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国际民用  
航空组织

LT 3/1.4.17-SA157

9 March 2012

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

Subject: **Invitation to 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 letters LT 3/1.4.17-SA055 and LT 3/1.4.17-SA074 of 31 January and 16 February 2012, respectively, both concerning the above mentioned subject (letters attached for ease of reference).

This is to remind you that, because of the period of the year, the unavailability and price of the hotels could increase enormously, and in this regard we have been informed by the hotel Lopesan Costa Meloneras, that **the special price for participants attending the meetings is valid only if the reservation is done through the reservation form attached and before 15 March 2012.**

It would therefore be highly appreciated if you can send the names of the members of your delegation to the above meetings to the hotel as soon as possible and in any case before **15 March 2012.**

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

Franklin Hoyer  
Regional Director  
ICAO South American Office  
Lima

**Attachment**

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



Departamento de Congresos, Grupos & Incentivos

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

- To book your room, please fax it to +34. 928 128 009 or e-mail it to [eperera@lopesan.com](mailto: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](http://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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Departamento de Congresos, Grupos & Incentivos

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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