



GENERAL INFORMATION

(Information paper presented by the Secretariat)

1. **Place and date of the event**

The Sessions of the Trinidad and Tobago-Venezuela Bilateral ATM/CNS Meeting will be carried out in Caracas, Venezuela, from 1 to 3 September 2010, at the ATC Building, at Avenida Aeropuerto, diagonal to the Air Customs Office, Air Navigation Services Office, First Floor, Estado Vargas, Maiquetía, Venezuela. Telefax: 0212-3552912.

2. **Temperature**

Temperature during the month of September varies from 30°C to 32°C. The average humidity is of 70% approximately.

3. **Passport, visa and vaccination requirements**

Delegates do not require Visas; however, it is recommended to contact the Venezuelan Embassy or Consulate in your country, to enquire on this requirement.

4. **Transportation from/to the airport**

The Instituto Nacional de Aeronáutica Civil (INAC) shall provide transportation to Delegates from the Maiquetía International Airport, Venezuela, to the Hotel recommended by this Institute, Eurobuilding Express Maiquetía, which is located at 5 minutes distance from the site of the meeting, as well as transportation from the hotel to the mentioned airport.

It is important to know the flight itineraries of Delegates for corresponding coordination at the airport, and therefore the information must be submitted to the following e-mail addresses: rafaelsanchez1966@hotmail.com and m.jimenez@inac.gob.ve, containing information on the airline, flight number, arrival time and departure time to-from Caracas, among others.

5. **Transportations to and from the site of the event**

Transportation will be provided by the Institute from the recommended Hotel Eurobuilding Express Maiquetía, to the ATC premises, where the meeting will be held, and viceversa.

It is recommended to ask for the taxis service for transportation within the city, at your hotel.

6. **Suggested hotels in Estado Vargas:**

It is suggested to accommodate at the Eurobuilding Express Maiquetía Hotel, since it is located at 5 minutes distance from the site of the meeting, and has facilities according to the needs of hosts.

| Hotel | Tel/Fax/ Website | Address | Single US\$ | Double US\$ |
|-----------------------------------|--|---|----------------|----------------|
| EUROBUILDING EXPRESS MAIQUETÍA | Central: (58)(212) 700.07.00 Fax: (58) (212) 331.58.03 Reservations: (58)(212) 700.07.93 maiquetia@eurobuilding.com.ve | Av. La Armada, Urb. 10 de Marzo, Hotel Eurobuilding Express Maiquetía, Edo. Vargas, Venezuela. | 211,67 US\$ | 234 US\$ |

The following hotels are 45 min far from the site of the Meeting:

| Hotel | Tel/Fax/ Website | Address | Single US\$ | Double US\$ |
|--------------------------------|--|--|----------------|----------------|
| HOTEL OLÉ CARIBE | Tel.: (58 212) 620.2000 http://www.hotelolecaribe.com | Final Avenida Intercomunal, El Playón, Macuto. Estado Vargas, Venezuela. | 198 US\$ | 269 US\$ |
| MARRIOTT HOTEL PLAYA GRANDE | Tel: (58 212) 5352222 | Av. El Hotel. Playa Grande Catia La Mar, 1162 Venezuela | 279 US\$ | 279 US\$ |

7. Money exchange and credit cards

The Venezuelan currency is the Venezuelan Bolivar (Bs.). Present exchange rate is Bs. 4.30 per US \$ 1.00.

Credit cards as American Express, Master Card, VISA, Diners Club, etc, are usually welcome in hotels, shopping centres and restaurants. Traveller's checks should be exchanged in banks.

8. Commercial schedule

Downtown commercial stores are open Monday through Friday from 09:00 hrs. to 16:00 hrs and Saturdays from 10:00 hrs. to 14:00 hrs, and the distance in minutes from the recommended hotel may vary depending on the traffic, but it is approximately 60 minutes. Malls recommended in Caracas are located at 50 Km. distance.

Centro Comercial San Ignacio.

Address: Av. Blandín con Santa Teresa de Jesús, La Castellana. - Caracas, Venezuela.

Centro Comercial Ciudad Tamanaco CCCT.

Address: Urbanización Chuao, entre la Avenida la Estancia y la Autopista del Este o Francisco Fajardo.

They are open from Monday through Sunday from 11:00 hrs. to 21:00 hrs.
The Bank schedule is from 9:00 hrs. to 14:00 hrs., Monday through Friday

9. **Tips**

Restaurants usually require a tip, equivalent to 10% from the total bill. Taxis do not require any tip.

10. **Hospitals**

If necessary, the following hospitals are recommended:

| Hospital | Tel: |
|--|-------------------------------------|
| Clínica San Antonio Urb. Week End Parroquia Urimare Edo Vargas | Tel: 0212- 3521576 – 3525082 |
| Clínica Vero C.A Frente a Plaza Lourdes Inversiones Pasaje 1 y 2 - - La Guaira – Vargas. | Tel: 0212 - 3314777 |
| Clínica Alfa C.A Plaza los Maestros, Maiquetía. | Tel: 0212- 3327459 |

11. **INAC Contact in Venezuela**

Mr. Rafael Sánchez Greiner, Air Navigation Services (ANS) Deputy, tel +58 4265171030, E-mail: r.sanchez@inac.gob.ve; Mr. Eduardo Gallardo, Manager, Air Navigation Services, tel +58 4166247637, e-mail: e.gallardo@inac.gob.ve; Abg. Mairyn González, Manager, International Relations, tel +58 416 624 76 50, e-mail: mairynlizett@hotmail.com; Lic. María Eugenia Jiménez, Manager, Bilateral and Multilateral Relations, tel + 58 4166247610, e-mail: m.jimenez@inac.gob.ve.

11. **Electricity**

120 Volts/50Hz. Plugs have two holes.

12. **Airport tax**

Exit airport tax is US\$ 38.00 American Dollars.

13. **Airlines**

The following airline data is provided so that participants may confirm their return flights:

- AeroMéxico Tel. 0212-9924452
- Air Canada Tel. 0212-9936440
- Aerolineas Argentinas..... Tel. 0212-9513005
- Avianca Tel. 0212-2005725
- Copa Airlines Tel. 0212-7626080
- Lan Tel. 0212-5641081
- Taca Tel. 0212-56611205
- Tam Airlines Tel. 0212-9597994

14. Information on safety and protection

Security recommendations are common to every big city, such as carrying the necessary amount of money, do not exhibit valuable objects, jewellery, and request the hotel the radiotaxi service for transportation to any part of the city.

Upon any emergency situation, kindly call Mr. Rafael Sánchez Greiner, tel +58 4265171030.

15. General recommendations in the event of an earthquake**During an earthquake**

- a) Keep calm.
- b) Stay away from windows, do not go to any balconies, and do not use elevators.
- c) Locate yourself in previously identified internal safety zones.
- d) Evacuate the premises only if conditions permit it; otherwise, minimize your movements.

After an earthquake

- a) Proceed to leave the premises, since quakes can continue.
- b) Evacuation must be carried out calmly, quickly and safely through the indicated routes.
- c) Stay in the evacuation site until the designated security team of the building has verified whether the installations are at risk.

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Attachment

Site event map

