



International Civil Aviation Organization
ICAO South American Regional Office
Thirteenth Meeting of the Civil Aviation Authorities of the SAM Region (RAAC/13)
(Bogota, Colombia, 4 to 6 December 2013)

INFORMATION

(Presented by the Secretariat)

1. Place and date of the event

The Thirteenth Meeting of the Civil Aviation Authorities of the SAM Region (RAAC/13) will be held in Bogota, Colombia from 4 to 6 December 2013.

2. Address of the Meeting

Hotel: HOTELES ESTELAR S.A – LA FONTANA
Address: Avenida Carrera 15 # 127
Tel.: (57 1) 592-3600
E-mail: linam.chica@hotelesestelar.com

3. Registration of participants

Participants are requested to fill in the registration form attached to this information paper and submit it to the SAM Regional Office as soon as possible. A subsequent registration will be carried out at the corresponding registration desk on Wednesday, 4 December 2013 from 08:00 to 09:00 hours.

4. Opening session

The opening session will take place on 4 December 2013 at 09:00 hours, at the Salon Estelar.

5. Documentation link and languages

The event will be carried out in Spanish and English, with simultaneous interpretation services. The documentation for the Meeting will be posted on the ICAO SAM Regional 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.**

The instructions to log on the SAM website are:

<http://www.icao.int/SAM>

Select: "Meetings" on the left side of the **South American (SAM) Office** welcome page

Look for and click on "**RAAC/13**" (events appear ordered by date)

6. Temperature

- ✚ During the week of 1 to 7 December 2013, weather is characterized by cleared skies in the mornings, with a high probability of precipitation in the afternoons, which may be accompanied by thunderstorms, associated to the mists or fogs that occur early in the morning. In case of precipitation, these should be of short duration.
- ✚ The lowest average temperature during the month is 09°C, however in extreme values and clear skies at night and early morning can get up to 5°C.
- ✚ The maximum average temperature during the month is 16°C, however in extreme values and clear skies on the day can go up to 20°C.
- ✚ The prevalence of winds W/NW direction with intensities from 10 to 15kt in the afternoon; in the mornings and evenings winds are moderate; according to the weather of the day, the wind chill at night may be two to three degrees below room temperature.

7. Money exchange

The Colombian currency is the Peso Colombiano (COP). Current exchange rate is \$ 1,914.65 per US \$ 1.00, approximately. Money exchange has to be made at Banks or authorized Currency Exchange Offices.

8. Credit Cards

Credit cards as VISA, Diners Club, Master Card and American Express are usually welcomed in hotels, shopping centres and restaurants.

9. Suggested hotels

The following suggested hotels provide special reduced rates for all the participants of the meeting:

HOTEL	ROOM		
	Estelar La Fontana	1 Person	2 Persons
	SITE OF THE MEETING		
	HOTEL LA FONTANA		
	Avenida Carrera 15 # 127		
Tel.: (57 1) 592-3600	STANDARD	USD 132	USD 162
For reservations, please contact: Mrs.	SUPERIOR	USD 149	USD 180
LINA MARCELA CHICA PULGARIN,	JUNIOR SUITE	USD 184	USD 215
E-mail: linam.chica@hotelesestelar.com			

Cell phone (57) 317 – 6411579; NOTE: Related rates apply to bookings requested and guaranteed before 15 November 2013, (after this date the rates will increase) Rate includes: taxes, hotel insurance, buffet breakfast, unlimited internet, free use of the areas of the hotel (gym, jacuzzi, sauna, etc.). When making the reservation pls specify that you will be attending the Civil Aeronautical event.	Estelar Apartamentos	1 Person	2 Persons
	Apartamento superior	USD 123	USD 142
	Apartamento Junior	USD 141	USD 160
	Aparta suite (2 rooms)	USD 158	USD 177

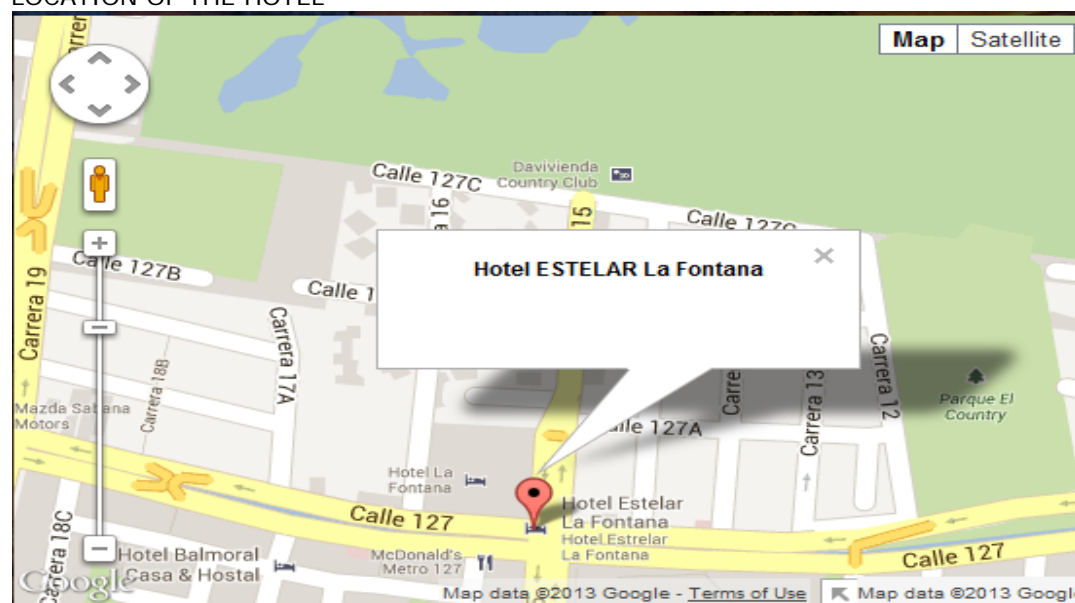
For more information, please visit the Fontana Hotel website:

<http://www.hotelesestelar.com/es/destinos/colombia/bogota/fontana#>


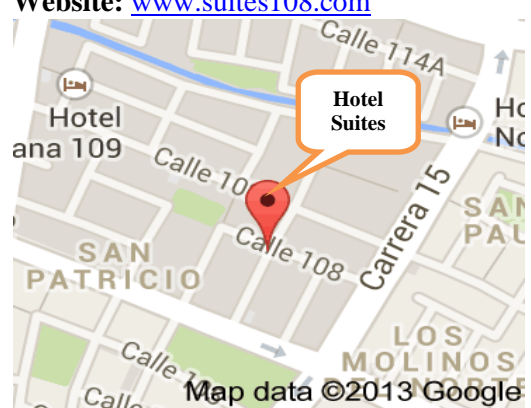
For more information, please visit the Estelar Apartaments website:

<http://www.hotelesestelar.com/es/destinos/colombia/bogota/apartamentos-bogota>

LOCATION OF THE HOTEL



SONESTA HOTEL Carrera 15 # 125 - 26 Tel. (57 1) 658-55 00 For reservations, please contact: Mrs. CONSTANZA TRIVIÑO E-mail: constanza.trivino@ghlhoteles.com Cell phone: (57) 310 –2161070; NOTE: When making the reservation pls specify that you will be attending the Civil Aeronautical event. Website: WWW.sonesta.com/Bogota	ROOM	SPECIAL RATE
	STANDARD SINGLE	USD 137
	STANDARD DOUBLE	USD 148
	JUNIOR SUITE	USD 192
	SUITE SONESTA	USD 275
	10% IVA has to be added to the hotel rate and also \$6,000 per person as hotel insurance. Rate includes: Buffet breakfast, Internet,	

	Wireless Room Service 24 hours / Gym / VIP rooms / Lounge Bar/ Medical service 24-hour / Business Center.															
<p>HOTEL SUITES 108 Carrera 108 # 16 - 05 Tel.: (57 1) 6370319 - 6370295 For reservations, please contact: Mr. ANDRES SILVA E-mail: bogotasuites108@gmail.com Cell phone: (57) 312 – 4541794 NOTE: When making the reservation pls specify that you will be attending the Civil Aeronautical event. Website: www.suites108.com</p> 	<table><tr><th>ROOM</th><th>SPECIAL RATE</th></tr><tr><td>STANDARD SIMPLE (1 person)</td><td>USD 108</td></tr><tr><td>SUITE STANDARD (2 persons - 1 bed)</td><td>USD 151</td></tr><tr><td>SUITE JUNIOR (1 person)</td><td>USD 140</td></tr><tr><td>Suite Junior (2 persons - 1 bed)</td><td>USD 162</td></tr><tr><td>Suite (2 rooms - 2 persons)</td><td>USD 178</td></tr><tr><td>Additonal bed</td><td>USD 38</td></tr></table>	ROOM	SPECIAL RATE	STANDARD SIMPLE (1 person)	USD 108	SUITE STANDARD (2 persons - 1 bed)	USD 151	SUITE JUNIOR (1 person)	USD 140	Suite Junior (2 persons - 1 bed)	USD 162	Suite (2 rooms - 2 persons)	USD 178	Additonal bed	USD 38	
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Additonal bed	USD 38															
	Rate includes: American breakfast; Wi-Fi internet access from the room; Lobby and 24 hour security with closed TV system-; Parking; unlimited local calls Room Service; TV Cable; Hotel insurance and taxes.															

Likewise, the city of Bogotá D.C. counts with an excellent range of hotels which can be known through the following website: www.hotelesbogota.com.

10. Transportation from/to the airport

It is recommended to take authorized taxis from the airport to the hotel. In the airport at the CUSTOMS' exit you can find out a row of authorized TAXIS for the transportation of passengers to their respective hotels.

11. **Hospitals**

CLÍNICA LA CAROLINA
Dirección Carrera: 14 #127-11;
Teléfono 658 16 16

CLINICA REINA SOFIA
Dirección: Avenida Calle 127
Teléfono 1 62521113 ext. 17127

12. **Shopping hours**

Approximately from 11:00 a.m. to 11:00 p.m.

13. **Electricity**

110 Volts/60Hz.

14. **Airport tax**

Air airport tax is US\$ 37.00 American Dollars.

Note: Exemption of the National Stamp payment:

- Foreign tourists or in transit in Colombia, when its staying in the country does not exceeds sixty (60) days
- Officers travelling with Diplomatic Passport

15. **Persons of Contact**

UAEAC, Colombia

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ICAO

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