN + 16% IVA + 3% <i>Luggage tax</i>

Other Hotels

Other hotels close to the venue are:

Hotel	Rates and Remarks	
HOTEL IMPERIAL REFORMA Av. Paseo de la Reforma No. 64 Col. Juárez C.P. 06600, México, D. F. Telephone (52) 55 57 05 49 11 webpage: www.hotelimperial.com.mx/principal.html	Single \$ 705.00 MXN + 16% IVA + 3% <i>Luggage tax</i>	Double \$ 950.00 MXN + 16% IVA + 3% <i>Luggage tax</i>
RAMADA REFORMA HOTEL Calle Puente de Alvarado No. 22 Col. Tabacalera C.P. 06030, México, D. F. Telephone (52 55) 50 97 02 77 Toll free: 001-800 50 97 02 77 Email: ventas@ramadareforma.com Webpage: www.ramadareforma.com/index.html	\$ 1,050.00 MXN + 16% IVA + 3% <i>Luggage tax</i>	\$ 1,195.00 MXN + 16% IVA + 3% <i>Luggage tax</i>

11. Temperature

During September and October the average temperature for Mexico City is 26°C max, 17°C media, 06°C minimum, humidity 57%, and rain probability is 30% on evenings.

12. Money Exchange

The national currency is the Peso (MXN) (\$).The approximate exchange rate is 1.USD =13.20 MXN.

13. Credit Cards

The international credit cards usually accepted in shopping centers, hotels, and restaurants are American Express (AMEX), Diners, Master Card and Visa.

14. Passport and Visa Requirements

Passport and/or Identification document and in some cases visa are required to enter to Mexico, it is recommended that participants contact their Mexican Embassies in their State for further information.

15. Transportation

Transportation from the airport to the hotel will take around 45 minutes in taxi. For your information Mexico City International Airport has an efficient land transport "Taxis autorizados" system with an official authorized rate of 30.00 USD from the airport to Mexico City Downtown, where the majority of hotels are located.

16. Commercial Working Hours

Malls and stores are generally open from 11:00 - 16:00 hours, from Sundays to Fridays until 19:00 hours, Wednesdays and Saturdays until 20:00 hours.

Banking hours are from 9:00 to 16:00 hours from Monday to Friday. The ATM are available 24 hours and exchange centers from 9:00 to 17:00 from Monday to Friday.

17. Tips and Taxes

VAT in Mexico is 16% included in final prices.

Suggested tips:

Restaurants - 10% to 15%

Beauty Parlours: 10%

Bellboy: 1 USD per suitcase

Taxi drivers 10% over taximeter rate and others 10% or more depending on the number of luggage

18. Medical Coverage

Participants should have medical insurance or medical coverage from their respective governments to meet expenses, if any, towards sickness or a medical emergency during the event. The Government of Mexico and ICAO take no responsibility to meet expenses in this regard.

19. Electricity

110 Volts

20. Hospitals

If necessary, the following hospitals are recommended:

Hospital ABC	Sur 136 No. 116 Las Américas Deleg. Álvaro Obregón 01120, México, D. F.	(52 55) 52 30 80 14
Hospital Ángeles Metropolitano	Tlacotalpan No. 50 Roma Sur Deleg. Cuauhtémoc 06760, México, D. F.	(52 55) 62 65 18 00
Hospital Ángeles Mocel	Gregorio V. Gelati No. 29 San Miguel Chapultepec Deleg. Miguel Hidalgo 11850, México, D. F.	(52 55) 52 78 23 00

21 Security Measures

Security measures are common for all cities such as: do not carry more money than the necessary, do not show jewelry or other precious objects and **request the hotel for taxi services.**