



X ALACPA Seminar of Airport Pavements (ALACPA/10) / VIII FAA Airport Pavements Workshop / III Short Course for Airfield Pavement Maintenance

(Mexico City, Mexico, 30 September – 4 October 2013)

GENERAL INFORMATION

1. Event Venue and Dates

The X ALACPA Seminar of Airport Pavements (ALACPA/10) / VIII FAA Airport Pavements Workshop / III Short Course for Airfield Pavement Maintenance will be held at the Melía Reforma Hotel in Mexico City, Mexico, from 30 September to 4 October 2013.

2. Venue and additional information

The Melía Reforma Hotel is located in Avenida Paseo de la Reforma No. 1, Col. Tabacalera, Delegación Cuauhtémoc C.P. 06030, Mexico, D. F., Mexico

Telephone: (52) 55 50 63 10 00 / (52) 55 51 28 50 00 and for reservations (52) 55 51 28 50 20 Local 01800 84 92 771

Link:

<http://es.melia.com/hoteles/mexico/mexico-df/melia-mexico-reforma/home.htm>

webpage: www.meliamexicoreforma.com

www.melia.com

local map:



3. Points of Contact:

For Seminar coordination related issues the following points of contacts are provided:

Civil Aviation General Directorate, Mexico

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4. Participant Registration

Participants should present at the registration table of the event in the venue hotel at 8:00 to 9:30 on Monday 30 September 2013. For identification and security purposes it is required that all participants carry the identification badge delivered at registration.

5. Opening Ceremony

The opening ceremony will be held at the Melia Reforma Hotel on Monday 30 September 2013 at 9:30, working sessions will be from 8:00 to 16:30 hours.

6. Language

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

7. Documentation

Documentation will be available at the ICAO NACC Regional Office website: <http://www.mexico.icao.int/Meetings> and in ALACPA website www.alacpa.org, accordingly.

8. Dressing Code

For protocol reasons and official photograph, formal attire is required for the working sessions and receptions.

9. Venue Hotel Booking

A special rate of \$ 1,200.00 MXN, plus tax (16%), + accommodation tax. (3%) has been negotiated.

To obtain such rate it is recommended that participants make their own timely reservations at the venue hotel, indicating that will be participating at the related event.

10. Lodging

Hotel Venue	Rates & Remarks	
	Single	Double
Meliá Reforma Hotel Avenida Paseo de la Reforma No. 1, Delegación Cuauhtémoc, Col. Tabacalera C.P. 06030, México, D. F. Telephones: (52) 55 50 63 10 00 (52) 55 51 28 50 00 booking: (52) 55 51 28 50 20 local booking 01800 84 92 771 Link: http://es.melia.com/hoteles/mexico/mexico-df/melia-mexico-reforma/home.htm webpage: www.meliamexicoreforma.com www.melia.com	\$ 1,200.00 MXN + 16% IVA + 3% <i>Luggage tax</i>	\$ 1,200.00 MXN + 16% IVA + 3% <i>Luggage tax</i>

Other Hotels

Other hotels close to the venue are:

Hotel	Rates and Remarks	
HOTEL IMPERIAL REFORMA Av. Paseo de la Reforma No. 64 Col. Juárez C.P. 06600, México, D. F. Telephone (52) 55 57 05 49 11 webpage: www.hotelimperial.com.mx/principal.html	Single	Double
	\$ 705.00 MXN + 16% IVA + 3% <i>Luggage tax</i>	\$ 950.00 MXN + 16% IVA + 3% <i>Luggage tax</i>
RAMADA REFORMA HOTEL Calle Puente de Alvarado No. 22 Col. Tabacalera C.P. 06030, México, D. F. Telephone (52 55) 50 97 02 77 Toll free: 001-800 50 97 02 77 Email: ventas@ramadareforma.com Webpage: www.ramadareforma.com/index.html	\$ 1,050.00 MXN + 16% IVA + 3% <i>Luggage tax</i>	\$ 1,195.00 MXN + 16% IVA + 3% <i>Luggage tax</i>

11. Temperature

During September and October the average temperature for Mexico City is 26°C max, 17°C media, 06°C minimum, humidity 57%, and rain probability is 30% on evenings.

12. Money Exchange

The national currency is the Peso (MXN) (\$).The approximate exchange rate is 1.USD =13.20 MXN.

13. Credit Cards

The international credit cards usually accepted in shopping centers, hotels, and restaurants are American Express (AMEX), Diners, Master Card and Visa.

14. Passport and Visa Requirements

Passport and/or Identification document and in some cases visa are required to enter to Mexico, it is recommended that participants contact their Mexican Embassies in their State for further information.

15. Transportation

Transportation from the airport to the hotel will take around 45 minutes in taxi. For your information Mexico City International Airport has an efficient land transport "Taxis autorizados" system with an official authorized rate of 30.00 USD from the airport to Mexico City Downtown, where the majority of hotels are located.

16. Commercial Working Hours

Malls and stores are generally open from 11:00 - 16:00 hours, from Sundays to Fridays until 19:00 hours, Wednesdays and Saturdays until 20:00 hours.

Banking hours are from 9:00 to 16:00 hours from Monday to Friday. The ATM are available 24 hours and exchange centers from 9:00 to 17:00 from Monday to Friday.

17. Tips and Taxes

VAT in Mexico is 16% included in final prices.

Suggested tips:

Restaurants - 10% to 15%

Beauty Parlours: 10%

Bellboy: 1 USD per suitcase

Taxi drivers 10% over taximeter rate and others 10% or more depending on the number of luggage

18. Medical Coverage

Participants should have medical insurance or medical coverage from their respective governments to meet expenses, if any, towards sickness or a medical emergency during the event. The Government of Mexico and ICAO take no responsibility to meet expenses in this regard.

19. Electricity

110 Volts

20. Hospitals

If necessary, the following hospitals are recommended:

Hospital ABC	Sur 136 No. 116 Las Américas Deleg. Álvaro Obregón 01120, México, D. F.	(52 55) 52 30 80 14
Hospital Ángeles Metropolitano	Tlacotalpan No. 50 Roma Sur Deleg. Cuauhtémoc 06760, México, D. F.	(52 55) 62 65 18 00
Hospital Ángeles Mocol	Gregorio V. Gelati No. 29 San Miguel Chapultepec Deleg. Miguel Hidalgo 11850, México, D. F.	(52 55) 52 78 23 00

21 Security Measures

Security measures are common for all cities such as: do not carry more money than the necessary, do not show jewelry or other precious objects and **request the hotel for taxi services.**

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