



# ICAO

International Civil Aviation Organization  
North American, Central American and Caribbean Office

GENERAL INFORMATION

**18th Workshop/Meeting Multilateral AIM of the SAM Region for the transition from AIS to AIM and Ninth North American, Central American and Caribbean Working Group (NACC/WG) Aeronautical Information Management Implementation Task Force Meeting (SAM/AIM/18 - AIM/TF/9)**  
Panama City, Panama, 18-22 May 2026

## GENERAL INFORMATION

### 1. Event Venue and Dates

The 18th AIM Multilateral Workshop/Meeting of the SAM Region for the transition from AIS to AIM (SAM/AIM/18) and **Ninth North American, Central American and Caribbean Working Group (NACC/WG) Aeronautical Information Management Implementation Task Force Meeting**, will be held from May 18 to 22, 2026 at the facilities of the Aeronautical Professional Training Institute (ISFPA), in Panama City, Republic of Panama.

**Aeronautical Professional Training Institute (<https://isfpa.edu.pa/>).**

Address: Building 611 of Ascanio Villalaz Avenue, in the township of Ancón, Panama City.  
XC9X+JV3, Unnamed Road, Panama  
Telephones: 520-0375

Below is a map with the location:



**2. Name of the NACC Meeting's Coordinator and Assistant, address and contact numbers**

**Mrs. Maily Plana Roque, Regional Officer Aeronautical Information Management (AIM)**

**Mr. Gerardo Kharriman, AIM Assistant**

ICAO NACC Regional Office

Calzada Mariano Escobedo 526, Third Floor, Anzures, Mexico City, Mexico

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**3. Participants Registration**

Participants must register in advance through the following link:

[Formulario de Inscripción RLA06901 - SAMAIM/18 y AIM/TF de la Región NACC – Fill out form.](#)

There will be a subsequent in-person registration of delegates on May 18, 2028.

**4. Opening Ceremony**

The opening session of the Workshop/Meeting will be held on May 18, 2026, in the ISFPA Auditorium Hall.

Participant Registration: 8:30 to 9:00 am

Event opens: 9:00 am

**5. Link for documentation and languages**

The event will be held in Spanish with simultaneous interpretation will be provided in English throughout the sessions. The documentation for the Meeting is being posted on the ICAO NACC Office Website. All participants must bring their own set of documentation (hard copy or electronically in a laptop) to the Meeting venue; there will be no hard copies available for distribution.

[NACC - Meetings | International Civil Aviation Organization](#)

## 6. Accommodation, maps and general information for Panama City, Panama

Recommended hotels, considering the location of the ISFPA and its proximity to the event venue, are presented in the chart below:

HOTEL	STARS	ADDRESS	PHONE	RATES PER NIGHT
<b>Hotel Albrook Inn.</b>	4	Calle Las Magnolias No. 14, Albrook, Panama City.	(+507) 315-1789 <a href="https://www.albrookinn.com/">https://www.albrookinn.com/</a>	<b>Individual Rate:</b> US\$85.50 Indicate that they are on behalf of the AAC.
<b>Marriott Panama Hotel</b>	4	Albrook Mall, Av.Roosevelt, Panama City	(+507) 307-0300 <a href="https://www.marriott.com/en-us/hotels/ptymc-marriott-panama-hotel/overview/">https://www.marriott.com/en-us/hotels/ptymc-marriott-panama-hotel/overview/</a>	<b>Individual Rate:</b> From US\$150.00
<b>Ramada Plaza Panama Hotel.</b>	4	Via Israel and Calle 71, San Francisco. Panama, Republic of Panama.	(+507) 322-0000 <a href="https://ramadaplazapanama.com/">https://ramadaplazapanama.com/</a>	<b>Individual Rate:</b> USD 93.50 +10% of VAT.
<b>Hilton Panama Hotel</b>	3	Balboa Avenue, Aquilino de la Guardia Street	(+507) 280-8000 / 294-8000 <a href="https://www.hilton.com/en/locations/panama/panam-a-city/hilton-hotels">https://www.hilton.com/en/locations/panama/panam-a-city/hilton-hotels</a>	<b>Individual Rate:</b> US\$253.00 + 10% VAT

The rates listed below may vary due to the fluctuation of the US dollar.

**NOTE:** Participants are encouraged to consult the following websites [www.trivago.com](http://www.trivago.com), [www.booking.com](http://www.booking.com), where they can find availability of space and rates of other hotels not added to this list.

**7. Temperature**

In the month of May, in Panama City, the climate is characterized by being hot and humid, typical of the rainy season, with temperatures ranging between 24 °C and 32 °C. Light clothing is recommended, as well as carrying an umbrella or raincoat for local transfers.

**8. Currency exchange**

The unit of currency in the Republic of Panama is the Balboa (PAB), which circulates at par with the United States dollar (USD), the latter being commonly used in all transactions. For updated information on the exchange rate, it is suggested to consult the official website of the National Bank of Panama (<https://www.banconal.com.pa/>).

Since the U.S. dollar is legal tender in Panama, exchange houses are not as prevalent as in other countries. However, there are some options available, especially in tourist areas and the Tocumen International Airport. Some options are:

**Italtransfer:**

This is one of the most well-known exchange houses in Panama.

You can find their main office at Ave. Balboa, Edif. Galerías Balboa P.B. Local 2

Telephones: (+507) 265-7270.

Cell: 6328-7366

Email: [info@italtransfer.com](mailto:info@italtransfer.com).

Other branches:

- Via Veneto
- The Andes
- Columbus
- Metromall
- Albrook Mall
- Via Argentina
- Plaza 5 de Mayo

**RedPlus:**

They have a presence at the Tocumen International Airport, with several locations located in different areas of the terminal.

**Multiplaza Pacific:**

Place: 3rd floor, Banking Area Phone: (+507) 391-1646 Hours:

Monday to Saturday: 10 AM – 8 PM

Sunday: 11 AM – 7 PM

**Albrook Mall:**

Location: Local panda hallway across Madison

Phone: (+507) 391-1646

Opening hours:

Monday to Saturday: 10 AM – 8 PM Sunday: 11 AM – 7 PM

**Paitilla:**

Telephones: (+507) 391-1646

Cell: 6398-1681

Opening hours:

Monday – Friday: 6:30 AM – 3 PM Saturday and Sunday: Closed

**Tocumen Airport:**

Location: Terminal 1 – Free Zonita

Phone: (+507) 202-7291

Hours: Monday to Sunday: 5:30 AM – 9:30 PM

Location: Terminal 2 – Free Zonita

Phone: (+507) 202-7292

Hours: Monday to Sunday: 5:30 AM – 9:30 PM

Location: Terminal 2 – South Pier Phone: (+507) 202-4983 Hours:

Monday to Sunday: 5:30 AM – 9:30 PM

**Money Gram:**

Location: Franz Building, Panama, Province of Panama - PANAMA CITY, EL CANGREJO,

Phone: (+507) 269-1544

**It is recommended to exchange any currency only at hotels, banks or authorized exchange houses.**

**9. Credit Cards**

International credit cards such as American Express, MasterCard, VISA, Diners Club, among others, are widely accepted in hotels, restaurants, shops and shopping centers in Panama City. Traveler's checks can be cashed at banks or authorized exchange houses.

**10. Business hours**

In Panama City, shopping malls and department stores are generally open from Monday to Sunday between 10:00 a.m. and 9:00 p.m. or 10:00 p.m., depending on the establishment.

The usual hours of banks are from Monday to Friday between 8:00 a.m. and 3:00 p.m., although some branches located in shopping centers may have extended hours.

**11. Electricity**

In the Republic of Panama, the electricity supply is 110–120 V / 60 Hz. The plugs are Type A (two parallel flat pins) and Type B (two parallel flat pins with a round grounding pin), similar to those used in the United States of America. It is advisable to bring a laptop adapter with you if necessary.



**12. Food restrictions**

Participants will appreciate it if they have any type of allergy or food restriction, in order to take it into consideration for the Coffee Breaks.

**13. Hospitals/Clinics**

For emergencies in Panama, you should call:

- Telephone Directory: 102.
- National Police: 104.
- Emergencies: 911.
- Fire Department: 103.
- Sinaproc: \*335 or 316-3200.
- Red Cross: \*455.

**a) Pacifica Health Hospitals:**

Phone: (+507) 204-8184 /Phones: 204-8157 / 8159,  
USA: 011-507- 204-8157 / 8159

Location: Boulevard Pacifica and Via Punta Darien, Panama City

**b) The Panama Clinic:**

Phone: (+507) 265-8800

Location: Pacific Center. Tower B, 20th Floor

**c) Paitilla Hospital:**

Phone: (+507) 265-8800

Location: National Avenue

**d) National Hospital of Panama:**

Phone: (+507) 207-8100 and 306-3300

Location: Cuba Avenue, between 38th and 39th streets in Panama City.

**14. Health Insurance**

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

**15. Passport, Visa, Vaccinations**

Foreigners with Transitory Stay (Non-Residents) (FUENTE TOCUMEN S.A.)

- Tourist Visa, authorized as the case may be.
- Ticket or travel ticket back to the country of origin or continuation of the trip.
- Economic solvency required, which must not be a minimum of five hundred balboas (\$500.00) or its equivalent in credit card, bank reference, letter of work or traveler's checks, in addition to according to the nationality where another amount is required. (Resolution 1017 bis of March 22, 2000).

- Passport or travel document valid for at least 6 months, on the date of obtaining the visa
- In some cases, the Immigration inspector may request the payment voucher from the hotel where you will be staying.

**If the person belongs to a country that can enter Panama, with a stamped visa, it means that the foreigner has two options:**

- Apply for the visa at the Panamanian Consulate and you will be able to arrive in Panama with the visa already stamped in your passport.
- If the person belongs to a country that is classified as a visa only, they have no option, to enter Panama they must previously request at the Panamanian Consulate, that the visa be stamped.
- In all cases, other entry requirements must be met. (Economic solvency, passport with a minimum validity of six months and return ticket to your country).

Sanitary requirements for entry to Panama:

Yellow fever vaccine for foreigners coming from Africa and Brazil.

## **16. Safety recommendations**

The security recommendations are common to every city, such as carrying only the necessary money, not unnecessarily displaying valuable jewelry, cameras, mobile phones.

For airport/hotel transportation, taxi service from companies authorized by the airport is suggested. For transportation within the city, the taxi service recommended by the hotel is suggested. In this case, the Ramada Hotel has a taxi service which has a cost of B/.30.00 for one or two people.

In Panama the recommended transportation are:

Uber: <https://www.uber.com/pa/es/>

Metro: <https://www.elmetrodepanama.com/linea-1/> -  
<https://www.elmetrodepanama.com/linea-2>

In the city there are independent or informal taxi drivers, who, as they do not belong to any company, do not provide security or guarantee. If you opt for an informal taxi, consider that you are exposing yourself to a very high risk.

### **Contact Civil Aviation Authority (CAA) Panama**

Mrs. Liz Urriola

IFSPA Director

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