



WGS-84
IP/01
04/09/03

INTERNATIONAL CIVIL AVIATION ORGANIZATION

SOUTH AMERICAN OFFICE

WGS-84 SEMINAR/WORKSHOP

(Rio de Janeiro, Brazil, 01 to 05 December 2003)

(Presented by the Secretariat)

General Information

1. **Place and date of the Seminar/Workshop**

The WGS-84 Seminar/Workshop, will take place at the Excelsior Copacabana Hotel, in Rio de Janeiro, Brazil, from 01 to 05 December 2003.

2. **Address of the Seminar/Workshop**

The Excelsior Copacabana Hotel is situated at Avenida Atlantica N° 1800, Copacabana, Rio de Janeiro-RJ, Brazil.

Telephone: (5521) 2545-6000
Fax: (5521) 2557-1850
E-mail: reservas.excelsior@windsorhoteis.com.br
Web page: www-windsorhoteis.com

3. **Languages**

The Seminar/Workshop will be conducted in Spanish language. Interpretation to English will be offered as per participants' requirements.

4. **Participants registration**

The delegates' registration will take place on Monday 01 December 2003, from 08:30 to 09:00 hours. On **Appendix A** you will find a registration form, to be duly filled out and sent back to this Regional Office as soon as possible.

5. **Opening of the Seminar/Workshop**

The opening session of the Seminar/Workshop will take place on Monday, 01 December 2003, in the Mar da Barra Room, Excelsior Copacabana Hotel, Rio de Janeiro, at 09:00 hours.

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

Monday:	09:00- 15:00 hours
Tuesday, Wednesday and Thursday:	08:45- 15:00 hours
Friday:	10:00- 13:00 hours

6. **Temperature**

In the month of December, the temperature in Rio de Janeiro ranges from 28°C to 35EC. The average humidity is 79%.

7. **Money exchange**

The Real is the national currency. Currently, the currency exchange is equivalent to approximately R\$ 2.90 per US\$ 1.00. It is suggested to change money in banks, at working hours from 10:00 to 16:00 hours. Authorized money exchange agencies, located at shopping centres, remain open until 22:00 hours. It is also possible to exchange US-Dollars at the Excelsior Copacabana Hotel.

8. **Credit cards**

The international credit cards usually accepted in hotels, shopping centres and restaurants are: American Express (AMEX), Diners, Mastercard/Cyrrus and VISA.

9. **Lodging :**

The suggested hotels listed below provide special reduced rates to all Seminar/Workshop participants:

HOTEL	ADDRESS	ROOM		BREAKFAST	TAX
		Simple	Double		
Excelsior Copacabana Hotel Rio de Janeiro	Av. Atlântica 1800, Copacabana, Ríó de Janeiro Tel.: (5521) 2545-6000 Fax: (5521) 2257-1850 Mail: reservas.excelsior@windsorhoteis.com.br Web: www.windsorhoteils.com	R\$252.00 US\$90.00	R\$275.00 US\$98.00	Included	10% service + 5% ISS

HOTEL	ADDRESS	ROOM		BREAKFAST	TAX
		Simple	Double		
Plaza Copacabana Hotel	Av. Princesa Isabel 263, Copacabana, Río de Janeiro Tel.: (5521) 2586-0000 Fax: (5521) 2543-8071 Mail: reservas.plaza@windsorhoteis.com.br	R\$191.00 US\$68.00	R\$211.00 US\$75.00	Included	10% service + 5% ISS
Windsor Palace Hotel	Rua Domingos Ferreira N° 6, Copacabana, Río de Janeiro Tel.: (5521) 2548-0098 Fax: (5521) 2549-9373 Mail: reservas.windsor@windsorhoteis.com.br	R\$161.00 US\$57.00	R\$178.00 US\$63.00	Included	10% service + 5% ISS

10. **Hotel reservation**

Hotel reservations should be made directly to the hotel of your preference, according to the list provided, through fax or e-mail. In addition, you may be asked to provide the number and expiration date of a credit card, in order to guarantee the reservation.

11. **Transportation**

Taxi company COOTRAMO, are the official transporters of the event. This company has a desk on the arrival area of the Galeão International Airport-Rio de Janeiro. Telephone: (5521) 3398-3751.

The rate from the airport to the Excelsior Copacabana Hotel offered by the special taxi company supporting the guests of the hotel, is R\$ 56.00. The Excelsior Copacabana Hotel is located 30 minutes from the Galeão International Airport.

There are also buses, which leave every 20 minutes from the Galeão International Airport to Copacabana, where the Excelsior Copacabana Hotel is located.

12. **Hospitals**

If required, following hospitals are suggested:

- **Hospital Copa D'OR**
Rua Figueiredo Magalhães N° 875
Copacabana, Rio de Janeiro

Tel.: (21) 2542-3600

- **Emergency Hospital Miguel Couto**
Rua Bartolomeu Mitre N° 1108
Leblon, Rio de Janeiro

Tel.: (21) 2274-6050

- **Hospital de Lagoa**
Rua Jardim Botânico N° 501
Lagoa, Rio de Janeiro

Tel.: (21) 2529-4242 / 3111-5100

13. **Commercial working hours**

Approximately from 09:00 to 19:00 hours. At shopping centres, from 10:00 to 22:00 hours.

14. **Electricity**

110 Volts.

15. **Airport tax**

The departure tax is R\$ 9.15 (domestic flights) and US\$ 36.00 (international flights).

16. **Visa and vaccination requirements**

Verify in the corresponding Embassies and/or Brazilian Missions of the concerned country.

17. **Others**

The sales tax is included in the prices. Tips in restaurants and equivalent places are 10% of services provided and are mostly included in the total amount. The city of Rio de Janeiro provides a good taxi service. In Brazil, the payment of the taxi service is only for the total amount, without tip.

APÉNDICE A / APPENDIX A



ORGANIZACIÓN DE AVIACIÓN CIVIL INTERNACIONAL
INTERNATIONAL CIVIL AVIATION ORGANIZATION

SEMINARIO/TALLER WGS-84
WGS-84 SEMINAR/WORKSHOP

(Rio de Janeiro, Brazil, 01 to 05 December 2003)

FORMULARIO DE REGISTRO / REGISTRATION FORM

(A ser enviada antes del 17 de octubre de 2003/To be sent until 17 October 2003)

1. Estado/State:

Organismo/Organization:

2. Nombre/
Name

3. Cargo/Position:

4. Participa como/ Participates as:

Miembro/
Member

Alterno/
Deputy

Delegado/
Delegate

Observador/
Observer

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
por participante)

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

Firma/
Signature:

Fecha/
Date:
