

**INTERNATIONAL CIVIL AVIATION ORGANIZATION  
ASIA AND PACIFIC OFFICE**

**THE FIFTH MEETING OF THE  
ASIA AND PACIFIC ANSP COMMITTEE  
(AAC/5)**

*(Hong Kong, China, 09-10 December 2025)*

**MEETING BULLETIN**

**1. Dates and Venue**

1.1. The AAC/5 Meeting will be held at the **AsiaWorld-Expo** of Hong Kong, China **from** Tuesday 9 December to Wednesday 10 December 2025 (14:00 – 18:00, Local Time) in conjunction with the CANSO Asia Pacific Conference 2025 at the same venue.

**Meeting Address:**

**AsiaWorld-Expo** of Hong Kong

AsiaWorld-Expo, Hong Kong International Airport, Lantau, Hong Kong

Tel: +852 3606 8888

E-mail: [info@asiaworld-expo.com](mailto:info@asiaworld-expo.com)

Map : [here](#)

Website: <https://www.asiaworld-expo.com/en-us/>

Venue Map: <https://www.asiaworld-expo.com/en-us/visiting/venue-map/>

**For Taxi:**

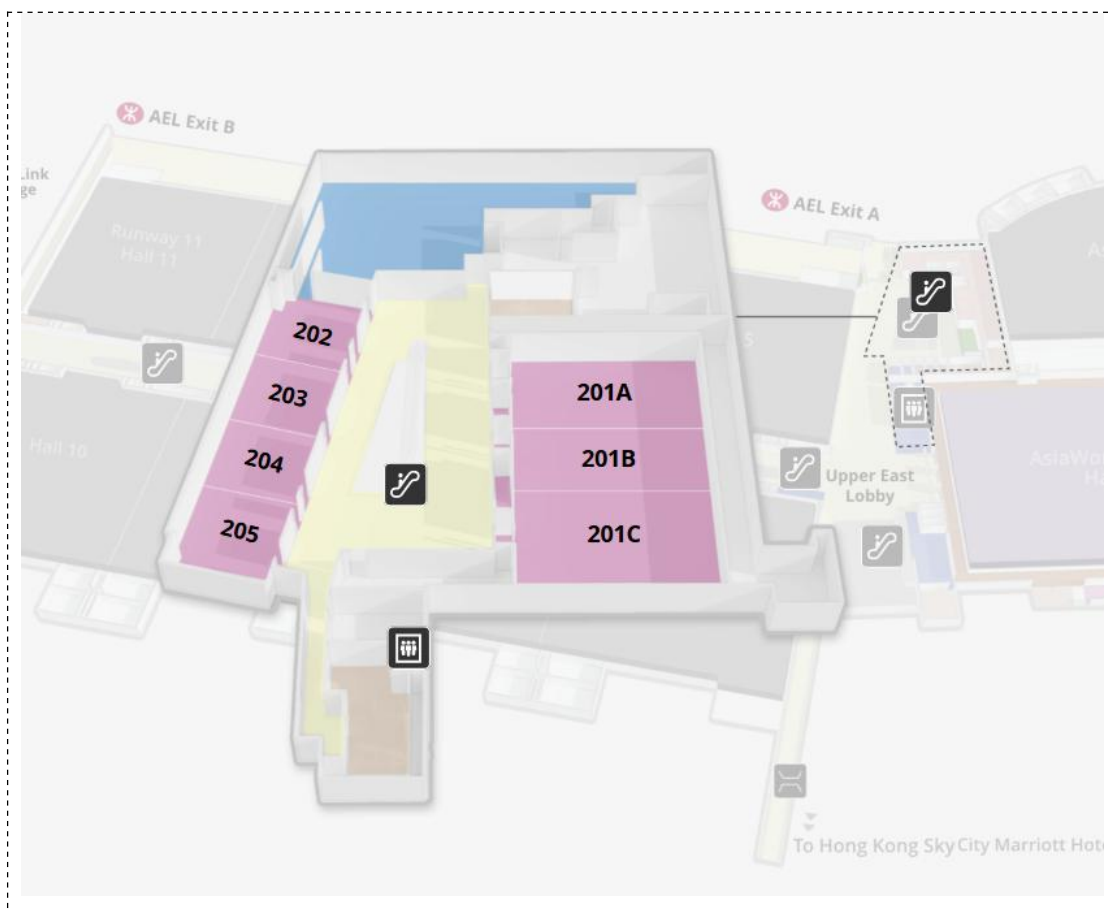
香港亞洲國際博覽館

Link to direction in Asia Expo: [here](#)

The meeting venue and programme is as shown below. 2<sup>nd</sup> Floor, AsiaWorld-Expo, accessible via the Ease Entrance.

accessories via the East Entrance.

Time (UTC+8)	Programme	Involvement	Meeting Room (Tentative)
09 December, Tuesday			
1400 - 1800	AAC Work Stream (WS) meetings	WS 1	Compartment A (201B, 2 <sup>nd</sup> Floor)
		WS 2	Compartment B (201C, 2 <sup>nd</sup> Floor)
		WS 3	Compartment C (Space 1, 1 <sup>st</sup> Floor)
		WS 4	Compartment D (Space 2, 1 <sup>st</sup> Floor)
1500 - 1530	Tea Break	Foyer Area at 2 <sup>nd</sup> Floor	
10 December, Wednesday			
1400 - 1800	AAC meeting	AAC	201C, 2 <sup>nd</sup> Floor
1500 - 1530	Tea Break	Foyer Area at 2 <sup>nd</sup> Floor	
Should there be any dietary requirements, please inform us by 25 November 2025.			



1.2. Participants are required to carry a valid government-issued identity card or passport for verification of their identity prior to entering the meeting rooms as stated above.

1.3. Participants are requested to register at the Registration Desk on the second floor AsiaWorld-Expo of Hong Kong before the start of the meetings and obtain an identification badge. Participants shall always put on the identification when inside the meeting room.

1.4. For people who are not members of CANSO and wish to participate in the CANSO Asia and Pacific Conference on 8 December 2025 and the Airspace Asia Pacific event from 9 to 11 December 2025, please see the Attachment E for further details.

## **2. Officers and Secretariat**

Secretariat: Mr. Raphael GUILLET, Chief of the ICAO Asia Pacific Regional Sub-Office  
Email: [rguillet@icao.int](mailto:rguillet@icao.int)

## **3. Meeting Documents, Papers for Distribution etc.**

3.1. Participants are requested to note that working or information papers for the meetings **must reach this office at least two weeks before the commencement of the meeting.** Meeting documents will be available on the ICAO APAC website <https://www.icao.int/APAC/meetingdocs?fid=591> prior to the meeting. Paper documents on hardcopy will not be available.

3.2. Wi-Fi connection to the Internet is available at the venue. Access information to Wi-Fi will be available at the Registration Desk.

#### **4. Visa, Insurance and Customs**

4.1. A valid travelling document is necessary for all persons entering Hong Kong Special Administrative Region (SAR), China. Visitors from most countries do not require a visa for attending the Meeting but some do. Please visit the website of the Immigration Department of the Hong Kong SAR, China (<http://www.immd.gov.hk/eng/services/visas/visit-transit/visit-visa-entry-permit.html>) on the Visit Visa / Entry Permit Requirements and the length of stay permitted in Hong Kong that is applicable to you. You can also obtain further advice from your closest Chinese Diplomatic or Consular Mission.

4.2. Application for a visa is the responsibility of the State/Administration or delegate concerned and should be requested well in advance as for certain countries visa processing time may be longer than others. In case a visa support letter is required, the appropriate authority, administration or State concerned should contact the ICAO APAC Regional Sub-Office at [apac-rso@icao.int](mailto:apac-rso@icao.int) ; with a copy to the Secretariat and [yanruchen@icao.int](mailto:yanruchen@icao.int) , at least three (3) weeks prior to the start of the meeting/event.

4.3. Participants must be medically fit and in possession of health or medical insurance coverage to meet expenses for any unexpected event, including illness or medical emergency during the meeting. ICAO APAC Office will not take responsibility for any expenses incurred concerning participation in its meetings/events.

4.4. Please refer to the Hong Kong Customs [Website](#) for the restrictions on the importation or exportation of prohibited / controlled items.

#### **5. Hotel Reservations and Transportation**

5.1. Participants are required to make their own accommodation arrangements. A list of hotels is available below. Participants should contact the hotel directly for a reservation. The hotel list is provided for the convenience of the participants only. ICAO APAC Office does not take responsibility for any incident arising from a participant's stay in any of the listed hotels.

5.2. A list of nearby hotels is provided in Appendix A.

5.3. The nearest Airport Express / MTR (Mass Transit Railway Railway) station to AsiaWorld-Expo is AsiaWorld-Expo Station. Delegates may refer to AsiaWorld-Expo's website for more details (<https://www.asiaworld-expo.com/en-us/visiting/getting-here/in-hong-kong/airport-express-mtr/>)

5.4. Public bus route no. S1 (read as S-one) is serving commuters between the Tung Chung Station, AsiaWorld-Expo and Terminal 1 of Hong Kong Airport at approximately 5-10 minutes intervals daily from 0530 to 0000 hours. The bus is operating in circular route with a fare of HK\$3.7 per journey. Alternatively, taxi from Tung Chung Station to the AsiaWorld Expo will take about 15-20 minutes. The following map briefly illustrates the locations of bus terminus for public bus route no. S1 and taxi stand.

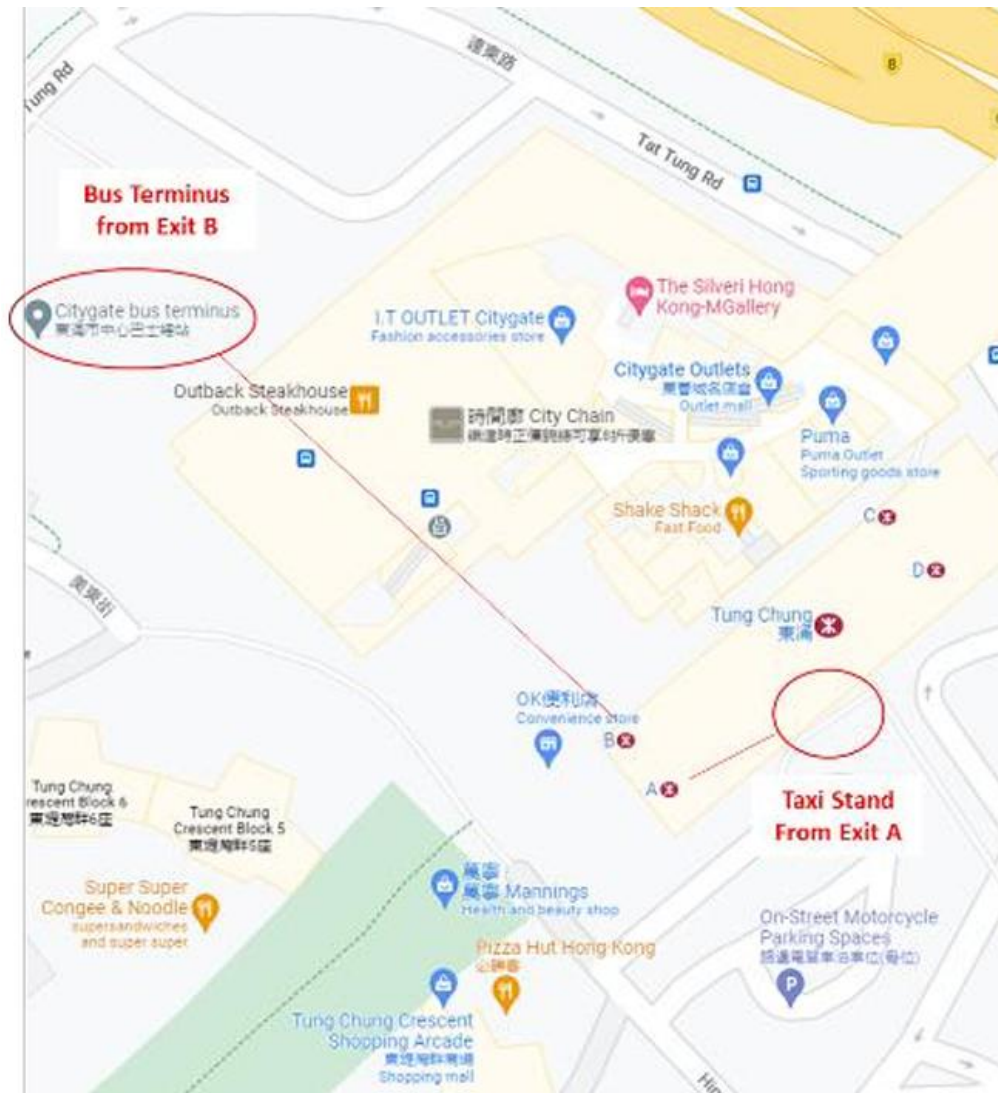


Figure 1 – Public Transport near MTR Tung Chung Station

## 6. Further Information

### 6.1 Currency and Credit Cards

The Hong Kong Dollar is the official currency of the Hong Kong Special Administrative Region. Hong Kong has a comprehensive automatic teller machines network, and credit cards are widely accepted.

### 6.2 Language

The official languages are Chinese (Cantonese and Mandarin) and English (widely spoken in the Government and by the legal, professional and business sectors).

### 6.3 Weather

The Hong Kong Observatory ([www.hko.gov.hk](http://www.hko.gov.hk)) provides weather forecasts, including a useful 9-day forecast.

#### 6.4 Electricity

Mains electricity supply is 50Hz alternating current at 220 Volts. The majority of power sockets take a three-pronged square-style plug as shown below.



Figure 2 – Common power socket

#### 6.5 Water

Water from public mains meets international health standards. Electric kettles are available in most hotels. Bottled water is readily available.

#### 6.6 Telephone

Public telephones accept coins, credit cards or phone cards. Prepaid SIM cards can be purchased at convenience stores.

#### 6.7 Tipping

Most hotels and restaurants add a 10% service charge to bills. Some people reward good service with an additional 5% and give porters and the like a small tip. Rounding the taxi fare up to the nearest dollar as a small tip is a common practice, while taxi should follow meter to charge as the baseline.

#### 6.8 Time Zone

Hong Kong is eight hours ahead of Coordinated Universal Time (UTC +8).

#### 6.9 Other Useful Information

Discover Hong Kong (<https://www.discoverhongkong.com/>) is a website hosted by the Hong Kong Tourism Board which provides other useful travel and tourist information.



## Appendix A

### NOVOTEL CITYGATE HONG KONG

51 MAN TUNG ROAD, TUNG CHUNG, HONG KONG, CHINA






Standard Room - 28 sq.m

The Essence – All day Restaurant

IN BALANCE Fitness

Room Type (in sqm)	Standard rooms with 28 sq.m (available for one queen bed or two single bed, bedding subject to Hotel's availability upon confirmation)
Room Rate	HK\$1,250 nett per room per night; rate include ONE buffet breakfast OR
	HK\$1,350 nett per room per night; rate include TWO buffet breakfasts
	The above rate inclusive of 10% service charge and 3% government tax non-commissionable
Booking method:	Please contact Ms. Flora Chu (flora.chu@accor.com) for further reservation
Payment terms	Guarantee by guest credit card and payment settled upon check out
Shuttle Bus Service:	Free airport scheduled shuttle service is available on a first-come-first-serve basis
Hotel Contact:	Ms Flora Chu - Director of Sales, Office Phone: +852 3602 8803, E-maill address: flora.chu@accor.com
	<a href="https://www.novotelcitygate.com">https://www.novotelcitygate.com</a>

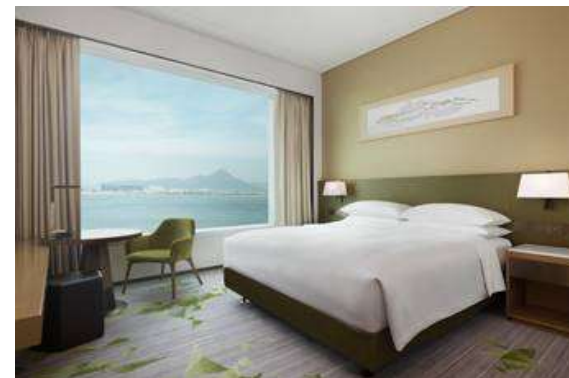
## Appendix A

THE SILVERI HONG KONG - MGALLERY	
16 TAT TUNG ROAD, TUNG CHUNG, HONG KONG, CHINA	
	
Classic Room – Urban Oasis View - 26 sq.m	Bathroom Design for Classic Room – Urban Oasis View
	
Classic Room – Urban Oasis View - 26 sq.m	Daily Breakfast Buffet at The Enclave
Room Type (in sqm)	Classic room – Urban Oasis View (26 sq.m) (available one queen bed or two single bed, Bedding subject to Hotel's availability upon confirmation)
Room Rate	HK\$1,450 nett per room per night; rate include ONE buffet breakfast OR HK\$1,550 nettper room per night; rate include TWO buffet breakfasts The above rate inclusive of 10% service charge and 3% government tax non-commissionable
Booking method:	Room booking via a hotel website (by Booking Link) / Please find Ms. Flora Chu (flora.chu@accor.com) for reservation
Payment terms	Guarantee by guest credit card and payment settled upon check out
Shuttle Bus Service:	Free airport scheduled shuttle service is available on a first-come-first-serve basis
Hotel Contact:	Ms Flora Chu - Director of Sales, Office Phone: +852 3602 8803, E-maill address: flora.chu@accor.com <a href="https://www.thesilveri-hongkong.com">https://www.thesilveri-hongkong.com</a>

## Appendix A

### SHERATON HONG KONG TUNG CHUNG HOTEL

9 YI TUNG ROAD, TUNG CHUNG, LANTAU ISLAND, HONG KONG, CHINA



#### Guestrooms of Sheraton

Room Type (in sqm)	Deluxe Room (26 sq.m.)
Room Rates	HKD 1,450 +10% service charge +3% hotel accommodation tax per room per night (Room with daily breakfast for 1 person)
	Rate at HKD 1,600 +10% service charge +3% hotel accommodation tax per room per night (Room with daily breakfast for 2 persons)
Booking method:	<a href="#">Reservation-Link</a>
Payment terms	Guarantee by guest credit card and payment settled upon check out
Shuttle Bus Service:	Free shuttle service to Airport and Tung Chung MTR Station is available on a first-come-first-serve basis
Hotel Contact:	Ms. Niki Yeung - Assistant Director of Event Management
	Office Phone: +852 2352 8063, Email address: niki.yeung@sheraton.com
	<a href="http://www.sheratonhongkongtungchung.com">www.sheratonhongkongtungchung.com</a>



## Appendix A

### FOUR POINTS BY SHERATON HONG KONG TUNG CHUNG

9 YI TUNG ROAD, TUNG CHUNG, LANTAU ISLAND, HONG KONG, CHINA



Room Type (in sqm)	Traditional Room (20 sq.m)
Room Rates	Rate at HKD 900 +10% service charge +3% hotel accommodation tax per room per night (Room with daily breakfast for 1 person)
	Rate at HKD 1,000 +10% service charge +3% hotel accommodation tax per room per night (Room with daily breakfast for 2 persons)
Booking method:	<a href="#">Reservation-Link</a>
Payment terms	Guarantee by guest credit card and payment settled upon check out
Shuttle Bus Service:	Free shuttle service to Airport and Tung Chung MTR Station is available on a first-come-first-serve basis
Hotel Contact:	Ms. Niki Yeung - Assistant Director of Event Management
	Office Phone: +852 2352 8063, Email address: niki.yeung@sheraton.com
	<a href="http://www.fourpointshongkongtungchung.com">www.fourpointshongkongtungchung.com</a>

## Appendix A

REGALA SKYCITY HOTEL		
8 AIRPORT EXPO BOULEVARD, HONG KONG INTERNATIONAL AIRPORT, CHEK LAP KOK, HONG KONG		
Room Type (in sqm)	Single Occupancy	Double Occupancy
Garden View Room (17 sqm)	HKD 880	HKD 980
Seaview Room (17 sqm)	HKD 1,130	HKD 1,230
Deluxe Suite (34 sqm)	HKD 1,680	HKD 1,780
The above rates are non-commissionable and subject to 10% service charges and 3% hotel accommodation tax per room per night		
The above rates include daily breakfast at Petra per paid room occupancy		
Shuttle Bus Service:	Complimentary hotel shuttle bus service is available between Hong Kong International Airport, Regala Skycity Hotel and Tung Chung MTR Station, on first-come-first-served basis	
Booking method:	<a href="#">ica0aac5</a>	
Payment terms	Guarantee by guest credit card and payment settled upon check out	
Hotel Contact:	Office Phone: +852 3556 3213, Email address: <a href="mailto:stay@skycity.regala-hotels.com">stay@skycity.regala-hotels.com</a>	
	<a href="http://skycity.regala-hotels.com/">http://skycity.regala-hotels.com/</a>	

## Appendix A

REGAL AIRPORT HOTEL		
9 CHEONG TAT ROAD, HONG KONG INTERNATIONAL AIRPORT, CHEK LAP KOK, HONG KONG		
Room Type (in sqm)	Single Occupancy	Double Occupancy
Superior Room (27 sqm)	HK\$980	HK\$1,080
Deluxe Room (29 sqm)	HK\$1,180	HK\$1,280
Deluxe Suite (72 sqm)	HK\$1,980	HK\$1,980
The above rates are non-commissionable and subject to 10% service charges and 3% hotel accommodation tax per room per night		
10% discount for individual bookings confirmed on or before 24 September 2025		
The above rates include daily breakfast at Café Aficionado per paid room occupancy		
Booking method:	<a href="#">icaoaac5</a>	
Payment terms	Guarantee by guest credit card and payment settled upon check out	
Hotel Contact:	Office Phone: +852 2286 8688, Email address: <a href="mailto:stay@airport.regalhotel.com">stay@airport.regalhotel.com</a>	
	<a href="https://www.regalhotel.com/en/regal-airport-hotel">https://www.regalhotel.com/en/regal-airport-hotel</a>	

## Appendix A

HONG KONG SKYICITY MARRIOTT HOTEL	
1 SKY CITY ROAD EAST, HONG KONG INTERNATIONAL AIRPORT, LANTAU, HONG KONG	
Deluxe Room	HK\$1,310.00* (Room only) per room per night
	HK\$1,440.00* (with 1 daily buffet breakfast) per room per night
	HK\$1,570.00* (with 1 daily buffet breakfast) per room per night
Room type (King / Double – Double) requested is subject to availability.	
*Hotel's room rates are subject to service charge (10%) in effect at the time of check-out and non- commissionable.	
*Hotel's room rates are subject to hotel accommodation tax (3%).	
Shuttle Bus Service:	Complimentary hotel shuttle bus service is available between Hong Kong International Airport and Tung Chung MTR Station, on first-come-first-served basis
Booking method:	<a href="#">ICAOAAC5</a>
Payment terms	Guarantee by guest credit card and payment settled upon check out
Hotel Contact:	<a href="https://www.marriott.com/en-us/hotels/hkgap-hong-kong-skycity-marriott-hotel/overview/">https://www.marriott.com/en-us/hotels/hkgap-hong-kong-skycity-marriott-hotel/overview/</a>