



International Civil Aviation Organization
ICAO South American Regional Office
Regional Training Courses on ADREP/ECCAIRS Systems
(Bogota, Colombia, 17 to 21 November 2008)

GENERAL INFORMATION

1. Site and date

The Regional Training Courses on ADREP/ECCAIRS Systems will be held at the Centro de Estudios y Ciencias Aeronáuticas, CEA, Av. El Dorado No. 103 – 23, Bogota, Colombia, from 17 to 21 November 2008. The opening session will be held at the “Auditorium Rafael Valdés Tavera”.

2. Contact address and telephones

Nubia Inés Sánchez Medina
Teléfonos: + 57 1 2663626 / 2663769
Fax: + 57 1 2662562
E-mail: nsanchez@aerocivil.gov.co
Página Web: www.aerocivil.gov.co

3. Language

The event will be carried out in Spanish and English, with simultaneous interpretation.

4. Opening session

The opening session will be carried out on Monday 17 November 2008, at 09:30 hours at the “Auditorium Rafael Valdés Tavera”, the rooms in which training will be held will be assigned thereafter. The registration of delegates shall take place the same day, at 08:30 hours.

Registration of participants: 08:30 – 09:00
Opening session: 09:30 – 09:45

The schedule of the course will be as follows:

Monday 09:45 - 15:00 horas
Tuesday to Friday: 09:00 - 15:00 horas

5. Passport and visa requirements

Valid passport and visa are required for some citizens. To this end, delegates shall comply with the formalities **with enough time in advance**, in order to obtain a visa at the Colombian Embassy or Colombian Consulate of their countries. Additional information may be obtained at the Foreign Affairs Ministry website: www.minrelext.gov.co/, prior to departure.

6. Temperature

During the month of **November**, the weather in Bogota shall be as follows:

- This month is usually a month of transition (partly-humid), with few rains in the mountains zone, particularly this week in Bogota cloudy sky is mainly expected with few rains in the evenings.
- Relative humidity shall be high (between 75 and 85%).
- Air temperatures shall vary between 10° C at dawn and 20° C during warm hours.
- Winds shall be predominantly from East with a speed of up to 10 knots.

7. Currency and credit cards

The current exchange rate is equivalent to **\$1,800.00** Colombian pesos per US \$ 1.00. It is recommended to exchange money in exchange houses, *avoiding people in the street (there is a minimum difference)*. International Credit Cards such as American Express, Master Card, VISA, Diners Club, are usually accepted.

8. Lodging

The city of Bogota have excellent hotels, furthermore, the Civil Aviation administration has agreed corporative rates with HABITEL Hotel, CROWNE PLAZA TEQUENDAMA BOGOTA Hotel and LA FERIA Hotel. Information can also be obtained at the following websites: www.bogotaturismo.gov.co/directorios/hoteles/index.php or www.tripadvisor.es/Hotels-g294074-Bogota-hotels.html

Hotel	Address/Telephone/Fax Website/E-mail/Reservations	Single US\$	Double US\$
HABITEL	Address: Avenida El Dorado No. 100 - 97 Telephone: +57 (1) 4199999 Ext. 724 Fax: +57 (1) 4199999 Ext. 789 CONTACT: Claudia Patricia Guerrero R. CODE: AERONAUTICA CIVIL COLOMBIANA RESERVATIONS: claudia.guerrero@hotelhabitel.com This Hotel includes: <ul style="list-style-type: none"> • Transportation Hotel – Airport – Hotel, in small bus Mercedes Benz • Buffet breakfast with daily variation • Free Internet • Business Center Service • Concierge service • Spa • Jacuzzi – Turkish bath 	157	186

Hotel	Address/Telephone/Fax Website/E-mail/Reservations	Single US\$	Double US\$
	<p>This Hotel is located near the Centro de Estudios de Ciencias Aeronáuticas (CEA).</p> <p>Does not include: IVA Tax 10%, Hotel insurance \$4.500, per person per night.</p> <p><i>Note: The rate in dollars will be applied according to the daily TRM.</i></p>		
<p>CROWNE PLAZA Tequendama Bogota</p>	<p>Address: Avenida Carrera 10 No. 26 - 21 Telephone: +57 (1) 3828929 o 3820303 Ext. 2224 Fax: +57 (1) 342 47 39</p> <p>CONTACT: Heidy Yanitra Rodriguez Domínguez CODE: AERONAUTICA CIVIL COLOMBIANA RESERVATIONS: Heidy.rodriguez@ihg.com</p> <p>This Hotel includes:</p> <ul style="list-style-type: none"> • Buffet breakfast • Free wireless Internet at the rooms • Sleep Amenities Kit of the exclusive program “Sleep Advantage” • Bedding Kit with 7 pillows menu • The rate includes transportation Hotel-Centro de Estudios de Ciencias Aeronáuticas (CEA)-Hotel, during the week of the training. <p>Does not include: IVA Tax 10%, Hotel insurance \$6.000, per person per night.</p> <p><i>Note: The rate in dollars will be applied according to the daily TRM.</i></p>	134	148

Hotel	Address/Telephone/Fax Website/E-mail/Reservations	Single US\$	Double US\$
DE LA FERIA	Address: Avenida Calle 42 No 43ª - 85 Telephone: +57 (1) 5923636 Ext. 2343 Fax: +57 (1) 5206844 CONTACT: Nelly Forero CODE: AERONAUTICA CIVIL COLOMBIANA RESERVATIONS: nelly.forero@hotelesestelar.com This Hotel includes: <ul style="list-style-type: none"> • Buffet breakfast • Dinner (daily menu) • Transportation hotel-airport-hotel Does not include: IVA Tax 10%, Hotel insurance \$7.000 <i>Note: The rate in dollars will be applied according to the daily TRM.</i>	111	144

Note: When making reservations, please indicate of your participation at the Regional Training Courses on ADREP/ECCAIRS Systems.

9. **Hotel reservations**

Participants should make their reservations directly to the preferred hotel, sending a copy to Ms. Nubia Sánchez Medina, Telephone +57 1 266-3527 or +57 1 266-3769, Extension 3626. E-mail: nsanchez@aerocivil.gov.co.

10. **Taxis**

There are taxis authorized at the airport. The rate to the suggested hotels is from \$20,000.00 to \$30,000 Colombian pesos or US\$10.00 to US\$15.00, approximately.

11. **Hospital**

In case of an emergency, the recommended Hospital is Hospital Universitario San Ignacio, located at Carrera 7 No. 40 – 62, Telephone 594 6161.

12. **Electricity**

110 volts.

13. **Airport taxes**

- International Airport Tax US\$ 32.00
- National tax US\$ 25.00

The following persons are tax-exempt from the national tax:

- a) Foreign tourists visiting or in transit in Colombia, when permanence in the country does not exceed sixty (60) days.
- b) Passengers with diplomatic passports.



**Organización de Aviación Civil Internacional /
International Civil Aviation Organization**
Oficina Regional Sudamericana / South American Regional Office
Cursos Regionales de Capacitación sobre los Sistemas ADREP/ECCAIRS
(Bogotá, Colombia, 17 al 21 de noviembre de 2008)

REGISTRATION SHEET / HOJA DE REGISTRO

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: _____

Firma/
Signature: _____ Fecha/
Date: _____