



*International Civil Aviation Organization (ICAO)*  
South American Regional Office (SAM)

AVSEC/FAL Regional Group – **First international forum on new facilitation perspectives within the civil aviation security framework**  
Bogotá, Colombia, from 4 to 6 December 2019

---

## GENERAL INFORMATION

(Presented by Colombia)

### 1. **Place and date**

The *First international forum on new facilitation perspectives within the civil aviation security framework* will be held in the city of Bogota, Colombia, from 4 to 6 December 2019, in the Hotel Capital.

### 2. **Address of the event**

Hotel Capital  
Address: Calle 25 B No. 69A – 50  
Fax: +57 1 412 4776  
Telephone No.: +57 1 423 3000  
E-mail: [andrea.galvis@ghlhoteles.com](mailto:andrea.galvis@ghlhoteles.com)  
Website: [www.ghlhoteles.com](http://www.ghlhoteles.com)  
[www.hotelcapital.com.co](http://www.hotelcapital.com.co)  
[www.ghlink.com](http://www.ghlink.com)

### 3. **Registration of participants**

Participants are requested to fill in the registration form attached and submit it to SAM Regional Office as soon as possible. A subsequent registration will take place at the corresponding registration desk, from 07:30 to 08:30 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








### 4. **Opening session**

The opening session of the First international forum on new facilitation perspectives within the civil aviation security framework will take place on Wednesday, 4 December 2019 in the Hotel Capital

Opening session: 08:30 – 09:00 a.m.

5. **Temperature**

The estimated temperature in Bogota for the month of December varies between 17°C to 19°C approximately, with possibilities of rain. Average humidity is 65%, as follows:

Dom.	Lun.	Mar.	Mié.	Jue.	Vie.	Sáb.
1	2	3	4	5	6	7
						
17°/8°	17°/8°	17°/8°	17°/8°	18°/8°	19°/8°	19°/6°
Media histórica 19°/10°	Media histórica 19°/10°	Media histórica 19°/10°	Media histórica 19°/10°	Media histórica 19°/10°	Media histórica 19°/10°	Media histórica 19°/10°

6. **Time zone**

The local time of Bogota is UTC / GMT -5 hours, during the whole year.

7. **Money exchange**

The Colombian Peso is the official currency of the Republic of Colombia. Please refer to website <http://www.banrep.gov.co/es/tasa-cambio-del-peso-colombiano-trm> to see present exchange rate.

8. **Credit cards**

Credit cards to be used in Colombia are those normally accepted internationally in hotels, shops and restaurants: MasterCard, Visa, Diners Club and American Express.

9. **Transport from/to the airport**

You can find authorized taxi service at the El Dorado International Airport.

Normal fare is approximately USD 10 or 15, depending of the hotel location. It is conditioned to the taximeter of taxi operators. The taxi operator of El Dorado Airport is: Radio Taxi Aeropuerto S.A. Telephone No.: + 57 1 420 2600.

10. **Hotels**

Hotel Capital, is the venue of the event, and it offers a special rate only when you contact the following sales executive:

Ms. Andrea Galvis, Commercial Executive  
Mail: andrea.galvis@ghlhoteles.com  
Telephone: +57 320 400 8553

<b>Hotel</b>	<b>Address</b>	<b>Simple/double Room US\$</b>	<b>Breakfast US\$</b>	<b>Tax %</b>
<b>CAPITAL</b>	<b>Calle 25 B # 69A - 50</b>	<b>Simple \$62 Double \$65</b>	<b>Included</b>	<b>19%</b>
SHERATON	Calle 25 B # 69 C -80	Simple \$122 Double \$180	Included	19%
RADISSON AR	Carrera 60 # 22-99	Simple \$100 Double \$125	Included	19%

**\*Note:** Reservations at the Hotel Capital: Please include in the subject of your email the name of the event, indicating the complete name of the person, and dates of arrival and departure.

Hotel Capital daily fare includes:  
Room  
Buffet breakfast in the restaurant of the hotel  
Internet (Wi-Fi) in the common areas  
Parking lot  
Swimming pool use  
Medical emergencies

#### 11. **Hospitals**

In case of emergency, Clinica Colombia is recommended, at Calle 66 No. 23-46, telephone No. +57 1 594 8650. Private service.

Fontibon Hospital located in Carrera 99 No. 16i, telephone No. +57 1 5639509. Public service.

#### 12. **Business hours**

From 10:00 to 20:00 hours, approximately.  
Malls are opened from 10:00 to 22:00 hours.

#### 13. **Electricity**

120 volts / 60Hz. The sockets or outlets consist of two vertical flat plugs and a round plug, as the models shown below:



14. **Tax Airport**

Domestic and international taxes are included in the air tickets.

15. **Visa**

The following webpage is recommended in order to verify visa requirements for entering Colombia for each of your respective countries:

[http://www.cancilleria.gov.co/tramites\\_servicios/visa](http://www.cancilleria.gov.co/tramites_servicios/visa)

16. **Miscellaneous**

Sales tax is included in the consumer prices. Tip in restaurants is 10% of the total, and it is generally included in the bill.

17. **Security recommendations**

Security recommendations are those that are common to all cities, such as to carry only the necessary cash, do not show jewels and to use secure taxi service for transportation. The use of the hotel taxi is recommended.

National emergency line: 123.