



AERONÁUTICA CIVIL  
UNIDAD ADMINISTRATIVA ESPECIAL

## ATTACHMENT A

### INTERNATIONAL CIVIL AVIATION ORGANIZATION

#### **XII ALACPA Seminar of Airport Pavements (ALACPA/12) / X FAA Airport Pavements Workshop / V Short Course for Airfield Pavement** (Cartagena, Colombia, 17 to 20 November 2015)

#### **General Information**

##### **1. Meeting Venue and Dates**

The XII ALACPA Seminar of Airport Pavements (ALACPA/12) / X FAA Airport Pavements Workshop / V Short Course for Airfield Pavement will be held at the Caribe Cartagena de Indias Hotel in Cartagena, Colombia, from 17 to 20 November 2015.

##### **2. Meeting address**

Hotel (or Venue): Caribe Cartagena de Indias  
Address: Carrera 1 No. 2 – 87, Bocagrande  
Telephone: +57 5 6654970  
E-mail: [hotelcaribe@hotelcaribe.com](mailto:hotelcaribe@hotelcaribe.com)

##### **3. Participant Registration**

Participants should register in advance by submitting the registration form to the contact e-mails [icaosam@icao.int](mailto:icaosam@icao.int) and [registro@alacpa.org](mailto:registro@alacpa.org). Further registration will take place on Tuesday 17<sup>th</sup> November 2015, from 08.00 to 09.00 hours. For identification purposes participants are requested to wear the badge provided upon registration during the seminar.

##### **4. Opening Ceremony**

The opening ceremony will be held on Tuesday 17 November 2015, at 9:00 hours.

##### **5. Temperature**

Average maximum temperatures for the whole year are from 30°C/31°C, while average minimum temperatures vary between 23°C and 25°C. Humidity is stable around 80% during the whole year.

##### **6. Money Exchange**

The national currency is the Colombian Peso. Currently money exchange is equivalent to approximately \$2.913 Pesos per US Dollar. Money exchange should always be made in money exchange houses or banks.

7. **Credit cards**

International credit cards usually accepted in hotels, shopping centers and restaurants are: Visa, MasterCard, American Express, Diners Club.

8. **Lodging**

Suggested hotels and rates depending on the type of room are as follows:

<b>Hotel</b>	<b>Dirección/Address</b>	<b>Teléfono/Telephone</b>	<b>Hab. Sencilla/ Single Room (COP)</b>	<b>Hab. Doble/ Double Room (COP)</b>	<b>Impuestos/ Taxes</b>
Hotel Caribe Cartagena de Indias	Carrera 1 No. 2 - 87	(+57) 5 6501160 Fax: (+57) 5 6654970	\$ 331.300	\$ 366.100	Incluidos/ Included
Hotel Hilton Cartagena	Avenida Almirante Brion, El Laguito	(+57) 5 6948000	\$ 646.219	\$ 710.219	Included Incluidos/
Hotel Capilla del Mar	Carrera 1 No. 8 - 12	(+57) 5 6501501 (+57) 5 6501500	\$ 318.664	\$ 358.928	Incluidos/ Included
Hotel GHL Corales de Indias	Carrera 1 No. 62 - 198	(+57) 5 6810500	\$ 306.600	\$ 311.600	Incluidos/ Included
Hotel Dann Cartagena	Calle 1A No. 1 - 60	(+57) 5 6650510 6650000 Ext: 312	\$ 255.000	\$ 288.000	No incluye/ Not included
Hotel Almirante	Avenida San Martín, Calle 6 Esquina	(+57) 5 6658811 Ext: 5100 - 5146	\$ 249.000	\$ 314.000	No incluye Not included
Hotel Regatta	Carrera 1 No. 5 - 82 Avenida el Malecon	(+57) 5 6657527	\$ 280.000	\$ 280.000	Incluidos/ Included
Hotel Ibis Cartagena Marbella	Avenida Santander No. 47 - 90	(+57) 5 6932424 Ext: 301/302	\$ 179.000	\$ 179.000	Incluidos/ Included
Hotel Bahia	Carrera 4 Calle 4 - Esquina	(57) 5 665 03 16 (57) 5 665 03 17 (57) 5 665 03 18 (57) 3185204210	\$ 170.000	\$ 200.000	Incluidos/ Included
Hotel Playa Club	Avenida San Martín No. 4 - 87	(+57) 5 6650552 (+57) 5 6650361	\$ 155.000	\$ 198.000	Incluidos/ Included

9. **Hotel Reservation**

Hotel reservations at the venue hotel should be made directly to the hotel, well in advance.

10. **Transportation**

Participants should arrange their transportation.

11. **Hospitals**

<b>Centro de Atención Médica / Medical Attention</b>	<b>Dirección / Address</b>	<b>Teléfono / Telephone</b>
Clínica Medihelp Services	Carrera 6 No. 5 - 101	+57 5 6652255
Clínica Pragma Caribe	Carrera 4 No. 7 - 173	+57 5 6655693 +57 5 6551908
Clínica Santa Cruz de Bocagrande	Carrera 3 No. 18 - 156	+57 5 6569600
Nuevo Hospital Bocagrande	Carrera 53 No. 6 - 49	+57 5 6933052 +57 6932996
Hospital Naval de Cartagena	Carrera 5 Base Naval	+57 5 6655360

12. **Commercial working hours**

From 10:00 am to 07:00 pm approximately.

13. **Electricity**

110 Voltios / 60 Hertz

14. **Airport Tax**

International airport tax is included in the air tickets.

15. **Passport, visa and vaccinations requirements**

It is recommended to verify these requirements in the corresponding embassies or consulates of participant countries.

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

**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.

17. **Others**

Value added tax in Colombia (IVA) is 16% included in final prices.

In hotels IVA is charged plus hotel insurance per person/night.

In most restaurants and bars a tip of 10% can be given, not included in the bill.

Difference between standard UTC time is -5 hours.