



INTERNATIONAL CIVIL AVIATION ORGANIZATION (ICAO)
ORGANIZACIÓN DE AVIACIÓN CIVIL INTERNACIONAL (OACI)

COMISIÓN LATINOAMERICANA DE AVIACIÓN CIVIL (CLAC)
LATIN AMERICAN CIVIL AVIATION COMMISSION (LACAC)



**SECOND REGIONAL SEMINAR ON AVIATION SECURITY AND FACILITATION
(AVSEC/FAL/SEM/2)**

**SECOND MEETING OF THE AVIATION SECURITY AND FACILITATION REGIONAL GROUP
(AVSEC/FAL/RG/2)**

Antigua and Barbuda, 14 to 18 May 2012

AVSEC/FAL/RG/2
09/04/12

GENERAL INFORMATION

(Presented by the Secretariat)

1. Event Venue and Dates

The Second Meeting of the ICAO/LACAC NAM/CAR/SAM Aviation Security and Facilitation Regional Group (AVSEC/FAL/RG2) and Regional Seminar on Aviation Security will take place at The Grand Royal Antiguan Beach Resort in St. John's, Antigua and Barbuda, from 14 to 18 May 2012.

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

Mrs. Milinette Ambrose
Permanent Secretary
Ministry of Tourism, Civil Aviation and Culture
Queen Elizabeth Highway
St. John's, Antigua
Telephone: 1-268-462-0651
Mobile: 1-268- 770-5864
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Oversight Officer
Telephone: 1-268-562-5576
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3. Name of the Event Coordinators and Contact Information

*Mr. Ricardo G. Delgado,
Regional Officer, Aviation Security
ICAO NACC Regional Office
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Operations Assistant
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4. Participants Registration

Delegate registration will take place on Monday, 14 May 2012, from 08:30 to 09:00 hours.

5. Opening Ceremony

The opening ceremony will take place on Monday, 14 May 2012, at 09:00 hours.

6. Language

The meeting will be presented in English and Spanish

7. General Information

a) Local Transportation

The recommended method of transportation is taxi.

b) Money Exchange

The Eastern Caribbean Dollar (ECD) is the national currency of Antigua and Barbuda. The exchange rate is approximately 1USD\$ = ECD\$2.70.

c) Credit Cards

The international credit cards usually accepted in shopping centres, hotels, and restaurants are American Express (AMEX), Diners, Master Card and Visa.

d) Commercial Working Hours

Banking hours are generally from 08:00 – 14:00 hours from Mondays to Thursdays and on Fridays, banking hours are from 08:00 until 16:00 hours. Some local branches of banks are open on Saturdays from 09:00 until 13:00 hours.

e) Visas

A valid passport is required to get into Antigua and Barbuda. It is possible that nationals of certain States require visa for entry, it is advisable to verify this requirements with the United Kingdom Consulate or Embassy in your State.

8. Hospital

Participants should have medical insurance or medical coverage from their respective governments to meet expenses, if any, towards sickness or a medical emergency during the above named seminar. ICAO, LACAC or the Government of Antigua and Barbuda (Ministry of Civil Aviation) takes no responsibility to meet expenses in this regard.

9. Lodging

The **Grand Royal Antigua Beach Resort** is the venue for the hosting of the Seminar and hotel accommodation for all participants. Rooms will be reserved for all participants who will be attending the Seminar with an all-inclusive rate including breakfast, lunch and dinner.

Single occupancy rooms	US\$189 with wireless internet access in rooms
Double occupancy rooms	US\$264 with wireless internet access in rooms

The 22.5% service charge and government tax is included in the above rates. For booking of rooms, please email reservation@grandroyalantigua.com; telephone 1-268-462-3733 or contact the above mentioned contact persons.

a) Cancellation and No Show Policy

Cancellation or changes within 7 days prior to 12:01 a.m. local hotel time on the day of arrival will be subject to a maximum 1 night penalty at the booked rate(s) for each room booked. All delegates should present a credit card at the reception desk upon check-in for any incidentals; delegates without credit card should leave a deposit of US\$100.00 along with room accommodation payment.

b) Method of Payment

Payment can be made by wire transfer, cash, certified cheque or credit card.

c) Banking Details

Intermediary Bank	FW 026 009 593
Pay through bank	Bank of America 100 West 33 rd Street New York, NY 1001, USA
Swift Address	BOFAUS3N
Account with Institution	#65503 52163 Republic Bank Limited Port of Spain, Trinidad
Swift Address	RBNKTPX
Beneficiary Account	#021101002860 Allied Hotels and Resorts Limited Deep Bay, St. John's, Antigua

Please add on an additional fee of US\$25.00 for all bank transfers

Please make cheque payable to **Grand Royal Antiguan Beach Resort Ltd.**

When making booking, please indicate to the Grand Royal Antiguan Beach Resort that you are a delegate/participant of the aforementioned Seminar in order to obtain the **special rate**.

10. Departure Tax

A departure tax for CARICOM nationals is Fifty Eastern Caribbean dollars (50.00ECD).

A departure tax payable by tourists and non CARICOM nationals is Twenty eight United States dollars (USD \$28.00) the equivalent to Seventy Eastern Caribbean dollars (\$70.00EC) per person.

Please visit the official tourism website of Antigua and Barbuda at www.antigua-barbuda.org for more detailed information,