



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:

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26 August 2016

To: States, Territories and International Organizations

Subject: **XIII ALACPA Seminar on Airport Pavements (ALACPA/10) / XI FAA Airport Pavements Workshop / VI Short Course for Airfield Pavement**
Panama City, Panama, 28 November to 2 December 2016

Action

Required: Register participation by **28 October 2016**

Sir/Madam,

I wish to inform your Administration 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), the Civil Aviation Authority of Panama and the Tocumen International Airport convene XIII ALACPA Seminar on Airport Pavements (ALACPA/12) / XI FAA Airport Pavements Workshop / V Short Course for Airfield Pavement to be held at the Sortis – Obarrio Hotel, Panama City, Panama, from 28 November to 2 December 2016.

The Meeting of the Board of Directors of ALACPA will be held in Spanish without interpretation services the first day (28 November) The Seminar will start on Tuesday 29 November and will end on 2 December 2016.

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 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 providing 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 in airport subject matters. Also, this Seminar will feature a quick course on airfield pavement maintenance to give continuity to last year's event.

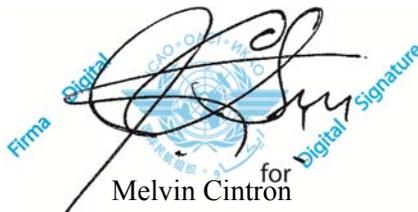
Civil aviation authorities, airport operators, international organizations regional representatives, professors (academic), consultants, contractors, etc., are expected to attend. The working languages of the events will be English and Spanish with simultaneous interpretation. The General information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

The 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 the Registration Form (**Attachment B**) duly completed to ICAO by **28 October 2016**.

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 events, please contact Mr. Jaime Calderón, Regional Officer, Aerodromes and Ground Aids (jcalderon@icao.int) or Mrs. Leslie Gandara, Assistant, (lgandara@icao.int).

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

A digital signature in blue ink, appearing as a stylized cursive 'M' and 'C', is overlaid on a circular blue stamp. The stamp contains the text 'Firma Digital' on the left and 'Digital Signature' on the right, with a central emblem.

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

Enclosure:

A – General Information

B – Registration Form

In cooperation with



ICAO



ATTACHMENT A

INTERNATIONAL CIVIL AVIATION ORGANIZATION

XIII ALACPA INTERNATIONAL SEMINAR OF AIRPORT PAVEMENTS

XI FAA AIRPORT PAVEMENTS WORKSHOP

VI SHORT COURSE FOR AIRFIELD PAVEMENT MAINTENANCE

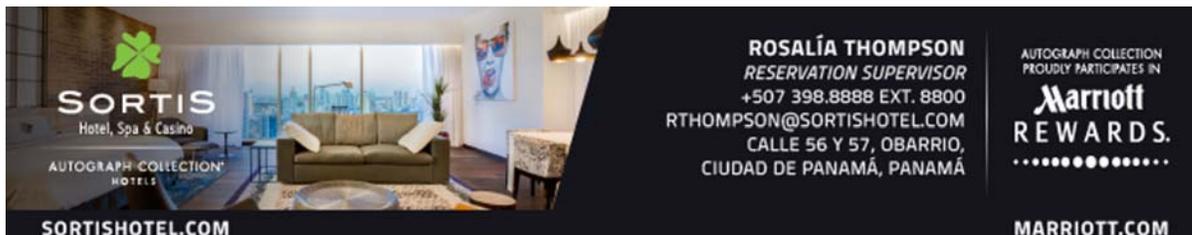
(Panama City, Panama, 28 November to 2 December 2016)

GENERAL INFORMATION

1. Meeting Venue and Dates

The XIII ALACPA International Seminar of Airport Pavements / XI FAA Airport Pavements Workshop / VI Short Course for Airfield Pavement will be held in Panama City, from 29 November to 2 December 2016, at the Sortis Hotel 56 and 57 Street – Obarrio.

2. Address and contact of Sortis Hotel Street 56 and 57 – Obarrio



3. Opening Ceremony

Tuesday 29 November 2016, at Sortis Hotel 56 and 57 Street - Obarrio

Participants registration: 08:30 – 09:00

Opening of the event: 09:00 – 09:30

4. Language and documentation

The languages will be Spanish and English, with simultaneous interpretation and translation services. A USB with all the presentations will be provided the last day of the activities to those who attended the event every day. Subsequently, the presentations will be published in ALACPA's website with access to its members.

It is recommended that participants bring their laptops to participate in the activities of the Technical Agenda.

5. Participants Registration

It is required that participants of the Civil Aviation Authorities register in advance with ICAO SAM (icaosam@icao.int) or NACC (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 registro2016@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 registro2016@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 coordinator/Contact information

Fernando Ratto

Vicepresidente ALACPA

E-mail: fratto@alacpa.org / registro2016@alacpa.org

Telephone: +507 64975256

Jaime Calderón

ICAO NACC Regional Office

E-mail: jcalderon@icao.int

Fabio Salvatierra

ICAO SAM Regional Office

E-mail: fsalvatierra@icao.int

7. Temperature

During the months of November/December, average temperature in Panama City varies for from 31° 23°C approximately. Average humidity is around 67%.

8. Transportation to and from the airport

It should be noted that Panama is in a phase of expansion and maintenance of its main streets and avenues, therefore, it is suggested to take the necessary measures and consider an additional time for transportation to avoid traffic congestion, which can take place at different schedules.

At Tocumen International Airport there is an authorized taxi service.

The rate of selective transportation – Taxis – from Tocumen International Airport to/from the area of the hotels is approximately US\$35.00 (additional person US\$12.00). The rate can be confirmed at the counters located in the exit of the migration point, at the airport. For safety reasons it is recommended to use the services of the authorized Tourism taxis of the Tocumen Terminal, at the following telephone numbers:

Tourism Taxi Service

Telephone: +507 238 4305

9. Transportation to and from the event venue

Participants staying at Sortis Hotel will be able to walk to the Meeting Room where the event will take place.

In case other hotel near the event venue is chosen, it is suggested to use taxis.

Recommended taxi services for transportation within the city are:

Radio Taxi Concordia	+ 507 236 7848
Radio Taxi América	+ 507 223 7534
Radio Taxi América Libre	+ 507 269 1601
Radio Taxi Atlantic, S. A.	+ 507 224 6700

10. Suggested hotels in Panama

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.

Hotel	Address - Tel/Fax Website - E-mail	Simple USD \$	Double USD \$
 *Venue of the Meeting	56 and 57 Street - Obarrio Tels. +507 398-8888/ Ext. 8892 Reservations: Rosalía Thompson rthompson@sortishotel.com Website: www.sortishotel.com Includes: breakfast, wi-fi, use of facilities.	Deluxe USD 115.00	Deluxe USD 130.00 Triple USD 160.00
	Gaspar Hernández Street and Vía Argentina at el Cangrejo –Bellavista Sector. Tels. 301-3333 Reservations: reservas@bwpanamazenhotel.com Página web: www.bwpanamazenhotel.com Includes: breakfast, Internet	USD 60.00	

Hotel	Address - Tel/Fax Website - E-mail	Simple USD \$	Double USD \$
	El Cangrejo, Vía Argentina, José I. Fábrega Street. Tels. 307-3555/ Fax. (507) 307-3500 reservas@principehotellandsuites.com	USD 55.00	
Holiday Inn Express	Ricardo Arango Street and 53E Street, behind Santuario Nacional, Panama City Tels. + 507 305 8800 Contact: Priscilla Mislov Priscilla.mislov@hotelsal.com www.hiexpress.com Includes: breakfast, wi-fi, local calls, use of facilities.	USD 79.00	USD 79.00
Continental& Casinos	Vía España and Ricardo Arias Street Reservations: + 507 366 7700 Fax: (507) 366-7970 Contact: Anayansi Hernández reservaciones@continentalhotel.com www.continentalhotel.com Includes: buffet breakfast, wi-fi.	USD 79.00	USD 99.00
Hotel Ejecutivo Panama	Aquilino de La Guardia Avenue Reservations: + 507 265 8011 Reservations USA: 1 (866) 876-0915 onlinereservation@executivehotel-panama.com reservas1@ejecutivo.com agente1@ejecutivo.com Includes: buffet breakfast, free local calls, courtesy water in the room, wi-fi.	Cama King (una persona) USD 95.00	

Note: Please add to the prices 10% taxes and services.

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 Panama located in your country. Also, please consult if a vaccine is required against yellow fever or other.

12. Money Exchange

The national currency in Panama is the US dollar.

Credit cards such as American Express, Mastercard and VISA, are usually accepted in hotels, shopping centers and restaurants. Travelers checks should be changed in exchange houses or banks.

It is recommended to have American dollars or balboas available, for payment of taxi services, as well as for buying in small stores.

13. Hospitals

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

CLÍNICA HOSPITAL NACIONAL, located in Cuba Avenue, between 38 and 39 Streets, Panama City, telephone: +507 207 9100 / +507 306 3300.

CLINICA HOSPITAL SANTA FE, located in Frangipani Avenue, Panama City, telephone +507 227-4733.

14. Contact telephones of Tocumen S.A. International Airport, Panama

Magda Vallarino

Marketing and Communications Manager

+507 238-2828 ext. 2985/2707

mvallarino@tocumenpanama.aero

Yissell Ríos

Marketing Officer

Marketing and Communications Management

+507 238-2828 ext. 2985/2707

yrios@tocumenpanama.aero

15. Electricity

110 Volts / 60 Hertz

16. Airport Tax

Airport tax is US\$50.00 American dollars, mostly included in the air tickets.

17. Tours

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

In cooperation with



ICAO



ATTACHMENT B / ADJUNTO B

**XIII Seminario ALACPA de Pavimentos Aeroportuarios - XI Taller de la FAA - VI Curso
Rápido de Pavimentos Aeroportuarios (ALACPA/13)**
(Ciudad de Panamá, Panamá, 28 de noviembre al 2 de diciembre de 2016)

**XIII ALACPA Seminar of Airport Pavements (ALACPA/13) - XI FAA Airport Pavements
Workshop - VI Short Course for Airfield Pavement**
(Panama City, Panama, 28 November to 2 December 2016)

FORMULARIO DE REGISTRO / REGISTRATION FORM

1. Nombre y Apellido/
Name and Surname _____
2. Estado/*State*: _____
3. Organismo/*Organization*: _____
4. Profesión -- *Profession* _____
5. Especialización -
Specialization _____
6. Cargo/*Position*: _____
7. Dirección oficial/
Business address: _____
8. Estado/*State*: _____
9. Código Postal -- *Zip Code*: _____
10. Tel.: _____ Fax: _____ E-mail: _____
11. Hotel o dirección en la ciudad/
Hotel or local address: _____
12. Página Internet -- *Web Site*: _____
13. 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: icaosam@icao.int, icaonacc@icao.int y/and registro@alacpa.org