



International Civil Aviation Organization

NORTH AMERICAN, CENTRAL AMERICAN AND CARIBBEAN OFFICE

ICAO SPECIAL IMPLEMENTATION PROJECT (SIP)

NAM/CAR/SAM Workshop on Business Case Analyses for the Implementation of CNS/ATM Systems Leading to a Seamless Global ATM System

(St. John's, Antigua, 28 September – 2 October 2009)

Business Case Analyses SIP/2009-IP/01 **REV.**

11/09/09

GENERAL INFORMATION

1. Venue and Dates

The **Workshop on Business Case Analyses for the Implementation of CNS/ATM Systems Leading to a Seamless Global ATM System** will be held in St. John's, Antigua at the Jolly Beach Resort and Spa from 28 September to 2 October 2009.

2. Address and contact numbers

Name of the Meeting's Coordinator: **D. Annette Michael**

Ministry of Tourism, Aviation & Culture

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3. Address and Contact Information – ICAO

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4. Participant Registration

Delegate registration will take place on Monday, 28 September 2009, from 08:30 to 09:00 hours.

5. Opening Ceremony

The opening session of the Workshop on Business Case Analyses for the Implementation of CNS/ATM Systems Leading to a Seamless Global ATM System will take place on Monday, 28 September 2009, at 09:00 hours at the Jolly Beach Resort and Spa.

6. Temperature

During the month of September, the temperature in St. John's, Antigua ranges from 30.5°C (86.9°F) to 24.4°C (75.9°F). The average humidity is 79.1%.

7. Money exchange

The East Caribbean Dollar is the national currency (\$1.00 USD = XCD\$2.67 approximately). Preferably, after your arrival you may exchange currency at local banks at the airport or in the city.

8. Credit cards

The international credit cards usually accepted in shopping centres, hotels and restaurants are: American Express (AMEX), Diners, MasterCard and Visa.

9. Lodging:

The suggested hotel, offering special rates to all participants of the Workshop on Business Case Analyses for the Implementation of CNS/ATM Systems Leading to a Seamless Global ATM System, is the following:

HOTEL	SINGLE/DOUBLE ROOM
Jolly Beach Resort and Spa Bolans Village St. Mary's Parish Antigua Tel: 268-462-0061 Fax: 268-562-2117 E-mail: info@jollybeachresort.com Website: www.jollybeachresort.com	Standard Rooms (1 king bed) US\$140.00 Superior Rooms (2 queen beds or 1 king bed) US\$195.00 Rooms will be held in the above allocation until 18th September, 2009. Rooms not booked by this date will be released and bookings thereafter will be based on availability. Companion Rate of US\$95.00 per night will be applicable should persons decide to bring along their partners All inclusive rate includes: Accommodations; All Meals (Breakfast, Lunch & Dinner daily); Beverages (unlimited drinks by the glass, including house brand liquor, Caribbean beer, tropical/frozen drinks, house wine and soft drinks); Daily Activities program, Choice of two swimming pools (including 8000 sq. ft. Fantasy pool with swim up bar & waterfall) Use of Chaise Lounges & Towels, Tennis Complex, Fitness Center, and Live Nightly Entertainment, taxes and service charge. Note: All rooms face the ocean and are equipped with air conditioning and ceiling fans, hair dryer, television, direct dial telephone, clock radio, private bath, balcony or patio and in room pay safe. <u>GROUP CANCELLATION POLICY</u> Accommodation - "No shows" not communicated to the Resort within 3 days prior to arrival will be subject to 1 night's charge. Cancellations made 30 to -15 days prior to the date of the function- 50% of the deposit will be refunded. Cancellations made 14 to - 8 days prior to the date of the function - 25% of the deposit will be refunded.

HOTEL	SINGLE/DOUBLE ROOM
	Cancellations made 7 to - last day prior to the date of the function - no refund. <u>INCIDENTALS</u> Any incidental charges incurred by the group and/or any guests of the group are to be paid by the guest while onsite. These charges include telephone calls, meal charges, etc. <u>CHECK IN & CHECK OUT</u> Check-in is available after 3:00 p.m. Check-out should be by 12:00 noon

Participants **MUST** make their reservations directly with the hotel and indicate booking code **ICAO09** in order to enjoy the special rate. Bookings are to be confirmed by latest **18th September 2009**. Bookings after that date will be subject to availability due to high occupancy at the time.

10. Local transportation

The recommended method of transportation are taxis.

11. Hospitals

If necessary, emergency services are available, for more information inquiry at Hotel Front Desk or Dial locally 911 (Emergency number).

12. Commercial working hours

In the City from 8.00a.m to 5.00p.m hours approximately.

Banks, Monday to Thursday from 8.00a.m to 2.00p.m and Friday from 8.00a.m to 4.00p.m

In malls/shopping centres from 8.00a.m to 5.00p.m hours approximately and Supermarkets Monday to Sunday 8.00a.m to 10.00p.m

13. Electricity

110 Volts is the hotel standard. If 220 Volts are required, please request information at hotel registration.

14. Visa

To be verified at embassies and consulates in respective States.

15. Others

Tax charged to purchases is 15% and indicated as “inclusive” if already included in consumer prices. Tips in restaurants and related places are normally included in the bills. If not, then they are at your discretion. However, 10% is the norm.

The Airport departure tax is US\$20.00.