

INTERNATIONAL CIVIL AVIATION ORGANIZATION
ASIA AND PACIFIC OFFICETHE EIGHTH MEETING OF THE ASIA/PACIFIC GBAS/SBAS IMPLEMENTATION
TASK FORCE (GBAS/SBAS ITF/8)*(Melbourne, Australia, 12-14 May 2026)*

MEETING BULLETIN

1. Dates and Venue

1.1. The meeting will be held at the Flagstaff Room in the Courtyard by Marriott Hotel, Melbourne from **Tuesday 12 to Thursday 14 May 2026**. The meeting will start at 09:00 hours (Local time, UTC +10) each day. Details of the venue are provided below:

<p>Venue Name: Courtyard by Marriott Melbourne Flagstaff Gardens</p> <p>Location: 50 Batman Street West Melbourne, VIC 3003 Australia</p> <p>Map: Venue Map</p> <p>Website: Courtyard by Marriott</p> <p>Contact info: General +61 3-9120 1000</p> <p>Reservation Enquiries: Floriane Detrez GROUP RESERVATIONS SUPERVISOR E: groups.flagstaffgardens@courtyard.com T: +61 (0)3 9120 1018 Working days - Monday, Wednesday & Thursday</p> <p>Please use this link (CASA rate) for bookings at the negotiated rate (see note below)</p>	<p>How to get to the venue:</p> <p>The Courtyard by Marriott Melbourne Flagstaff Gardens is located in the city of Melbourne, approximately 21.5 km from Melbourne Airport.</p> <p>The hotel does not provide a shuttle service. Participants may catch a taxi or bus from the airport to the hotel.</p> <p>Further details on getting to the Courtyard by Marriott are available on the hotel website.</p>
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Note: CASA has negotiated a special room rate of A\$191/night (inclusive of a buffet breakfast for one person) for participants wishing to stay at the venue. This special rate will be valid until 30 days prior to the meeting. Please contact the Hotel Group Reservations Supervisor (details provided above) if you experience any problems making a booking.

2. Officers and Secretariat

NAME	TITLE	CONTACT
Mr. Raphael GUILLET	Chief of the Regional Sub Office ICAO Asia and Pacific Office Beijing, China	rguillet@icao.int

3. Registration and Access

3.1. All participants are requested to register using the [online registration](#), no later than **14 April 2026**.

3.2. Documentation requirement for Registration

- For Member State/Administration: A formal letter or email of Designation/Nomination is required for registration. It should be addressed to the ICAO Regional Director. Please include the full name, title, and email address of each nominee.
- For International organizations (IO): Please note that only international organizations which are recognized by ICAO can register to attend in this category. The following link contains a list of recognized IOs: [List of International Organizations](#).
- Please submit the letter or email of Designation/Nomination to apac-rso@icao.int; with a copy to rguillet@icao.int.

3.3. Participants from foreign countries are required to carry a passport for verification at the Registration Desk on the first day of the meeting. Citizens of the host State (Australia) should carry a valid government-issued identity card for the same purpose.

4. Meeting Documents, Papers for Distribution etc.

4.1. Participants are requested to note that working or information papers (WP/IP) for the meetings **must reach the ICAO APAC office** no later than **1 May 2026**. Please include a summary of WP/IP in the template available on the meeting webpage: <https://www.icao.int/APAC/meetingdocs?fid=31749>. Participants are advised to bring a laptop or suitable electronic device to connect to the meeting website. Paper documents in hardcopy will not be available.

5. Food and Catering Arrangements

5.1. A light lunch will be provided each day of the meeting, and tea and coffee will be provided during the morning and afternoon breaks.

6. Visa, Insurance and Customs

6.1. Participants must possess the documentation required to enter and stay in Australia. Entry into Australia for the purpose of attendance at the GBAS SBAS Implementation Task Force meeting is subject to usual visa and entry requirements.

6.2. It is the responsibility of each participant to ensure they obtain the appropriate travel documentation in advance. Participants who would like more information on Australian entry

requirements may visit the Department of Home Affairs website: [Entering Australia](#) and [Explore visa options](#).

6.3. Invitations will be revoked in the event that a participant is unable to obtain an appropriate visa.

6.4. 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.

6.5. Queries about visas and travel documents should be directed to the Australian mission or consulate in the participant's country of residence.

7. Hotel Reservations and Transportation

7.1. Participants are required to make their own accommodation arrangements. Accommodation is available at the venue (Courtyard by Marriott). In addition, a list of nearby hotels is provided below for the convenience of participants who choose not to stay at the venue. Participants should contact hotels directly for a reservation. The ICAO APAC Office does not take responsibility for any incident arising from a stay of the participant in any of the listed hotels.

Other hotels nearby

The Savoy Hotel
630 Little Collins Street, Melbourne VIC 3000
savoyhotelmelbourne.com
+61 3 9622 8888

Movenpick Hotel
160 Spencer St, Melbourne VIC 3000
movenpick.accor.com
+61 3 9600 5400

Peppers Docklands Melbourne
679 La Trobe St, Docklands VIC 3008
all.accor.com
+61 3 9190 0000

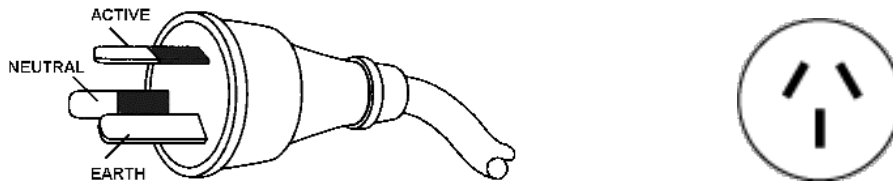
7.2. Participants are required to make their own transportation arrangements from the airport to the city. When departing, the hotel can be requested to arrange for transportation to the airport, with the cost to be borne by the participant. Most taxis have a fare meter. Uber offers taxi services in Australia.

8. Further Information

8.1. Dress code for the meeting/event is business attire.

8.2. Weather: In May, average daily temperatures in Melbourne range from a low of 10°C to a high of 17°C.

- 8.3. Time Zone: Melbourne is 10 hours ahead of UTC (UTC + 10).
- 8.4. Currency: The official currency of Australia is the Australian dollar, sometimes abbreviated as \$, A\$, AU\$, or AUD.
- 8.5. Credit Cards & Banking Services/Money Exchange: Most businesses accept credit cards for payment of services. Banks offering financial services are available throughout Melbourne. Foreign currency may be exchanged to Australian dollars at money exchanges and some banks in the city.
- 8.6. Electricity Supply: The electricity supply at consumer sockets in buildings is typically 230 V (+10%/-6%), 50 Hz. Australia uses 3-pin plugs and matching sockets as shown in the diagram below. Electrical plug adapters may be purchased in Melbourne. Some hotels may have universal sockets designed to accept different types of plugs.



8.7. Contacts in Australia:

Participants with queries regarding the venue or conditions in Australia should contact either of the CASA officials listed below.

Ms Brenda Cattle Civil Aviation Safety Authority Canberra Ph.: +61 2 6217 1160 Email: Brenda.Cattle@casa.gov.au	Mr Kojo Owusu-Akyeampong Civil Aviation Safety Authority Canberra Ph.: +61 2 6217 1459 Email: Kojo.Owusu-Akyeampong@casa.gov.au
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Queries about the agenda and meeting arrangements should be directed to the meeting co-chairs and the ICAO APAC official listed earlier in the bulletin.
