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Международная
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منظمة الطيران
المدني الدولي

国际民用
航空组织

LT 3/1.4.17-SA074

16 February 2012

To: Mr. Pierre du Bois, DIRAC, French Guiana
ICAORD, Mexico (for transmission to Trinidad & Tobago)

Subject: **Information on SAT/FIT/7 and SAT/17 meetings**
(Las Palmas, Canary Islands, 16 to 20 April 2012)

Sir/Madam,

I have the honor to refer to my letter LT 3/1.4.17-SA055 of 31 January 2012, and inform you that the SAT/FIT/7 and SAT/17 meetings will be held at the Hotel Lopesan Costa Meloneras, located on the South coast of Gran Canaria island.

Furthermore, please find attached a general information bulletin providing to participants useful information on issues relating to the venue, immigration procedures, accommodation, local transportation, etc.

I would like to draw your attention to the accommodation arrangements made by the host State and to recall that participants must book their own rooms sending the attached reservation form by fax or e-mail, as mentioned in the hotels list, before **15 March 2012**.

Once again, I will appreciate confirmation of your participation at your earliest convenience but in any case not later than **16 March 2012**, by electronic mail to mail@lima.icao.int; icaowacaf@dakar.icao.int or fax +511 6118689; +221 8203259. The working and/or information papers you wish to submit, if any, should be sent at your earliest convenience, but not later than **31 March 2012**.

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

Franklin Hoyer
Regional Director
ICAO South American Office
Lima

Attachments

cc.: Mr. Daniel Madiot, DSNA, French Guiana
Mr. Olivier Jouans, SNA/AG, French Guiana
ICAORD, Dakar



SAT FIT7 & SAT/17 - IP/01

INTERNATIONAL CIVIL AVIATION ORGANIZATION
Seventh Meeting of the FANS 1/A Interoperability Team (SAT/FIT/7)
(Las Palmas, Canary Islands, Spain, 16 - 17 April 2012)

Seventeenth Meeting on the Improvement of Air Traffic Services over the
South Atlantic (SAT 17)
(Las Palmas, Canary Islands, Spain, 18 - 20 April 2012)

Information Bulletin

1. Site of the meetings

Both the SAT/FIT/7 and SAT/17 meetings will be hosted by AENA and will be held from the 16 to 17 and 18 to 20 April 2012, respectively, at the premises of the **Hotel Lopesan Costa Meloneras**, located on the South coast of Gran Canaria island.

Address: Mar Mediterráneo, 1 ,
35100 Meloneras,
Gran Canaria, Spain
Tel. +34-928-128100

Hotel Customer Service:

From Spain mainland :
Tel: : 902 450 010
From Monday to Friday, 8 AM to 9 PM (UTC+1)

From Dominican Republic :
Tel: : 809-200-6102

From Europe:
Tel: : +34 902 450 010
From Monday to Friday, 8 AM to 9 PM (UTC+1)

From Central and South America:
Tel: 1-877-200-6102
From Monday to Friday, 8 AM to 9 PM (UTC+1)
Saturday from 9 AM to 6 PM (UTC-5)



2. Contact Persons

All enquiries should be addressed to:

NAME	TELEPHONE NUMBER	FAX NUMBER	E-MAIL ADDRESS
Rubén G. PARDO	+ 34 91 321 3495	+ 34 91 321 31 19	rgapardo@aena.es
Juan C. TORRES	+ 34 91 321 3360	+ 34 91 321 31 19	jctorres@aena.es

3. Language

The meetings will be conducted in the English language.

4. Visa requirements

European citizens are exempted from passport and visa requirements. Other delegates are advised to confirm VISA requirements for entry into Spain. It is recommended that delegates confirm this requirement well in advance of starting their journey, through their travel agent or government offices. Visas can be obtained from the Spanish Embassy or Consulate in the respective country.

5. Currency – Exchange rate

The currency used in Spain is the Euro. Presently, the exchange rate is equivalent to 1,30 US Dollar for 1 Euro. However, it is recommended for the participants to check the exchange rate during the period of the meeting because of currency fluctuations. Foreign Currencies can be exchanged at the main bank and exchange agencies in Gran Canaria.

Mastercard, American Express and VISA cards are generally accepted in hotels, restaurants and shops. However, some restaurants and shops do not accept credit cards. Costa Meloneras Hotel and its hotel network accept credit cards.

6. Local Transportation

a. Airport-Costa Meloneras-Airport

By bus: There is a regular bus service between Costa Meloneras resort and the airport of Gran Canaria, which takes about 30-40 minutes for the trip. Bus number 66, from GLOBAL bus company, leaves the resort to the airport every hour, at H+20 minutes (ticket price: 4,05 €). From the airport to the resort, the bus leaves from outside the DEPARTURES terminal, near counters 40-91.

To reach **Dunamar Hotel**, the nearest bus stop is *Maspalomas Square*, which is about 300 metres from the Hotel.



To reach **Catarina Hotel**, the nearest bus stop is *Rey Carlos*, which is about 150 metres from Hotel.

By taxi: there is a taxi stand at the airport international arrivals.

b. Costa Meloneras-Las Palmas City Centre-Costa Meloneras

By bus. There is a regular bus service between Costa Meloneras resort and the capital city, Las Palmas, which takes about 40 minutes for the trip. Bus number 30, from GLOBAL bus company, leaves at H+10, H+30 and H+50 (of each hour) (ticket price: 6,80 €).

By taxi: Available in front of Costa Meloneras resort's main entrance.

For more information, refer to the attached document **bus_transport.pdf**. In case of need, you may ask someone in the street regarding bus stops, bearing in mind that buses are locally called "guaguas".

7. Lodging/ Hotel reservation

Suggested Hotels apply special rates for meeting attendants, as indicated in the following table. These rates were agreed at the end of 2011. A slight difference may be possible.

Pre-booking accommodation has been agreed with three hotels, all of them belonging to the same network (**Lopesan**).

Hotel	Address	Single room	Double room	Breakfast	Contact numbers:
Lopesan Costa Meloneras *****	Mar Mediterráneo, 1 35100 Meloneras, Gran Canaria, Spain	€ 92,11 VAT included	€ 122,81 VAT included	€ 6,30 VAT included	Telephone number: +34-928-128100 Fax number : +34 928 128009 E-mail: Web site:
IFA Dunamar ****	Helsinki, 8 35100 Playa del Inglés Gran Canaria, Spain	€ 71,10 VAT included	€ 94,79 VAT included	€ 5,25 VAT included	Telephone number: +34 902 45010 Fax number : +34 928 773465 E-mail: dunamar@ifahotels.com Web site: http://www.lopesan.com/es/hotel-ifa-dunamar_1f7.html
IFA Catarina ****	Avenida de Tirajana, 1, 35100 Playa del Inglés, Gran Canaria, Spain	€ 51,71 VAT included	€ 86,18 VAT included	€ 3,15 VAT included	Telephone number: 34-928-762812 Fax number : +34-928-760615 E-mail: catarina@ifahotels.com Web site: http://www.lopesan.com/es/hotel-ifa-catarina_1f12.html

To benefit from the agreed rates, participants must book their own rooms sending the attached form by fax or e-mail using the contacts in the hotels table, before 15 March, 2012.



8. **Climate**

In April, the temperature in the Canary Islands ranges from 17 to 23 degrees Celsius. Average: 19 degrees Celsius. Relative humidity: 66%.

9. **Health & Hospitals**

Delegates are advised to confirm the medical requirements necessary to travel to/from Spain with their travel agents or Government offices. If necessary, the following medical facilities are recommended:

Hospital San Roque Maspalomas
c/ Mar de Siberia, 1
35100 Meloneras, Gran Canaria
Tel. +34 928 063 600
Fax. +34 928 063 649

HOSPITEN Clínica Roca
c/ Buganvilla, 1
35100 San Agustín, Gran Canaria
Tel: +34 928 76 90 04
Fax: +34 928 76 12 48

If necessary, it is recommended to contact the hotel reception desk for assistance. The Emergency telephone number is 112.

10. **Electricity**

Plug sockets in Spain are of the rounded type, two pins; 220 volts / 50 Hz.

Commercial timetable

From 10:00 hour to 20:30 hour approximately. Some shops and shopping centres do not close until 22:00.

11. **Tax service**

5% IGIC (special VAT for Canary Islands) is applied in restaurants, hotels and in most of the purchases and services. This is normally included in marked prices, unless specifically advised.

12. **Tipping**

To leave after-service tips is not mandatory. The amount of money paid for taxis is usually rounded up. It is also usual to leave a tip of around 10% in restaurants.

NOTE: All referred hours are in the Canary Islands local time (by April, UTC+1)



Departamento de Congresos, Grupos & Incentivos

HOTEL RESERVATION FORM- FIT/7 & SAT/17 ICAO

- To book your room, please fax it to +34. 928 128 009 or e-mail it to eperera@lopesan.com atn: Elena Perera
- Each hotel reservation form is valid for one room.
- Reservations must be at hotel latest on the **15.03.12**. After that date reservations will be accepted subject to availability.
- Please note that the hotel will only accept your booking as part of the event if you use this reservation form.
- In case of no-show, one night's charge will apply.
- The room payment will be upon ARRIVAL at the reception desk.
- For further information of the hotel please contact our web site: www.lopesan.com
- Please fill in your personal data in the following table:

PARTICIPANT NAME			
GROUP/EVENT NAME			
TELEPHONE		FAX	
E-MAIL			

- Details of your stay:

ARRIVAL DATE	
DEPARTURE DATE	
NUMBER OF NIGHTS	

- In order to complete your reservation, the hotel requests that you indicate your CREDIT CARD NUMBER, AS GUARANTEE OF YOUR BOOKING.

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NAME OF THE OWNER	
CREDIT CARD NUMBER	<input type="text"/>
TYPE OF C.C.	VISA/AMEX/MASTER CARD
EXPIRED DATE	

- In case of no-show, one night's charge will apply corresponding to the hotel room reservation.
- Bookings without credit card need to be totally paid before arrival at the latest one week before arrival. In this case, send the reservation form specifying this information
- Fax and e-mail have to be clear for us to contact you
- Please mark with an X the appropriate box in the hotel selected together with the type of room you'd like to book:

LOPESAN COSTA MELONERAS 4* PLUS

<i>ROOM TYPE/BOARD BASIS</i>	<i>PRICE</i>	<i>OPTION</i>
Double Standard room	58,48 € per person/day	
Double Standard room view pool/garden	70,18 € per person/day	
Double Standard room as single use	87,72 € per person/day	
Double Standard room view as single use	105,27 € per person/day	
Supplement for breakfast	6 € per person/day	X
Supplement for half board	18 € per person/day	

IFA DUNAMAR 4*

<i>ROOM TYPE/BOARD BASIS</i>	<i>PRICE</i>	<i>OPTION</i>
Double Standard room	45,14 € per person/day	
Double Standard room view pool/garden	54,17 € per person/day	
Double Standard room as single use	67,71 € per person/day	
Double Standard room view as single use	81,26 € per person/day	
Supplement for breakfast	5 € per person/day	X
Supplement for half board	13 € per person/day	

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IFA CATARINA 4*

<i>ROOM TYPE/BOARD BASIS</i>	<i>PRICE</i>	<i>OPTION</i>
Double Standard room	41.04 € per person/day	
Double Standard room view pool/garden	61.56 € per person/day	
Double Standard room as single use	49.25 € per person/day	
Double Standard room view as single use	73.88 € per person/day	
Supplement for breakfast	3 € per person/day	X
Supplement for half board	9 € per person/day	

- * 5% VAT (local taxes) not included on tariffs.
- ** Breakfast is the minimum board required.
- *** Half board includes breakfast and dinner (buffet style).
- **** View rooms will be confirmed subject to availability.

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66 Gran Canaria Airport – Faro de Maspalomas

HORAS / HOURS	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22
	minutos/minutes:															
Diario / Daily / Täglich	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20

The bus stop is located 100 meters from the Hotel Costa Meloneras

TRIP

Aeropuerto de Gran Canaria, Aeropuerto (Autopista), Urbanización Bahía Feliz, Playa del Aguila, Clínica Roca, San Agustín, Beverly Park, Escorial, Broncear, Plaza Maspalomas, Gran Canaria Princess, Las Tartanas, Centro Comercial Yumbo, Bungalows Los Porches, Centro Comercial Cita, Rey Carlos, Iguazu, Playa del Sol, Holycan, Ocean Park, Faro 2, Oficinas Municipales, Beach Flor, Maspalomas Oasis, El Palmeral Oasis, Faro de Maspalomas.

66 Faro de Maspalomas – Gran Canaria Airport

HORAS / HOURS	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21
	minutos/minutes:															
Diario / Daily / Täglich	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20

TRIP

Estación Faro de Maspalomas (andén 1), El Palmeral Oasis, Maspalomas Dunas, Riu Club Maspalomas, Oficinas Municipales, Faro 2, La Parra 1, Los Arcos, Barbados, Teneguia, Rey Carlos, Centro Comercial Cita, Principado, Centro Comercial Yumbo, Koka, Plaza Maspalomas, Apartamentos Los Angeles, Estación Parque Tropical (andén 3), Beverly Park, San Agustín, Amurga, Playa del Aguila, Urbanización Bahía Feliz, Aeropuerto de Gran Canaria.