



International Civil Aviation Organization
UNDP/ICAO RLA/98/003 Regional Project
Transition to CNS/ATM Systems in the CAR/SAM Regions
First Seminar/Workshop on ATM Automation
(Rio de Janeiro, Brazil, from 11 to 13 June 2008)

GENERAL INFORMATION

(Presented by the Secretariat)

1. **Place and date of the meeting**

Sessions of the First Seminar/Workshop on ATM Automation will take place in Rio de Janeiro, Brazil, from 11 to 13 June 2008, in Hotel Excelsior, Sal3n Mar da Barra.

2. **Contact address and telephone numbers**

Hotel Excelsior is located in Av. Atl3ntica, 1800 – Copacabana, Rio de Janeiro.

Telephone: (00 55 21) 2195 5800
Fax: (00 55 21) 2549 8183
E-mail: reservas.excelsior@windsorhoteis.com.br
Web page: www.windsorhoteis.com

3. **Participants registry**

Participants should register on Wednesday, 11 June 2008, from 08:30 to 09:00 hours.

4. **Opening**

Opening session will take place on Wednesday, 11 June 2008, at 09:00 hours, in Sal3n Mar da Barra, Hotel Excelsior.

5. **Language and documentation**

The seminar will be carried out in Spanish. Documentation will be included in ICAO South American Regional Office Web page, <http://www.lima.icao.int>. No documentation hard copies will be distributed during the event.

6. **Temperature**

In June, temperature in Rio de Janeiro varies from 15°C to 27°C. Average humidity is 78%.

7. Money exchange and credit cards

Presently, exchange rate is R\$ 1,70 per US\$ 1.00. Preferably, Money change should be done in banks or money exchange houses, trying to avoid street money exchangers (difference is minimum). **International** credit cards usually accepted are: Visa, Diners, Master Card and American Express. Most of shops and restaurants accept payment in American Dollars.

8. Passport and visa requirement

A valid passport and visa is required for citizens of certain countries. For this effect, it is required that delegates take care of formalities with the necessary anticipation in order to obtain a visa in the Brazilian Consular Office of home country before departure. (Verify requirements for citizens of each particular State.)

9. Hotel accommodations

Participants should make their own reservations directly with the hotel of their preference at earliest possible.

Suggested hotels as well as their updated tariffs are indicated below. (Also, it is suggested to ask for the tariff when doing the reservation since it is possible that prices vary without previous notice.)

NOTE: *When making the reservation, please mention your participation in ICAO Meeting.*

Hotel	Address/Telephone/Fax Web Page/Electronic mail	Single R\$	Double R\$
Hotel Excelsior Rio de Janeiro	Av. Atlântica, 1800 - Copacabana Tel.: 55 21 2195 5800 Fax.: 55 21 2549 8183 Web Page: www.windsorhoteis.com Email: reservas.excelsior@windsorhoteis.com.br This is the hotel where the meeting will take place. Therefore, it is recommended that delegates make their reservation in this hotel in order to reduce extra transportation expenses.	357,00 +10% service + 5% tax +USD1,50 Room Tax Breakfast included.	392,00 +10% service + 5% tax +USD1,50 Room Tax Breakfast included.
Hotel Plaza	Av Princesa Isabel, 263 – Copacabana Tel.: 55 21 2195 5500 Fax.: 55 21 2549 9373 Web Page: www.windsorhoteis.com Email: reservas.excelsior@windsorhoteis.com.br	252,00 +10% service + 5% tax +USD1,50 Room Tax Breakfast included.	279,00 +10% service + 5% tax +USD1,50 Room Tax Breakfast included.

Hotel	Address/Telephone/Fax Web Page/Electronic mail	Single R\$	Double R\$
Hotel Windsor Palace	Rua Domingos Ferreira, 6 – Copacabana Tel.: 55 21 2195 6600 Fax.: 55 21 2549 9373 Web Page: www.windsorhoteis.com Email: reservas.excelsior@windsorhoteis.com.br	213,00 +10% service + 5% tax +USD1,50 Room Tax Breakfast included.	235,00 +10% service + 5% tax +USD1,50 Room Tax Breakfast included.

10. **Transportation**

Galeão International Airport, Tom Jobim, is located approximately at 30 minutes of Copacabana, where the meeting will take place.

The airport has an excellent authorized taxi service. Taxi service from the airport to the area of hotel suggested in this information paper normally costs, R\$ 52,00 (Fifty two Reais).

As an alternative, special bus service is available, going from Terminal 1 to Terminal 2 every 20 minutes, which tariff is R\$ 6,00 (six Reais). This bus makes a stop in front of Hotel Excelsior in Copacabana and also near the Hotels Plaza and Windsor. This a safe and reliable transportation service.

11. **Hospitals**

In case of need, the following hospital is suggested:

Copa D'Or

Address: Rua Figueiredo Magalhães, 875 - Copacabana

Telephone: 55 21 2545 3600

12. **Electricity**

110 Volts/60 Hz.

13. **Airport tax**

The exit tax at the Galeão Tom Jobim airport is US\$ 36,00 (international flights).
