

**INTERNATIONAL CIVIL AVIATION ORGANIZATION
SOUTH AMERICAN OFFICE**

**SECOND MEETING OF THE INFORMAL COORDINATION GROUP OF THE EAST
CARIBBEAN AND NORTH EASTERN SOUTH AMERICAN
(E-CAR/SAM-NE ICG/2)**

(Caracas, Venezuela, 1 to 5 December 2003)

General Information

1. Site and date of the Meeting

The Second Meeting of the Informal Coordination Group of the East Caribbean and North Eastern South American, will be held in Caracas City, Venezuela, from 01 to 05 December 2003 at the Gran Meliá Caracas Hotel.

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

Tel: (58-212) 762 8111

Website: www.solmelia.com

3. Participants Registration

The Registration of participants will take place on Monday 1 December 2003, from 8:00 to 9:00 hours. Kindly fill-in **Appendix A** of this information paper and send it to this Regional Office as soon as possible.

4. Opening of the Meeting

The opening session of the Meeting will take place on Monday, 01 December at 9:00 hours at the Salón Río Amazonas.

5. **Temperature**

During the month of December, the temperature in Caracas, varies approximately from 25°C (77°F) to 29°C (84,2°F). The average humidity is 81%.

6. **Money exchange**

The national currency is the Bolívar. Currently the exchange rate is approximately Bs. 1600 per US\$ 1.00. It is recommended to exchange money at Commercial stores (Airport and malls).

7. **Credit Cards**

Master Card and visa are the international credit cards mostly accepted in stores and restaurants.

8. **Hotels**

The following hotels are suggested, which provide a special rate for the participants to the meeting. The hotel where the meeting will be held has been incorporated to one of the most important malls in the city.

Hotel	Address	Single/Double Room US\$	Breakfast US\$	Tax
Gran Meliá Caracas*****	Av. Casanova c/Calle El Recreo, Urb. Sabana Grande Tel: (58-212) 762 8111 Fax: (58-212) 762 3737 Web: www.solmelia.com	US \$ 85,00 + 16% IVA +1% Tourism Fund	Includes Continental Type 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	Standard US \$ 49,00 Junior Suite US \$ 58,00 + 16% IVA +1% Tourism Fund	Includes American Type Buffet Breakfast	Not included

9. **Hotel reservations**

Hotel reservations must be made directly at the preferred hotel, indicating that you will participate at the ICAO E-CAR/SAM-NE ICG/2 Meeting, in agreement with the INAC. The officers who organize this meeting will assist with the confirmation of reservations.

10. **Transportation**

Upon arrival to “Simón Bolívar” International Airport, it is recommended to use the exclusive taxis service of the airport from the enterprise Taxi Tour. The approximate rate from the airport to the hotels is \$ 25.00.

No local transportation service will be provided, in view that the other recommended hotel is very close to the hotel in which the meeting will be held, walking distance of only ten minutes, and there is a heavy traffic in the city.

11. **Hospitals**

The hotel where the meeting will be held has First Aid Medical Services.

12. **Coordination of the Meeting**

Contact persons: Lic. Carolina Motta
Tel: 058-212-5092311.
212-5092317.
Email.: OACIVZLA@yahoo.com
RelacionesinstitucionalesINAC@yahoo.com

Tel: Lic. Gladis Herrera
058-212-5092347

13. **Electricity**

110 Volts, 60 Hz.

14. **Airport Tax**

The airport tax is approximately US \$ 40.

15. **Visa**

You should verify in the respective Embassies the requirements.

16. **Tours**

Tours plans will be offered at the meeting's hotel lobby

17. Other

The purchasing tax (IVA) is included in the prices. In restaurants the bill includes the IVA tax (16%) and (10%), charge per service. Tips are not included. An additional 5% from the amount of the bill tip is recommended.

The hotel's taxi service is recommended, since the service is safe and efficient.



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FORMULARIO DE REGISTRO / REGISTRATION FORM

1. Estado/*State*:

Organismo/*Organization*:

2. Nombre/ *Name*:

3. Cargo /*Position*:

4. Participa como / *Participates as*:

Miembro/
Member

Alterno/
Deputy

Delegado/
Delegate

Observador/
Observer

Ponente/
Lecturer

5. Dirección oficial /

Business address:

6. Tel.: _____

Fax: _____

E-mail: _____

7. Hotel o dirección en la
ciudad /

Hotel or local address:

8. Información de vuelo/

Flight information:

Vuelo llegada/ fecha/ hora/
Arrival flight/ date/ hour:

Vuelo salida/ fecha/ hora/
Departure flight/ date/ hour:

9. Deseo recibir los documentos **durante la reunión** en: (Una copia Español

English

I wish to receive the documents during the meeting in: (One copy per participant)

Firma/

Signature:

Fecha/

Date: