



GENERAL INFORMATION

(Presented by the Secretariat)

1. **Site and dates**

The First Workshop on PBN Airspace Design in the SAM Region - Regional Project RLA/06/901 (Lima, Peru, 12-23 May 2014) will be conducted in Bogota, Colombia, in the Auditorium of the Centro de Estudios de Ciencias Aeronauticas, CEA (Avenida el Dorado # 103-23).

2. **Participants registration**

Participants should register in advance by submitting the corresponding registration form, published at SAM Office's webpage, duly filled out, to the ICAO South American Regional Office (icaosam@icao.int) as soon as possible. Registration will be verified at the Workshop's registrations desk on 12 May 2014, from 08:00 to 08:30 hours.

3. **Opening of the workshop and schedule**

The workshop will be opened on Monday 12 May 2014 at 08:30 hours, at the Auditorium of the Centro de Estudios de Ciencias Aeronauticas, CEA.

The schedule will be from 08:30 to 17:00, with adequate breaks.

4. **Documentation**

Pertinent documentation will be posted on the ICAO SAM Regional Office website (http://www.icao.int/SAM/Pages/ES/meetings_ES.aspx - *First Workshop on PBN Airspace Design in the SAM Region*).

5. **Local time**

Standard time difference compared to UTC is -5 hours.

6. **Temperature**

During the month of May, the temperature in Bogota ranges from 9.1°C to 19.3°C, with an average of 14.2°C. The average humidity is 82%.

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

It is recommended to verify these requirements with the local Embassy/Consulate of participant States. In case of visa requirement, same can be obtained directly at the airport upon arrival, by presenting the letter of invitation. Please check at following webpage if your State requires visa:

<http://www.cancilleria.gov.co/services/colombia/visas>.

8. Local transportation

Authorized taxi service and Transmilenium feeder bus are available at El Dorado International Airport. Participants may be informed on transportation alternatives by asking authorized officers at airport's exit gate No. 4, where they may also ask about rates to suggested hotels. Average rate to downtown is of approximately \$20.000 by taxi and \$50.000 by Van.

Following taxi service is suggested:

Taxi Imperial S.A.S. Telephone: 57(1) 3456789

Participants are suggested to send flight arrival dates to Colombia by mail (icaosam@icao.int), in order to facilitate enter procedures to Bogota.

9. Hotels suggested in Bogota

Following accommodation alternatives in Bogota are suggested:

HOTEL	TELEPHONE/FAX	ADDRESS	SINGLE ROOM	DOUBLE ROOM
Hotel Ibis Bogota Museo	TEL : 57 (1) 3814666 FAX: 57 (1) 3814667	Transversal 6 No. 27-85 Centro Internacional	\$ 159.000	\$ 159.000
Aloft Bogota Airport	TEL: 57 (1) 742 7070	Av. Calle 26 No. 92-32	\$ 181.400	\$ 200.400
Hotel Sheraton Bogota	TEL: 57 (1) 2105000 Ext. 2115	Calle 25B No. 69C-80	\$ 309.700	\$ 375.800
Hotel Eventos & Convenciones Habitel	TEL: 57 (1) 419 9999 Ext 8215	Avenida el Dorado No. 100-97	\$ 278.400	\$ 342.200
Casa hotel Quintas de Normandía	57 (1) 796 86 82 57 (1) 796 85 63 57 (1) 796 85 95	Av. Rojas No. 50-35 Normandía	\$ 60.000	\$ 120.000
Hotel Elegant Suite	57 (1) 2630987	Avenida Boyaca No 51-62	\$ 60.000	\$ 120.000
Hotel Holiday Inn	57 (1) 4044141 57 (1) 4044142	Avenida calle 26 # 68D-91	\$ 284.400	\$ 325.200

Participants should make their reservations directly with the selected hotel, well in advance.

10. Money exchange and credit cards

The national currency in Colombia is the Peso Colombiano. Currently, the currency exchange is equivalent to \$1.966 per US\$1.00.

International Credit cards usually accepted in shopping centers, hotels and restaurants are American Express, Master Card, VISA and Diners Club. Currency and/or traveler checks exchange should be always made at exchange agencies or banks.

Except for informal urban trade or public transport, in most of shops, restaurants and establishments payments can be made directly in US-dollars.

11. Commercial working hours

Business are open from Monday to Friday from 0900 to 1900 hours. Saturdays and Sundays from 1000 to 2000 hours. Shopping centers (malls) are open from Monday to Sunday, from 0900 to 2000 hours. Banks are open from 0800 to 1600 and in extended schedule from 1700 to 1900. Some banks are open on Saturdays from 0900 to 1600 hours.

12. Hospitals

If necessary, following hospitals and clinics are recommended:

Clínica Reina Sofía Address: Cra 31 No. 125 ^a -23	Telephone: 57(1) 625 21 11
Clínica SHAI0 Address: Diagonal 110 No. 53-67	Telephone: 57(1) 624 32 11
Hospital San Ignacio Address: Cra. 7 ^a No. 40-62	Telephone: 57(1) 285 0020

13. Contact telephones

International Civil Aviation Organization

Workshop coordinators:

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Workshop coordinator:

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14. **Suggested clothing**

Meeting: formal clothes are recommended.

Activities outside the meeting : casual.

Airport tax

The international departure airport tax amounts to US\$34.00. Please check if same is included or not_included in the cost of the air ticket.

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