



International
Civil Aviation
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Международная
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гражданской
авиации

منظمة الطيران
المدني الدولي

国际民用
航空组织

LT 2/4.34-SA330

15 May 2009

To: Mr. Vincent Carmigniani/DIRAC, French Guiana
Mr. Zulficar Mahomed /CAD a.i., Guyana
Mr. John Veira/Director of Civil Aviation, Suriname

cc.: Mr. Philippe Guivarch/DSNA, French Guiana
ICAORD, Mexico

Subject: **ICAO CAR/SAM Seminar/Workshop on Aerodrome Certification and Aeronautical Studies**
Gros Islet, Saint Lucia, 9 to 12 June 2009

Action

Required: **Register participants by 22 May 2009**

Sir/Madam:

I have the honour to address this letter further to my SA196 of 7 April 2009, inviting your Administration to the ICAO CAR/SAM Seminar/Workshop on Aerodrome Certification and Aeronautical Studies being held in Gros Islet, Saint Lucia, from 9 to 12 June 2009, to attach the General Information for the event to this letter.

I would like to remind you that this event is intended to provide States/Territories with an enhanced level of regulatory and operational awareness regarding preparation of aeronautical studies that demonstrate aerodrome operational safety and certification of aerodromes based on the ICAO requirements defined in Annex 14, Volume I.

Once again, I invite your Administration to kindly contribute to the seminar programme by providing a speaker to make a presentation on certification of aerodromes in your State. Should you accept this invitation, please inform this Regional Office, as soon as possible, by confirming the name of the selected person, their position, telephone, e-mail, title and a brief description of the presentation for inclusion in the agenda.

Participants are kindly requested to make their own accommodation, travel and visa arrangements. However, any difficulties in relation to accommodation or visas may be forwarded to this Regional Office. It is also noted that the registration fees are waived for participants representing government entities from the ICAO Contracting States and Territories of the NAM/CAR and SAM regions as well as those representing invited International Organizations.

Please be advised that the number of places for the Seminar is limited to **80** participants; therefore, registration will be performed on a "first come first served" basis. The event will be conducted in English and Spanish with simultaneous interpretation.

I would appreciate confirmation of the name(s) of the delegate(s) representing your Administration as soon as possible and no later than **22 May 2009**, by sending this Regional Office the attached Registration Form duly completed.

If you require any further information on this event, you may contact Mr. Onofrio Smarrelli, RO/CNS (os@lima.icao.int).

Accept, Sir/Madam, the assurances of my highest consideration.

A handwritten signature in black ink, appearing to read 'for José Miguel Ceppi', is written over a light green rectangular background.

José Miguel Ceppi
ICAO Regional Director
South American Office
Lima

Enclosure:
As indicated



AGA/AC/AS/S/W - IP/01
21/01/09

International Civil Aviation Organization
North American, Central American and Caribbean Office (NACC)
**ICAO CAR/SAM Seminar/Workshop on Aerodrome Certification and
Aeronautical Studies**
(AGA/AC/AS/S/W)
Gros Islet, Saint Lucia, 9 to 12 June 2009

GENERAL INFORMATION

1. Venue and dates

The ICAO CAR/SAM Seminar/Workshop on Aerodrome Certification and Aeronautical Studies will be held in Gros Islet, Saint Lucia, from 9 to 12 June 2009.

2. Address and contact numbers

Mr. Eustace Lee Cherry
Ministry of Tourism and Civil Aviation
Fax: + 758 451 7414
Telephone: + 758 468 4510
E-mail: eucherry@gosl.gov.lc

Ms. Beverly Dulcie
Saint Lucia Air and Sea Ports Authority
Fax: + 758 453 0889
Tel: + 758 452 2893
E-mail: beverly.dulcie@slaspa.com

Mr. Jaime Calderón, Regional Officer, Aerodromes and Ground Aids
Ms. Claudia López, Assistant
ICAO NACC Regional Office
Telephone: + 52 55 5250 3211
Fax: + 52 55 5203 2757
E-mail: icao_nacc@mexico.icao.int
jcalderon@mexico.icao.int
clopez@mexico.icao.int

3. Participants registration

Delegate registration will take place on Tuesday, 9 June 2009, from 08:00 to 08:30 hours.

4. Opening of the Seminar/Workshop

The opening session of the ICAO CAR/SAM Seminar/Workshop on Aerodrome Certification and Aeronautical Studies will take place on Tuesday, 9 June 2009, at 8:30 hours in the conference room of the Bay Garden Beach Resort.

5. Temperature

During the month of June, the temperature in Saint Lucia ranges from 30°C (86°F) to 27°C (80°F). The average humidity is 67%.

6. Money exchange

The East Caribbean Dollar is the national currency (US\$1.00 = EC\$2.67 [approximately]). Preferably, after your arrival you may exchange currency at local banks at the airport or in the city.

7. Credit cards

The international credit cards usually accepted in shopping centres, hotels and restaurants are: American Express (AMEX), MasterCard, Visa and Diners Club, etc.

8. Lodging:

The suggested hotels, applying special fees to all participants of the Meeting, are the following:

Hotel	Negotiated Single/Double Room
<p>Bay Garden Beach Resort & Spa Reduit Beach , Rodney Bay Village, Gros Islet Tel: (758) 457-8500 Fax: (758) 457-8400 e-mail: bp@baygardensbeachresort.com Web : http://www.baygardensbeachresort.com/</p>	<p><i>USD\$ 145.00 (per person)</i> <i>Inclusive of applicable service charge, taxes and complementary breakfast.</i></p>
<p>Bay Gardens Hotel Rodney Bay Gros Islet Box 1892 Castries Reservation Contact – Alta King Tel.: (758) 452-8060 Fax: (758) 452-8059 E-mail: baygardens@candw.lc Web: www.baygardenshotel.com</p>	<p>USD\$ 100.00 Single/Double <i>Inclusive of applicable taxes and breakfast based on single occupancy, free shuttle service to the conference room.</i></p>
<p>Bay Garden Inn Rodney Bay Gros Islet Reservation Contact – Ms. Waltrude Patrick Tel.: (758) 452-8200 Fax: (758) 452-8002 E-mail: baygardensinn@candw.lc Web: http://www.baygardensinn.com</p>	<p>USD\$ 90.00 Single/Double <i>Inclusive of taxes and breakfast based on single occupancy, free shuttle service to the conference room.</i></p>

9. Hotel reservation

Participants MUST make their reservations directly with the hotel and MUST indicate that they are attending the *ICAO AGA Seminar/Workshop* in order to enjoy the special rate. Bookings MUST be confirmed by 26 May 2009. Bookings after that date will be subject to availability due to high occupancy at the time.

10. Local transportation

The recommended methods of transportation are taxis.

11. Hospitals

If necessary, emergency services are available; for more information enquire at 758-452-2373.

12. Commercial working hours

In the city from 08:00 to 16:30 hours approximately;
Banks, Monday to Friday from 08:00 to 14:00;
Malls/shopping centres from 09:00 to 21:00 hours approximately.

13. Electricity

240 Volts is the hotel standard. If 110 Volts are required, please request information at hotel registration.

14. Visa

To be verified at embassies and consulates in respective States.

15. Other

Taxes are already included in consumer prices except for telephone credits or hotel services. Tips in restaurants and related places are normally included in the bill. If not, then they are at your discretion; however, 5-10% is the norm.

The Seminar/Workshop venue is in close proximity to the Rodney Bay Shopping Mall. The Bay Garden Hotel and the Bay Garden Inn are located adjacent to each other and within a 3-5 minute shuttle ride to the Bay Garden Beach Resort.

The airport departure tax is EC\$67.00 for all passengers and may already be included in the ticket.



*International Civil Aviation Organization /
Organización de Aviación Civil Internacional*

**ICAO CAR/SAM Seminar/Workshop on Aerodrome Certification and
Aeronautical Studies**

**Taller/Seminario CAR/SAM de la OACI sobre Certificación de Aeródromos y
Estudios Aeronáuticos**

Gros Islet, Saint Lucia, 9 to 12 June 2009 /

Gros Islet, Santa Lucia, 9 al 12 de junio de 2009

REGISTRATION FORM / FORMULARIO DE REGISTRO

1.	NAME NOMBRE	
2.	POSITION CARGO	
3.	ORGANIZATION ORGANIZACIÓN	
4.	COUNTRY PAÍS	
5.	TELEPHONE TELÉFONO	
6.	FAX	
7.	E-MAIL CORREO-E	
8.	OFICIAL ADDRESS DIRECCIÓN OFICIAL	

Please return this form to: / Por favor regrese este formulario a:

International Civil Aviation Organization / Organización de Aviación Civil Internacional

E-mail: icao_nacc@mexico.icao.int

Fax: + 52 55 5203 2757