



**International Civil Aviation Organization**  
**South American Office**  
**Sixth Multilateral Meeting of the SAM Region for**  
**the Transition of AIS to AIM (SAM/AIM/6)**  
Lima, Peru, 24 to 28 November 2014

SAM/AIM/6-IP/01  
14/09/14

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## **GENERAL INFORMATION**

(Presented by the Secretariat)

### **1. Place and date of the event**

The Sixth Multilateral Meeting of the SAM Region for the Transition of AIS to AIM (SAM/AIM/6) will be held at the ICAO SAM Regional Office premises, in Lima, Peru, from 24 to 28 November 2014.

### **2. Address of the ICAO South American Office**

Av. Víctor Andrés Belaúnde 147  
Vía Principal No. 102  
Centro Empresarial Real, Torre Cuatro, Piso 4  
San Isidro, Lima (See attached map)  
Telephone: +511 611-8686  
Fax: +511 611-8689  
E-mail: **icaosam@icao.int**

### **3. Opening session**

Will take place on Monday, 24 November 2014, at 08:45hrs, in the ICAO SAM Office's conference room, 4<sup>th</sup>. floor.

### **4. Languages and documents**

This event will be held in Spanish and English and will have simultaneous interpretation services.

### **5. Link for the documents**

The documentation of the event will be published in the ICAO SAM Regional Office Web page: (<http://www.icao.int/SAM/Pages/meetings.aspx>). Participants should review this website frequently to download the information and take it to the event in a printed or electronic version, in a laptop, since no copies will be distributed during the event.

## 6. **Registration of participants**

Participants are requested to first fill-in the registration form and submit it to the ICAO SAM Regional Office as soon as possible (please refer to **Attachment C** of the convening letter).

On Monday 24 November, the registration will be verified at the registration desk, from 08:15 to 08:45 hrs. Participants are requested to use the badges that will be supplied to them during registration.

## 7. **Transportation from/to the airport**

There are authorized taxi services at the Jorge Chavez International Airport. The rate to Miraflores or San Isidro (hotel areas) is of approximately US\$ 30.00. This rate can be confirmed in counters at the Airport's international arrivals area.

## 8. **Transportations to and from the site of the event**

Participants can take a taxi or walk to the SAM Regional Office, depending on the location of the selected hotel, and vice versa.

In the city, there are independent or informal taxi drivers. In view of the fact that they do not belong to a company, they do not provide any safety or guarantee. In case of taking an informal taxi, please consider that you may be at a high risk.

## 9. **Temperature and hotels**

May be found in the sections "General Information", "Weather" and "Hotels" on the ICAO SAM Office's Website <http://www.icao.int/SAM>.

## 10. **Passport, visa and vaccination requirements**

To enter Peru, an updated passport and visa are requested; however, it is recommended to contact the Peruvian Embassy or Consulate in your country, to enquire on this requirement well before your departure. Please also verify if yellow-fever or any other vaccination is required.

## 11. **Money exchange and credit cards**

The Peruvian currency is the Nuevo Sol Peruano (S/.). Present exchange rate is S/ 2.85 per US \$ 1.00.

Credit cards as American Express, Master Card, VISA, Diners Club, etc., are usually welcomed in hotels, shopping centres and restaurants. Traveller's checks should be exchanged in banks.

## 12. **Health attention**

In case of emergency, **Clínica Anglo Americana** is recommended, which is located in Alfredo Salazar Street, s/n, Miraflores, Tel: +51 1 616-8900.

13. **ICAO contact telephone numbers**

Mr. Roberto Arca, ATM/SAR/AIM Regional Officer .....6118686 Ext. 106  
([rarca@icao.int](mailto:rarca@icao.int)) .....Cel: 987 617 888

14. **Electricity**

220 Volts/60Hz.

15. **Information on safety and protection**

Upon any emergency situation, kindly call the Regional Security Officer of the ICAO South American Office, Mr Roberto Arca Jaurena Cel 987 617 888, or to the Operations Centre of the United Nations Safety and Security Department (UNDSS), with round the clock assistance during 365 days a year, calling the following cell phones: 99757-1008 or 99757-1003.

16. **General recommendations in the event of an earthquake**

The city of Lima is within an earthquake area.

**During an earthquake**

- a) Keep calm.
- b) Stay away from windows, do not go to any balconies, do not use elevators.
- c) Locate yourself in previously identified internal safety zones.
- d) Evacuate the premises only if conditions permit it; otherwise, minimize your movements.

**After an earthquake**

- a) Proceed to leave the premises, since quakes can continue.
- b) Evacuation must be carried out calmly, quickly and safely through the indicated routes.
- c) Stay in the evacuation site until the designated security team of the building has verified whether the installations are at risk.

**ICAO Third and Fourth floor emergency exits**

- a) In front of the elevator area are two emergency staircases.
- b) Both stairs end in the first floor of the building, in the main entrance area.
- c) Proceed down the staircases. Do not push or run; keep in line, move in one direction only; keep conversation to a minimum.
- d) Exit the building to allow free flow of other evacuees exiting behind you.
- e) Once outside the building and having your back to it, turn left towards the evacuation site, located across V. A. Belaúnde Avenue.
- f) Pay attention at all moment to the indications that the security team might make.
- g) You will be informed when is it safe to return to the facilities.

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**ICAO SOUTH AMERICAN REGIONAL OFFICE LOCATION MAP IN LIMA, PERU**  
**Av. Víctor Andrés Belaúnde 147 - Edificio 4, cuarto piso, San Isidro**

