Workshop for the Updating and Harmonization of Air Traffic Management (ATM) Contingency Plans of the States and Territories of the CAR Region (RACF)

San Salvador, El Salvador, from 2 to 6 November 2026

GENERAL INFORMATION

1. Event Venue and Dates

The Regional Workshop for the Updating and Harmonization of Air Traffic Management (ATM) Contingency Plans of the States and Territories of the CAR Region will be held in San Salvador, El Salvador, from 2 to 6 November 2026.

2. Name of the Meeting's Coordinator and Assistant, Address and Contact Numbers

COCESNA, host organization

Pablo Luna: SMS Specialist | pablo.luna@cocesna.org | 504 98763705
Gerberth Mancia: Station Manager | gerberth.mancia@cocesna.org

ICAO

Mr. Eddian Méndez, Regional Officer, Air Traffic Management and Search and Rescue
Mr. Alejandro Macías, Assistant
Telephone: + 52 55 5250 3211
Email: nacc-ATM@icao.int

3. Participants Registration

Participants shall register through the following link, which will be enabled for the event. In addition, on-site registration will be available at the venue.

RACF Registration Form – Complete the form

4. Documentation Link

Documentation for the Workshop will be posted on the ICAO NACC Regional Office website. Participants should therefore check the website frequently to download the documentation. All participants shall bring the documentation (in printed or electronic form on a laptop) to the meeting venue, as printed copies will not be distributed.

https://www.icao.int/nacc/meetings

5. Accommodation, maps and general venue information

Venue: Hilton San Salvador
Address: 89 Avenida Norte and 11 Calle Poniente, Colonia Escalón, San Salvador, El Salvador
Telephone: +503 2133-7000
Hours: 08:30 to 15:00

VENUE	MEETING ROOM	SCHEDULE
Hilton San Salvador	Boquerón	08:00 to 15:00



6. Opening Ceremony

The opening ceremony will take place on Monday, 2 November 2026, in the Boquerón Room at the Hilton San Salvador.

Registration time: 08:30
Opening time: 09:00

7. Accommodation and general information on San Salvador, El Salvador

Reservations shall be arranged individually, and expenses will be charged to each participant's personal account. Rates and availability are subject to confirmation when each reservation is finalized.

Hotel	Corporate rate	Stars	Address	Telephone
Plaza Hotel & Suites	USD 67.00 + taxes per night	4	87 North Avenue and 11 West Street, San Salvador, El Salvador	+50321337000
Hilton San Salvador	USD 149.00 + taxes per night	5	89 North Avenue and 11 West Street, Colonia Escalón, San Salvador 1101, El Salvador	+50321337000

Reservations

Hilton: https://www.hilton.com/en/hotels/salsahh-hilton-san-salvador/?SEO_id=GMB-AMER-HH-SALSAHH

Plaza Hotel & Suites: http://www.plazahotelandsuitessansalvador.com/

To confirm the reservation, the hotel requires a credit card as a guarantee. Due to demand and the proximity of the dates, participants are advised to book as early as possible to secure availability and retain the quoted rate.

8 Temperature

November falls within the transition period toward the dry season in El Salvador. As a climatological reference, San Salvador has average maximum temperatures of approximately 29 °C and minimum temperatures of around 19 °C; isolated rainfall and northerly wind events may still occur.

Recommended clothing:

- Lightweight professional attire for the sessions.
- A sweater or light jacket for air-conditioned areas.
- A compact umbrella or lightweight raincoat.
- Comfortable footwear and sun protection for outdoor travel.

9 Exchange rate/currency

The United States dollar (USD) is unrestricted legal tender in El Salvador and is used for everyday transactions. Participants are advised to carry US dollars for minor expenses, conduct financial transactions only at authorized establishments, and retain receipts

10 Credit Cards

International credit cards such as American Express, MasterCard and VISA are widely accepted at hotels, restaurants, shops and shopping centres in San Salvador

11. Business Hours

In San Salvador, shopping centres (malls) and large stores generally operate Monday through Sunday from 10:00 to 21:00 or 22:00, depending on the establishment.

Normal banking hours are Monday through Friday from 08:00 to 17:00, although some branches located in shopping centres may have extended hours

12. Electricity

Type A and B electrical outlets are normally used in El Salvador, with a nominal voltage of 115 V and a frequency of 60 Hz.

- Type A: two parallel flat pins, without grounding.
- Type B: two parallel flat pins and an additional grounding pin.
- Equipment rated for 100–240 V, 50/60 Hz normally requires only a physical adapter if the plug is different.
- Equipment rated exclusively for 220–240 V may require a converter or transformer.

13. Dietary Restrictions

Participants are kindly requested to advise of any allergies or dietary restrictions so that these may be taken into account for the coffee breaks.

14 Hospitals / Clinics

Service	Contact
National Civil Police	911
Fire Department	913
Emergency Medical Services System	132
Civil Protection	+503 2201-2424
Salvadoran Red Cross	+503 2239-4930

Medical centres:

- Hospital El Salvador, 222 Avenida La Revolución, telephone +503 2594-2100; Santa Elena facility, Bulevar Orden de Malta No. 470, telephone +503 2133-1207; San Jacinto facility, 10 Avenida Sur and Calle México, telephone +503 2133-1200;
- Hospital Nacional Rosales, telephone +503 2231-9200.

15. Medical Insurance

Participants shall have medical insurance with international coverage throughout their stay in El Salvador.

16. Passport, Visa and Vaccinations

Entry requirements depend on nationality and travel document. Citizens of Guatemala, Honduras and Nicaragua may enter with a valid identity document or passport in good condition. Citizens of other countries must present a valid passport and verify whether a visa is required. Foreign nationals already within the CA-4 region shall carry their passport and have a valid authorized period of stay in the region.

Participants requiring an invitation letter shall request it sufficiently in advance and provide their full name, nationality, passport number and expiry date, institution, title, and the embassy or consulate where the application will be submitted.

17. Safety Recommendations

Standard urban safety precautions are recommended, such as carrying only the necessary amount of cash and avoiding the unnecessary display of valuable jewellery, cameras, and mobile telephones.

For transportation between the airport and hotel, participants are advised to use taxi services operated by companies authorized by the airport. For transportation within the city, participants are advised to use taxi services recommended by the hotel.

Independent or informal taxi operators are available in the city; however, as they are not affiliated with a company, they do not provide the same level of security or assurance. Participants choosing an informal taxi should be aware that doing so entails a very high level of risk.

— END —