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国际民用
航空组织

When replying please quote:

Ref.: NT-N1-2.8; NT-NE57.1 — **E.OSG - NACC70932**

20 December 2017



To: States, Territories and International Organizations

Subject: Invitation — ATFM Management Basic Training
Miami, United States, 6 to 8 February 2018

**Action
Required:** Register participation by **10 January 2018**

Sir/Madam,

Further to the announcement made in the Fifth North American, Central American and Caribbean Working Group Meeting (NACC/WG/5), held in Port of Spain, Trinidad and Tobago, from 22 to 26 May 2017, by the Air Traffic Flow Management (ATFM) Task Force, and as part of the support activities for the ATFM implementation, I wish to invite your Administration/Organization to participate in the ATFM Management Basic Training to be convened at the United States Air Route Traffic Control Center (ARTCC), located at *7500 NW 58th Street Miami, FL. 33166* in Miami, United States, from 6 to 8 February 2018, which will be hosted by the Federal Aviation Administration (FAA) from United States.

Air Navigation Service Providers of States and Territories of the ICAO NAM/CAR Regions and representatives of invited international organizations are expected to attend. The working language of the training will be English, and no simultaneous interpretation will be provided. The Provisional Programme of the event will be sent as soon as it becomes available.

Every year, thousands of foreign officials and technical experts visit the FAA and its facilities to exchange information and for training. While the FAA welcomes such visits, the necessary protocol for visiting foreigners must be followed, each participant attending the ATFM Basic Training will be required to complete the International Visitors Program (IVP) form at **Attachment**. You are kindly requested to complete and return the IVP Form by e-mail for each participant by **10 January 2018**. Please note that IVP requests must be submitted at least 10 business days in advance of the visit to allow the necessary security reviews.

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A list of hotels recommended for event participants will be sent in January 2018.

If you require any further information regarding the event, please contact Mr. Eddian Mendez, Regional Officer, Air Traffic Management and Search and Rescue, (emendez@icao.int) or Mrs. Leslie Gandara, Assistant, (lgandara@icao.int).

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



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

Enclosure:
IVP Form

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