



GENERAL INFORMATION

(Presented by the Secretariat)

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

The theoretical/practical course on ATFM procedures will be held at the Centro de Gerenciamento da Navegação Aérea (CGNA), located at the Santos Dumont Military Complex – Santos Dumont Airport, Rio de Janeiro, Brazil, from 17 to 28 November 2014.

2. **Address and contact telephones**

The Centro de Gerenciamento da Navegação Aérea (CGNA), is located at Avenida General Justo, 160, Centro, Rio de Janeiro, Brazil.

** Access to CGNA building will be through the main entrance of the Departamento de Controle do Espaço Aéreo-DECEA, located next to the Santos Dumont Airport.*

Telephones: (00 55 21) **2101-6378**
Fax: (00 55 21) **2101-6510**
E-mail: cgna@decea.gov.br

3. **Registration of participants**

Registration of delegates will take place on Monday 17 November 2014, from 08:30 to 09:00 hours.

4. **Opening of the Course**

The opening session will take place on Monday 17 November 2014, at 09:00 hours, in the CGNA instruction room.

5. **Temperature**

During the month of November, the temperature in Rio de Janeiro varies from 25°C to 31°C. The average humidity is of 74%.

6. **Money exchange**

The Brazilian currency is the Real. Present exchange rate is approximately R\$ 2.20 per US\$ 1.00. Preferably, money exchange should be made at Exchange houses (from 09:00 to 22:00 hours) or at Banks (from 10:00 to 16:000 hours).

7. **Credit cards**

International credit cards usually accepted at hotels, shopping centres and restaurants are: Visa, Diners, MasterCard/Cirrus and American Express (AMEX).

8. **Accommodation**

The suggested hotels are located near the site of the meeting, for which it is recommended to stay at same. Reference rates are indicated in Reales:

HOTEL	ADDRESS	ROOM SINGLE/DOUBLE R\$	BREAKFAST R\$	TAX %
IBIS	Av. Marechal Câmara, 280, Centro Rio de Janeiro Tel.: (00 55 21) 3506-4500 Fax: (00 55 21) 3506-4501 www.ibis.com H5691-RE@ACCOR.COM.BR	Single R\$249,00 Double R\$249,00	NOT INCLUDED R\$ 16,00	5% ISS
NOVOTEL	Av. Marechal Câmara, 300, Centro Rio de Janeiro Tel.: (00 55 21) 3506-8500 Fax: (00 55 21) 3506-8502 www.novotel.com H6522-RE@ACCOR.COM.BR	Single R\$480,00 Double R\$538,00	INCLUDED	5% ISS

NOTE: Type of credit card (VISA, AMEX, etc) and deadline is required to guarantee the reservation. It is suggested to contact referred hotels well in advance, in order to obtain better rates

9. **Transportation**

If participants prefer to use normal taxi service (yellow), the rate from “Aeroporto do Galeão” to the indicated hotels is of R\$ 55.00.

In case special taxis are used, the rate from “Aeroporto do Galeão” to the indicated hotels is of approximately R\$ 90.00 (ninety Reales).

As an alternative, there is a commercial-special bus service, leaving from Aeroporto Galeão (Tom Jobim), Terminal 1, passing through Terminal 2. The first departure schedule is at 06:30 hours and every 30 (thirty) minutes, you will have a bus leaving Terminal 1. This bus reaches Aeroporto Santos Dumont, next to the suggested hotels. The rate is R\$ 12.50.

10. **Hospitals**

In case of emergency, it is recommended to use following hospitals:

➤ **Hospital Copa D’Or**

Address: Rua Figueiredo de Magalhães, 875 - Copacabana - Rio de Janeiro
Telephone: (00 55 21) 2545-3600

➤ **Hospital Souza Aguiar**

Address: Praça da República, Nº 11, Centro - Rio de Janeiro
Telephone: (00 55 21) 3111-2603

11. **Business hours**

Approximately from 09:00 to 18:00 hours.
At shopping centers (malls), from 10:00 to 22:00 hours.

12. **Electricity**

110 Volts.

13. **Airport tax**

Departure tax is R\$ 22.00 (domestic flights) y US\$ 37.00 (international flights).

14. **Visa and vaccination**

Please check with Brazilian Embassies and missions in the concerned country.

15. **Others**

Tax on purchases is included in prices. Tips at restaurants and related places are 10% of the full amount and are mostly included in the total price.

16. **Contacts**

TEN HELIO RICARDO BRASIL LIRA

Tel.: (00 55 21) 2101-6408 / 2101-6379

Fax: (00 55 21) 2101-6490

Cel.: (00 55 21) 99499-7669

E-mail: siat@cgna.gov.br

SO CLOSEMILDO CIPRIANO DA SILVA

Tel.: (00 55 21) 2101-6408 / 2101-6379

Fax: (00 55 21) 2101-6490

Cel.: (00 55 21) 77755-6195

E-mail: cipriano@cgna.gov.br

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