**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*

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

*ANAC Brazil*

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