



LACAC/FAA GENERAL AVIATION SAFETY SEMINAR-WORKSHOP



(Panama City, Panama, May 30 – June 1st, 2012)

GENERAL INFORMATION

1. Place and date

The LACAC/FAA General Aviation Safety Seminar-Workshop will be held in **Panama City, Panama, from May 30 to June 1st, 2012** at the **Miraflores Ballroom** of the **Hotel Holiday Inn**.

2. Venue

Hotel Holiday Inn
Clayton, Ciudad del Saber
Panamá, Ciudad de Panamá
T: (507) 206 8854
F: (507) 214 1003

3. Registration

Registration of participants will take place on May 30, 2012 from 8:00 to 9:00 am at the entrance hall of the Miraflores Ballroom of the Hotel Holiday Inn. Participants are asked to kindly register by sending their registration forms duly completed to clacsec@lima.icao.int, the same shall include a recent photo (which considers the face from the shoulders).

4. Opening Session

The opening session of the LACAC/FAA General Aviation Safety Seminar-Workshop will take place on May 30, 2012 at 9:00 a.m. at the **Miraflores Ballroom** of the **Hotel Holiday Inn**.

5. Languages

The Seminar-Workshop will be conducted in English, with English/Spanish simultaneous interpretation.

6. Documentation

Before the closing ceremony, participants will receive a participation certificate and an electronic file with the documentation of the Seminar-Workshop.

7. Attire

Formal attire for the opening session and casual attire for working sessions.

8. Temperature

From May to December is rainy season in Panama and the temperature ranges from 21-35 degrees Celsius, with an average relative humidity of 75%.

9. Money exchange

The local currency is the “Balboa” which has the same value of the U.S. dollar. The legal currency is the U.S. dollar. For money exchange is suggested to go to banks or exchange agencies.

10. Credit cards

International credit cards such as Visa, American Express and Master Card are usually accepted in hotels, shops and restaurants.

11. Lodging

The organizers are offering preferential rates at the hotels listed below:

Hotel	Single room (US\$)	Double room (US\$)
<p>Hotel Holiday Inn (Venue) Avenida Omar Torrijos Herrera Clayton, Ciudad del Saber Panamá T: (507) 317-4000 Contact: Itza Martínez T: (507) 340-9867 E-mail: imartinez@bernhotelspanama.com</p> <p>Gianni Barahona T: (507) 206 8854 E-mail:gbarahona@bernhotelspanama.com</p> <p>El Hotel Holiday Inn has the following facilities:</p> <ul style="list-style-type: none">• 137 rooms with high speed Internet• 5 meeting rooms• Canal View Restaurant• Bookends Lobby Bar & Piano Bar• Business Center• Gym• Swimming pool• Gift shop• Visits to the Miraflores Locks of the Panama Canal.	<p>115.00 + 10% taxes Per room INCLUDES BREAKFAST</p>	<p>125.00 + 10% taxes Per room INCLUDES BREAKFAST</p>

Accommodation alternatives in other hotels with corporate rates are also offered:

Hotel	Single room (US\$)	Double room (US\$)
Hotel Intercontinental Miramar Panamá Avenida Balboa, Miramar Plaza Panamá T: (507) 206 8834 Contact: Estefanny Prens E-mail: eprens@miramarpanama.com	179.00 + 10% taxes	189.00 + 10% taxes
Hotel Intercontinental Playa Bonita Resort & Spa Kilómetro 7, Veracruz Distrito de Arraiján Panamá T: (507) 211 8500 Contact: Gianni Barahona E-mail: gbarahona@bernhotelspanama.com	205.00 + 10% taxes (per room, per night)	115.00 + 10% taxes (per room, per night)
Hotel Marriot Panamá Calle 52 y Ricardo Arias Panamá T: (507) 210 9200 Contact: Yuzeica Vargas E-mail: yuzeica.vargas@marriotthotels.com		150.00 + 10% taxes
Hotel El Panamá Vía España Panamá T: (507) 215-9000 Contact: Gianni Barahona E-mail: gbarahona@bernhotelspanama.com	150.00 + 10% taxes	Superior 170.00 + 10% taxes

Note:

- * These hotels are located approximately 15 to 30 minutes away from the Hotel venue, by car.
- * Please ask for **the special rates for the Event of the Civil Aviation Authority.**

12. Hotels Reservations

Participants should make their reservations directly to the hotel of their choice, advising them to do it at the earliest. Participants can access the special rate of the Holiday Inn for the Event of the Civil Aviation Authority where the event will take place.

13. Transportation airport-hotel- airport

The transportation to pick up the participants will be provided, therefore, **it would be appreciated if you could kindly send your flight itinerary with details of date, time of arrival and departure and flight number to the following contacts: nsaavedra@aeronautica.gob.pa, mcerdeira@aeronautica.gob.pa with a copy to clacsec@lima.icao.int.**

14. Medical services

If necessary, the hotel venue of the event has an emergency medical service at no additional cost, as long as it is not serious case nor requires hospitalization.

15. Business schedule

Businesses in downtown are opened from Monday to Friday continuously from 10:00 am until 8:00 pm while Saturday and Sunday from 11:00 am to 7:00 pm.

16. Electric power

110 / 120 volts.

17. Airport Departure Tax

Departure tax is B/.40.00 (some airlines include it in the ticket).

18. Taxes and tips

The tax on purchases is included in the final prices. The tip in restaurants is not included in the bills and is usually considered a 10% of the value spent.

19. Security recommendations

Security recommendations are the common ones to all cities, such as carrying only the necessary money, not to exhibit valuable jewelry and, at the hotel, ask for taxi services to go to any part of the city.

20. Addresses and contact numbers

Latin American Civil Aviation Commission (LACAC)

Mr. Marco Ospina Yépez

Secretary of LACAC

Apartado Postal 27032, Lima, Perú

T: (51 1) 422 6905 / 422 9367

F: (51 1) 422 8236

E-mail: clacsec@lima.icao.int

Web Page: <http://clacsec.lima.icao.int/>

Civil Aviation Authority of Panama (AAC)

Mr. Abdel Martínez

Secretary General of AAC

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Protocol Chief

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