



International Civil Aviation Organization

**Second ICAO Conference on Aviation and
Alternative Fuels (CAAF2)**
(Mexico City, 11-13 October 2017)



UNDER THE SPONSORSHIP OF AEROPUERTOS Y
SERVICIOS AUXILIARES

GENERAL INFORMATION

1. Name and Date of the Event

Second ICAO Conference on Aviation and Alternative Fuels (CAAF2),
Mexico City, 11-13 October 2017

2. Venue

Hotel Presidente Intercontinental, Campos Elíseos 218, Col. Chapultepec Polanco,
C.P. 11560, Ciudad de México

See Annex 1 (Plan of location)

3. Opening Session

Wednesday, 11 October 2017

Participants Registration: 8:00 a 9:15 hrs.

Opening of the Event: 9:30 hrs.

4. Languages

The Meeting languages will be Arabic, Chinese, English, French, Russian and Spanish.

5. Participants Registration

On the first day of the Event the Participant Registration will be made. For Security and Identity reasons participants will be required to use their badge at all times which will be delivered after registration is made.

For protocol reasons and for the official photograph, dress code for the event will be formal.

Working Hours:

Wednesday 11 to Friday 13	09:30 – 12:30 hours
October	14:00 – 17:00 hours
	Including coffee breaks

6. General Information

a) Temperature

Minimum registered temperature in October is:	12°C;
While maximum registered reaches :	25° C.
Average relative humidity is	42%;
With daily rainfall in the afternoon.	

For more information on the weather visit(available in Spanish):

<http://smn.cna.gob.mx/>

b) Local Time

GMT - 6:00 Mexico City, Mexico

c) Currency, Rate of Exchange and Credit Cards

The Mexican monetary unit is the Mexican Peso, for which the present exchange rate is approximately \$18.00 Pesos to one US Dollar.

Preferably Exchange at a currency Exchange office, avoiding Exchange in the public street.

See Annex 2 (types of currency)

International Credit Cards such as Visa, MasterCard and American Express, are normally well accepted in the most important hotels, department stores and restaurants.

7. Medical Coverage

Participants are required to be in good health and have medical insurance or another kind of health coverage to deal with sickness or any medical emergency that may occur, taking into account that neither ICAO nor the Mexican Government are liable for any medical expenses incurred by a participant.

8. Voltage

110 – 120 Volts

9. Airport Tax

You will be charged the following exit tax (Airport usage fee):

National TUA*	International TUA*
USD 22.54	USD 35.03

TUA national and international is quoted in US Dollars, and monthly The International Mexico City Airport determines its equivalent in Mexican Pesos.

In the majority of the cases this can be found in the aerial ticket.

For more information on the TUA, please visit (available in Spanish) :
<http://www.aicm.com.mx/negocios/tarifas>

10. Hotel Information

The Second ICAO Conference on Aviation and Alternative Fuels (CAAF2) is going to be held at the Presidente Intercontinental Hotel located 11 km from the International Mexico City Airport and only 10 minutes away from the following hotels (see table)

It is highly recommended to reserve in a timely manner and mention the name of the event.

Hotel	Reservations Contact	Address / Web site	Rate per night (USD*)
<p>Presidente Intercontinental</p>	<p>Elsa González Senior Conference Services Manager</p> <p>Event Code: 99801505 Tel: +52 55 53277700 ext. 5108 To make a reservation: 1) Go to the following web site: https://www.intercontinental.com/redirect?path=hd&brandCode=ic&localeCode=es&regionCode=1&hotelCode=MEXHA&_PMID=99801505&GPC=a5a&viewfullsite=true 2) Or make reservation by e-mail to elsa_gonzalez@grupopresidente.com and mention the name of the event</p>	<p>Campos Elíseos 218 Col. Polanco http://www.presidenteicmexico.com/</p>	<p>200 USD per night + 19% taxes</p> <p>Standard Room</p>
<p>City Suite Anzures</p>	<p>Viviana Pérez Carbajal Sales Manager +5255 11011370</p> <p>Code: SECOND CONFERENCE ON AVIATION AND ALTERNATIVE FUELS</p> <p>1) E-mail to: csanz.ventas@citysuites.com.mx ask for the special SECOND CONFERENCE ON AVIATION AND ALTERNATIVE FUELS rate and specify required room.</p>	<p>Leibnitz 120 Col. Anzures, Polanco</p> <p>https://www.cityexpress.com/suites/hoteles-mexico/ciudad-de-mexico/miguel-hidalgo/anzures</p>	<p>USD \$167 Double Room taxes included, European plan</p> <p>USD \$193 Single Room taxes included, European plan</p>
<p>Fiesta Americana Grand Chapultepec</p>	<p>Luis Sánchez</p> <p>Code: G18DZS@FBC 1) e-mail to: ventas2fagc@posadas.com and mention name of the event and Code. 2) Go to the following site: www.granfiestaamericana.com/grupos_booking</p>	<p>Mariano Escobedo 756 Col. Anzures</p> <p>http://www.grandfiestaamericana.com/es/web/grand-fiesta-americana-chapultepec</p>	<p>European Plan double/single, european plan = USD\$190.00 INCLUDES TAXES + \$4.00 per night per room (maid), + USD\$4.00 per pax one time only</p>

Wyndham Garden Polanco & Reforma Mexico	Isabel Miranda Code: ICAO 1) Call hotel +52 55 52620840, mention code 2) Send e-mail to: reservas@wyndhampolanco.com, mention ICAO rate, code and name of event and specify required room. ICAO, especificar tipo	Tolstoi 22 Col. Nueva Anzures http://www.wyndhampolanco.com/	USD \$ 135 Taxes included Standard Room(1 o 2 persons) USD \$143 Taxes included Suite, king size bed, European Plan USD \$151 Taxes included, 2 king size beds with option for an additional pax.(\$17 USD each)
<p>Note:</p> <p>Rates subject to availability. In order to obtain the special rate use the above contacts to make the reservation.</p>			
Other hotels in Mexico City	http://cdmctravel.com/es/dormir		

National Point of contact

Name	Position	E-mail	Telephone number
Lic. Sylvia Neuman Samuel	Coordinadora de Planeación y Comunicación Corporativa	sneumans@asa.gob.mx	51331000 Ext. 2674

11. Pass port and Visa requirements

It is required a valid Passport for all citizens and Visa for citizens of certain countries. For this end it is requested that participants carry out all formalities **timely** in order to obtain the Mexican Visa before departure.

For ease of reference to check which countries need to apply for a Mexican Visa please go to the following link:

http://www.inm.gob.mx/index.php?page/Paises_visas

For more information on Embassies and Consulates please check the following link: <http://www.sre.gob.mx/index.php/representaciones/misiones-extranjeras-acreditadas-en-mexico>

12. Business and Bank hours

Business hours are: Monday to Saturday from 8:00 a 18:00 hours.

Bank hours are:

From 9:00 to 16:00 hours Monday to Friday. There are some agencies working until 19:00 hours

ATM network is available 24 hours, but it is highly recommended to avoid their use during late hours.

13. Taxes and Tips

All purchases in Mexico are subject to a 16 % tax named IVA, the same which is included in the final Price. In Mexico tip is optional, due to its inclusión within the final Price, however is used to tip the bellboy with one US Dollar per bag and 10% from a restaurant bill

14. Transportation

There are five suggested means of transportation in Mexico City:

a) Taxi

It is recommended to use radio taxis, from your Hotel taxi site or any taxi site provided by your Hotel.

b) Metro

Total cost of a single trip is MXN 5.00,
Hours of operation are: Monday to Friday from 5 to 24 hours,
Saturdays from 6 to 24 hours, and
Sundays and bank holidays 7 to 24 hours.

For your comfort and safety avoid peak hours in the main lines, between 8:00and 10:00 in the mornings and between 17:00 and 20:00 in the evenings.

*For more information on the metro please visit:
<http://www.metro.df.gob.mx/>*

c) Microbús

This mean of transport is recommended for short trips only or where there is no other form of transport. They usually have their destination in a sign placed on the lower right part of the windscreen, and prices vary from MXN6 to 7.

d) **Metrobús**

In order to use this service you will have to purchase an electronic card, it costs MXN 16.00 and includes the cost of the card (MXN 10.00) and a single trip (MXN 6.00). The service to the Airport cost MXN 30.00.

Hours of operation from 5:00 to 24 hours (depending on the line and stops).

For more information on Metrobus please visit:

<http://www.metrobus.df.gob.mx/>

e) **Car Rental**

You can get a car from one day with a limited mileage, to a weekly or a monthly plan with unlimited, costs vary depending on the brand, model and plan.

For more information on this mean of transport please visit this airport site:

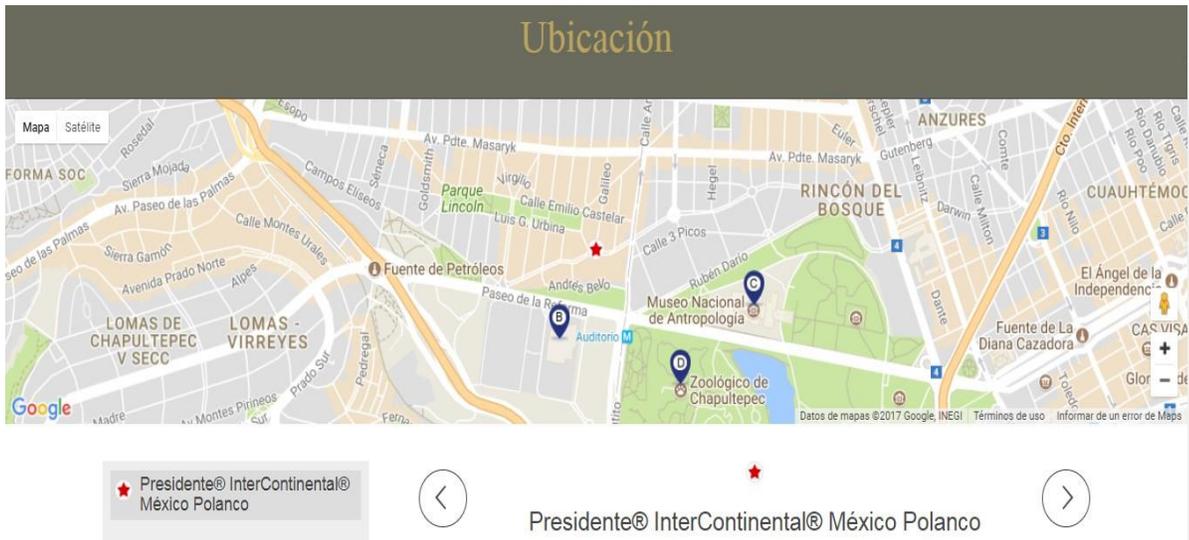
<http://www.aicm.com.mx/pasajeros/transporte/renta-de-automoviles>

NOTE: Security recommendations are the same as for any city, such as carry only necessary cash and don't wear expensive jewellery, and use your hotel taxis to travel within the city.

15. Emergency Numbers

Number	Service	Competence
066	Emergencias SSP-DF	Thefts, assaults, accidents. Offers assistance to those citizens requiring the support of police department, ambulances, firemen, civil protection, etc.
061	Emergencias PGJ-DF	Support all sort of emergencies related to institutions like the Red Cross or Firemen.
065	Cruz Roja	Offers assistance to those in need for medical emergency or those involved in an accident.
068	Bomberos	Assistance to Forest, house, landfills, car crashes, roll over, fires and fallen trees, support in flooded areas etc.
56581111	LOCATEL	Provided Information:, Infringements System, IMECA information(pollution in the air),Integrated Territorial Programme (PIT), Hoy No Circula programme, Institutions Catalogue, Basic products price.

ANNEX 1



ANNEX 2

MEXICAN CURRENCY

Coins



Notes



20 pesos



50 pesos



100 pesos



200 pesos



500 pesos



1000 pesos

Bank notes have various **Security Elements** to prevent falsification. Some of them can be detected by the senses like touch or sight, others require special devices.

Security Elements on the paper and polymer bank notes are the following::

Polymer Bank notes



Look



Turn

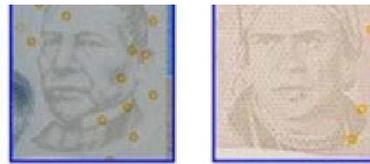


Changing color elements

To



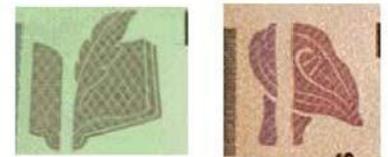
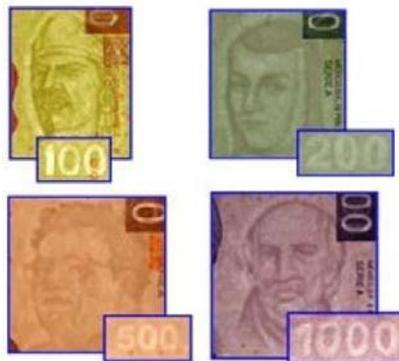
Transparent window with touch sensitive borders



Look

Turn

PAPER BANK NOTES



Decreasing text size



Transparent window with touch sensitive borders