



International  
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航空组织

*When replying please quote:*

Ref.: NT-N1-8.1.13 — **E.OSG - NACC77968**

23 April 2019

To: States, Territories and International Organizations

Subject: **Invitation – XV ALACPA Seminar of Airport Pavements (ALACPA/15)/XIII FAA Airport Pavements Workshop/VIII Short Course for Maintenance on Airfield Pavement**  
San José, Costa Rica, 17 to 21 June 2019

Action

Required: Register participation by **15 May 2019**

Sir/Madam,

I wish to inform your Administration that the Latin American and Caribbean Association of Airfield Pavements (ALACPA), jointly with the International Civil Aviation Organization, the United States Federal Aviation Administration (FAA), and the Directorate of AERIS, Operator of Juan Santamaria International Airport, convene the XV ALACPA Seminar on Airport Pavements (ALACPA/15)/XIII FAA Airport Pavements Workshop/VIII Short Course for Airfield Pavement, to be held at the Marriott Hacienda Belen Hotel in San José, Costa Rica, from 17 to 21 June 2019.

Participants will have the opportunity to learn new construction and maintenance techniques, new design approaches and the latest developments in equipment and materials. The Seminar will feature international experts who will share their experience and knowledge. This is an essential event for airport infrastructure managers, engineers, technicians, consultants and all of those who provide services related to the aviation industry.

The main objective of this event is to exchange technical experience and knowledge of all participants providing the possibility of improving airport pavements and thus contribute to maintain the safety of airports in the NAM/CAR and SAM Regions.

The technical sessions will be provided by speakers with a vast experience on airport subject matters. Also, a quick course for airfield pavement maintenance is planned in order to provide continuity to the one initiated in the event of last year.

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Civil aviation authorities, airport operators, international organizations regional representatives, professors (academic), consultants, contractors, etc., are expected to attend. The working languages of the events will be English and Spanish with simultaneous interpretation. The General Information is presented at **Attachment A**.

Civil Aviation Authorities from the NAM/CAR and SAM Regions are exempted from the registration/membership fee for their participation in the seminar. Therefore, participants from your Administration/Organization are urged to send to this Regional Office the Registration Form (**Attachment B**) duly completed, in order to be exempted of the aforementioned payment, by **15 May 2019**.

ALACPA members will be able to register directly on ALACPA's website, [www.alacpa.org](http://www.alacpa.org), where any additional information about the event will be published in a timely manner.

If you require any further information regarding the events, please contact Mr. Jaime Calderon, Regional Officer, Aerodromes and Ground Aids ([jcalderon@icao.int](mailto:jcalderon@icao.int)) or Mrs. Leslie Gandara, Assistant ([lgandara@icao.int](mailto:lgandara@icao.int)).

Accept, Sir/Madam, the assurances of my highest consideration.

  
for  
Melvin Cintron  
Regional Director  
North American, Central American and  
Caribbean (NACC) Regional Office

**Enclosure:**

*A – General Information; B – Registration Form*

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## ATTACHMENT A/ ADJUNTO A

### XV ALACPA INTERNATIONAL SEMINAR OF AIRPORT PAVEMENTS /

### XIII FAA AIRPORT PAVEMENTS WORKSHOP /

### VIII SHORT COURSE FOR AIRFIELD PAVEMENT MAINTENANCE

(San Jose, Republic of Costa Rica, from June 17<sup>th</sup> to 21<sup>st</sup>, 2019)

## GENERAL INFORMATION

### 1. Meeting venue and dates

The XV ALACPA International Seminar of Airport Pavements / XIII FAA Airport Pavements Workshop / VIII Short Course for Airfield Pavement Maintenance, will be carried out in San Jose, Capital of Costa Rica, from 17 to 21 of June 2019 in the facilities of Marriott Hotel located on 700 mts west from Bridgestone/Firestone, Belen Riviere, Heredia.

### 2. Address and contact in Marriott Hotel:

#### Mrs. Adrian Castro

Ventas Ejecutivas Proactivas Grupales

Marriott Hotel

700 mts West from Bridgestone/Firestone , Belen Riviere, Heredia.

Tel: [+506 2298-0819](tel:+50622980819) | Cel: [+506 7217-6775](tel:+50672176775) | [adrian.castro@marriott.com](mailto:adrian.castro@marriott.com)

### 3. Opening Session

Monday 17 May, 2019, at Marriott Hotel Hacienda Belen

Participants registration of: 08:00 – 09:00

Opening of the event: 09:00 - 09:30

The Schedule of Activities will be distributed shortly. A technical visit to the Juan Santamaria Costa Rica International Airport is being planned for Friday 21 June until midday, appropriate dressing should be foreseen. Participants who have return flights on that day will be able to take their baggage.



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#### 4. Language and documentation

The languages will be Spanish and English, with simultaneous interpretation and translation services. An USB will all the presentations will be provided and those that are not included in the USB, due to coordination issues, will be available in the ALACPA website <http://alacpa.org>. It is recommended that participants bring their laptops to participate in the activities of the Technical Agenda, especially those topics related to the FAA programs

#### 5. Participants Registration

It is required that participants of the Civil Aviation Authorities register in advance with ICAO SAM ([icaosam@icao.int](mailto:icaosam@icao.int)) or NACC ([icaonacc@icao.int](mailto:icaonacc@icao.int)) Regional Office to which the State is accredited, submitting their registration form as soon as possible to the corresponding ICAO electronic mail, with copy to [registro@alacpa.org](mailto:registro@alacpa.org).

Participants who are not from the aeronautical authority are requested to make a Pre-Registration by submitting their registration form as soon as possible by e-mail to [registro@alacpa.org](mailto:registro@alacpa.org).

Also, the annual membership fee should be paid through PayPal in the site <http://alacpa.org/membresia.html>. In the case of any event you do not had chance to cancel , please contact [info@alacpa.org](mailto:info@alacpa.org)

Confirmation of registration will take place during the first day of the event, from 08:30 to 09:00 am, handing your duly completed registration form. Likewise, participants are requested to use the badges that will be provided during the entire event.

#### 6. Event Coordinators/Contact Information

**Mr. Jorge Arturo Castro Ortiz**

Central America and The Carribbean Coordinator

E-Mail: [coordcc@alacpa.org](mailto:coordcc@alacpa.org)

**Mr. Fernando Ratto**

ALACPA President

E-mail: [fratto@alacpa.org](mailto:fratto@alacpa.org)

**Mr. Jaime Calderon**

Regional OACI NACC Office

E-mail: [jcalderon@icao.org](mailto:jcalderon@icao.org)

**Mr. Fabio Salvatierra**

ICAO SAM Regional Office

E-mail: [fsalvatierra@icao.int](mailto:fsalvatierra@icao.int)



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## 7. Temperature

The weather in Costa Rica is often very variable, different temperatures can be experienced during the same day, starting very early with 14°C, at midday probably a maximum of 30° and from 18:00 h temperature of 20°C. Showers are possible during these dates.

## 8. Transportation to and from the airport

The Juan Santamaria International Airport of Costa Rica is located in the Alajuela province and about 7kms from the Marriott Hotel, it could take from 10 to 30 minutes depending on traffic of the city.

**Official taxis from Juan Santamaria International Airport, vehicles orange color, for reservation:**

- Coopetranstura Taxi SJO Airport: Phone: (506) 2440-4444 y (506) 2440-3113, WhatsApp (506) 8475-36-39.
- Gorila Taxi Aeropuerto: Phone: ( 506) 8888-0745
- Taxi Cab: Phone: (506) 2524-5456/ WhatsApp 1: (506) 8366-4988/WhatsApp 2: (506) 8709-9091. E-mail: taxicabsjo@gmail.com
- Taxis Unidos: Phone: (+506) 2221-6865, (+506) 2222-6865. /WhatsApp: (+506) 8479-5353. E-mail: reservaciones1@taxiaeropuerto.com

## 9. Transportation to and from the event venue

Participants staying at Hotel Marriott will easily access the Room where the event will take place.

For participants staying in another hotel near the venue of the event, it is suggested to use taxis. Recommended companies for transportation within the city:

- San Rafael taxis central: Phones: 2438-0808/2439-1710-7229-2332
- Coopetico: 2224-7979

## 10. Suggested hotels in Costa Rica

The reservations should be made directly at the selected hotel with enough time in advance indicating the name of the meeting in which you will participate. Prices may vary, please consult the hotel of your preference.



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| Hotel   | Dirección/teléfono   | Sencilla USD \$  | Doble USD \$  |
|---|--|--|---|
| <p><b>Hotel Sede</b><br/>Marriott<br/>Costa Rica,<br/>Belén.</p> <p>Categoría 5<br/>★★★★★</p> | <p><b>Hotel SEDE de ALACPA 2019.</b> Elegido por Condé Nast como uno de los mejores hoteles de Centroamérica, se ofrece una hermosa arquitectura estilo hacienda, elegantes habitaciones y servicio excepcional.</p> <p>Ubicado a 4 km del Aeropuerto Internacional</p> <p>Juan Santamaria,</p> <p>Para reservaciones:</p> <p><b>ALACPA</b> / Tel: +506 2298 0838</p> <p><b>*Horario Definido.</b> Tarifas indicadas hasta el 16 de mayo de 2019</p> | <p>Tarifa de Participante Preferencial \$178 + tax (13%).<br/>Incluye:<br/>1 desayuno<br/>Buffet<br/>Internet<br/>Shuttle<br/>Aeropuerto<br/>Hotel<br/>Aeropuerto*</p> | <p>Tarifa de Participante Preferencial \$190 + tax (13%).<br/>Incluye:<br/>2 desayunos<br/>Buffet<br/>Internet<br/>Shuttle<br/>Aeropuerto<br/>Hotel<br/>Aeropuerto*</p> |
| <p>Courtyard by Marriott,<br/>Alajuela.</p> <p>Categoría 4<br/>★★★★</p>                       | <p>Ubicado a 7.5 km del Hotel Sede donde será el seminario Alacpa, 15 a 20 minutos en carro, a 5 minutos del Aeropuerto AIJS. (dependiendo del tráfico)</p> <p>Para Reservaciones:</p> <p>Tel: +506 2298-0820<br/><a href="mailto:johanna.rodriguez@marriott.com">johanna.rodriguez@marriott.com</a></p> <p>* Habitaciones y tarifas sujetas a disponibilidad *</p>  | <p>Desde \$126 + tax (13%).<br/>Incluye:<br/>1desayuno.</p>  | <p>Desde \$158 + tax (13%). Incluye:<br/>2 desayunos.</p>   |
| <p>Double Tree<br/>By Hilton<br/>Cariari</p> <p>Categoría 4<br/>★★★★</p>                      | <p>Ubicado en San Antonio de Belén Ciudad Cariari, San José, a 4.2 km del Hotel Sede donde será el seminario Alacpa, 20 a 30 minutos en carro. A 8 km del Aeropuerto AIJS</p> <p>Teléfono: +506 2239-0022</p>  | <p>Desde: \$158 + tax (13%).<br/>Incluye:<br/>1desayuno.</p>   | <p>Desde: \$173 + tax (13%). Incluye:<br/>2 desayunos.</p>  |
| <p>Hampton Inn &amp; Suites by Hilton San Jose-Airport</p> <p>Categoría 3<br/>★★★</p>         | <p>Ubicado en Río Segundo, Provincia de Alajuela, a 5.5km del Hotel sede donde será el seminario de Alacpa, 15 a 20 minutos en carro. A 1.3 km del Aeropuerto AIJS</p> <p>Teléfono: +506-243-60000</p>   | <p>Desde: \$113+tax (13%)<br/>Incluye:<br/>1 desayuno</p>  | <p>Desde: \$128+tax (13%)<br/>Incluye:<br/>2 desayunos</p>  |
| <p>Hotel La Riviera</p> <p>Categoría 2<br/>★★</p>   | <p>Ubicado 100 mts sur del cementerio, San Antonio de Belén, Heredia, Costa Rica.</p> <p>a 1.9km del Hotel sede donde será el seminario de Alacpa, 7 a 8 minutos en carro. A 7.4 km del Aeropuerto AIJS</p> <p>Teléfonos: (506) 2293-0909 / 2293-2582 / 2239-7326</p>  | <p>Desde: \$98.60+tax (13%)<br/>Incluye:<br/>1 desayuno</p>  | <p>Desde: \$110.6+tax (13%)<br/>Incluye:<br/>2 desayunos</p>  |



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## 11. Passport, visa and vaccinations requirements

To entry the country, usually a valid Passport and visa with a minimum validation of six (6) months is required. However, it is suggested to verify this requirement in the embassy or consulate of Costa Rica located in your country. Also, please consult if a vaccine is required against yellow fever or other.

## 12. Money Exchange

The common currency in Costa Rica is the Colon Costarricense. Credit cards such as American Express, Mastercard and VISA, are usually accepted in hotels, shopping centers and restaurants. It is recommended to have Colones available for payment of taxi services, as well as for buying in small stores. The money exchange is recommended to do at the Global Exchange chain and the Bac Credomatic Bank, located inside of Juan Santamaria International Airport.

## 13. Hospitals

In case of emergency and if necessary, the following services are recommended:

- Hospital San Rafael de Alajuela, located in the City of Alajuela, 2 km al North from Airport International Juan Santamaría. Phone: (506) 2436-1001 Hospital with services of health coverage in all specialities, sub-specialties, radiotherapy unit, executive check-up. Open 24 hours a day.
- Hospital México, located at the La Uruca District, West área from the city of San José, Capital of Costa Rica, Phone: (506) 2242-6700
- Hospital San Vicente de Paúl, 700 mts South Eladio Rosabal Cordero Stadium, Heredia. Phone: (506) 2562- 8100

If an emergency occurs, we count with specialized trained staff and emergency at the Juan Santamaria Airport , available 24 hours.

## 14. Electricity

110 Voltios/60Hz.

## 15. Airport tax

Airport tax is included in the air tickets.

## 16. Tours

Information will be provided at the Hotel and during the event.

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### **Special Food indications.**

Dear assistant, in case you have any food special indication, it is important for us to know in advance and try to adjust the provided information with the daily and specialties services. If it is necessary, do not hesitate to send us an email to [ppalacios@aeris.org](mailto:ppalacios@aeris.org) copy to [info@alacpa.org](mailto:info@alacpa.org)

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