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منظمة الطيران
المدني الدولي

国际民用
航空组织

When replying please quote:

Ref.: NT-N1-17.2 — **E.OSG - NACC59709**

24 February 2016

To: States, Territories and International Organizations

Subject: **Twenty-Third Pan America — Regional Aviation Safety Team Meeting (PA-RAST/23) of the Regional Aviation Safety Group — Pan America (RASG-PA) Sao Jose Dos Campos, Brazil, from 1 to 3 March 2016**

Action

Required: **Provide information by 29 February 2016
-URGENT-**

Sir/Madam,

Further to my State Letter Ref.: E.OSG - NACC59530, dated 12 February 2016 please note the attached revised general information provided by EMBRAER for the Twenty-Third Pan America — Regional Aviation Safety Team Meeting (PA-RAST/23), with an additional item 7.

Please note that all participants that wish to bring their laptops or note pads are required to provide their equipment's serial number by 29 February 2016 to Mr. Umberto Irgang, EMBRAER, uirgang@embraer.com.br. For security processes, the number will be printed in the badge. At the registration, the machine serial number will be checked against the badge.

Should you require further information regarding the meeting, please contact Mr. Eduardo Chacin, Regional Officer, Flight Safety (echacin@icao.int), or Ms. Lizette Morales, Assistant, (lmorales@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:

As indicated

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ATTACHMENT
General Information
Revised

**Twenty-Third Pan America — Regional Aviation Safety Team Meeting (PA-RAST/23)
Sao Jose Dos Campos, Brazil, from 1 to 3 March 2016**

1. **Meeting Venue**

Embraer Headquarters - Product Integrity Directory Meeting Room, nearby to the restaurant and at the main plant.
Please see attached map to get access to the Embraer plant in Sao Jose Dos Campos, Brazil.

Como chegar | HOW TO ARRIVE



2. **Transportation**

To facilitate our visitors' access to the plant, there will be a daily bus leaving NOVOTEL Sao Jose Dos Campos, Brazil at 8:30 AM every morning and heading back from the plant at 4:30 PM.

3. **Meals**

All the participants are welcomed for a special lunch service at Embraer's restaurant, in a walking distance from the meeting room, for the three days of the meeting.

4. **WI-FI Access**

To get WI-FI access, all participants must provide full name, position and passport number.

5. **Plant Tour**

A plant tour will be arranged for Tuesday 1 March 2016 (afternoon), after the lunch.

ATTACHMENT
General Information
Revised

6 **Participants Information**

For planning purposes, participants are requested to send the following information: Nationality, Organization/Position, Passport and Contact numbers by **22 February 2016** to Mr. Umberto Irgang, EMBRAER, uirgang@embraer.com.br

7 **Participant's Laptops and Note pads**

Please note that all participants that wish to bring their laptops or note pads will be required to provide their equipment's serial number by **29 February 2016** to Mr. Umberto Irgang, EMBRAER, uirgang@embraer.com.br

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