

International Civil Aviation Organization



**AUTOMATIC DEPENDENT
SURVEILLANCE – BROADCAST SEMINAR
AND FOURTEENTH MEETING OF
AUTOMATIC DEPENDENT
SURVEILLANCE – BROADCAST (ADS-B)
STUDY AND IMPLEMENTATION TASK
FORCE (ADS-B SITF/14)**



Christchurch, New Zealand, 14 – 17 April 2015

MEETING BULLETIN

1. Venue and Schedule of the Meeting

1.1 The ADS-B Seminar and Fourteenth Meeting of the ADS-B Study and Implementation Task Force will be held on 14 April and 15 – 17 April respectively.

1.2 It will be held in the Club Stand facilities at Riccarton Park, where the contact and address are shown as follows:

Riccarton Park Function Centre
165 Racecourse Road,
Upper Riccarton,
New Zealand
Phone: +64 3 3360055
Website: www.riccartonpark.co.nz

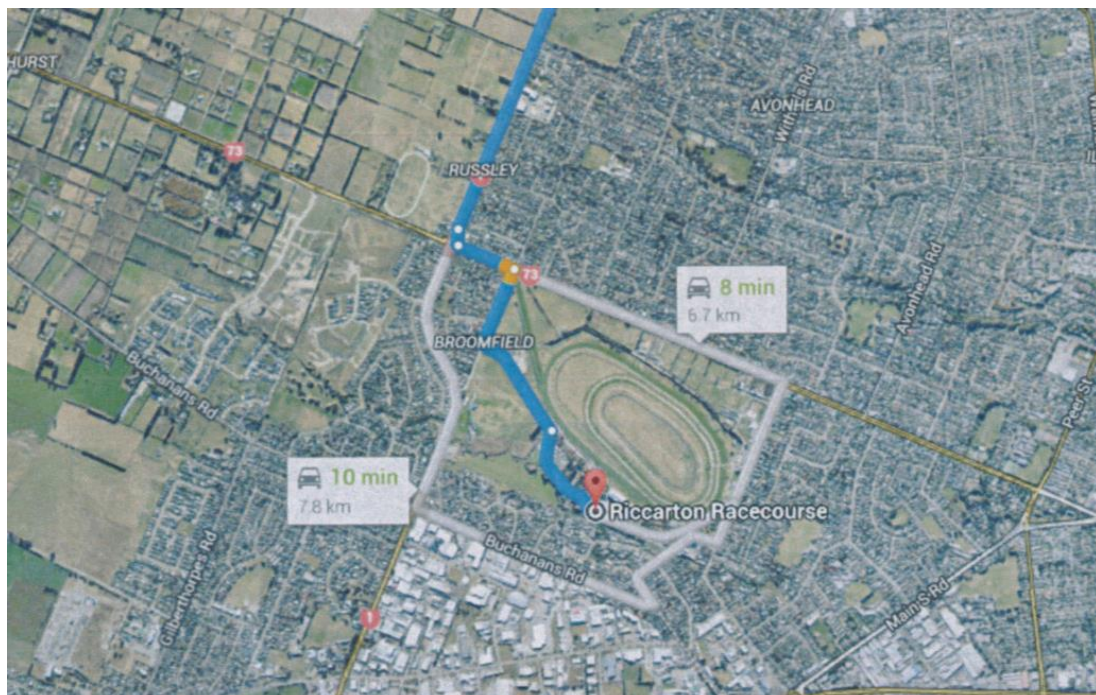


Fig 1 Venue location



Fig 2: Venue location from Commodore Hotel



Fig 3: Venue

1.3 The Seminar/Meeting will commence at 0900 hours daily and conclude at approximately 1700 hours daily with a lunch break between 1230 and 1330 hours approximately. Morning tea, lunch and afternoon tea will be provided.

1.3.1 Delegates are asked to advise if they have any special DIETARY requirements which need to be met.

1.4 The venue will have 'Prayer Rooms' available for delegates to use as required.

1.5 There will be a welcome event on the second day of the meeting (16th April 2015) and delegates of the Fourteenth Meeting of the ADS-B Study and Implementation Task Force are recommended to attend.

2. Registration of Delegates

2.1 Delegates are requested to register at the Registration Desk located on the ground floor of the venue building between 0830 and 0900 hours on the opening day of the Seminar or Meeting (14 April or 15 April 2015).

2.2 Designated lanyards and identification badges will be issued to the delegates upon registration. Delegates are required to wear these throughout the period of the Seminar/Meeting for easy identification.

3. Moderation of the Meeting

3.1 The hosting state will provide a moderator for the meeting as required.

4. Hotel

4.1 A list of hotels/motels within close proximity of **meeting transport** is provided in **Appendix A** for reference.

4.2 **The Commodore Airport Hotel is offering a confirmed booking for the conference provided the room is booked prior to March 30th 2015.**
<http://www.commodorehotel.co.nz/>

4.2.1 Please quote the following code when making a booking: **38990612376**

4.2.2 The rooms are Superior Studio Rooms (King and Twin Share) – rate NZ\$221 (INCL of GST) per night.

NOTE: Due to the Christchurch earthquakes in 2010/2011 accommodation is at a premium in Christchurch therefore **it is suggested you make your bookings as early as possible.**

5. Transportation To/From Riccarton Park (Meeting Venue)

5.1 The conference will provide bus transport from two set locations. The buses will leave from the two sites at 8:00am each day. A return trip will leave the venue at approximately 5pm. The bus departure points are:

5.1.1 The Commodore Airport Hotel (Memorial Ave)

This pick up point will cover delegates staying at The Commodore Airport Hotel, the Sudima Hotel, Airport Gateway Motel, Airport Palms Motel, Airport Christchurch Motel and Airport Delta Motel

5.1.2 Casino Motor Lodge (Papanui Road)

This pick up point will cover delegates staying at Casino Motor Lodge, Milano Motor Lodge, Merivale Court Motel, Adelphi Motel and Ashford Motor Lodge – note there are other motels close by Public bus transport is available from Memorial Ave or from the Papanui Road / Heaton Street intersection. The bus trip will be approximately 35 minutes from Memorial Ave and 25 minutes from Papanui Rd/Heaton RD. Details are available from the following site:

<http://www.metroinfo.co.nz/Pages/default.aspx>

Taxis can be ordered from your Hotel/Motel to the venue.

Some Hotels/Motel may have shuttle transport available provided it is pre-booked.

6. Useful Travel Information

6.1 Visa and entry requirements for New Zealand

6.1.1 All visitors entering New Zealand must possess valid travel documents.

6.1.2 Visitors from most countries do not require a visa however some countries do. Please visit the NZ Immigration site to ascertain whether you require a visa.

<http://www.immigration.govt.nz/migrant/stream/visit/visitors/>

6.1.3 You can obtain further information from your nearest New Zealand embassy. Your travel agent will also be able to advise you.

6.1.4 Regardless of whether a visa is required; all visitors must also meet entry requirements into New Zealand which include the following:

- Travel tickets or evidence of onward travel arrangements
- Evidence that you can support yourself in New Zealand
- A passport that is valid for at least 3 months beyond your intended departure date.

6.2 Currency and Credit Cards

The New Zealand dollar is not pegged to any currency. You will need to check with your local bank prior to departure to get the latest rates

The New Zealand Dollar is the only currency accepted in New Zealand. New Zealand has a comprehensive ATM network and Credit Cards are widely accepted. Please check with your bank on PIN requirements for New Zealand.

Most New Zealand Banks operate a foreign exchange service and are open 9am to 4.30pm with some banks operating a service on weekends where their branches are located within a shopping mall.

Traveller's checks are accepted at banks and hotels.

6.3 **Language**

The official language of New Zealand is English.

6.4 **Weather**

April is the middle of autumn in New Zealand.

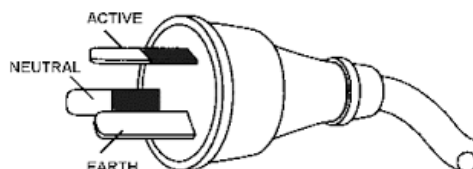
This time of year is known for its crisp sunny days, clear blue skies and cold, bright nights. You can expect highs in Christchurch between 16-18 degrees C during the day. Nights are considerably cooler with temperatures between 6-8 degrees C. April can experience highly changeable weather.

You are advised to bring a warm jacket.

6.5 **Electricity**

New Zealand operates on 230/240v 50Hz. We use angled two or three pin plugs (the same as Australia).

Most hotels and motels provide 110 volt ac sockets (rated at 20 watts) for electric razors only. For all other equipment, an adapter/converter is necessary, unless the item has a multi-voltage option.



6.6 **Water**

New Zealand has some of the purest water in the world. Tap water is suitable for drinking without any filtration. Water from public mains meets international health standards. Electric kettles are available in hotels and motels

Supermarkets sell bottled water if that is your preference.

6.7 **Telephone**

Every Payphone accepts chip PhoneCards, which are available from a large network of retailers such as supermarkets, book stores and service stations.

All Payphones accept Credit Cards. If you want to make a call using coins look out for a booth that shows the phrase “Card and Coin”

6.8 **Goods and Services Tax (GST) and Tipping**

GST applies to all goods and service purchased in New Zealand and is charged at the rate of 15%. For the majority of purchases this is included in the purchase price and not charged on top of the advertised price.

Attachment 3
(Revised 26/02/15)

Please note: Unlike some other countries there is no refund of GST available when you leave New Zealand.

Tipping is not customary and not required; however, for exceptional service a tip is always appreciated. The amount is at the discretion of the tipper and would generally be in the range of 10% according to the value of the meal/service.

6.9 **Time Zone**

New Zealand operates daylight saving. This finishes on 5 April 2015 which means New Zealand will be 12 hours ahead of Coordinated Universal Time/Greenwich Meantime (UTC/GMT+12) when the Seminar/Meeting is held.

7. **Other Useful Information**

The following sites provide useful information.

<http://www.tripadvisor.com/Travel-g255104-s606/New-Zealand:Tipping.And.Etiquette.html>

<http://new-zealand.tourism.net.nz/>

<http://www.newzealand.com/int/visas-and-immigration>

8. **Further Information**

While delegates are expected to make their own visa/transport/hotel accommodation arrangements, any enquiries regarding this information bulletin and logistics arrangements for the Meeting are welcomed. For further information please contact the following personnel of Airways New Zealand:

Mr Andrew (Andy) Alford
Deputy ANS Requirements Manager
Phone +64 3 3570338
Fax: +64 3 3582790
Email: andy.alford@airways.co.nz

Ms Susan Heukels
Executive Assistant SO Management
Phone +64 3 3575409
E-mail: susan.heukels@airways.co.nz

Appendix A-1

HOTEL INFORMATION
(In proximity to Venue transport service departure point)

Meeting Bus 1 – departs from Commodore Airport Hotel Ltd

Commodore Airport Hotel Ltd

440 Memorial Ave,
Burnside
Christchurch 8053

Ph: +64 3 3588129

Fax: +64 3 3582231

Email: reservations@commodorehotel.co.nz

Website: www.commodorehotel.co.nz

Transportation: Provides complementary shuttle transport from CIAL to Hotel

Nearby Hotels/Motels to Commodore

Sudima Hotel Christchurch Airport

550 Memorial Ave,
Harewood,
Christchurch 8005

Ph: +64 3 3583139

Fax: N/A

Email: reservations@sudimachristchurch.co.nz

Website: www.sudimahotels.com/christchurch

Transportation: Provides complementary **24 hr** shuttle transport from CIAL to Hotel

Distance to Commodore: 1.1 km

Airport Gateway Motor Lodge

45 Roydvale Ave,
Burnside
Christchurch 8053

Ph: +64 3 3587093

Fax: N/A

Email: info@airportgateway.co.nz

Website: www.airportgateway.co.nz

Transportation: Provides complementary **24 hr** shuttle transport from CIAL to Motel

Distance to Commodore: 0.6km

Airport Palms Motel

56 Roydvale Ave,
Burnside,
Christchurch 8053

Ph: +64 3 3583078

Fax: +64 3 3581371

Email: bookings@airportplasmotelchch.co.nz

Website: www.airportpalmsmotelchch.co.nz

Transportation: Provides complementary shuttle transport from CIAL to Motel during reception hours

Distance to Commodore: 0.7km

Attachment 3
(Revised 26/02/15)

Airport Christchurch Motel

55 Roydvale Ave,
Burnside,
Christchurch 8053

Ph: +64 3 9774970
Fax: N/A
Email: stay@airportchristchurch.co.nz
Website: www.airportchristchurch.co.nz
Transportation: Provides complementary shuttle transport from CIAL to Motel during reception hours
Distance to Commodore: 0.7km

Airport Delta Motel

61 Roydvale Ave,
Burnside,
Christchurch 8053

Ph: +64 3 3580969
Fax: +64 3 3574251
Email: info@airportdelta.co.nz
Website: www.airportdelta.co.nz
Transportation: Provides complementary shuttle transport from CIAL to Motel during reception hours
Distance to Commodore: 0.7km

Meeting Bus 2 – departs from Casino Court Motor Lodge Papanui Rd.

Casino Court Motor Lodge

76 Papanui Rd,
Merivale,
Christchurch 8014,

Ph: +64 3 3556863
Fax: +64 3 3556944
Email: casino@ihug.co.nz
Website: www.casioncourt.co.nz
Transportation: N/A

Nearby Hotels/Motels to Casino Court Motor Lodge

Milano Motor Lodge

87 Papanui Rd,
Merivale,
Christchurch 8014

Ph: +64 3 3552800
Fax: +64 3 3552800
Email: stay@milanmotorlodge.co.nz
Website: milanmotorlodge.co.nz
Transportation: N/A
Distance to Casino Court Motor Lodge: 73m

Merivale Court Motel

97 Papanui Rd,
Merivale,
Christchurch 8014
Ph: +64 3 3558252
Fax: N/A
Email: N/A
Website: www.merivalecourt.co.nz
Transportation: N/A
Distance to Casino Court Motor Lodge: 120m

Adelphi

49 Papanui Rd,
Merivale,
Christchurch 8014
Ph: +64 3 3556037
Fax: +64 3 3556036
Email: adelphi@xtra.co.nz
Website: www.adelphimotel.co.nz
Transportation: Shuttle to/from CIAL arranged
Distance to Casino Court Motor Lodge: 120m

Ashford Motor Lodge

35 Papanui Rd,
Merivale,
Christchurch 8014
Ph: +64 3 3553416
Fax: +64 3 3553414
Email: N/A
Website: www.ashfordmotorlodge.co.nz
Transportation: N/A
Distance to Casino Court Motor Lodge: 180m

Best Western Camelot Motor Lodge

28 Papanui Rd,
Merivale,
Christchurch 8014
Ph: +64 3 3559124
Fax: N/A
Email: stay@camelot.co.nz
Website: www.comelot.co.nz
Transportation: N/A
Distance to Casino Court Motor Lodge: 240m