



International
Civil Aviation
Organization

Organisation
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-NT4-4.47 — **EMX356**

13 April 2015

To: States, Territories and International Organizations

Subject: **Workshop on Air Traffic Flow Management (ATFM) Implementation for the CAR and SAM Regions**
(Panama City, Panama, 25 to 29 May 2015)

Action

Required: **Take note and confirm participation before 15 May 2015**

Sir/Madam:

I have the honour to refer to the activities being developed at regional level with regard to Air Traffic Flow Management (ATFM) using collaborative decision-making processes, and the importance that such initiatives represent to the global aeronautical community, taking into consideration the benefit of an appropriate balancing of capacity and demand within airspace and airport environments, for an increasingly economic, efficient and safe air transport system.

With the aim to support training of specialists in such procedures, a Workshop on Air Traffic Flow Management Implementation for the CAR and SAM Regions will be held in Panama City, Panama, from 25 to 29 May 2015.

This workshop is addressed to air traffic controllers, supervisors and/or personnel carrying out ATFM tasks, trained in ATFM, Collaborative Decision Making (CDM), airport capacity and Air Traffic Control (ATC) sectors, and/or involved in the processes of ATFM implementation and development in their States

Under **Attachment A** you will find general information as well as suggested accommodation alternatives. The workshop venue, as well as the work programme and other related details will be confirmed in due course. Corresponding material will be published as soon as available at the ICAO North American, Central American and Caribbean (NACC) Regional Office website (http://www.icao.int/NACC/Pages/ES/meetings_ES.aspx - Workshop on Air Traffic Flow Management (ATFM) Implementation for the CAR and SAM Regions).

.../2

According to the aforesaid, I am pleased to invite your Administration to design experts to participate in this workshop, by submitting, if applicable, the attached registration form (**Attachment B**) duly filled out for each participant, by e-mail to be received at this Regional Office no later than **15 May 2015**.

Mr. Carlos Gonzalez, ICAO NACC Regional Officer, Air Traffic Management (cgonzalez@icao.int) and/or Mr. Victor Hernández, ICAO NACC Regional Officer, Air Traffic Management and Search and Rescue (vhernandez@icao.int), are at your disposal should you require any additional information on this workshop.

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

A digital signature in black ink, written over a light blue circular stamp. The stamp contains the ICAO logo and the text "ICAO - OACI - WKAO" at the top and "International Civil Aviation Organization" at the bottom. The words "Firma Digital" are written in blue on the left side of the stamp, and "Digital Signature" is written in blue on the right side.

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

Enclosure:

As indicated

ATTACHMENT A



International Civil Aviation Organization
**Workshop on Air Traffic Flow Management (ATFM) Implementation for the
CAR and SAM Regions**
Panama City, Panama, 25 to 29 May 2015

GENERAL INFORMATION

1. Event Venue and Dates

The Workshop on Air Traffic Flow Management (ATFM) Implementation for the CAR and SAM Regions will be held in Panama City, Panama, from 25 to 29 May 2015.

2. Coordinator of the Event

Mrs. Juana Cerrud, Administrative Director of the Civil Aviation Authority (CAA) of Panama, will be the event coordinator. She can be reached at: telephone +507- 5019042, cellular +507-69491778, Fax: +507-5019045 and/or electronic mail: jcerrud@aeronautica.gob.pa. As alternative information, if required, you can contact: telephone +507-3159800 extension 9932, Fax +507-5019809, electronic mails: killingbeck@aeronautica.gob.pa, larauz@aeronautica.gob.pa; eloo@aeronautica.gob.pa; lmartinez@aeronautica.gob.pa.

3. Registration of Participants

Registration of participants to the workshop will be held on Monday 25 May 2015, from 08:30 a.m. to 09:00 a.m., at the site of the event.

4. Opening Session

The opening session of the workshop will take place on Monday, 25 May 2015, at 09:00 a.m.

5. Temperature

During the month of May, the temperature in Panama City varies from 26° to 31°C.

6. Money Exchange

The national currency is the Balboa (equivalent to US-Dollar). Current exchange rate is B/.1.00 = US\$1.00. It is suggested to change money at banks or authorized money exchange houses.

7. Credit Cards

International cards as Visa, Diners, Master Card, American Express, are usually welcomed in hotels, shopping centres and restaurants.

8. Accommodation

Participants are requested to make reservations directly with the selected hotel. Suggested hotels are the following:

HOTEL	ROOM
1. EL CONTINENTAL	B/.110.00 + ITBM, one or two persons, breakfast included
2. PLAZA PAITILLA INN	B/. 108.90 + ITBM
3. SOLOY	B/. 78.00 single room B/. 88.00 double room + ITBM
4. EL PARADOR	B/. 65.00 single room B/. 85.00 double room +ITBM
5. TOWER HOUSE	B/. 65.00 single room B/. 72.00 double room + ITBM
6. ALOFT PANAMA	B/. 190.00 + ITBM
7. EL EJECUTIVO	B/. 85.00 single room B/. 95.00 double room + 10% ITBM, breakfast included
8. SORTIS	B/. 179.00 single room B/. 199.00 double room + 10% ITBM, breakfast included
9. SHERATON	B/. 124.00 - B/. 130.00 + ITBM
10. TORRES DE ALBA SUITES AND HOTEL	B/. 92.00 + ITBM standard suite, 1 or 2 persons.
<ul style="list-style-type: none">• <i>All these rates are subject to changes for season, promotions or events</i>	

Contact at ACC Panama to assist with reservations is: Luris Martínez, Tel.: +507-5019229, e-mail: lmartinez@aeronautica.gob.pa.

NOTE: ACC will provide transportation airport/site hotel/airport. Participants are therefore requested to submit flight itineraries (see 8.2) in order to coordinate their transfer.

9. Hospitals

If required, following hospitals are recommended: Hospital Nacional, Hospital Paitilla and/or Hospital San Fernando.

10 Business Hours

From 11:00 a.m. to 8:00 p.m. at shopping centres.

11. Electricity

110 Volts/60 Hz

12. Airport Tax

Departure airport tax is US\$40.00 (some Airlines include this tax in the air ticket).

13. Taxes and tips

Purchase tax is included in prices. Tips in restaurants are not included in the bill and usually, 10% of the value is considered as tip.

14. Security Recommendations

Security recommendations are the usual to any big city, such as not carrying more money than required and ask for taxi service from the hotel.

ATTACHMENT B / ADJUNTO B



ICAO
OACI

International Civil Aviation Organization
Organización de Aviación Civil Internacional

North American, Central American and Caribbean Office
Oficina para Norteamérica, Centroamérica y Caribe

**Workshop on Air Traffic Flow Management (ATFM) Implementation for the CAR and SAM Regions/
Taller Sobre Implementación de la Gestión de Afluencia del Tránsito Aéreo (ATFM) para las Regiones CAR
y SAM**

Panama City, Panama, 25 to 29 May 2015/ Ciudad de Panamá, Panamá, 25 al 29 de mayo de 2015

REGISTRATION FORM / FORMULARIO DE REGISTRO

1.	Position in your Delegation: <i>(Please select one option)</i>	Chief Delegate / Jefe de la Delegación		Delegate / Delegado	
	Posición dentro de su Delegación: <i>(Por favor seleccione una opción)</i>	Adviser / Asesor		Observer / Observador	
		Speaker / Conferencista		Moderator / Moderador	
2.	Country / Organization País / Organización				
3.	Salutation / Encabezamiento	Mr. / Sr.		Mrs. / Sra.	Miss / Srta.
4.	Name / Nombre				
5.	Official Position or Title / Cargo o Título Oficial				
6.	Official Telephone / Teléfono oficial				
7.	Mobile (to contact you in case of an emergency) / Celular (para contactarle en caso de emergencia)				
8.	Official E-mail / Correo-e oficial				
9.	Hotel and address where you will be staying during the event / Hotel y dirección donde se estará hospedando durante el evento				
10.	Please indicate if accompanied by your family / Por favor indique si lo acompaña su familia	Yes / Sí	Name / Nombre		
11.	Dates of total stay in the venue Country / Fechas de estancia total en el País del evento				
12.	Please indicate if you have any medical condition or allergies / Por favor indique si usted tiene alguna condición médica o alergias				
13.	Emergency contact information in your country of origin / Información de contacto para emergencias en su país de origen		Name / Nombre		
			Relationship / Relación		
			Telephone / Teléfono		
14.	Flight number / Número de vuelo	Arrival date and time / Fecha y hora de llegada	Departure date and time / Fecha y hora de salida		

Please send this form to: / Por favor envíe este formulario a: E-mail: icaosam@icao.int; icaonacc@icao.int