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## GENERAL INFORMATION

(Presented by the Secretariat)

### 1. Place and Date

The Workshop/Meeting on ATS for Contingency Plans and Letters Operational Agreement (ATS/CONT/PLAN) – Regional Project RLA/06/901 (From 19 to 23 March 2018) will be conducted in the ICAO South American (SAM) Regional Offices premises in Lima, Peru. Since we count with two conference rooms, it will be appreciated that upon arriving in the Office, you verify where the event will take place – floor 3 or 4

### 2. Coordinators

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### 3. Participants Registration

Participants should register on Monday, 19 March 2018, from 08:30 to 09:00 hours.

### 4. General information

Found in the “*General Information*”, “*List of Hotels*” and “*Weather*” sections in the ICAO SAM Regional Office website, <http://www.icao.int/sam> (left panel, under South American (SAM) Office).

### 5. Documentation

The documentation will be posted on the ICAO SAM Regional Office website, <http://www.icao.int/sam>, *Meetings*. 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.