



International Civil Aviation Organization
South American Regional Office
Global Aviation Safety Roadmap Workshop
(Bogota, Colombia, 19 to 23 May 2008)

GASR 2008-IP/01
07/02/08

GENERAL INFORMATION

1. Site and date

The Global Aviation Safety Roadmap Workshop will be held at **Hotel Crowne Plaza Tequendama** in Santa Fe de Bogota D.C., Colombia, from 19 to 23 May 2008.

- Address: Avenida Carrera 10 No. 26 – 21
- Telephone: + 57 1 3822929
- Fax: + 57 1 3424739
- E-mail: heidy.rodriguez@ichotelsgroup.com

2. Contact address and telephones

Alejandra Aristizabal Castañeda
Phones: + 57 1 2663626 / 2663527 / 2663379
Fax: + 57 1 4138586
E-mail: alejandra.aristizabal@aerocivil.gov.co
nsanchez@aerocivil.gov.co
Website: www.aerocivil.gov.co

3. Opening Session

The opening session of the event will be carried out on Monday 19 May 2008, at 09:30 hours at the **Esmeralda Room, Hotel Crowne Plaza Tequendama**. The registration of delegates shall take place on the same day, at 08:00 hours.

The schedule of the meeting is as follows:

Monday	09:30 – 15:00 hours
Tuesday, Wednesday and Thursday	08:00 – 15:00 hours
Friday	08:00 – 11.10 hours

4. Languages

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

5. Registration of participants

The participants are requested to register in anticipation with the ICAO SAM Office, sending as soon as possible the attached register sheet. A further registration will take place in the registration desk of the Meeting, between 08:00 and 09:00 am, during the first day of the meeting, so you should bring your registry sheet duly filled.

6. **Temperature**

During the month of **May**, the weather shall be as follows:

- The month of May is usually humid, with plenty rainfalls of varied duration, rains (some with electric storms) and drizzles, mainly appearing after midday and at night.
- Relative humidity shall be predominantly high (between 75 and 85%).
- Air temperatures shall vary between 09° C at dawn and 20° C during warm hours.
- Winds (soft) shall be predominantly from East and North-east with a velocity between 5 and 15 Km/hour.
- In general, in the morning and at night, the wind chill factor will be low, due to the high relative humidity of the air and some winds, the weather shall be good at midday, with an increment in cloudiness in the evening.

7. **Local transportation and lodging**

Hotel reservations should be made directly to the hotel, copied to Alejandra Aristizabal C., Telephone: +57 1 2663527 or +57 1 2663626.
E-mail: alejandra.aristizabal@aerocivil.gov.co / nsanchez@aerocivil.gov.co

Participants should directly coordinate their transportation from/to the site of the meeting. They should also arrange their flight reservations on their own. Authorized taxis service is available at the airport. The rate to the area where the hotels are located is approximately US\$10 to US\$15.

Suggested hotels are:

Hotel	Address/Telephone/Fax Website/E-mail	Single US\$	Double US\$
Hotel Crowne Plaza Tequendama Site of the Event	Avenida Carrera 10 No. 26 – 21 Tel: + 57 1 3822929 Fax: + 57 1 3424739 E-mail: heidy.rodriquez@ichotelsgroup.com (for reservations) Website: www.crwneplaza.com/bog These rates include: * Bouffet breakfast * 10% tax and hotel insurance * Emergency medical service with Suma (special prices) * Business center service at the Hotel Lobby with Internet (additional charge)	Deluxe US\$110.00 (\$192.500 Pesos) Junior Suite Club US\$164.00 (\$286.500 Pesos)	Deluxe US\$123.00 (\$214.500 Pesos) Junior Suite Club US\$176.00 (\$308.500 Pesos)

Hotel	Address/Telephone/Fax Website/E-mail	Single US\$	Double US\$
Casa Medina Hotel	Carrera 7 # 69A-22 Tel: + 57 1 217 0288 / 312 0299 Fax: + 57 1 312 3769 / 212 6668 E-mail: reserv-casamedina@hoteles-charleston.com Standard Standard Deluxe Junior Suite Grand Suite Suite Medina House * Taxes not included (IVA 10%)	TARIFA RACK (without discount) USD\$310 USD\$325 USD\$332 USD\$405 USD\$600	TARIFA ESPECIAL USD\$248 USD\$260 USD\$266 USD\$324 USD\$480
Hotel Charleston Bogota	Carrera 13 # 85-46 Tel: +57 1 257 1100 / 636 3611 Fax: +57 1 616 0687 / 236 7981 E-mail: reserv-charlesbog@hoteles-harleston.com Standard Standard Deluxe Junior Suite Grand Suite Suite Medina House * Taxes not included (IVA 10%)	TARIFA RACK (without discount) USD\$310 USD\$325 USD\$332 USD\$405 USD\$600	TARIFA ESPECIAL USD\$248 USD\$260 USD\$266 USD\$324 USD\$480
Hotel Capital	Avenida el Dorado No 69A-51 Int 2 Tel: +57 1 423 3000 Fax: +57 1 423 3003 Reservas: +57 1 423 3001 E-mail: hotel.capital@ghlhoteles.com These rates include: * Bouffet breakfast * Transportation Airport-Hotel-Airport * Medical assistance 24 hours * Courtesy snack from 8.00 pm (Monday to Friday) ** Does not include taxes (IVA 10%), \$5.000 for hotel insurance and \$1.000 for contribution to Convention & visitors Bureau.	\$210.000 Pesos (Traditional) \$250.000 (Higher standard) * Hotel exchange rate \$1.700 per dollar.	\$250.000 Pesos (Traditional) \$290.000 (Higher standard)

8. 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 Colombian Embassy, prior to departure. Any additional information can be verified at the website of the Ministry of Foreign Affairs, www.minrelext.gov.co.

9. **Currency and credit cards**

The current Exchange rate is Pesos **2,140** per US\$1.00. It is better to exchange money in banks or 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.

10. **Hospital**

If necessary, the Health Emergency Line (24 hours) is 125 or 3649090.

Emergency line 123.

11. **Electricity**

110/60 hz. Volts.

12. **Airport taxes**

Airport tax rate for international passengers from Colombia is US\$ 57.00, distributed as follows:

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

Note: The following persons are tax-exempt from the National Tax:

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

MAP OF BOGOTA



MAP FROM THE AIRPORT TO THE HOTEL





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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: _____