



E-CAR/SAM-NE ICG/2
IP/01
14/06/02

**INTERNATIONAL CIVIL AVIATION ORGANIZATION
SOUTH AMERICAN REGIONAL OFFICE**

**Second Meeting of the Informal Coordination Group of the East
Caribbean and North Eastern South American**

(Caracas, Venezuela, 22 to 25 July 2002)

General Information

1. Organization, Site & Dates

The Second Meeting of the Informal Coordination Group of the East Caribbean and North Eastern South American will take place in Caracas, Venezuela, from 22 to 25 July 2002, at the facilities of the Hotel Gran Meliá Caracas.

2. Address of the Meeting

Hotel Gran Meliá Caracas
Av. Casanova c/Calle El Recreo,
Urb. Sabana Grande
Caracas, Venezuela

Fax: (58-212) 762 3737
Telephone: (58-212) 762 8111
Web page: www.solmelia.com

2. Registration of participants

The registration of delegates will be carried out on Monday, 22 July, 2002, from 08:30 to 09:00 hours.

4. Opening Session

The opening session of this meeting will take place on Monday, 22 July, 2002, at 09:00 hours in the Salón Río Amazonas.

5. **Temperature**

The temperature ranges from 25°C (77° F) to 29°C (84.2° F) in Caracas, during the month of July. humidity average: 81%. Possible rains.

6. **Exchange rate**

The national currency is Bolívar. The current exchange rate is Bs. 1250 per US\$1.00, which may vary. Preferably, the exchange of money should be made in banks or authorized places (Airport and Malls).

7. **Credit Cards**

The following international credit cards are accepted in stores and restaurants: Visa, Master Card, American Express and Diners.

8. **Lodging**

The following hotels suggested provide special reduced rates for participants to the meeting. The hotel where the meeting will be located in one of the most important malls of the city.

Hotel	Address	Single/Double Room US\$	Breakfast US\$	Tax
Gran Meliá Caracas *****	Av. Casanova c/Calle El Recreo, Urb. Sábana Grande Tel: (58-212) 762 8111 Fax: (58-212) 762 3737 Web: www.solmelia.com	110	Includes Continental breakfast	Not included
Lincoln Suites *****	Av. Fco. Solano, entre Av. Los Jabillos y San Jerónimo, Sabana Grande Tel: (58-212) 762 8575 Fax: (58-212) 761 3072 Web: www.lincoln-suites.com.ve	85	Includes American breakfast– buffet type	Not included

9. **Hotel reservations**

Please make reservations directly at your preference hotel, indicating that you will participate at the E-CAR/SAM-NE ICG/2 Meeting, in accordance with MINFRA. The organizers of the meeting shall assist you in the confirmation of reservations.

10. **Transportation**

Upon arrival to Simon Bolivar International Airport, participants are recommended to use the exclusive taxis service from Taxi Tour company, for the transportation airport-hotel. The approximate cost is US\$25.00

No local transportation will be provided.

11. **Hospitals**

The hotel where the meeting will be held has First-aid Medical services.

12. **Coordination of the Meeting**

Contact persons: Eng. Leonardo Torres Yépez
Eng. Davidsa Guzmán Salazar
Dirección de Ingeniería del Tránsito Aéreo
Apartado 1010
Caracas, Venezuela
Telephones: (58-212) 509 2460, 509 2461
Fax: (58-212) 509 2464
E-mail: ltorresy@cantv.net
davidsags@yahoo.com

13. **Electricity**

110 Volts/60Hz.

14. **Airport tax:**

Airport tax is US\$ 40.00.

15. **Visa**

Kindly verify in the respective embassies, which are the requirements for visa.

16. **Tours**

At the lobby of the hotel, some tours will be offered.

17. **Others**

The tax for purchases (IVA) is included in the prices to the consumer. In restaurants the bill include the IVA (14.5%) and services charge (10%), tips are not included. A 5% in addition to the total bill is suggested as tip. The taxi service of the hotel is recommended, since it is safe and efficient.

Attachment

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South American Office**

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DELEGATES/ADVISORS REGISTRATION FORM

(To be submitted as soon as possible)

Name:	
Organization / Company:	
Position:	
Address:	
.....	
.....	
City:	ZIP Code:
Country:	Telephone:
Fax:	AFTN :
SITA:	E-mail :
Flight Information	
Arrival Flight / Date and hour:	
Departure Flight / Date and hour :	
Hotel during the meeting:	
Single Room:	
Double Room:	
Other:	
(*) -Transportation Airport-to-Hotel will not be provided	
<u>Comments and especial requests</u>	
For comments and other suggestions, meeting organization committee will be available in:	
E-mail: ltorresy@cantv.net / davidsags@yahoo.com	
Tel: (58-212) 509 2460, 509 2461	Fax: (58-212) 509 2464