



ATFM/TF/2  
IP/01  
28/04/06

**INTERNATIONAL CIVIL AVIATION ORGANIZATION**  
**South American Regional Office**

**CAR/SAM Air Traffic Flow Management – ATFM Seminar**

(Bogotá, Colombia, 4 to 5 July 2006)

**Second Meeting of the GREPECAS ATM/CNS Subgroup ATM Committee Air Traffic Flow Management Task Force – (ATFM/TF/2)**

(Bogotá, Colombia, 6 to 8 July 2006)

**1. Site and date of the Meeting**

The sessions of the First Seminar on Air Traffic Flow Management in the CAR/SAM Regions, and of the Second Meeting of the GREPECAS ATM/CNS Subgroup ATM Committee Air Traffic Flow Management Task Force will be held in Bogotá, Colombia from 4 to 5 July 2006, and from 6 to 8 July 2006, respectively.

**2. Address and telephones**

(CENTRO DE ESTUDIOS AERONAUTICOS C.E.A.)  
AV. EL DORADO No. 103-23

Tels: 571-2663587 - 571- 2663379  
Fax: 571-2663849  
E-mail: [clara.ramirez@aerocivil.gov.co](mailto:clara.ramirez@aerocivil.gov.co)  
Website: [www.aerocivil.gov.co](http://www.aerocivil.gov.co)

**3. Language**

Both events will be carried out in Spanish and English.

**4. Opening of the events**

The opening session for both events will be carried out on Tuesday 4 July 2006, at 09:45 hours at the C.E.A. auditorium.

The seminar schedule of the ATFM is as follows:

Tuesday	0930-1530 hours
Wednesday	0900-1530 hours

The ATFM/TF/2 schedule is as follows:

Thursday and Friday:	0900-1500 hours
Saturday:	1000-1300 hours

## **5. Registration of participants**

Registration will take place on Tuesday 4 July 2006, at 08:30 hours. The registration desk will be located outside the Auditorium "Rafael Valdez Tavera", at the Centro de Estudios Aeronauticos, - CEA.

## **6. Passport and visa requirements**

Valid passport and visa are required for some citizens. To this end, delegates shall comply with the formalities with sufficient time in advance, in order to obtain a visa at the Colombian Embassy of their countries, prior to departure. No vaccines are required for persons arriving Bogotá City.

## **7. Weather**

The temperature in Bogotá for the month of July ranges from 15°C to 18°C and the humidity is 60%.

## **8. Currency and credit cards**

The currency unit in Colombia is the Peso. The current exchange rate is Pesos 2,300 per US \$ 1.00. It is better to exchange money in banks or exchange houses, avoiding people in the street (there is a minimum difference). International Credit Cards such as American Express, Master Card, VISA, Diners Club, etc, are usually accepted and most restaurants accept US\$ Dollars.

**9. Hotel:** The city of Bogotá has excellent hotels located downtown. Also, the Aeronautical Civil Aviation Administration has agreed corporate rates at the Capital Forte Hotel, and at the Four Points Sheraton Bogotá Hotel, located near the site of the event, which data are as follows:

**HOTEL CAPITAL FORTE**

Calle 25B N 69ª 50, Bogotá

Reservas: 571 423 3001

E-mail: [hotel.capital@ghlhoteles.com](mailto:hotel.capital@ghlhoteles.com)

TYPE OF ROOM	CORPORATIVE RATE CIVIL AVIATION	GROUP RATE	RACK RATE
Single	\$185,000	\$170.000	\$ 335.000
Double	\$215,000	\$200.000	\$ 365.000
Single Junior Suite	\$265,000	\$230.000	\$ 415.000

An hotel insurance of \$ 4.000 pesos should be added per person, per night (subject to change) and the 10% IVA (in Colombian pesos) (Subject to change and/or current up to date).

Note: The corporative rate includes

- Courtesy breakfast at el Paso Restaurant
- Transportation Airport – Hotel – Airport
- Gym, sauna and jacuzzi, squash court
- Shoe polish
- Safety box
- Daily newspaper
- Courtesy snack from 8:00 p.m (Sunday through Thursday)
- Medical assistance round the clock

**HOTEL FOUR POINTS BY SHERATON BOGOTÁ**

Av. Eldorado 69 C - 83- Conm.: 571 210 5000- Fax: 571 210 5003

Reservas : 571 210 5001 Eventos : 571 210 5004

E-mail: [reservas.sheratonbogota@ghlhoteles.com](mailto:reservas.sheratonbogota@ghlhoteles.com)

[nathalia.guayara@ghlhoteles.com](mailto:nathalia.guayara@ghlhoteles.com)

TYPE OF ROOM	SPECIAL RATE
Single	\$170.000
Double	\$200.000
Single Junior Suite	\$250,000
Double Junior Suite	\$280,000
<b>GROUP (Minimum 20 rooms) CORPORATIVE RATE</b>	
Single	\$185.000
Double	\$215.000
Single Junior Suite	\$265,000
Double Junior Suite	\$295,000

Note: A courtesy room is provided each 20 confirmed rooms with no breakfast. Location: host at the club Level or Executive Floor.

A 10% IVA (in Colombian pesos) and an hotel insurance of \$ 4.000 pesos should be added per person, per night.

Note: The corporative rate includes

- Transportation Airport – Hotel – Airport
- Buffet Breakfast at el La Chimenea Restaurant
- Check in and check out with coffee station free
- Shoe polish
- Affiliation to the Starwood preferred guest
- Medical assistance round the clock

RESERVATION CONDITION FOR BOTH HOTELS: confirm the reservation with a letter from your company and/or credit card, accepting the no-show charge, in reservations with no guarantee, the room will be available from 06:00 pm the arrival date. If cancelled, kindly inform us 24 hours in advance of the host's arrival, otherwise the no-show fee shall be charged to your company or the credit card that guaranteed the reservation.

**10. Hotel reservations**

Participants should make their reservations directly to the preferred hotel, sending a copy to Ms. Clara Inés Ramirez, e-mail: [clara.ramirez@aerocivil.gov.co](mailto:clara.ramirez@aerocivil.gov.co), fax 571-2663849.

**11. Transportation**

During the events, transportation will be provided between hotel and the site of the meeting, at 7:30 hours.

**12. Taxis**

There are taxis authorized at the airport. The rate to the area of the hotel is approximately Pesos \$ 8,000.00.

**6. Medical services**

In case of an emergency, the Clinica Fundacion Santafe is suggested (tel. 603 0303).

**8. Electricity**

110 volts.

**9. Airport taxes**

Airport tax rate for international passengers is US\$ 48.00

