



**International Civil Aviation Organization  
South American Regional Office**

**ATM MULTILATERAL MEETING – COLOMBIA, COCESNA,  
CURACAO, JAMAICA, PANAMÁ AND VENEZUELA**

**(Armenia, Colombia, 15 to 17 June 2009)**

(Information Paper presented by the Secretariat)

**GENERAL INFORMATION**

**1. Site and date**

The ATM Multilateral Meeting Colombia, COCESNA, Curaçao, Jamaica, Panama and Venezuela, will be carried out in the Quimbaya Room of the recreational centre COMFENALCO – Quindío, Armenia City, Colombia, from 15 to 17 June 2009.

- Address: Kilómetro 9 Vía al Aeropuerto El EDEN de Armenia
- Tel: + 57 6 7417474 - 7417538 - 7417593
- Cell: + 57 3 11 334 4507
- Fax: + 57 6 7451082
- Website: [www.turismocomfenalcoquindio.com](http://www.turismocomfenalcoquindio.com)
- E-mail: [bsepulveda@comfenalcoquindio.com](mailto:bsepulveda@comfenalcoquindio.com).

**2. Contact Address and telephones in Bogotá City**

Nubia Inés Sánchez Medina  
Tel: + 57 1 2663626 / 2663769 / 2662925  
Fax: + 57 1 2662565 / 2663849  
E-mail: [nsanchez@aerocivil.gov.co](mailto:nsanchez@aerocivil.gov.co)

**3. Opening session**

The opening session will be carried out on 15 June 2009, at 09:00 hours at the Quimbaya Room of the recreational centre COMFENALCO – Quindío. The registration of delegates shall take place the same date as of 08:30 hours.

The schedule of the meeting will be as follows:

Monday	08:30 – 15: 00 hours
Tuesday	09:00 – 15:00 hours
Wednesday	09:00 – 11:30 hours

#### 4. Language

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

#### 5. Registration of participants

Participants are requested to fill in the registration form attached to this information paper and submit it to SAM and CAR Regional Offices as soon as possible. A subsequent registration will take place at the corresponding registration desk, from 08:30 to 09:00 hrs, during the first day of the event, where the registration sheet duly completed should be handed. Likewise, participants are requested to use the badges supplied to them during registration.

#### 6 Temperature

- This month is semi-damp, with a few rains, mainly in the Colombian coffee areas, especially during this week good weather is expected, with low probability of rains.
- Relative humidity shall be predominantly high (between 80% and 85%).
- Air temperatures shall vary between 16° C at dawn and 24° C during warm hours.
- The intensity of direct sun radiation should be highly emphasized, not recommending sunbathing between 11:00 and 14:00 hours.
- Winds (soft) shall be predominantly from North-east (trade winds) with a velocity of up to 5 knots.

#### 7. Local transportation and lodging

Armenia City has excellent hotels, and the Colombian Civil Aviation Administration has agreed corporative rates with COMFENALCO Quindío, for the site of the event. Reservations should be made through e-mail: [bsepulveda@comfenalcoquindio.com](mailto:bsepulveda@comfenalcoquindio.com). Other hotel choices may be appreciated in entering website: [www.turismoquindio.com](http://www.turismoquindio.com), making a reservation in the hotel of your preference through the e-mail: [yicelosorio@hotmail.com](mailto:yicelosorio@hotmail.com) or [reservas4@turismoquindio.com](mailto:reservas4@turismoquindio.com) informing that you will assist to the ATM Multilateral Meeting Colombia, COCESNA, Curaçao, Jamaica, Panama and Venezuela, organized by ICAO and the Colombian Civil Aviation Administration.

Participants who are not staying in the hotel, site of the meeting, should directly coordinate their transportation to/from the place of the meeting. There is an authorized taxis service at the hotel. The rate from the airport or the city to the hotel site is approximately US\$8.00 to US\$10.00.

Hotel	Address/Telephone/Fax Website/E-mail	Single Room
COMFENALCO Quindío	Kilómetro 9 Vía el Aeropuerto El EDEN de Armenia Teléfono: +57 6 7417474 - 7417538 - 7417593 Fax: +57 6 7451082 E-mail: <a href="mailto:bsepulveda@comfenalcoquindio.com">bsepulveda@comfenalcoquindio.com</a> <a href="http://www.turismocomfenalcoquindio.com">www.turismocomfenalcoquindio.com</a>	<p style="text-align: center;"><b>USD 37</b></p> Includes breakfast, lodging and food access to Sports and recreational scenarios.
		<p style="text-align: center;"><b>USD 43</b></p> Includes breakfast, lodging and food access to Sports and recreational scenarios.

Note: Participants should make their flight reservations on their own.

## 8. **Passport and visa requirements**

Valid passport and visa are required for some citizens. To this end, delegates shall comply with the formalities **with sufficient time in advance**, in order to obtain a visa at the Colombian Embassy or Colombian Consulate of their countries. Additional information may be obtained at the Foreign Affairs Ministry website: [www.minrelext.gov.co/](http://www.minrelext.gov.co/), prior to departure.

## 9. **Currency and credit cards**

The current exchange rate is Pesos 2,330 per US \$ 1.00. Money exchange is free. 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 Visa, Diners, Master Card and American Express are usually accepted.

## 10 **Hospital**

In case of an emergency, the Hospital de La Tebaida, Tel. (6) 7542000 or the Colombian Red Cross, Tel. (6) 7494010 is suggested.

## 11. **Electricity**

COMFENALCO Quindio has an electrical network for 110, 120 and 130 volts.

## 12. **Airport taxes**

Airport tax rate for international passengers is US\$ 63.00 distributed as follows:

Note: The following persons are tax-exempt from the national tax:

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

## LOCATION OF THE COMFENALCO QUINDIO SITE OF THE EVENT

[www.turismocomfenalcoquindio.com](http://www.turismocomfenalcoquindio.com)



Located at 9 kilometres from Armenia, in the recreational centre Comfenalco, a place surrounded by an exuberant landscape, ecological paths, exotic flowers and a nice weather. Live an adventure to discover the majesty of the nature and tourist attractions of a dream called Quindío.

In view of its privileged location, the Comfenalco Hotel enables our guests an easy transportation to tourist sites of the department, such as the Coffee Park, the National Park of the agricultural culture of PANACA, the botanical garden, the Quindío municipal house, among them the Salento and Cocora Valley, as well as the Coffee Area. Tourists will enjoy in addition to the ride of the tourist train Coffee and Sugar, with the routes La Tebaida, Buga, Cali, La Tebaida.

A wonderful, comfortable and economic place in an incomparable natural environment.

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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*
 Alternativo/  
*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*: \_\_\_\_\_