



GENERAL INFORMATION

(Presented by the Secretariat)

1. **Venue and dates**

The Sixth SAM Meeting on ATS Routes Network Optimisation (SAM ATSRO/6) will be held at the premises of the ICAO South American (SAM) Regional Office in Lima, Peru, from 27 to 30 October 2014.

2. **ICAO South American Regional Office address**

Av. Victor Andrés Belaúnde No. 147
Via Principal No. 102
Centro Empresarial Real, Edificio Real 4, Piso 4
San Isidro, Lima (see attached map)
Tel.: +511 611-8686
Fax: +511 611-8689
E-mail: icaosam@icao.int

3. **Opening session**

Will take place on Monday, 27 October 2014, from 09:00 to 09:15 hrs, at the ICAO SAM Office's conference room located in the 4th floor.

4. **Languages and documentation**

This event will be held in Spanish, with English simultaneous interpretation services if sufficient English speaking participants are timely registered.

5. **Documentation Link**

The documentation will be posted in the ICAO SAM Regional Office Website: http://www.icao.int/SAM/Pages/ES/meetings_ES.aspx, under *Meetings*. Participants should check this website frequently to download the documentation. All participants must bring their own set of documentation to the Meeting venue (hard copy or electronically), since there will be no hard copies available for distribution.

6. **Participants Registration**

Participants are requested to first fill-in the registration form and submit it to the ICAO SAM Regional Office as soon as possible (please refer to **Attachment C** of the convening letter).

On Monday 27 October, the registration will be verified at the registration desk, from 08:30 to 09:00 hrs. Participants are requested to use the badges that will be supplied to them during registration.

7. **General information**

It can be found in the “*General Information*”, “*Weather*” and “*Hotels*” sections of the ICAO SAM Regional Office Website home page, located at <http://www.icao.int/SAM>, “*inglés*” (upper right-hand corner).

8. **Transportation from/to the airport**

There are authorized taxis services at the Jorge Chavez International Airport. The rate to Miraflores or San Isidro (hotel area) is of approximately US\$ 30.00. This rate can be confirmed in counters at the Airport’s international arrivals area.

9. **Transportations to and from the site of the event**

Participants can take a taxi or walk to the SAM Regional Office, depending on the location of the selected hotel, and vice versa.

In the city, there are independent or informal taxi drivers. In view of the fact that they do not belong to a company, they do not provide any safety or guarantee. In case of taking an informal taxi, please consider that you may be at a high risk.

10. **Information on wheather and hotels**

Information can be found in the “General Information”, “Weather” and “Hotels” sections of the ICAO SAM Regional Office Website (<http://www.icao.int/SAM>).

11. **Passport, visa and vaccination requirements**

To enter the country, an updated passport and visa are requested; however, it is recommended to contact the Peruvian Embassy or Consulate in your country, to enquire on this requirement well before your departure. Please also verify if yellow fever or any other vaccination is required. Please be aware that participants who requested a fellowship should present their passport at the bank to cash their corresponding check.

12. **Money exchange and credit cards**

The Peruvian currency is the Nuevo Sol Peruano (S/). Present exchange rate is S/ 2.80 per US \$ 1.00, approximately.

Credit cards as American Express, Master Card, VISA, Diners Club, etc, are usually welcome in hotels, shopping centres and restaurants. Traveller’s checks should be exchanged in banks.

13. **Hospitals**

In case of emergency, **Clínica Anglo Americana** is recommended, which is located in Alfredo Salazar s/n, Miraflores, Tel: +51 1 616-8900.

14. **Contacts at ICAO**

Mr. Julio de Souza Pereira, ATM/SAR Regional Officer (jpereira@icao.int)	611-8686 ext. 104 Cel: 95921 5797
Mr. Roberto Arca Jaurena, ATM/SAR/AIM Regional Officer (rarca@icao.int)	611-8686 ext. 106 Cel: 98761-7888

15. **Electricity**

220 Volts/60Hz.

16. **Information on safety and protection**

Upon any emergency situation, kindly call ICAO SAM Office Security Officer Mr. Roberto Arca (ATM/SAR/AIM), Cel.: 98761 7888, or contact the Operations Centre of the United Nations Safety and Security Department (UNDSS), round the clock assistance during 365 days a year, at following cellular phones: 99757 1008 or 99757 1003.

17. **General recommendations in the event of an earthquake**

The city of Lima is within an earthquake area.

During an earthquake

- a) Keep calm.
- b) Stay away from windows, do not go to any balconies, do not use elevators.
- c) Locate yourself in previously identified internal safety zones.
- d) Evacuate the premises only if conditions permit it; otherwise, minimize your movements.

After an earthquake

- a) Proceed to leave the premises, since quakes can continue.
- b) Evacuation must be carried out calmly, quickly and safely through the indicated routes.
- c) Stay in the evacuation site until the designated security team of the building has verified whether the installations are at risk.

ICAO Third and Fourth floor emergency exits

- a) In front of the elevator area are two emergency staircases.
- b) Both stairs end in the first floor of the building, in the main entrance area.
- c) Proceed down the staircases. Do not push or run; keep in line, move in one direction only; keep conversation to a minimum.
- d) Exit the building to allow free flow of other evacuees exiting behind you.

- e) Once outside the building and having your back to it, turn left towards the evacuation site, located across V. A. Belaúnde Avenue.
- f) Pay attention at all moment to the indications that the security team might make.
- g) You will be informed when is it safe to return to the facilities.

**PLANO DE UBICACIÓN DE LA OFICINA REGIONAL SUDAMERICANA DE OACI EN LIMA, PERÚ/
ICAO SOUTH AMERICAN REGIONAL OFFICE LOCATION MAP IN LIMA, PERU**

Av. Víctor Andrés Belaúnde 147 - Edificio 4, cuarto piso, San Isidro

