Workshop on Human Resources Management in Civil Aviation Authorities
Lima, Peru, 27–29 October 2026

GENERAL INFORMATION

1. Meeting venue and date

The Workshop on Human Resources Management in Civil Aviation Authorities will be held in Lima, Peru, from 27 to 29 October 2026, at the premises of the ICAO South American Regional Office (SAM Office).

2. Meeting venue

ICAO South American Regional Office (SAM Office), 4th-floor conference room (Pioneers of Aviation)

Address: Av. Víctor Andrés Belaúnde No. 147,
Centro Empresarial Real, Vía Principal No. 102, Real Building 4, 4th Floor, San Isidro, Lima, Peru

Telephone: (511) 6118686

A map showing the location is provided below:



3. Participant registration

Participants must register in advance with the SAM Regional Office by submitting the registration form through the link provided as soon as possible. Delegates will also be required to register in person on 27 October 2026.

4. Opening of the Workshop

The opening session of the Workshop will take place on 27 October 2026 in the Pioneers of Aviation Conference Room, 4th Floor.

Participant registration: 08:30–08:45
Opening of the event: 08:45–09:00

5. Documentation link and languages

The event will be conducted in Spanish and English. Meeting documentation will be published on our website at the following link: https://www.icao.int/SAM/meetingdocs?fid=88213#block-icao-page-title. All participants must bring the documentation to the meeting venue, either printed or in electronic format on a laptop, as printed copies will not be distributed.https://www.icao.int/SAM/meetingdocs?fid=88213#block-icao-page-title

6. Temperature

Please consult the SENAMHI website at http://www.senamhi.gob.pe/ for information on temperatures in Lima during the relevant period.http://www.senamhi.gob.pe/

Approximate temperatures are shown below:

JAN–MAR: 21–29 °C (70–84 °F)
APR–JUN: 17–25 °C (63–77 °F)
JUL–SEP: 14–16 °C (57–61 °F)
OCT–DEC: 16–24 °C (61–75 °F)

7. Currency exchange and credit cards

The Peruvian currency is the Peruvian sol (S/). Please visit the Peruvian Government portal at http://www.peru.gob.pe/ for information on the current exchange rate.http://www.peru.gob.pe/

Credit cards such as American Express, MasterCard, VISA and Diners Club are generally accepted at hotels, shopping centres and restaurants. Traveller's cheques must be exchanged at banks.

8. Passport, visa and vaccination requirements

If you need to travel to Peru and require an entry visa because of your country of origin, you must apply for a tourist visa at the Peruvian consular offices in the country where you are located. This procedure must be completed 15 calendar days before your trip. Links are provided to verify whether your country requires a visa to enter Peru.

Below are links where you can check whether your country requires a visa to enter Peru:

Useful information about Peru: Visas and entry procedures Apply for a tourist visa to enter Peru - Procedure - Ministry of Foreign Affairs - Peruvian Government Platform

Please note that entry visas cannot be obtained upon arrival in Peru. Please also verify whether yellow fever vaccination or any other vaccination is required.

Since 7 February 2022, a yellow fever vaccination certificate has been mandatory for entry into and/or departure from Paraguay when travelling to Brazil, Peru, Bolivia and Venezuela.

Since 29 May 2024, Peru no longer stamps passports for international flights. Experts who require this record must download the Virtual Andean Migration Card (TAM) using the following link:

Verificar TAM VirtualVerify Virtual TAM

This document will be required in order to cash cheques at local banks.

9. List of Hotels

The recommended hotels are listed on the table below:

Suggested hotels in Lima – 2026 corporate rates	
Hotel and contact details	**Rates**
San Isidro	
Swissôtel ***** (50 m from the Office) Vía Principal 150, Centro Empresarial Real, San Isidro Tel.: +51 1 611-4400 | Fax: +51 1 421-4360 Email: correos.reservas@swisslim.com.pe www.swissotellima.com.pe *Request the ICAO corporate rate*	Single room: US$ 120.00 Double room: US$ 135.00 Does not include the 10% service charge or 18% VAT. Buffet breakfast is included.
Hotel Pullman San Isidro ***** (3 blocks from the ICAO Office) Av. Jorge Basadre 595, San Isidro Tel.: +51 1 208-1200 Email: reservas-premiumbrands@accor.com Contact: Diego Guisti – Diego.Guisti@accor.com www.hotelpullmanlimasanisidro.com-hotel.com *Request the ICAO corporate rate*	Single room: US$ 100.00 Double room: US$ 110.00 Does not include the 10% service charge or 18% VAT. Buffet breakfast is included.
Hotel Los Delfines ***** Calle Los Eucaliptos 555, San Isidro Tel.: +51 1 215-7000 | Cel.: 995 161 876 Contact: Srta. Jessika Dugarte, Asesora Corporativa Email: jdugarte@losdelfineshotel.com.pe www.losdelfineshotel.com *Request the ICAO corporate rate*	Single room: US$ 95.00 Double room: US$ 115.00 c
DoubleTree by Hilton San Isidro ***** Av. Arequipa 2950, San Isidro Tel.: +51 1 612-8484 Email: ventas1@doubletreebyhiltonsanisidro.com Contact: Graciela Meza, Gerente de Cuentas *Request the ICAO corporate rate*	Habitación simple Queen: US$ 104.00 Habitación High Deluxe King: US$ 114.00 Does not include the 10% ervice charge

	or 18% VAT Buffet breakfast is included.
Hotel Sonesta El Olivar **** (2 blocks from the ICAO Office, across from El Olivar Park) Pancho Fierro 194, San Isidro Tel.: +51 1 712-6050 | Cel.: +51 947-131-504 Email: reservas.sonestaolivar@ghlhoteles.com www.sonestaelolivar.com *Request the ICAO corporate rate*	Standard single room: US$ 90.00 Superior single room: US$ 100.00 Standard double room: US$ 100.00 Superior double room: US$ 110.00 Does not include the 10% service charge or 18% VAT. Buffet breakfast is included.
Novotel Lima **** (across from the ICAO Office) Av. Víctor Andrés Belaúnde 198, San Isidro Tel.: +51 1 315-9999 / 315-9924 / 315-9925 www.novotel.com | www.accorhotels.com *Request the ICAO corporate rate*	Simple Standard: US$ 75.00 Simple Superior: US$ 90.00 Doble Standard: US$ 90.00 Doble Superior: US$ 105.00 Does not include the 10% service charge or 18% VAT. Buffet breakfast is included.
Los Tallanes Hotel & Suites **** (2 blocks from the ICAO Office) Av. Jorge Basadre 325, San Isidro Tel.: +51 1 221-0001 Email: reservas@hoteltallanes.com.pe www.hoteltallanes.com.pe *Request the ICAO corporate rate*	Habitación simple: US$ 80.00 Habitación doble: US$ 100.00 Does not include the 10% service charge or 18% VAT. Buffet breakfast is included.
Hotel Suites del Bosque **** (3 blocks from the ICAO Office) Av. Paz Soldán 165, San Isidro Tel.: +51 1 616-2121 / 616-1818 Email: reservas@suitesdelbosque.com; eventos@suitesdelbosque.com www.suitesdelbosque.com *Request the ICAO corporate rate*	Habitación simple: US$ 60.00 Habitación doble: US$ 70.00 Does not include the 10% service charge or 18% VAT. Buffet breakfast is included.
Arte Hotel *** (3 blocks from the ICAO Office Calle Lizardo Alzamora Este 260, San Isidro Tel.: +51 997 979 571 Email: corporativo@artehotellima.com www.artehotelima.com *Request the ICAO corporate rate*	Habitación simple: US$ 55.00 Habitación doble: US$ 62.00 Does not include the 10% service charge or 18% VAT. Buffet breakfast is included.
Manto Hotel Lima – MGallery Collection (3 blocks from the ICAO Office Calle Los Libertadores 490, San Isidro Tel.: +51 1 630-0000 Email: reservas.mantohotellima@accor.com www.mgallery.accor.com *Request the ICAO corporate rate*	Habitación simple: US$ 90.00 Habitación doble: US$ 100.00 Does not include the 10% service charge or 18% VAT. Buffet breakfast is included.
Miraflores	
Dazzler by Wyndham Miraflores **** (a 15 minutos en taxi) Av. José Pardo 879, Miraflores Tel.: +51 1 634-4000 Email: reservas@dazzlerlima.com The hotel provides one-way transportation to the ICAO	Single room: US$ 85.00 Double room: US$ 90.00 Does not include the 10% service charge or 18% VAT. Buffet breakfast is included.

Office in San Isidro. *Request the ICAO corporate rate*	
Hotel Ibis Larco Miraflores *** Av. Larco 1140, Miraflores Tel.: +51 1 634-8888 Email: romy.ignacio@ghlhotels.com *Request the ICAO corporate rate*	Single room: US$ 57.00 Double room: US$ 67.00 Does not include the 10% service charge or 18% VAT. Buffet breakfast is included.
Note: When making the reservation, please indicate that you are travelling on official mission with ICAO, United Nations. Foreign guests are exempt from the 18% VAT upon presentation of their passport and proof of entry into Peru at check-in.	

The rates shown may vary due to fluctuations in the US dollar.

NOTE: Participants are advised to consult www.trivago.com, www.booking.com, where they may find availability and rates for other hotels not included in this list.www.trivago.comwww.booking.com

10. Dietary restrictions

Participants are kindly requested to report any allergies or dietary restrictions so that these can be taken into consideration for the coffee breaks.

11. Hospitals/Clinics

In case of emergency, Clínica Anglo Americana is recommended. It is located at Calle Alfredo Salazar No. 350, San Isidro, Lima 15073. Telephone: +51 1 616-8900.

12. Transportation to and from the airport and the event venue

Participants may travel to and from the SAM Regional Office by taxi or on foot, depending on the location of the selected hotel.

Authorized taxi services are available at Jorge Chávez International Airport. The approximate fare to Miraflores or San Isidro (hotel area) is USD 30.00 and may be confirmed at the counters in the international arrivals area.

Independent or informal taxis also operate in the city. As they do not belong to a company, they do not provide safety guarantees, and their use may involve a high risk.

Given the increase in security incidents during transfers to and from the airport and within the city, the use of authorized taxi services is recommended, such as:

- **Taxi Green** Tel: +51 1 484-4001
- **Taxi Aeropuerto Lima** Tel: +51 981-226-426
- **Taxi Satelital** Tel: +51 1 355-5555
- **Sr. Marco Núñez Remiss** Tel: +51 999-256-201
- **Sr. Miguel González** Tel: +51 983-477-155

13. Electricity

In Lima, the electricity supply is 220 V / 60 Hz. The three plug types shown in the image are used:



Participants are advised to bring a laptop adapter if necessary.

14. Medical insurance

Participants must have medical insurance with international coverage, as ICAO will not cover these expenses.

15. Safety recommendations

In any emergency, participants are advised to contact the United Nations Department of Safety and Security (UNDSS) Operations Centre:

Available 24 hours a day, 365 days a year

Direct telephone: +51 1 625-9151

Mobile telephone: +51 99757-1008

Email: cos-undss.pe@undp.org cos-undss.pe@undp.org

Website: UNDSS Perú

Address: Av. Jorge Chávez 275, Miraflores, Lima 15074

16. Contacto en ICAOSAM

Ms. Verónica Chávez
Regional Safety Management Officer
vchavez@icao.int

Ms. Vania Velásquez
Programme Assistant
vvelasquez@icao.int

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