



International Civil Aviation Organization

CAR/SAM REGIONAL PLANNING AND IMPLEMENTATION GROUP (GREPECAS)

Eleventh Meeting of the GREPECAS Aeronautical Information Management Subgroup (AIM/SG/11)

Bogotá, Colombia, 16-20 June 2008

AIM/SG/11-IP/01

16/04/08

GENERAL INFORMATION

(Presented by the Secretariat)

1. Place and Date

The Eleventh Meeting of the GREPECAS Aeronautical Information Management Subgroup will be held in Bogota, Colombia, from 16 to 20 June 2008.

2. Address and Telephone Contact Numbers

Centro de Estudios y Ciencias Aeronáuticas (C.E.A.), Avenida El Dorado N° 103-23, Bogotá.

Tel: ++571 266-3769 ++571 266-3626 ++571 266-2952

Fax: ++571 266-2562

E-mail: luz.gonzalez@aerocivil.gov.co

nsanchez@aerocivil.gov.co

Website: www.aerocivil.gov.co

3. Languages

The meeting will be carried out in English and Spanish.

4. Opening Session

Monday, 16 June 2008

Registration of participants: 08:30 – 09:00 hours

Opening session: 09:30 – 09:45 hours

Schedule of plenary sessions

Monday 16	1000-1500 hours
Tuesday, Wednesday and Thursday:	0900-1500 hours
Friday 20:	1000-1300 hours

5. **Registration of Participants**

Registration of delegates shall be carried out Monday, 16 June 2008, at 0830 hours. The registration desk will be located at the registration desk of the C.E.A. For identification purposes, it is required that delegates wear the badge be provided at registration.

6. **Passport and Visa Requirements**

A valid passport and visa are required for citizens of certain countries. To this effect, it is required that delegates comply with requirements with **sufficient time in advance** in order to obtain the visa from any Colombian Embassy prior to departure.

7. **Temperature**

During the month of June, temperature in Bogota varies from 08 ° C to 22° C. The average humidity is 70% to 80%.

8. **Money Exchange and Credit Cards**

The currency in Colombia is the Colombian peso. Currently the exchange rate is 1,910 Colombian pesos per US \$ 1.00. It is preferable to exchange money in banks or money exchange houses, **avoiding exchange in other places** such as the street.. Credit cards usually accepted are Visa, Diners, Master Card and American Express. Most stores and restaurants accept payment in US\$.

9. **Hotels**

Bogota has excellent hotels. The Civil Aviation Administration has negotiated corporate rates with Habitel Hotel (located 5 min. from the event site), Hotel Capital and Hotel Tequendama. To consult other hotels, you may access website: www.hoteles-bogota.com/

Following are suggested hotels:

HOTEL HABITEL	TARIFA “Corporativa” (Aeronáutica Civil)
Address: Avenida El Dorado No. 100 – 97 Tel + 57 (1) 419 99 99 Ext. 720 Fax: +57 (1) 419 99 99 Ext. 789 Contact: Claudia P. Guerrero R. Key: Aeronáutica Civil Colombiana Reservations: claudia.guerrero@hotelhabitel.com www.hotelhabitel.com	Executive room USD 157 Junior Suíte USD 159 Suíte USD 206 Additional person USD 30 Note: These rates are valid until 30 June 2008
Includes: Transport hotel/airport/Hotel; buffet breakfast, daily variation, internet services at no cost, Business Center service; Concierge services, gym, Jacuzzi	
Does not include IVA tax of 10% on the rate, Hotel Insurance \$4.500,00 per person per night.	

HOTEL CAPITAL	TARIFA “Corporativa” (Aeronáutica Civil)
Address: Calle 25B No. 69ª - 50 Tel: +57 (1) 423 30 01 Fax: +57 (1) 423 30 03 Contact: Susana Salcedo Key: Aeronáutica Civil Colombiana Reservations: susana.salcedo@ghlhoteles.com E-mail: hotel.capital@ghlhoteles.com	Single room USD 124 Double room USD 140 Superior single room USD 140 SuperiorDouble room USD 155 Single Junior Suíte USD 182 Double Junior Suite USD 197 Note: Rates are effective until 30 June 2008
Please add: 10% of IVA tax on the lodging rate, \$ 5.000 for hotel insurance per person per night and \$1.000 per room only once during stay for the Agreement & visitors Bureau (subject to changes as per current law)	
Includes: Transportation airport/hotel/airport, Buffet breakfast served at El Paso restaurant, courtesy snack from 8:00 p.m. Monday through Friday, gym, sauna, jacuzzi and squash court, life music at night–Lobby Bar from Tuesday through Friday, medical assistance round the clock (emergency) safety box, shoe polish	

HOTEL CROWNE PLAZA TEQUENDAMA BOGOTA	“Corporative” Rate (Aeronáutica Civil)
Address: Carrera 10 No. 26 – 21 Tel: +57 (1) 3822929 Fax: +57 (1) 3424739 Contact: Heidy Rodríguez D. Key: Aeronáutica Civil Colombiana Reservations: heidy.rodriguez@ihg.com www.cptenquendama.com	Deluxe Single room USD 134 Double room USD 148 Junior Suite Executive floor single USD 199 Junior Suite Executive floor double USD 214
Includes: these rates have included the 10% of IVA tax and \$6.000 of hotel insurance per person per night, breakfast buffet, free wireless in the room, sleep amenities kit from the exclusive programme “Sleep Advantage”; also includes transportation hotel/CEA/hotel during the week of the event.	

RESERVATION CONDITION BY HOTELS. Kindly guarantee reservations with a company letter and/or credit card accepting no show charges. When reservations have not been guaranteed the room will not be available until 06:00 PM of the arrival date. If cancellation is necessary, kindly inform the hotel 24 hours in advance, otherwise, a no-show charge will be assessed to the company or corresponding credit card.

Kindly make reservations directly with the hotel and send a copy of the reservation to Ms. Nubia Inés Sánchez Medina, e-mail: nsanchez@aerocivil.gov.co fax: 571-2662562.

10. **Taxis**

Participants are recommended to use authorized taxi services to their hotels.

11. **Hospitals**

There are hospitals and private clinics close to the meeting; in addition, the Unidad Administrativa Especial de Aeronautica Civil has a Civil Aviation Medical Center can assist with first-aid for participants as required.

12. **Electricity**

110 Volts.

16. **Airport Tax**

Airport taxi s US\$ 63.00.

END