

**INTERNATIONAL CIVIL AVIATION ORGANIZATION  
SOUTH AMERICAN OFFICE, LIMA**

**SECOND MEETING OF THE RVSM TASK FORCE  
(Sao José Dos Campos, Sao Paulo, Brazil, 8 to 12 July 2002)**

**INFORMATION BULLETIN**

1. **Organization, Site & Dates**

This meeting will take place at the facilities of the Carlton Plaza, São José dos Campos, Sao Paulo.

Tel/Fax: (55-12) 3942 7666  
E-mail: [carltonj.@carltonhoteis.com.br](mailto:carltonj.@carltonhoteis.com.br)  
Website: [www.carltonhoteis.com.br](http://www.carltonhoteis.com.br)

3. **Languages**

The meeting would be conducted in English only.

4. **Opening Session**

The opening session of this meeting will take place on Monday 8 July 2002, (1000 hours) at the facilities of the Carlton Plaza Hotel.

Subject to confirmation by the Meeting, the daily work schedule will be as follows:

|                               |                 |
|-------------------------------|-----------------|
| Monday:                       | 1000-1500 hours |
| Tuesday, Wednesday & Thursday | 0900-1500 hours |
| Friday:                       | 1000-1230 hours |

5. **Registration**

The registration of participants will be held at the meeting's registration desk, Carlton Plaza Hotel.

6. **Secretariat of the Meeting**

Mr. Roberto Arca, RVSM/TF Rapporteur will chair the meeting.

7. **Passport and visa requirements**

A valid passport and visa are required for citizens from certain countries. To this effect, delegates are kindly requested to complete the formalities **in advance** in order to obtain entry visa from any Brazilian embassy, prior to departure.

Delegates who may anticipate difficulties with the immigration procedures should contact Mr. Ari Portela, to the following e-mail: [ATM1-1@depv.gov.br](mailto:ATM1-1@depv.gov.br)

8. **Temperature**

In Sao Jose Dos Campos, the temperature ranges from 12°C to 15°C.

9. **Exchange rate and Credit cards**

The current exchange rate is 2.60 Reais per US\$1.00. Preferably, the exchange of money should be made in banks or authorized places. The following international credit cards are accepted: Visa, Diners Club, Master Card and American Express.

10. **Lodging**

Following hotels are suggested:

| <b>Hotel</b>  | <b>Teléfono/Fax<br/>Telephone/Fax</b>  | <b>Habitación Simple/Doble US\$<br/>Single/Double Room US\$</b>  |
|---|--|--|
| Carlton Plaza Hotel   | Telefax: +5512 3942 7666<br><br>E-mail: <a href="mailto:carltonj.@carltonhoteis.com.br">carltonj.@carltonhoteis.com.br</a> | Single: R\$79.00<br>Double: R\$89.00<br>Triple: R\$119.00  |
| Hotel Eldorado****<br><br>Av. Dr. Nelson Dávila,<br>233 – Centro      | Tel: (12) 3941-8588 - Fax: 3921-4047   | Single R\$ 84.00<br>Double R\$ 100.00<br>Accepts all credit cards<br>Acepta tarjeta de crédito : Todos   |
| Novotel*****<br><br>Av. Dr. Nelson Dávila,<br>2200 - Vila das Acácias | Tel: (12) 3928-1011<br>Fax: 3921-1860<br>Reservas/<br>Reservations: 0800-11-1790   | Single R\$ 140.00<br>Double R\$168.00<br>Accepts all credit cards<br>Acepta tarjeta de crédito: Todos  |
| Astor Hotel<br><br>Av. Dr. Nelson Dávila,<br>933 - Centro             | Tel: (12) 3941-6999  | Single R\$ 50.00<br>Double R\$ 80:00<br>Credit cards accepted: American<br>Express, Visa<br>Acepta tarjeta de crédito: American<br>Express, Visa |

11. **Hotel reservations**

Please make your reservations as soon as possible.

12. **Transportation**

From the Guarulhos airport to hotel, you may travel by bus. The bus is from the “Pássaro Marrom”, leaving from Terminal 2. The hours it leaves the airport are as follows: 8:00, 10:00, 12:00, 14:00, 16:15, 17:15, 18:30, 20:30 and 23:30. The price is R\$6.93

During the Meeting, the CGNA will kindly provide transportation between the area of the hotels and the Meeting site. The bus from CGNA will make the following trip (first day of the meeting):

Hotel Novotel: 08:30 h.

Hotel Astor: 08:35 h.

Hotel Eldorado: 08:45 h.

**Note:** Participants staying at other hotels should go to one of the above-mentioned hotels to pick up the bus.

13. **Taxis**

There are several authorized taxi services at the São José dos Campos Airport. The rate to the area where the hotels are located is approximately US\$ 7.00.

15. **Hospitals**

The Santa Casa de São José Dos Campos is the recommended hospital.

16. **Useful telephones**

CGNA Secretary – (55-21) 3913 - 1822

Brazilian RVSM-TF Member - Saulo José da Silva – (55-21) 9922-7084

17. **Electricity** 220 Volts/60Hz.

18. **Airport tax:** Airport tax is US\$ 36.00.

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South American Office**

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**DELEGATES/ADVISORS REGISTRATION FORM**

(To be submitted before 03/JUL/02)

|  |                         |
|--|-------------------------|
| <b>Name:</b>   |                         |
| <b>Organization / Company:</b>   |                         |
| <b>Position:</b>   |                         |
| <b>Address:</b> .....  |                         |
| .....  |                         |
| .....  |                         |
| <b>City:</b> .....   | <b>ZIP Code:</b> .....  |
| <b>Country:</b> .....  | <b>Telephone:</b> ..... |
| <b>Fax:</b> .....  | <b>AFTN :</b> .....     |
| <b>SITA:</b> .....   | <b>E-mail :</b> .....   |
| <b>Flight Information</b>  |                         |
| <b>Arrival Flight / Date and hour:</b> .....   |                         |
| <b>Departure Flight / Date and hour :</b> .....  |                         |
| <b>Hotel during the meeting:</b>   |                         |
| <b>Single Room:</b>  |                         |
| <b>Double Room:</b>  |                         |
| <b>Other:</b>  |                         |
| (*) -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:  | atm3-7@depv.gov.br      |
| Tel:   | (55-21) 3814-6281       |
|  | (55-21) 9922-7084       |
|  | Fax: (55-21) 3814-6088  |