**APPENDIX D**

**GENERAL INFORMATION**

**1. Event Venue and Dates**

 The Thirty Eighth Pan America — Regional Aviation Safety Team Meeting (PA-RAST/38) of the Regional Aviation Safety Group — Pan America (RASG-PA) will take place at
ANAC SP, Rua Renascença, 112 – Vila Congonhas, Sao Paulo – SP, 04612-010 Brazil, from 3 to 4 December 2019.

**2. Name of the Meeting’s Coordinator and Assistant, Address and Contact Numbers**

*Mr. Javier Puente, Safety Implementation Officer*

*ICAO SAM Regional Office*

*E-mail:* *jpuente@icao.int* *Tel: +511 611 8686*

*Mr. Daniel Soares, Senior Regulations Specialist, Integrated Risk Management*

*ANAC Brazil*

*E-mail:* *daniel.soares@anac.gov.br* *Tel: +55 (61) 3314-4621*

**3. Participants Registration**

 Delegate registration will take place on 3rd December 2019, from 08:30 to 09:00 hours.

**4. Inaugural Session**

The Meeting begins on Tuesday 3rd December 2019

Registration of participants 08:30 am - 09:00 am

 Meeting Opening ceremony 09:00 am

**5. Accommodation**

 The List of Hotels **close to the meeting venue is shown below**. You are free to choose whatever accommodation suits your situation. However, please note that transportation to and from the meeting location will not be provided. Participants must arrange hotel accommodation well in advance.

|  |  |
| --- | --- |
| Area Hotels: | Other Hotels:  |
| Ibis São Paulo Congonhas (Accor)H3718-RE@accor.com.br R. Baronesa de Bela Vista, 801Vila Congonhas, São Paulo - SP, 04612-002Tel: +55 (11) 5097-3737Nobile Suítes Congonhas reservas.nsch@nobilehoteis.com.br Rua Henrique Fausto Lancelotti, 6333Campo Belo, São Paulo - SP, 04625-005Tel: +55 (11) 2137-4000Meliã Ibirapueraibirapuera@meliahotels.com.br Av. Ibirapuera, 2534Moema, São Paulo - SP, 04028-002Tel: +55 (11) 2164-6000 | Hilton São Paulo MorumbiAv. das Nações Unidas, 12901Brooklin, São Paulo - SP, 04578-000Tel: +55 (11) 2845-0000Sheraton São Paulo WTC HotelAv. das Nações Unidas, 12559Brooklin Novo, São Paulo - SP, 04578-903Tel: +55 (11) 3055-8000InterContinental São PauloAlameda Santos, 1123Jardim Paulista, São Paulo - SP, 01419-001Tel: +55 (11) 3179-2600Renaissance São Paulo HotelAlameda Santos, 2233Jardim Paulista, São Paulo - SP, 01419-002Tel: +55 (11) 3069-2233 |

Pullman and Sheraton offer free shuttle services to our offices. The other might be able to accommodate it also, but we are not 100% sure.

**6. Dress and Weather**

Dress appropriately, preferably business casual. The average temperature in Sao Paulo during the month of December is 90°/ 88°F and 33°/28°C.

**7. Documentation Link**

The documentation for the Meeting is being posted on the ICAO SAM Office Website; participants should check our website frequently to download the documentation. **All participants must bring their own set of documentation (hard copy or electronically in a laptop) to the Meeting venue; there will be no hard copies available for distribution.**

 [https://www.icao.int/RASGPA](https://authoring2016.icao.int/RASGPA)

*Click on “Meetings”* Thirty Eighth *Pan America — Regional Aviation Safety Team Meeting (PA-RAST/38)”*

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