



*International Civil Aviation Organization*  
**Second Meeting of the Regional Aviation Safety Group – Pan America**  
**(RASG-PA/02)**  
Bogota, Colombia, 3 to 6 November 2009

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**GENERAL INFORMATION**

(Presented by the Secretariat)

1. **Site and dates of the meeting**

The Second Regional Aviation Safety Group – Pan America Meeting (RASG-PA/02) will be held at the Victoria 1 Room of the Hotel CASA DANN CARLTON BOGOTA, Calle 94 # 19 – 71, Bogota, Colombia, from 3 to 6 November 2009.

Please note that the Third Meeting of the RASG-PA Executive Steering Committee will be held on Monday 2 November 2009 with the participation only of the Executive Steering Committee members.

2. **Contact information of the Meeting Coordinator**

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**Contact information of the Meeting Logistical Coordinator**

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E-mail: [nsanchez@aerocivil.gov.co](mailto:nsanchez@aerocivil.gov.co)

3. **Registration of Participants:**

The registration of delegates will be on Tuesday 3 November 2009 from 08.30 to 09.00

4. **Inaugural Session:**

The inaugural session will take place on Tuesday 3 November 2009 at 09.00 in the Victoria 1 Room, Hotel Casa Dann Carlton Bogota.

## 5. Documentation Link

The documentation for the Meeting is being posted on the ICAO NACC Regional Office Website; participants should check the website frequently to download the documentation. **All participants must bring their own set of documentation (hard copy or electronically in a laptop) to the Meeting venue; there will be no hard copies available for distribution.**

<http://www.mexico.icao.int/Meetings.html>

*Click on Documentation or “Objectives Sections”*

*Click on “RASG-PA/02”*

## 6. Weather

- ✚ November is characterized by being a rainy month, with little sun in the entire Andean zone. During this week, there will be frequent rain during the afternoon hours.
- ✚ The relative humidity will be between 75% and 95%.
- ✚ Air temperature will vary from 10° C at dawn and 20° C in warm hours.

## 7. Currency Exchange and Credit Cards

The unit of currency in Colombia is the Colombian Peso (COP). Current exchange rate (September 2009) is \$1 (One US Dollar) = \$ 1,911.66 Colombian Pesos approximately. Money exchange should be done at Money Exchange Offices or Banks.


## 8. Credit Cards

International credit cards such as American Express, Master Cards, VISA, Diners Club, etc., are usually accepted at hotels, department stores and restaurants.

## 9. Hotel Reservations

The following hotels are recommended:

HOTEL	TIPO HABITACIÓN
<b>MEETING VENUE</b> Name: <b>CASA DANN CARLTON BOGOTA</b> Address: Calle 94 No. 19 - 71 Tel: +571 – 6338561 Fax: +571 – 6338743 <a href="http://www.hotelesdann.com/content/category/2/10/15/">http://www.hotelesdann.com/content/category/2/10/15/</a> Please contact Mr. FELIPE ALZATE GOMEZ for your reservation. E-mail: <a href="mailto:felipealzate@casadann.com.co">felipealzate@casadann.com.co</a> , mobile tel: (57) 316 4658421. Please mention you are attending the Civil Aviation event for the corporate rate.	Single <b>US\$ 180</b> Double <b>US\$ 193</b> Suite Carlton <b>US\$ 230</b> Suite Imperial <b>US\$ 280</b> <b>Rates plus</b> <b>10% de Tax and US\$ 3 hotel insurance per person per night</b>

	<p><b>Included:</b></p> <ul style="list-style-type: none"> <li>▪ Internet. (Wi-Fi or cabled)</li> <li>▪ Breakfast buffet at “La Trattoria” restaurant</li> <li>▪ Room service 24 hours</li> <li>▪ LCD Televisions with more than 45 international channels</li> <li>▪ Daily newspaper</li> <li>▪ Free use of heated pool, sauna, turco, gym and spa.</li> <li>▪ Free emergency medical service with Emi.</li> </ul>
<p>Name: <b>RICHMOND SUITES – HOTEL</b>          Address: Calle 93 No. 18 - 81          Tel: +571 – 6235623          Fax: +571 – 6235624  <a href="http://www.richmondsuiteshotel.com/Espanol-Intro/">http://www.richmondsuiteshotel.com/Espanol-Intro/</a>          Please contact Mrs. NATALIA PEÑA R., for your reservation. E-mail &amp; mobile tel. are: <a href="mailto:mercadeo1@richmondsuiteshotel.com">mercadeo1@richmondsuiteshotel.com</a> <b>mobile tel: 57 314 2891917</b>. Please mention you are attending the Civil Aviation event for the corporate rate.</p> <p>Walking distance from the Meeting’s venue</p>	<p>Suite Junior US\$ 130          Master Suite US\$ 140</p> <p><b>Rates plus</b>  <b>10% de Tax and US\$ 3.50 hotel insurance per person per night</b></p> <p>Additional person: US\$40 taxes and hotel insurance included</p> <p><b>Included:</b></p> <ul style="list-style-type: none"> <li>▪ Breakfast Buffet</li> <li>▪ Internet in the room</li> <li>▪ Unlimited access to Internet from the Business Center in the first floor</li> <li>▪ Free use of Turco, Jacuzzi and Gym services</li> <li>▪ Daily newspaper</li> </ul>
<p>Name: <b>Parque 97 Suites Hotel</b>          Address: Calle 97 No. 19 - 15          Tel: +571 – 744 40 30          Fax: +571 – 6916471  <a href="http://www.hotelparque97.com">http://www.hotelparque97.com</a>          Please contact Mrs. CLAUDIA AMAYA for your reservation.          E-mail: <a href="mailto:hotelparque97@hotelparque97.com">hotelparque97@hotelparque97.com</a> or <a href="mailto:reservas@hotelparque97.com">reservas@hotelparque97.com</a>. Please mention you are attending the Civil Aviation event for the corporate rate.</p> <p>Walking distance from the Meeting’s venue</p>	<p>Standard or Twin US\$ 140</p> <p><b>Tax, hotel insurance and airport-hotel transportation included.</b></p> <p><b>Included:</b></p> <ul style="list-style-type: none"> <li>▪ Breakfast buffet</li> <li>▪ Welcome Drink</li> <li>▪ Wireless Internet</li> <li>▪ Iron of one piece daily</li> <li>▪ Shoe shining</li> <li>▪ Daily newspaper</li> <li>▪ Emergency medical assistance</li> <li>▪ Business center</li> </ul>

**Note: The rates in US dollars are subject to change, in accordance with the rate of exchange of the CHECKOUT day.**

**10. Taxis**

It is highly recommended to take authorized taxis from the airport to the hotel. At the airport there is a special exit for “authorized taxis” where you can pay the fare before taking the taxi.

**11. Passport and Visa Requirements**

It’s required to have a valid passport and visa for some countries. To comply with this formality, it is advised that delegates check with the Colombian Embassy in their countries **in advance** before departure. Additional information could be consulted in the Ministry of Foreign Affairs webpage, [www.minrelext.gov.co](http://www.minrelext.gov.co).

**12. Hospital**

In case of emergency, the Emergency Health Line (24 hours) is 125 or 3649090. The Emergency Line is 123.

**13. Commercial working hours**

From 11:00 am to 9:00pm. approximately.

**14. Electricity**

110/60 Volts.

**15. Airport Tax**

The airport tax is US\$ 63.00.

Note: Exempt from the tax are:

- Foreign tourists on visit or transit in Colombia, when their stay does not exceed sixty (60) days.
- People travelling with a Diplomatic Passport