



**Ninth CAR/SAM Regional Bird/Wildlife Hazard Prevention Committee Meeting and
Conference (CARSAMPAF/9) and
First FAA Workshop on Bird/Wildlife Hazard Management
Medellin, Colombia, from 6 to 9 September 2011**

GENERAL INFORMATION

(Presented by the Secretariat)

1. Place and Date of the Meeting

The sessions of the Ninth CAR/SAM Regional Bird/Wildlife Hazard Prevention Committee Meeting and Conference (CARSAMPAF/9) and First FAA Workshop on Bird/Wildlife Hazard Management will be held in Medellin, Colombia, from 6 to 9 September 2011, in the Hotel Dann Carlton Medellin.

2. Address of the Meeting

Address: Avenida El Poblado Carrera 43A No. 7-50
Telephone No.: +574 4445151 ext. 600
Fax No: +574 3126454
Contact cell No.: +57 3122850708
Contact Email: ventas2@hotelbelfort.com

3. Participants Registration

The registration will be on 6 September 2011, from 08:30 to 09:30 am.

4. Opening of the Meeting

The opening session will take place on 6 September 2011 at 09:30 a.m. en Hotel Dann Carlton Medellin.

5. Language and documentation

The event will be held in Spanish and English, with simultaneous interpretation. Documentation will be published on the ICAO SAM Regional Office web page as soon as available.

6. Weather

In September, the temperature in Medellin varies from 18°C (64.4°F) to 25°C (77°F). The average humidity is 60%.

7. Money Exchange

The Colombia currency is the Colombian Peso. Presently the exchange rate is equivalent to approximately \$1,850 pesos per US\$1.00. It is recommended to use banks for money exchange, preferably during the bank normal working hours from 09:00 a.m. to 3:30 p.m. An extended opening time can be found in some banks, from 5:00 to 8:00 p.m. Also, money can be changed in authorized money exchange offices, which are opened from 09:00 to 19:00 hours, without a break.

A list of some authorized Money Exchange offices is provided below. However, please note that hotels normally have money exchange service.

Money Exchange Office	Location
Nutifinanzas	Carrera 43 ^a No. 34 – 95 Tel. +574 4448080
Valores y servicios	Centro comercial unicentro local 227 Tel. +574 4482031
Euro servicio	Aeropuerto José María Córdoba Tel. +574 362 9988

8. Credit Cards

The following international credit cards normally accepted in hotels, shops and restaurants are: American Express (AMEX), Diners, MasterCard and Visa.

9. Hotels

The following suggested hotels provide reduced fare for participants to the meeting. The Dann Carlton Hotel of Medellin is recommended as it is the site of the meeting.

Hotel	Address	Room single/double USD\$	Tax%
Hotel Intercontinental Medellín	Calle 16 No. 28-51	111/ Junior Suite 136	10% y 16% Seguro Hotelero
Hotel Dann Carlton Medellín	Carrera 43A No. 7-50	100/ Junior Suite 178	Incluido
Hotel San Diego	Calle 31 No. 43 - 90	42/53 Junior Suite /62	10% y 16% Seguro Hotelero
Holiday Inn Express Medellín	Avenida El Poblado Carrera 43 A N 1 Sur - 150	102.70/113.51	10% y Seguro Hotelero de 8,300 pesos
Hotel Poblado Boutique - Express	Carrera 34 No 7 - 123	53.94/64.75	10%

REMARK: Indicated fare includes breakfast and has a validity of 5 days previous to the meeting.

10. **Hotel Reservations**

Reservations should be requested personally to the preferred hotel. In order to guarantee the reservation, it is necessary to indicate credit card number and validity date. Below you will find the necessary contact information of suggested hotels:

Hotel	Fax / Telephone	Email
Hotel Intercontinental Medellin	Fax: +574 3154402 Tel: +574 3154414	sandra.gonzalez@ihg.com
Hotel Dann Carlton Medellin	Fax: +574 3126454 Tel: +574 444515	ventas2@hotelbelfort.com
Hotel San Diego	Fax: +574 4449002 Tel: +574 369 5561	robinson.jaramillo@ghlhoteles.com
Holiday Inn Express Medellin	Fax: +574 384 5541 Tel: +574 444 0344	sandra.medina@hiexmedellin.com
Hotel Poblado Boutique - Express	Tel: +574 448 0884	mercadeohotelpb@gmail.com

11. **Transportation**

Since the airport is one hour distance from the meeting hotel, transportation service from and to the airport should be in charge of each participant.

The following taxi companies are recommended:

EMPRESA	RUTA	TARIFA Colombian pesos
Aerotaxi	Airport – hotel	\$ 54,000
Tan individual	Airport – hotel	\$ 54,000
City taxi	Airport – hotel	\$ 54,000

12. **Hospitals**

In case of need, the following hospitals are recommended: Clínica Medellín, Clínica Las Vegas and Clínica del Campestre. The address and telephone number of these hospitals is indicated below:

Hospitals	Location
Clínica Medellín	Calle 7 No. 39 – 290, El poblado Tel. +574 3113755
Clínica las Vegas	Calle 2 sur No. 40- 55 Tel. +574 3159000
Clínica el Campestre	Calle 17 Sur No. 44-06 Tel. +574 4442006

13. Business hours

Business hours normally go from 09:00 to 20:00.

14. Electricity

Domestic electrical power is 110 VAC, 60 Hz. Electric connectors or plugs used in Colombia are the American type, with two plane pins (plugs Type A), or with a third round pin (plug Type B). Adaptors are easily found in the local market, especially for European type plugs (Type C or *euro plug*). However, for other type of plugs, it will be necessary to look for a specialized shop.

15. Airport tax

Exit airport tax is 12.50 USD or 22,021 \$Col (one segment) and 22.70 USD or 40,037 \$Col (two segments) as the minimal base established by the Civil Aviation Authority. These could vary depending of the airport for domestic flights; for international flights, tax is 34 USD or 68,000 pesos. Payment is cash and it done to carrier (airline).

16. Visa

In order to check visa requirements for Colombia, it is recommended to access the following web link, where the Ministry of Foreign Affairs provides the necessary information:

<http://www.cancilleria.gov.co/wps/wcm/connect/b390ea004d9d1706af7ebf651f669e03/visas+por+países+abril+2009.pdf?MOD=AJPERES&CACHEID=b390ea004d9d1706af7eb651f669e03>

Also, it is recommended to check the information in Embassies and Consular Missions in the origin country.

17. Other information

Sales tax is included in the price.

Tips in restaurants and similar places are 10% of the bill total. This is optional and not compulsory.

Medellin has a good taxi service. Taxis do not charge the tip in the fare.

18. Point of contact in Colombia**Ana Isabel Mosquera Dupont**

Chief, International Projects, Civil Aviation Authority (UAEAC)

Telephone: +57 511 296 3419

Cell: +57 314 2094892

Email: ana.mosquera@aerocivil.gov.co

19. **Emergency line**

123 (unique number to dial for connection to any emergency organism).

20. **Security and protection information**

In any emergency situation, you can contact Mrs. Ana Isabel Mosquera Dupont, at cell +57 3142094892, or Ms. Luz Marina González, cell +57 3002246739, Office +571 296 3442/3419.

21. **General recommendations in case of earthquake**

Medellin is not located in an earthquake area. However, in case of earthquake, it is recommended to:

- a) Keep calm
- b) Keep away from windows and balconies, and do not use elevators.
- c) Stand in internal security areas previously identified.
- d) Evacuate only if conditions are given. If this is not the case, avoid moving.

22. **After an earthquake**

- a) Try to solve immediate problems, help can be delayed.
- b) Check if there are injured persons and practice first aid procedures.
- c) Do not walk barefoot or in dark.
- d) Check water, gas and electricity leaks.
- e) In case the building is deteriorated, proceed accordingly but calm and orderly.
- f) Do not use the telephone, transportation roads, nor public services, except in cases of extreme need.
- g) Do not light matches nor connect power. Use battery flashlights or lanterns.
- h) Keep informed by any available means in case you are able to reach news or important recommendations.
- i) Do not propagate rumours.
- j) Obey instructions of personnel in charge of handling the earthquake emergency.