



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

## 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](mailto:heidy.rodriguez@ichotelsgroup.com)

### 2. Contact address and telephones

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**Phones:** + 57 1 2663626 / 2663527 / 2663379  
**Fax:** + 57 1 4138586  
**E-mail:** [alejandra.aristizabal@aerocivil.gov.co](mailto:alejandra.aristizabal@aerocivil.gov.co)  
[nsanchez@aerocivil.gov.co](mailto:nsanchez@aerocivil.gov.co)  
**Website:** [www.aerocivil.gov.co](http://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 – 11.30 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:

- This month is usually rainy, with almost no sun in the Andes zone, especially during this week in Bogota, rains will frequently appear in the afternoon.
- Relative humidity shall be high (between 75 and 95%).
- Air temperatures shall vary between 10° C at dawn and 20° C during warm hours.
- Winds during daytime shall be predominantly from East with a velocity up to 4 knots and at night from North East with a velocity up to 8 knots.

## 7. **Local transportation and lodging**

The city of Bogota has excellent hotels, in addition, the Civil Aviation Administration has arranged corporative rates with *Hotel Crowne Plaza Tequendama*, *Hotel Casa Medina*, *Hotel Charleston Bogot[a]*, *Hotel Capital*. You can also access the website [www.hoteles-bogota.com](http://www.hoteles-bogota.com).

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](mailto:alejandra.aristizabal@aerocivil.gov.co) / [nsanchez@aerocivil.gov.co](mailto: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 and their current rates, subject to variation, are as follows:

*Note: when making your reservation please mention your participation at the ICAO meeting.*

<b>Hotel</b>	<b>Address/Telephone/Fax Website/E-mail</b>	<b>Single US\$</b>	<b>Double US\$</b>
<b>Hotel Crowne Plaza Tequendama Site of the Event</b>	Avenida Carrera 10 No. 26 – 21 Tel: + 57 1 3822929 Fax: + 57 1 3424739 E-mail: heidy.rodriguez@ichotelsgroup.com (for reservations) Website: www.crowneplaza.com/bog  These rates include: * Bouffet breakfast * 10% tax and hotel insurance * Wireless internet at the rooms	Deluxe US\$134.00 (\$233.700 Pesos)  Junior Suite Ejecutivo US\$199.00 (\$348.100 Pesos)	Deluxe US\$148.00 (\$259.500 Pesos)  Junior Suite Ejecutivo US\$214.00 (\$373.900 Pesos)

Hotel	Address/Telephone/Fax Website/E-mail	Single US\$	Double US\$
<b>Casa Medina Hotel</b>	Carrera 7 # 69A-22 Tel: + 57 1 217 0288 / 312 0299 Fax: + 57 1 312 3769 / 212 6668 E-mail: <a href="mailto:tcadena@hoteles-charleston.com">tcadena@hoteles-charleston.com</a>  Standard Standard Deluxe Junior Suite Grand Suite Suite Medina House  * Taxes not included (IVA 10%)	<b>TARIFA RACK</b> (without discount)  USD\$310 USD\$325 USD\$332 USD\$405 USD\$600	<b>TARIFA ESPECIAL</b>  USD\$248 USD\$260 USD\$266 USD\$324 USD\$480
<b>Hotel Charleston Bogota</b>	Carrera 13 # 85-46 Tel: +57 1 257 1100 / 636 3611 Fax: +57 1 616 0687 / 236 7981 E-mail: <a href="mailto:tcadena@hoteles-charleston.com">tcadena@hoteles-charleston.com</a>  Standard Standard Deluxe Junior Suite Grand Suite Suite Medina House  * Taxes not included (IVA 10%)	<b>TARIFA RACK</b> (without discount)  USD\$310 USD\$325 USD\$332 USD\$405 USD\$600	<b>TARIFA ESPECIAL</b>  USD\$248 USD\$260 USD\$266 USD\$324 USD\$480
<b>Hotel Capital</b>	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: <a href="mailto:hotel.capital@ghlhoteles.com">hotel.capital@ghlhoteles.com</a>  Traditional Higher level Junior Suite  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.	USD\$124 USD\$140 USD\$182	USD\$140 USD\$155 USD\$197

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](http://www.minrelext.gov.co).

9. **Currency and credit cards**

The current Exchange rate is Pesos 2,000 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.

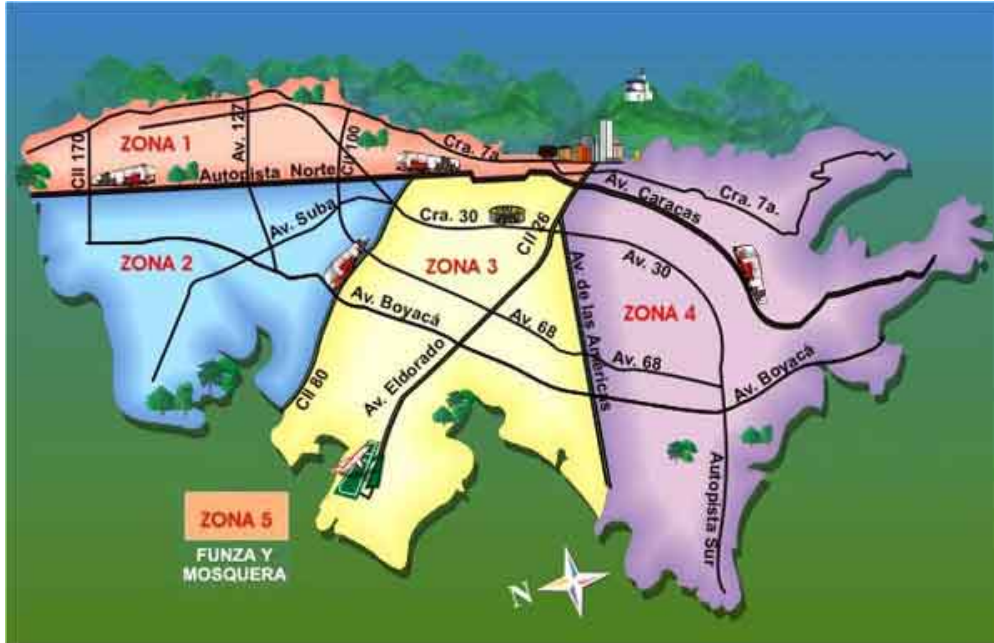
12. **Airport taxes**

Airport tax rate for international passengers from Colombia is US\$ 63.00.

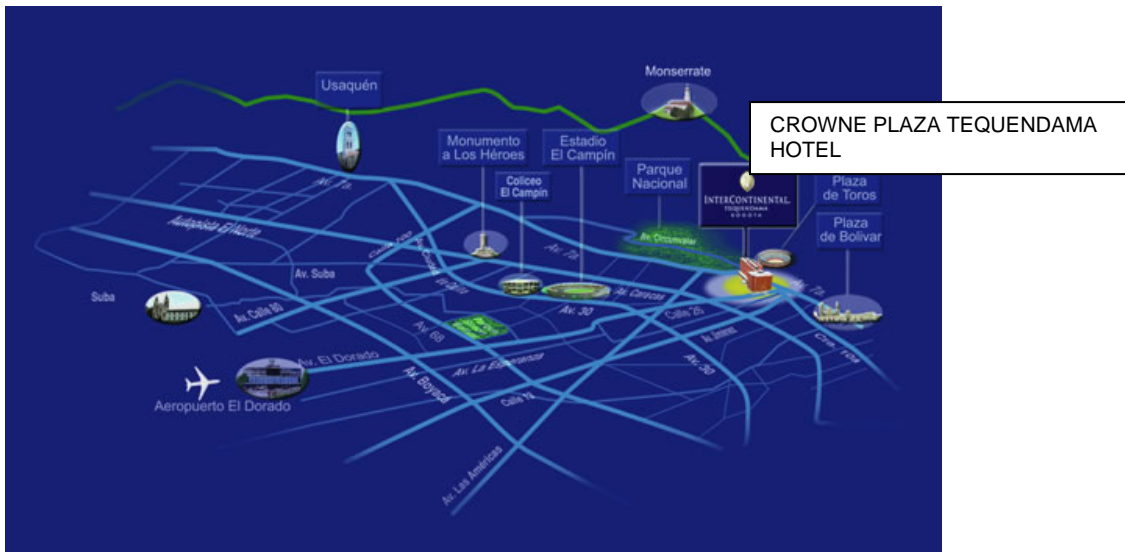
Note: The following persons are tax-exempt from the National Tax:

- 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





**Organización de Aviación Civil Internacional /  
International Civil Aviation Organization**  
Oficina Regional Sudamericana / South American Regional Office  
**Taller de trabajo sobre la Hoja de Ruta de Seguridad Operacional /  
Global Aviation Safety Roadmap Workshop**  
(Bogotá, Colombia, 19 - 23 de mayo / May 2008)

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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*: \_\_\_\_\_