



International
Civil Aviation
Organization

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de l'aviation civile
internationale

Organización
de Aviación Civil
Internacional

Международная
организация
гражданской
авиации

منظمة الطيران
المدني الدولي

国际民用
航空组织

When replying please quote:

Ref.: NT-N1-8.1.13 — **EMX0876**

27 August 2015

To: States, Territories and International Organizations

Subject: **Invitation – XII ALACPA Seminar of Airport Pavements (ALACPA/12) / X FAA Airport Pavements Workshop / V Short Course for Airfield Pavement Cartagena, Colombia, 16 to 20 November 2015**

Action

Required: Register participation by **16 October 2015**

Sir/Madam:

I have the honour to inform you that the Latin American and Caribbean Association of Airfield Pavements (ALACPA), in association with the International Civil Aviation Organization (ICAO), United States Federal Aviation Administration (FAA) and the Civil Aviation Authority of Colombia (AEROCIVIL) are organizing the XII ALACPA Seminar of Airport Pavements (ALACPA/12) / X FAA Airport Pavements Workshop / V Short Course for Airfield Pavement to be convened at the Caribe Cartagena de Indias Hotel, Cartagena, Colombia, from 16 to 20 November 2015.

The Meeting of the Board of Directors will be carried out without interpretation services the first day (16 November). The Seminar will start on Tuesday 17 November and will end on 20 November 2015.

The participants will have the opportunity to learn new construction and maintenance techniques, new design methodology and the latest developments in equipment and materials. The Seminar will feature international experts who will share their experience and knowledge. This is a key 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 giving the possibility of improving airport pavements and thus contribute to maintain the safety of airports in the NAM/CAR and SAM Regions.

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The technical sessions will be provided by speakers with a vast experience on airport subject matters. Also, this Seminar will provide the opportunity to delegates to participate in a quick course for airfield pavement maintenance, to give continuity to last year's event.

Civil aviation authorities, airport operators, international organizations regional representatives, professors (academic), consultants, contractors of States and Territories of the ICAO NAM/CAR y SAM Regions and representatives of invited international organizations are expected to attend. The working languages of the meeting will be English and Spanish, and simultaneous interpretation will be provided if sufficient participants of both languages provide timely registration. The General Information is enclosed as **Attachment A**.

The Civil Aviation Authorities from the NAM/CAR and SAM Regions are exempted from the registration/membership fee for their participation in the seminar. It is requested that your Administration/Organization send the Registration Form (**Attachment B**) duly completed to this Regional Office by **16 October 2015**.

ALACPA members will be able to register directly on ALACPA's website, www.alacpa.org, where the event's additional information will be published, in due course.

If you require any further information regarding the event, please contact Mr. Jaime Calderón, Regional Officer, Aerodromes and Ground Aids (jcalderon@icao.int) or Mrs. Ana Valencia, Assistant, (avalencia@icao.int).

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

A digital signature in black ink, appearing to read 'Melvin Cintron', is overlaid on a blue circular seal. The seal contains the text 'OACI' and 'ICAO'. The signature is surrounded by a blue digital signature watermark that reads 'Digital Signature'.

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

Enclosure:

A – General Information

B –Registration Form



AERONÁUTICA CIVIL
UNIDAD ADMINISTRATIVA ESPECIAL

ATTACHMENT A

INTERNATIONAL CIVIL AVIATION ORGANIZATION

XII ALACPA Seminar of Airport Pavements (ALACPA/12) / X FAA Airport Pavements Workshop / V Short Course for Airfield Pavement (Cartagena, Colombia, 17 to 20 November 2015)

General Information

1. Meeting Venue and Dates

The XII ALACPA Seminar of Airport Pavements (ALACPA/12) / X FAA Airport Pavements Workshop / V Short Course for Airfield Pavement will be held at the Caribe Cartagena de Indias Hotel in Cartagena, Colombia, from 17 to 20 November 2015.

2. Meeting address

Hotel: Caribe Cartagena de Indias
Address: Carrera 1 No. 2 – 87, Bocagrande
Telephone: +57 5 6654970
E-mail: hotelcaribe@hotelcaribe.com

3. Participant Registration

Participants should register in advance by submitting the registration form to the contact e-mails icaosam@icao.int and registro@alacpa.org. Further registration will take place on Tuesday 17th November 2015, from 08.00 to 09.00 hours. For identification purposes participants are requested to wear the badge provided upon registration during the seminar.

4. Opening Ceremony

The opening ceremony will be held on Tuesday 17 November 2015, at 9:00 hours.

5. Temperature

Average maximum temperatures for the whole year are from 30°C/31°C, while average minimum temperatures vary between 23°C and 25°C. Humidity is stable around 80% during the whole year.

6. Money Exchange

The national currency is the Colombian Peso. Current exchange rate is equivalent to approximately \$2,913.45 Pesos per US Dollar. Money exchange should always be made in money exchange houses or banks.

7. **Credit cards**

International credit cards usually accepted in hotels, shopping centers and restaurants are: Visa, MasterCard, American Express, Diners Club.

8. **Lodging**

Suggested hotels and rates depending on the type of room are as follows:

Hotel	Dirección/Address	Teléfono/Telephone	Hab. Sencilla/ Single Room (COP)	Hab. Double Room (COP)	Impuestos/ Taxes
Hotel Cartagena Indias	Carrera 1 No. 2 - 87	(+57) 5 6501160 Fax: (+57) 5 6654970	\$ 331.300	\$ 366.100	Incluidos/ Included
Hotel Hilton Cartagen	Avenida Almirante Brion, El Laguito	(+57) 5 6948000	\$ 646.219	\$ 710.219	Included Incluidos/
Hotel Capilla Mar	Carrera 1 No. 8 - 12	(+57) 5 6501501 (+57) 5 6501500	\$ 318.664	\$ 358.928	Incluidos/ Included
Hotel Corales de Indias	Carrera 1 No. 62 - 198	(+57) 5 6810500	\$ 306.600	\$ 311.600	Incluidos/ Included
Hotel Dann Cartagen	Calle 1A No. 1 - 60	(+57) 5 6650510 6650000 Ext: 312	\$ 255.000	\$ 288.000	No Not included
Hotel	Avenida San Calle 6 Esquina	(+57) 5 6658811 Ext: 5100 - 5146	\$ 249.000	\$ 314.000	No Not included
Hotel	Carrera 1 No. 5 - 82 Avenida el	(+57) 5 6657527	\$ 280.000	\$ 280.000	Incluidos/ Included
Hotel Ibis Cartagen Marbell	Avenida Santander 47 - 90	(+57) 5 6932424 Ext: 301/302	\$ 179.000	\$ 179.000	Incluidos/ Included
Hotel	Carrera 4 Calle 4 Esquina	(57) 5 665 03 16 (57) 5 665 03 17 (57) 5 665 03 18 (57) 3185204210	\$ 170.000	\$ 200.000	Incluidos/ Included
Hotel Playa	Avenida San No. 4 - 87	(+57) 5 6650552 (+57) 5 6650361	\$ 155.000	\$ 198.000	Incluidos/ Included

9. **Hotel Reservation**

Hotel reservations at the venue hotel should be made directly to the hotel, well in advance.

10. **Transportation**

Participants should arrange their transportation.

11. **Hospitals**

Centro de Atención Médica / Medical Attention	Dirección / Address	Teléfono / Telephone
Clínica Medihelp Services	Carrera 6 No. 5 - 101	+57 5 6652255
Clínica Pragma Caribe	Carrera 4 No. 7 - 173	+57 5 6655693 +57 5 6551908
Clínica Santa Cruz de Bocagrande	Carrera 3 No. 18 - 156	+57 5 6569600
Nuevo Hospital Bocagrande	Carrera 53 No. 6 - 49	+57 5 6933052 +57 6932996
Hospital Naval de Cartagena	Carrera 5 Base Naval	+57 5 6655360

12. **Commercial working hours**

From 10:00 am to 07:00 pm approximately.

13. **Electricity**

110 Voltios / 60 Hertz

14. **Airport Tax**

International airport tax is included in the air tickets.

15. **Passport, visa and vaccinations requirements**

It is recommended to verify these requirements in the corresponding embassies or consulates of participant countries.

16. **General recommendations in the event of an earthquake**

During an earthquake

- a) Keep calm.
- b) Stay away from windows, do not go to any balconies, and do not use elevators.
- c) Locate yourself in previously identified internal safety zones.
- d) Evacuate the premises only if conditions permit it; otherwise, minimize your movements.

After an earthquake

- a) Proceed to leave the premises, since aftershocks may occur.
- b) Evacuation must be carried out calmly, quickly and safely through the indicated routes.
- c) Stay in the evacuation site until the designated safety team of the building has verified whether the installations are at risk.

17. **Others**

Value added tax in Colombia (IVA) is 16% included in final prices.

In hotels IVA is charged plus hotel insurance per person/night.

In most restaurants and bars a tip of 10% can be given, not included in the bill.

Difference between standard UTC time is -5 hours.

ATTACHMENT B / ADJUNTO B



AERONÁUTICA CIVIL
UNIDAD ADMINISTRATIVA ESPECIAL

**XII Seminario ALACPA de Pavimentos Aeroportuarios - X Taller de la FAA - V Curso
Rápido de Pavimentos Aeroportuarios (ALACPA/12)**
(Cartagena, Colombia, 17 al 20 de noviembre de 2015)

**XII ALACPA Seminar of Airport Pavements (ALACPA/12) - X FAA Airport Pavements
Workshop - V Short Course for Airfield Pavement**
(Cartagena, Colombia, 17 to 20 November 2015)

FORMULARIO DE REGISTRO / REGISTRATION FORM

1. Nombre y Apellido/
Name and Surname

2. Estado/*State:*

Organismo/*Organization:*

3. Profesión -- *Profession*

4. Especialización --
Specialization

3. Cargo/*Position:*

4. Dirección oficial/
Business address:

N°

Ciudad -- *City*

5. Código Postal -- *Zip Code*

Estado -- *State*

País -- *Country*

6. Tel.:

Fax:

E-
mai
l:

7. Hotel o dirección en la ciudad/
Hotel or local address:

8. Página Internet -- Web Site _____

9. Observaciones -- Comments

Firma/
Signature:

Fecha/
Date:

Reservado ALACPA -- To be filled out by ALACPA

Please return this form to: / Por favor regrese este formulario a:

E-mail: icaonacc@icao.int y/and registro@alacpa.org