



**International Civil Aviation Organization**  
ICAO South American Regional Office  
**Regional meeting on extended diversion time operations (EDTO) and inflight fuel management**  
(Quito, Ecuador, 30 September to 3 October 2014)

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## GENERAL INFORMATION

(Presented by the Secretariat)

### 1. Place and date

The regional meeting on extended diversion time operations (EDTO) and in flight fuel management will be held at the Isabel La Católica hall of Hotel Hilton Colon, located at Avenida Amazonas N-1914 and Avenida Patria, Quito, Ecuador, from Tuesday, September 30 to Friday, October 3, 2014.

### 2. Address, contact numbers and coordinators

The Directorate General of Civil Aviation of Ecuador is located at Calle Buenos Aires Oe1-53 y 10 de Agosto, Quito, Ecuador.

Phone: (593) 2 2947400 ext. 4286

E-mail: [info@aviacioncivil.gob.ec](mailto:info@aviacioncivil.gob.ec)

Web page: [www.aviacioncivil.gob.ec](http://www.aviacioncivil.gob.ec)

DGAC Coordinator in Ecuador is **Mrs. Carmen Ramon**, Communications Director, and/or **Mr. Juan Carlos Alvarez**, Aeronautical Licensing Chief of the General Civil Aviation Directorate of Ecuador ([juan\\_alvarez@aviacioncivil.gob.ec](mailto:juan_alvarez@aviacioncivil.gob.ec)).

ICAO Coordinator is **Mr. Marcelo Ureña Logroño**, Flight Safety, Regional Officer of ICAO's South American Office ([murena@icao.int](mailto:murena@icao.int)).

### 3. Participants registration

In case that the EDTO e-learning course is available prior to the regional meeting; the participants should approve the referred course as participation prerequisite. This course will be posted on the ICAO website in advance.

Participants are required to previously register at ICAO's South American Regional Office by sending the relevant form, together with complete data, to the following emails: [murena@icao.int](mailto:murena@icao.int), Mr. Marcelo Ureña; [dcoriat@icao.int](mailto:dcoriat@icao.int), Mrs. Deborah Coriat, or [icaosam@icao.int](mailto:icaosam@icao.int)

Late registration will take place on Tuesday, September 30, 2014, from 09h00 to 09h30 at the registration desk, Isabel La Católica hall, Hotel Hilton Colon. An ID badge will be provided at the time of registration. For identification purposes, you are required to wear your ID badge in a visible place on your body.

**4. EDTO Course opening**

The regional meeting on extended diversion time operations (EDTO) and inflight fuel management will take place on September 30, 2014, at 09h30, Isabel La Catolica hall, Hotel Hilton Colon, located at Avenida Amazonas N-1914 and Avenida Patria, Quito, Ecuador

**5. Languages and documentation**

The event will be held in Spanish and English with simultaneous interpretation.

Relevant documentation will be published on the website of ICAO's South American Regional Office: <http://www.icao.int/sam/Pages/default.aspx> in Meetings. No printed documentation will be distributed during the event; therefore, it is recommended that each participant bring a computer or portable device to download the presentations over the Internet.

**6. Temperature**

In the months of September and October 2014, according to AccuWeather website, the temperature in the city of Quito will vary from an average low of 8°C to an average high of 21°C. Average humidity is 70%.

**7. Attire**

On Tuesday, September 30, and Friday, October 3, 2014, participants must wear formal suit and tie; other days, casual business attire.

**8. Currency exchange and credit cards**

Ecuadorian currency is the American dollar.

International credit cards such as American Express, Master Card, Visa, etc., are generally accepted at major hotels, shops and restaurants.

**9. Passport, visa and vaccination requirements**

We recommend you check the website of the Ecuadorian embassy or consulate in your country, for applicable requirements.

## 10. Lodging

Participants should make their own reservations at the hotel of their choice, being advised to make reservations as soon as possible due to high demand of hotels in Quito as it is a major tourist destination. The following are suggested hotels:

10. Hotel	11. Information
<p>12. Hotel Hilton Colón Quito 13. (Hotel where Regional Meeting will be held)</p>	<p>14. Amazonas N 1914 y Patria Avenida 15. Phone: 593-2-2561333 16. Fax: 593-2-2563903 17. Web Page: <a href="http://www.hiltonhotels.com/es_XM/ecuador/hilton-colon-quito-hotel/">http://www.hiltonhotels.com/es_XM/ecuador/hilton-colon-quito-hotel/</a></p>
<p>18. Swissotel Quito (15 min. taxi ride to hotel where Regional Meeting will be held)</p>	<p>19. Av.12 de Octubre 1820 y Luis Cordero 20. PO Box, 1721565 Quito ▪ Ecuador 21. Phone: +593 2 256 7600 22. Fax: +593 2 256 8080 23. <a href="mailto:ventas@swissuio.com">ventas@swissuio.com</a> 24. Web Page: <a href="http://www.swissotel.com/hotels/quito/">http://www.swissotel.com/hotels/quito/</a></p>
<p>25. JW Marriott Hotel Quito 26. (15 min. taxi ride to hotel where Regional Meeting will be held)</p>	<p>27. Av. Orellana 1172 y Av. Amazonas 28. Phone: 593-2-2972000 29. Fax: 593-2-2972050 30. Reservations: 593-2-2972040 31. Web Page: <a href="http://www.marriott.com/hotels/travel/uiodt-jw-marriott-hotel-quito/">http://www.marriott.com/hotels/travel/uiodt-jw-marriott-hotel-quito/</a></p>
<p>32. Hotel Radisson Royal Quito 33. (15 min. taxi ride to hotel where Regional Meeting will be held)</p>	<p>34. Av. 12 de Octubre 444 y Luis Cordero 35. Phone: (593-2)2233-333 36. Reservations: <a href="mailto:quito@radisson.com.ec">quito@radisson.com.ec</a> 37. Web Page: <a href="http://www.radisson.com/quito-hotel-ec/ecquito?language=es">http://www.radisson.com/quito-hotel-ec/ecquito?language=es</a></p>
<p>Hotel Plaza Grande Quito (20 min. taxi ride to hotel where Regional Meeting will be held)</p>	<p>García Moreno N5-16 y Chile Tel : (593) 2 2510 777 Reservations: (593) 2 2528 700 Ext. 1707 Web Page: <a href="http://www.plazagrandequito.com/#">http://www.plazagrandequito.com/#</a></p>

## 11. Transportation to and from the airport

Express buses, van-type minibuses and taxis interconnect the airport with the city.

- AEROSERVICIOS provides express non-stop service to downtown Quito and vice versa. Tickets cost US\$ 8 and can be purchased from the company website or at the counters located in the arrivals lobby.
- HATS - Hotel Shuttles service provides minibuses (vans). The desk is at the Arrivals Hall of the Public Passenger Terminal (Level 1). Phone: + (593 9) 8 3361610

The Mariscal Sucre International Airport in Tababela has an authorized taxi service. It provides a tariff table governing taxi service providers by areas, allowing users to know the cost of the trip in advance.

A taxi has capacity for 3-4 passengers traveling comfortably, and can carry 2 large pieces of luggage.

### Current Fares

Sector	Parish	Quito Areas	To Airport	From Airport
Center North	Jipijapa	Las Acacias - Chaupicruz - Zaldumbide	\$ 21.00	\$ 24.50
	Altamira	Granda Centeno - El Bosque - Iñaquito Alto	\$ 24.00	\$ 28.00
	Concepción	M. exterior - Quito Tennis - Pinar Bajo	\$ 23.00	\$ 27.00
	Carolina	Parque La Carolina - Estadio Olímpico - Batán	\$ 21.00	\$ 24.50
	La Floresta	La Vicentina - El Girón - San Pablo	\$ 20.00	\$ 22.00
	Bellavista	Canal 8 - Parque Metropolitano - La Paz	\$ 21.00	\$ 24.00
	Batán Alto	La Dolorosa - González Suarez - La Pradera	\$ 21.00	\$ 25.00
Center	Centro Histórico	Plaza Grande - Asamblea Nacional - El Dorado Parque El Fiido - El Trébol	\$ 23.00	\$ 26.00

Approximate travel time from the Mariscal Sucre Airport to the areas of Quito listed above is about an hour or an hour and a half.

The following airport taxi companies are recommended:

- Cooperativa de Taxis Aeropuerto Mariscal Sucre, <http://taxisaeropuertoquito.com/>, Phone (593 2) 252 1112, cel. 099 527 2392
- Asociación de Cooperativas del Valle (Univalle), located at the Mariscal Sucre Airport, in Tababela

In the city, there are independent or informal taxi drivers which offer no guarantee. If you decide to take one of these taxis, you may be exposing yourself to a very high risk.

## 12. Hospitals

If required, we suggest the following hospitals:

- Hospital Metropolitano, located at Ave. Mariana de Jesus and Nicholas Arteta, Phone: 399 8000 ext. 2153, toll free: 1-800 HMETRO (463876), fax: 226 9824.
- Hospital de los Valles, located at Av Interoceanica Km 12.5 and Ave. Florencia; EMERGENCY Phone: 2977900; [servicioalcliente@hospitaldelosvalles.com](mailto:servicioalcliente@hospitaldelosvalles.com).
- Clínica del Bosque, located at Ave. Edmundo Carvajal Oe5-167 between Pasajes C and D, Phone: 2432083
- Clínica NorthHospital, Ave. La Prensa N58-154 y Vaca de Castro.; Phone 3934100

## 13. Useful phone numbers

### DGCA Ecuador

Juan Carlos Álvarez.....(593 2) 2947400 ext. 4204  
Carmen Ramón.....(593 2) 2 521 367/114 ext. 4248  
María Fernanda Albán .....(593 2) 2 521 367 ext. 4286

### ICAO

Marcelo Ureña, ICAO Flight Safety, Regional Officer.....(511) 6118686

## 14. Electricity

110 V AC, 60Hz.

## 15. General recommendations in case of earthquake:

### During an earthquake

- a) Keep calm and exercise self-control.
- b) Stay away from windows or glass doors; do not go out on balconies; do not use elevators.

- c) Go to previously identified internal secure areas. If you are unable to access secure areas near you, protect and cover your head, seek protection in corners.
- d) Protect yourself from heavy objects that could fall, tip over or become detached.
- e) Evacuate only if conditions allow; otherwise minimize your movements.
- f) Be alert to gas leaks, broken pipes and short-circuits.
- g) Note that after an earthquake there may be aftershocks.

**After an earthquake**

- a) You must not run or scream to avoid triggering panic in others.
- b) Do not evacuate the area immediately; wait for the earthquake to stop.
- c) Do not try to save objects; do not hide in bathrooms.
- d) Proceed to evacuate; evacuation must be carried out calmly, quickly and safely via the established routes.
- e) Stay in the evacuation area until the designated security team checks for risks at the facilities.
- f) Follow evacuation signs placed in conspicuous places in each area.
- g) Walk without running through corridors, stairways and courtyards, heading out of the building.
- h) Pay attention to obstacles and keep calm.
- i) If you are in high buildings, go down the stairs keeping to your right, grabbing the handrail.
- j) Use caution when leaving a building, as there may be falling objects such as glass, ceilings, lighting and electrical cables.

**17. Flight reservations**

Participants must make their own flight reservations.