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## GENERAL INFORMATION

(Presented by the Secretariat)

### 1. Place and date

The NAM/CAR/SAM Facilitation Regional Seminar/Workshop will be held at the ICAO SAM Regional Office, Lima, Peru, from 9 to 12 September 2014.

### 2. Address of the ICAO South American Office

Av. Víctor Andrés Belaúnde 147  
Principal No.102  
Centro Empresarial Real, Torre Cuatro, Piso 3  
San Isidro, Lima  
Telephone: +51 1 611-8686  
Fax: +51 1 611-8689  
E-mail: [icaosam@icao.int](mailto:icaosam@icao.int)

### 3. Opening session

Tuesday, 9 September 2014  
Registration of participants: 08:30 – 09:00 hrs.  
Opening session: 09:00 – 09:30 hrs.

### 4. Registration of participants

Participants are requested to fill in the registration form attached to this information paper and submit it to SAM Regional Office as soon as possible. A subsequent registration will take place at the corresponding registration desk, from 08:30 to 09:00 hrs, during the first day of the event, where the duly completed registration sheet should be handed in. Likewise, participants are requested to use the badges supplied to them during registration.

### 5. Documentation link and languages

The event will be carried out in Spanish and English, with simultaneous interpretation services. The documentation for the event will be posted on the ICAO SAM Regional Office website: <http://www.icao.int/SAM>.

No hard copies will be distributed during the event. Participants are recommended to bring their own set of documentation (hard copy or electronically in a laptop) to the Event venue.

**6. Temperature**

Temperature in Lima during the month of September varies from 14°C to 19°C. The average humidity is of 75%.

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

At the Jorge Chavez International Airport you can find a recommended taxi service: Taxi Green. This company has a green sign just in front of the exit door of international arrivals where rates can be confirmed.

The rate to Miraflores or San Isidro (hotels areas) is of approximately US\$ 20.00.

**8. 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.

Recommended company for transfers within the city is Taxi Satelital T. +511 355-5555

**9. Suggested hotels in Lima**

Kindly visit ICAO Regional Office website where recommended hotels for persons visiting Lima are listed: <http://www.icao.int/SAM/Pages/Hotels.aspx>

**Note:** Foreigners are exempted of 18% Sales Tax presenting the passport during check-in.

**10. 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.

**11. 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.

12. **Hospitals**

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

13. **Electricity**

220 Volts/60Hz.

14. **Information on safety and protection**

Upon any emergency situation, kindly call the Operations Centre of the United Nations Safety and Security Department (UNDSS):

**Assistance 24 Hours - 365 days**

Celulares: 99757 – 1008  
99757 – 1003

15. **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, and 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 floors 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 Víctor Andrés Belaúnde Avenue.
- f) Pay attention at all moment to the indications that the security team might make.
- g) You will be informed when there is no danger for your 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**

