



SAR/5-SAM
IP/01
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INTERNATIONAL CIVIL AVIATION ORGANIZATION
South American Regional Office

Sixth Search and Rescue Services SAM Implementation Seminar-Workshop/Meeting

(SAR/6 - SAM)

(Santa Cruz, Bolivia, 25 to 29 August 2008)

GENERAL INFORMATION

(Presented by the Secretariat)

1. Place and date

The Sixth Search and Rescue Services SAM Implementation Seminar-Workshop/Meeting will be held Bogota, Colombia, from 25 to 29 August 2008.

2. Address and telephone contact number

Centro de Estudios y Ciencias Aeronáuticas (C.E.A.), Avenida El Dorado N° 103-23, Bogotá.

Tel: ++571 266-3769 ++571 266-3626 ++571 266-2952

Fax: ++571 266-2562

E-mail: luz.gonzalez@aerocivil.gov.co

nsanchez@aerocivil.gov.co

Website: www.aerocivil.gov.co

3. Languages

The meeting will be carried out in Spanish. If necessary, interpretation in English language is foreseen.

4. Opening session

Monday, 25 August 2008

Registration of participants: 08:30 – 09:00 hours

Opening session: 09:30 – 09:45 hours

Schedule of plenary sessions

Monday 25	1000-1500 hours
Tuesday, Wednesday and Thursday:	0900-1500 hours
Friday 29:	1000-1300 hours

5. **Registration of participants**

Registration of delegates shall be carried out on Monday 25 August 2008, at 0830 hours. The Registration desk will be located at the registration desk of the C.E.A. For identification purposes, it is required that delegates wear the badge that will be provided upon registration.

6. **Passport and visa requirements**

Valid passport and visa are required for certain countries citizens. To this effect, it is required that delegates comply with formalities, with **sufficient time in advance** in order to obtain the visa from any Colombian Embassy, prior to departure.

7. **Temperature**

During the month of August, temperature in Bogota varies from 08 ° C to 22° C. The average humidity is 70% to 80%..

8. **Money exchange and credit cards**

The currency in Colombia is the Colombian peso. Currently, Exchange rate is Colombian pesos . 1,910 per US \$ 1.00. It is preferred to make Money Exchange in banks or Money Exchange houses, **avoiding Exchange in other places**, such as the street. (there is a minimum difference). Credit cards as usually accepted are Visa, Diners, Master Card and American Express. Most of the stores and restaurants accept payment in US\$.

9. **Hotels**

Bogota has excellent hotels. Also, the Civil Aviation Administration has agreed on corporative rates with Habitel Hotel (Located 5 min. where the event will be held. Hotel Capital, Hotel Tequendama. To consult other hotels, you may access website: www.hoteles-bogota.com/

Following are suggested hotels:

HOTEL HABITEL	TARIFA “Corporativa” (Aeronáutica Civil)
Address: Avenida El Dorado No. 100 – 97 Tel + 57 (1) 419 99 99 Ext. 720 Fax: +57 (1) 419 99 99 Ext. 789 Contact: Claudia P. Guerrero R. Key: Aeronáutica Civil Colombiana Reservations: claudia.guerrero@hotelhabitel.com www.hotelhabitel.com	Executive room USD 157 Junior Suíte USD 159 Suíte USD 206 Additional person USD 30 Note: These rates are valid until 30 June 2008
Includes: Transport hotel/airport/Hotel; buffet breakfast, daily variation, internet services at no cost, Business Center service; Concierge services, gym, jacuzzi	
Does not include IVA tax of 10% on the rate, Hotel Insurance \$4.500,00 per person per night.	

HOTEL CAPITAL	TARIFA “Corporativa” (Aeronáutica Civil)
Address: Calle 25B No. 69ª - 50 Tel: +57 (1) 423 30 01 Fax: +57 (1) 423 30 03 Contact: Susana Salcedo Key: Aeronáutica Civil Colombiana Reservations: susana.salcedo@ghlhoteles.com E-mail: hotel.capital@ghlhoteles.com	Single room USD 124 Double room USD 140 Superior single room USD 140 SuperiorDouble room USD 155 Single Junior Suíte USD 182 Double Junior Suite USD 197 Note: Rates are effective until 30 June 2008
Please add: 10% of IVA tax on the lodging rate, \$ 5.000 for hotel insurance per person per night and \$1.000 per room only once during stay for the Agreement & visitors Bureau (subject to changes as per current law)	
Includes: Transportation airport/hotel/airport, Buffet breakfast served at El Paso restaurant, courtesy snack from 8:00 p.m. Monday through Friday, gym, sauna, jacuzzi and squash court, life music at night–Lobby Bar from Tuesday through Friday, medical assistance round the clock (emergency) safety box, shoe polish	

HOTEL CROWNE PLAZA TEQUENDAMA BOGOTA	“Corporative” Rate (Aeronáutica Civil)
Address: Carrera 10 No. 26 – 21 Tel: +57 (1) 3822929 Fax: +57 (1) 3424739 Contact: Heidy Rodríguez D. Key: Aeronáutica Civil Colombiana Reservations: heidy.rodriguez@ihg.com www.cptenquendama.com	Deluxe Single room USD 134 Double room USD 148 Junior Suite Executive floor single USD 199 Junior Suite Executive floor double USD 214
Includes: these rates have included the 10% of IVA tax and \$6.000 of hotel insurance per person per night, breakfast buffet, free wireless in the room, sleep amenities kit from the exclusive programme “Sleep Advantage”; also includes transportation hotel/CEA/hotel during the week of the event.	

RESERVATION CONDITION BY HOTELS. Kindly confirm reservation with letter from the company and/or credit card, accepting the no-show charge (when reservation is not complied); when reservations have not been guaranteed the room will be available at 06:00 PM of the arrival date. If cancellation occurs, kindly inform 24 hours before the arrival of the participant, otherwise, no-show will be charged to the company or the corresponding credit card..

Kindly make reservations directly to the hotel sending a copy to Ms. Nubia Inés Sánchez Medina, e-mail: nsanchez@aerocivil.gov.co fax: 571-2662562.

10. **Taxis**

Participants are recommend to use the taxi services authorized in order to reach their hotels.

11. **Hospitals**

There are hospitals and private clinics close to the meeting, in addition the Unidad Administrativa Especial de Aeronautica Civil has the Civil Aviation Medical Center that might assist in first aids to participants as required.

12. **Electricity**

110 Volts.

16. **Airport tax**

Airport taxi s US\$ 63.00.

ATTACHMENT TO IP/01

**Sexto Seminario-Taller/Reunión de Implantación de Búsqueda y Salvamento de la Región SAM
(SAR/6 - SAM)**

**Sixth Search and Rescue Services SAM Implementation Seminar-Workshop/Meeting
(SAR/6 - SAM)**

(Bogotá, Colombia, 25 al 29 de Agosto de 2008) / (Bogota, Colombia, 25 to 29 August 2008)

REGISTRATION SHEET / HOJA DE REGISTRO

Nombre/Name: _____

País u Organismo/State or Organization: _____

Actuando como / Acting as:

(D) Delegado / Delegate _____ (ADV) Asesor /Adviser: _____

(ALT) Suplente /Alternate _____ (OBS) Observador / Observer: _____

(E) Expositor / Speaker _____

Función en su país u Organización / Position in your State or Organization: _____

Dirección durante el Seminario(Nº Habitación/Hotel) / Address during Meeting (Nº Room/Hotel):

Fecha y Nº Vuelo previsto para su regreso/Date and Number of returning flight:

Dirección postal Oficina en su país/Postal Address of your Office:

Teléfono Oficial/Official telephone number: _____

Fax: _____ E-Mail: _____

Página Web/Web page: _____

Firma/Signature