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航空组织

*When replying please quote:*

Ref.: NT-NS2-21 — **E.OSG-NACC115525**

10 April 2025

To: NAM/CAR Regions Training Centres and Signatories of the DoI

Subject: **General Information – Ninth NAM/CAR Civil Aviation Training Centres Working Group Meeting (NAM/CAR/CATC/WG/9)**  
San Salvador, El Salvador, 7 – 9 May 2025

Action

Required: 1) To note and make hotel reservations as soon as possible; and  
2) register participation by **18 April 2025**.

Dear Sir/Madam,

I refer to my letter Ref. **E.OSG-NACC115009**, dated 31 March 2025, through which I invited you to participate in the **Ninth NAM/CAR Civil Aviation Training Centres Working Group Meeting (NAM/CAR/CATC/WG/9)** to be convened in San Salvador, El Salvador, from 7 to 9 May 2025.

In this sense, attached you will find the General Information of the event, including the hotels suggested for your accommodation and preferential rates. Participants are encouraged to make reservations directly with the hotel(s) in a timely manner.

In case you have not done so, please confirm your participation in the Meeting by **18 April 2025** by registering here: <http://www.icao.int/NACC/Pages/default.aspx> Finally, please remember that the Provisional Agenda and the documentation of the Meeting will be available at [CATC/WG/9](#). The deadline to receive papers in both languages is 23 April 2025.

If you require any further information regarding the event, please contact Mr. Fernando Camargo, Regional Officer, Technical Assistance or his Assistant Sybil Gómez, Capacity Development and Implementation Assistant to the following e-mail [nacc-tc@icao.int](mailto:nacc-tc@icao.int).

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

Saludos cordiales,

Christopher Barks  
Regional Director  
North American, Central American and  
Caribbean (NACC) Regional Office



ICAO

International Civil Aviation Organization  
North American, Central American and Caribbean Office  
GENERAL INFORMATION

**GENERAL INFORMATION**  
(Presented by COCESNA/ICCAE)

**1. Event venue and dates**

1.1 The Ninth NAM/CAR Civil Aviation Training Centres Working Group Meeting (NAM/CAR/CATC/WG/9) will be hosted by COCESNA/ICCAE and will be held in San Salvador, El Salvador, from 7 to 9 May 2025.

1.2 The Meeting will be held at different venues each day, which will be announced in due course.

**2. Name of the event coordinator, address and contact numbers**

2.1 For general meeting coordination matters, participants can contact:

Mr. Raúl Melchor  
Manager COCESNA/ICCAE

Miss Silvia Ramírez  
Administrative Officer COCESNA/ICCAE

Telephone: + (503) 2505-3800  
+ (503) 7707-8810

E-mail: Raul.melchor@cocesna.org  
Silvia.ramirez@cocesna.org

2.2 Participants are requested to inform the Event Coordinators of their travel details, as soon as available, through this link: <https://forms.office.com/r/mPHhB2haFH>.

**3. Registration of participants**

3.1 Delegates are required to register at the first meeting venue between 8:30 and 9:00 on 7 May 2025.

**4. Opening**

4.1 The opening of the NAM/CAR/CATC/9 will take place on 7 May 2025 at 9:00 a.m.

**5. Documentation**

5.1 Meeting documentation will be available at the ICAO NACC Regional Office website at the following link: <https://www.icao.int/NACC/Pages/meetings-2025-catcwg9.aspx>, so participants should check the page frequently to download documentation. All participants should bring their documentation (printed or electronic) to the meeting venue; hard copies will not be distributed.

## 6. Currency and Credit Cards

6.1 The dollar is the legal currency in El Salvador. International credit cards such as Visa and Mastercard are commonly accepted in hotels, stores, and bank branches.

## 7. Electricity

7.1 110/220 V, 60 Hz

## 8. Airport taxes

8.1 International Airport taxes are included in the air ticket.

## 9. Suggested Hotels

Hotel	RATE (taxes included)	
	Habitación sencilla	Habitación doble
<b>HILTON SAN SALVADOR</b> E-mail for reservations: Celeste Aguilar reservascp@agrisal.com (+503) 2133-7077	Deluxe Room Single occupancy USD\$156.45	Deluxe Room Double occupancy USD\$166.95
<b>HOTEL PLAZA &amp; SUITES</b> E-mail for reservations: Celeste Aguilar reservascp@agrisal.com (+503) 2133-7077	USD\$68.25 per night, Includes corporate rate with 5% tourism tax and exempt from 13% VAT.	
<b>APARTAMENTOS VICTORIA</b> Ivette Pérez Tel. (503) 2263-7111 y Celular: 7746-0346 E-mail: apartamentosvictoria@yahoo.com	USD\$55.00	N/A
<b>HOTEL MARELLA</b> Tel. (503) 2507-4400 hotelmarela@gmail.com	USD\$71.00	USD\$81.00

It is recommended to make your reservations well in advance with the Plaza & Suites Hotel, which offers the best rate.

## 10. Passport and visa requirements

10.1 Passports: Visitors to El Salvador must have a passport valid for at least six months from the date of arrival. You may also need a visa.

## **11. Business and Banking Hours**

11.1 Business hours are from 8:00 a.m. to 6:00 p.m. Monday through Friday, and from 9:00 a.m. to 8:00 p.m. on Saturdays and Sundays. Banking hours are generally from 8:00 a.m. to 4:00 p.m. Monday through Friday, and ATMs are available to customers 24 hours a day.

## **12. Taxes, tips and taxi service**

12.1 A voluntary tip is considered in restaurants. To get around the city, it is recommended to use taxis provided by your hotel.

12.2 The security recommendations are common to every city, such as carrying only the necessary money, not unnecessarily displaying jewelry or other valuable objects.

## **13. Climate and recommended clothing**

13.1 The weather forecast for May in El Salvador is as follows: average maximum temperature: 32° C and minimum temperature: 25° C with high humidity.

13.2 Considering the tropical climate and the atmosphere of the meeting, participants may attend in formal attire or an attire appropriate to the location of the event.

## **14. Transport**

14.1 Recommended transportation Airport-Hotel-Airport  
ACACYA de R.L.  
Dinora Rivera  
Tel. (503) 2521-1001 y celular: 7885-2264

14.2 Transportation from the hotels to the event and back will be provided by COCESNA/ICCAE.

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