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## GENERAL INFORMATION

(Presented by the Secretariat)

### 1. Place and date

The Third Meeting on the Technical-Operational Implementation of the New REDDIG II Digital Network (RTO/3) and REDDIG II Preparatory Course will be held in Bogotá, Colombia, from 28 July to 1 August 2014, at the Centro de Gestión de Mercados Logística y Tecnologías de la Información, Room of Audiovisuals (2<sup>nd</sup> floor) and Laboratory N° 209.

### 2. Address of the events

Centro de Gestión de Mercados logística y Tecnologías de la información  
Calle 52 N° 13-65, Bogotá, Colombia  
Tel: 57 (1) 594 13 01 IP 17033  
E-mail: mcmatallana@sena.edu.co  
www.sena.edu.co

### 3. Contacts

#### ICAO

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#### UAEAC Colombia

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Subdirección General  
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E-mail: ana.mosquera@aerocivil.gov.co

### 4. Registration of participants

Participants are requested to submit the registration form to the SAM Regional Office as soon as possible. A subsequent registration will take place at the corresponding registration desk, from 08:30 to 08:45 hours.

5. **Opening**

The opening session will take place on 28 July 2014 at 08:45 hours, at the Room of Audiovisuals.

6. **Documentation link and languages**

The events will count with simultaneous interpretation services. The documentation will be posted on the ICAO SAM Regional Office website; participants should check our website frequently to download the documentation. All participants must bring their own set of documentation (hard copy or electronically in a laptop) to the Meeting venue; there will be no hard copies available for distribution.

The instructions to log on the SAM website are:

- a) <http://www.icao.int/SAM>;
- b) Click on “*English*” (upper right corner of the welcome page);
- c) Select “*Meetings*”, located at the left panel of the South American (SAM) Office welcome page; and
- d) Look for and click on “*RLA/03/901 - RTO/3 & REDDIG II Preparatory Course*” (events are ordered by date).

7. **Temperature**

In July, the temperature in Bogota varies from 8.1°C to 18.4°C. The average humidity is of 78%.

8. **Money exchange**

The national currency is the Peso Colombiano (COP). Currently, the exchange is \$ 1,883.76 Pesos Colombianos per US\$1.00. Please carry out transactions at banks or authorized money exchange houses.

9. **Credit cards**

Credit cards such as Visa, Diners, Master Card y American Express, are usually welcome in hotels, shopping centres and restaurants.

10. **Lodging**

The hotels suggested hereunder provide special rates for all participants:

HOTEL	TELÉFONO/FAX	DIRECCIÓN	HABIT. SENCILLA	HABIT. DOBLE
Hotel La Quinta	57 (1) 7424908 Celular: 317 6478045 María Cristina Lleras M	Carrera 5 # 74-52	\$ 374.300	\$ 529.360
Hotel bh Tempo	57 (1) 7424095 Celular: 317 6478045 María Cristina Lleras M	Carrera 7 # 65-01	\$ 279.180	\$ 358.840

HOTEL	TELÉFONO/FAX	DIRECCIÓN	HABIT. SENCILLA	HABIT. DOBLE
Hotel bh Parque 93	57 (1) 7432820 Celular: 317 6478045 María Cristina Lleras M	Carrera 14 # 93ª -69	\$ 281.500	\$ 361.160
Hotel bh Retiro	57 (1) 7563177 Celular: 317 6478045 María Cristina Lleras M	Calle 80 # 10-11	\$ 322.100	\$ 401.760
Aloft Bogotá Airport	Tel: 57 (1) 742 7070	Av. Calle 26 No. 92-32	\$ 181.400	\$ 200.400
Hotel Sheraton Bogotá	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
Hotel Holiday Inn	57 (1) 4044141 57 (1) 4044142	Avenida calle 26 # 68D-91	\$ 284.400	\$ 325.200
Hotel Airport Travel	57 (1) 2634844	Carrera 71B # 49-52	\$ 142.000	\$ 150.000

Bogota has an excellent variety of hotels that can be found at [www.hotelesbogota.com](http://www.hotelesbogota.com).

**NOTE: Hotel reservations are to be requested directly and well in advance, to the hotel of your choice.**

11. **Hotel reservations**

Reservations are to be made mentioning the **Third Meeting on the Technical-Operational Implementation of the New REDDIG II Digital Network (RTO/3) and REDDIG II Preparatory Course**. You will be required to indicate your credit card type (Visa, Amex, etc.) and validity to guarantee the reservation.

12. **Transport**

It is recommended that authorized taxis be taken from the airport to the hotel. The taxis authorized to transport passengers to their respective hotels are found upon leaving the customs building.

13. **Hospitals**

In the event of need, the following hospitals are suggested:

**Clínica La Carolina**

Carrera 14 #127-11

Tel: +57 1 658-1616

**Clínica Reina Sofia**

Avenida Calle 127

Tel: +57 1 625-21113, Ext. 17127

**Clínica Shaio**

Diagonal 110 N° 53-67

Tel: +57 1 624-3211

**Hospital San Ignacio**

Dirección: Cra. 7ª No. 40-62

Teléfono: +57 1 285-0020

14. **Commercial hours**

From 11:00 to 23:00 hours, approximately.

15. **Electricity**

110 Volts / 60 hz.

16. **Airport tax**

The airport tax upon departure is of US\$ 38.00.

Exempted are:

- a) Foreigners visiting or in transit in Colombia, when the stay does not exceed sixty (60) days; and
- b) Those travelling with diplomatic passport.

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

To enter the country, an updated passport and visa are requested; however, it is recommended to contact well before your departure the Colombian Embassy or Consulate in your country, to enquire on this requirement. Note should be taken that it is not possible to obtain entry visas upon arrival in Colombia. Please also verify whether any vaccination is required.

18. **Other**

The purchasing tax is included in the consumer prices. Tips at restaurants, etc., is voluntary, as they are mostly already included in the overall price.