

**INTERNATIONAL CIVIL AVIATION ORGANIZATION
SOUTH AMERICAN REGIONAL OFFICE**

**PREPARATORY MEETING OF THE GREPECAS ATM/CNS SUBGROUP,
ATM COMMITTEE, ATFM TASK FORCE**

(ATFM/TF PREP)

(São José dos Campos, Brazil, 3 to 5 August 2005)

General Information

1. Site and date of the meeting

The sessions of the Preparatory Meeting of the GREPECAS ATM/CNS Subgroup, ATM Committee, ATFM Task Force will be held in São José dos Campos, Brazil, from 3 to 5 August 2005, at the facilities of the *Centro de Gestión de la Navegación Aérea - CGNA*.

2. Address and contacting telephones

The CGNA is located at the Av. Brig. Faria Lima, 1941, Jardim da Granja, São José dos Campos.

Tel: (00 55 12) 3904-5002
Fax: (00 55 12) 3941-7055
E-mail: nogueira@cgna.gov.br
Website: www.cgna.gov.br

3. Languages

The meeting will be held in one language, either Spanish or English, depending on the delegates that will participate in this event.

4. Opening session

The opening session will be on 3 August, at 09:30 hours at the Meeting Room of the CGNA.

Subject to confirmation by the Meeting, the Schedule shall be as follows:

Wednesday: 08:30-15:00 hours
Thursday and Friday : 09:00-15:00 hours

5. **Registration of participants**

The registration of delegates will take place on Wednesday, 3 August 2005, at 08:30 hours. The registration desk will be located at the entrance of the Meeting Room.

6. **Secretariat of the Meeting**

Mr. Jorge Fernández Demarco, RO/ATM of the ICAO South American Regional Office will be the Secretary of the Meeting.

7. **Passport and visas**

A valid passport and visa are required for citizens from certain countries. To this effect, delegates are kindly requested to complete the formalities **in advance** in order to obtain entry visa from any Brazilian embassy, prior to departure (please verify requirements for citizens of State).

Yellow fever vaccine will be required (please verify requirements for citizens from Argentina and Paraguay).

8. **Temperature**

During the month of August, the temperature in São José dos Campos varies from 20°C to 10°C. Average humidity is 60%.

9. **Exchange rate and credit cards**

The current exchange rate is R\$2,50 per US\$1.00. Preferably banks or exchange stores should be used avoiding informal exchange (the difference is very small). The following international credit cards usually accepted in most stores and restaurants: American Express, Master Card, Visa, Diners Club. Most stores accept payment in US\$ Dollars.

10. **Lodging:** The following hotels are suggested:

| Hotel | Address/Tel/Fax Website/E-mail | Simple R\$ | Double R\$ |
|---|--|--|---|
| Caesar Business São José dos Campos ***** | Av. Dep. Benedito Matarazzo, 9009 Tel.: 55 12 3947-0077 / 3947-0000 Fax.: 55 12 3947-0067 Website: www.caesarbusiness.com.br E-mail: reservas.cbsjc@caesarpark.com.br | 150,00 +5% tax. Breakfast included. | 165,00 +5% tax. Breakfast included |

| Hotel | Address/Tel/Fax Website/E-mail | Simple R\$ | Double R\$ |
|--|--|---|--|
| Othon Travel Intervale **** | Rua Aupércio Antonio dos Santos, 31 – Vila Sanches Tel.: 55 12 3925-5500 Fax.: 55 12 3925-5501 E-mail: reservas@intervaleothon.com.br | 150,00 +5% tax. Breakfast included | 180,00 +5% tax. Breakfast included. |
| Shelton Inn Hotel São José dos Campos | Av. Dr. Nelson D'Ávila, 233 Tel.: 55 12 3941-8588 Fax.: 55 12 3921-4047 Website: www.hoteiseldorado.com.br E-mail: sheltonsaojose@hotmail.com sheltoninsaojose@hotmail.com | 75,00 Has no tax. Breakfast included | 98,00 Has no tax. Breakfast included |

11. **Hotel reservations**

Kindly make reservations directly to the desired hotel, and send a copy to Cel. Ricardo Nogueira, e-mail: nogueira@cgna.gob.br, fax: (00 55 12) 3941-7055.

12. **Transportation**

During the Meeting, transportation will be provided between hotels and the site of the meeting, as of 08:30 hours (information to be incorporated, if applicable).

13. **Transport from São Paulo/Guarulhos International Airport to São José dos Campos**

The Guarulhos International Airport in São Paulo is located 50 minutes away from São José dos Campos City.

For this journey we suggest you to use commercial bus from Pássaro Marron leaving the Guarulhos Airport at 06:30 h., 10:30 h., 15:30 h. and 20:00 h. The rate is R\$ 10,70 (Ten reales and seventy cents).

There is also at the Guarulhos International Airport authorized taxi services companies. The rate to the hotels area is approximately R\$ 150,00.

São José dos Campos city has a good taxis fleet.

14. **Hospitals**

In an emergency case, the following hospital is suggested:

Hospital UNIMED

Address – Rua Vilaça nº 820 – Downtown
Tel_ 55 12 3946-0399

15. **Useful telephones**

Meeting Coordinator:
Cel Ricardo Nogueira
Tel.: (00 55 12) 3904-5002
E-mail: nogueira@cgna.gov.br

16. **Electricity**

220 Volt/60 Hz.

17. **Airport tax**

The airport tax at Guarulhos is R\$ 9,15 (domestic flights) and US\$ 36.00 (international flights).

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REGISTRATION SHEET FOR DELEGATE

(To be sent as soon as possible)

| | |
|--|-----------------------------|
| Name: | |
| Organization / Company: | |
| Position: | |
| Address: | |
| | |
| | |
| City: | Postal code: |
| Country: | Tel: |
| Fax: | E-mail : |
| Flight information | |
| Arrival Flight/Date and hour: | |
| Departure Flight/Date and hour: | |
| Hotel during the meeting: | |
| | |
| | |
| For comments and other suggestions, please contact the Meeting Coordinator: | |
| Cel Ricardo Nogueira | Tel.: (00 55 12) 3904-5002 |
| E-mail: nogueira@cna.gov.br | |