



# ICAO

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

GENERAL INFORMATION

## Eleventh North American, Central American and Caribbean Working Group Meeting (NACCWG11)

Guatemala City, Guatemala, 21 to 25 September 2026

### APPENDIX A GENERAL INFORMATION

#### 1. Event Venue and Dates

The Eleventh North American, Central American and Caribbean Working Group Meeting will take place at the Hotel Westin Camino Real, Guatemala City, Guatemala, from 21 to 25 September 2026.

#### **The Westin Camino Real, Guatemala**

Avenida La Reforma & 14 Calle, Guatemala City, 01010, Guatemala

Telephone: +502-2333-3000

Below is a map with the location:



## 2. Meeting's Coordinators Contacts

### COCESNA (Sponsor)

**Mr. Rony Montenegro**, Guatemala Station Manager

**Mrs. Blanca Flores**, Assistant

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### ICAO (Organizer)

**Mrs. Mayda Ávila**, Secretary, Regional Officer Communications, Navigation and Surveillance (RO/CNS)

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## 3. Participants Registration

Participants must register in advance through the following link: [NACCWG11-Registration](#)

There will be a subsequent in-person registration on the event venue on 21 September 2026, for all delegates, from 8:30 to 09:00 hours.

## 4. Opening Ceremony

The opening ceremony will take place on Izabal Hall, 21 September 2026, at 9:00 hours.

Participant registration 8:30 a 9:00 hrs.

## 5. Documentation Link

The documentation for the Meeting is being posted on the ICAO NACC Office Website; participants should check our website frequently to download the documentation. 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/WG/11](#)

## 6. Accommodation and general information of Panama City, Panama.

The recommended hotels, considering the location of the WESTIN CAMINO REAL HOTEL and its proximity to the event venue, are presented in the table below:

HOTEL	STARS	ADRESS	TELEPHONE	RATE PER NIGHT (USD)
<b>Westin Camino Real Hotel</b>	5	Street Camino Real 0-20 zona 10	502-2333-3000	\$123.00 + 22% TAX (SING ROMM) \$138.00+22% TAX (DOBLE ROOM)
<b>Biltmore Hotel</b>	4	15 calle 0-31 zona 10	502-2410-5000	\$88.00 + 22% TAX (SING ROMM) \$98.00+22% TAX (DOBLE ROOM)

\*\* THE BILMORE HOTEL IS LOCATED NEXT TO THE WESTIN CAMINO REAL HOTEL AND HAS ACCESS TO THE ROOMS INSIDE THE HOTEL SINCE BOTH COMMUNICATE AND BELONG TO THE SAME COMPANY.

WESTIN CAMINO REAL

<https://www.marriott.com/es/event-reservations/reservation-link.mi?id=1777582316405&key=GRP&guestreslink2=true&app=resvlink>

HOTEL BILTMORE

<https://caminobiltmore-guatemala.ihotelier.com/book/dates-of-stay?groupID=5060005>

For participants, the hotel has provided the code "**COCESNA**" and the rooms will be blocked with this number until August 30, 2026, after that date the participants must pay the rate stipulated by the hotel without discount, so we invite participants to make their reservations as soon as possible.

**7. Temperature**

## Guatemala City Weather (September 21-25)

During these days, Guatemala City is usually in the middle of the rainy season, with abundant cloud cover and frequent downpours, especially in the afternoon and evening. Temperatures tend to be mild, with highs around 23–25 °C and lows around 15–18 °C.

## Recommended clothing

The ideal is to dress in layers (t-shirt or light blouse + thin sweater or light jacket), because it can cool down in the morning and evening. Bring a raincoat or poncho and, if you are going to walk a lot, close shoes with good soles (better if they are waterproof). A compact umbrella is also useful.

**8. Exchange rate/currency**

The legal tender in Guatemala is the quetzal (symbol: Q; ISO code: GTQ), issued by the Bank of Guatemala. It is subdivided into 100 cents and used in everyday transactions nationwide.

Where to check the official exchange rate? [https://www.banguat.gob.gt/tipo\\_cambio](https://www.banguat.gob.gt/tipo_cambio)

It is recommended to make any currency exchange only in hotels and banks of the system. It is a requirement to bring your passport.

**9. Credit Cards**

International credit cards such as American Express, MasterCard and VISA, are widely accepted in hotels, restaurants, shops and shopping centers in Guatemala City. Traveler's checks can be cashed at the banks in the system.

**10. Business Hours**

In Guatemala 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 5:00 p.m., although some branches located in shopping centers may have extended hours.

## 11. Electricity

In Guatemala, the domestic electrical network is alternating current (AC) with a standard of 120 V and 60 Hz (similar to the US).

### Plug/outlet types

- Type A (two parallel flat pins, no ground). It is also identified as NEMA 1-15.
- Type B (two parallel flat pins + ground peg). It is also identified as NEMA 5-15.
- Practical recommendations
- If your charger or equipment says, "Input 100–240V ~ 50/60Hz", you'll usually only need a plug adapter (if your plug isn't type A/B).
- If your equipment is only 220–240V (e.g. some hair dryers), you may need a converter/transformer in addition to the adapter.
- In some places there are still Type A (without soil) intakes; if your plug is Type B (grounded), you may want to bring an adapter or use a Type B outlet when available.



## 12. Food Restrictions

Participants will be appreciated 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 Guatemala, you should call:

- National Police: 110
- Fire Department: 122 / 123

### Hospital Phone(s)

- Herrera Llerandi Hospital: 2384 5959
- Esperanza University Hospital: 2415-9000
- Hospital Medical Center: 2319-4600
- El Pilar Hospital: 2420-0000

**14. Health Insurance**

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

**15. Passport, Visa, Vaccinations**

The requirements for foreigners to enter Guatemala depend on their nationality (whether they require a visa or not), but in general the Guatemalan Institute of Migration (IGM) indicates:

- Valid passport in good condition.
- Corresponding visa, when applicable (according to the classification of countries categories A/B/C).
- Hotel reservation or proof of where you will be staying.
- Return ticket or other means that guarantees departure from the country.
- Fill out the Regional Traveler's Affidavit (DJRV) from SAT (for entry/exit). You can do it on the official SAT website Regional Traveler's Affidavit: <https://portal.sat.gob.gt/portal/declaracion-jurada-regional-de-viajero/>

**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 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 very high risk.

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