



SEMINAR LACAC/UAE ON “PROJECT MANAGEMENT”

(Lima, Peru, 21 to 24 July 2014)

GENERAL INFORMATION

1. Place and date of event

The Seminar LACAC/UAE on “**Project Management**” will be held in LACAC/ICAO Conference Room “Jorge Chavez”, from 21 to 24 July 2014:

Victor Andres Belaunde 147, Edificio Real Cuatro,
3er Piso, San Isidro, Lima, Perú

2. Registration

Registration of participants will take place on Monday, 21 July 2014, 08:00 to 09:00 hours. Participants must register by sending your registration form duly completed to clacsec@icao.int, the same which shall include a recent photo (which considers the face from the shoulders).

3. Opening Session

The Seminar’ opening session will take place on Monday, 21 July 2014, at 09:00 hours.

4. Languages

The working language will be English, with English/Spanish simultaneous interpretation.

5. Documentation

Information about Seminar you will find in Latin American Civil Aviation Commission – LACAC web page <http://clacsec.lima.icao.int/>.

At the end of the event, participants will receive a participation certificate and an electronic file with Seminar documentation.

6. Clothing

Formal clothing is suggested for working sessions and casual/informal for other activities.

7. Local Time

UTC-5.

8. Temperature

It is winter in July in Lima and temperatures range between 12 and 19 C.

9. Electric power

In Peru domestic electricity is 220 V AC, 60 Hz.

10. Local Currency

Peruvian's Currency: Nuevo Sol (S/.)

Circulating Coins: S/. 0.10, 0.20, 0.50, 1, 2 y 5.

Circulating Bills: S/. 10, 20, 50, 100 y 200.

11. Money Exchange

The exchange rate is subject to change. To date (June 2014), is S/ 2.70 per US\$ 1.00.

12. Credit cards

International credit cards such as MasterCard, Visa, American Express, etc. are usually accepted in major hotels, shops and restaurants.

13. Business schedule

Shops are open Monday to Sunday from 10:00 to 20:00 hours.

14. Travel documents

Foreign citizens should be credited with passports. Depending on the country of origin may require a visa.

15. International Embarkation Fee

Generally the airport fee is included in the cost of tickets for the delegates, if not included, the cost is US\$ 31.00.

16. Tip, taxes and taxi services

The recommended gratuity is 10% of the cost incurred. In most cases, tipping is not included in the price of meals or any other service.

The tax on purchases and services (IGV in Spanish), is currently is 18% of the value of the bought.

In the transport sector (taxis or other) is not usual to tip the drivers.

17. Security Recommendations

Security recommendations are the common ones to all great cities, such as to carry only the necessary money, not to exhibit valuable jewels and to ask for taxis at the Hotel of your choice to go to any part of the city.

18. Communications

In addition to the public phones (that support urban, national and international), there are communications centers that offer telephone, fax and Internet services. Code to call to Peru is 51 before telephone number.

19. Hotels

HOTELES	RATES	
<p>LOS TALLANES Av. Jorge Basadre 325, San Isidro</p> <p>phone: (51 1) 221-0001 Fax: (51 1) 222-5030</p> <p>Reserve to: reservas@hoteltallanes.com.pe Tel: (51 1) 221-0001 Anexo 187 – 168</p>	<p>Standard Simple 120.00</p> <p>Standard Doble 130.00</p> <p>Suite Ejecutiva Simple 150.00</p> <p>Suite Ejecutiva Doble 170.00</p> <p>Suite Familiar en Suite King 270.00</p> <p>Suite Familiar en Suite Doble 280.00</p> <p>Suite de Luxe 260.00</p> <p>Cama adicional 45.00</p>	
<p>PLAZA del BOSQUE Av. Paz Soldán 190, San Isidro (a 100Mm)</p> <p>phone: (51 1) 616 – 1818 Fax: (51 1) 421 - 8582</p> <p>www.plazadelbosque.com reservas@plazadelbosque.com Srta. Rossana Rojas phone: (51 1) 616-1806</p> <p>SUITES del BOSQUE Av. Paz Soldán 165, San Isidro Tel: (511) 616 – 2121 Fax: (511) 221 - 3010</p> <p>www.suitesdelbosque.com reservas@suitesdelbosque.com Srta. Liliana Nakasato phone: (511) 616 – 2107</p>	<p>Suite Junior 115.00 125.00</p> <p>Suite Ejecutiva 160.00 170.00</p> <p>Suite Master (Doble 4 Pax) 260.00</p> <p>Suite Bosque (Simple o doble) 260.00</p> <p>Suite “Plaza” (Simple o doble) 600.00</p> <p>Suite Junior 115.00 125.00</p> <p>Suite Ejecutiva 160.00 170.00</p> <p>Suite “Anne” (Simple o doble) 250.00</p>	<p>Simple</p> <p>Doble</p>
<p>NOVOTEL Av. Andrés Belaúnde 198, San Isidro (Frente a la Sede de la Reunión)</p> <p>phone: (51 1) 315-9999 Fax: (51 1) 315-9900</p> <p>www.novotel.com For writing reservations send a E-mail to: h6339-re1@accor.com h6339-re2@accor.com</p>	<p>Habitación Simple 145.00</p> <p>Habitación Doble 158.00</p> <p>Ejecutiva Simple 164.00</p> <p>Ejecutiva Doble 179.00</p> <p>Suite Simple 218.00</p> <p>Suite Doble 233.00</p>	

HOTELES	RATES																						
<p>ESTELAR MIRAFLORES Av. Benavides 415, Miraflores</p> <p>ESTELAR APARTAMENTOS Calle Bellavista 216, Miraflores.</p> <p>phone: 511 2005555 reservas.peru@hotelesestelar.com</p>	<table> <tr> <td>Standard Queen / King</td> <td>119.00</td> </tr> <tr> <td>Superior</td> <td>139.00</td> </tr> <tr> <td>Standard Twin (2 camas Queen)</td> <td>139.00</td> </tr> <tr> <td>Junior Suite King</td> <td>159.00</td> </tr> <tr> <td>Premium Estelar King</td> <td>179.00</td> </tr> <tr> <td>Apartment:</td> <td></td> </tr> <tr> <td>Junior Suite Queen</td> <td>97.00</td> </tr> <tr> <td>Junior Suite King</td> <td>97.00</td> </tr> <tr> <td>Senior Suite Queen</td> <td>117.00</td> </tr> <tr> <td>Senior Suite King</td> <td>117.00</td> </tr> <tr> <td>Executive Suite King</td> <td>137.00</td> </tr> </table>	Standard Queen / King	119.00	Superior	139.00	Standard Twin (2 camas Queen)	139.00	Junior Suite King	159.00	Premium Estelar King	179.00	Apartment:		Junior Suite Queen	97.00	Junior Suite King	97.00	Senior Suite Queen	117.00	Senior Suite King	117.00	Executive Suite King	137.00
Standard Queen / King	119.00																						
Superior	139.00																						
Standard Twin (2 camas Queen)	139.00																						
Junior Suite King	159.00																						
Premium Estelar King	179.00																						
Apartment:																							
Junior Suite Queen	97.00																						
Junior Suite King	97.00																						
Senior Suite Queen	117.00																						
Senior Suite King	117.00																						
Executive Suite King	137.00																						
<p>BOULEVARD Av. Pardo N° 771, Miraflores</p> <p>phone.: (511) 444 – 6562 / 63 / 64 Fax: (511) 444 - 6602</p> <p>http://www.hotelboulevard.com.pe Reserve to: hotelboulevard@speedy.com.pe</p>	<table> <tr> <td>Suite Junior Simple</td> <td>75.00</td> </tr> <tr> <td>Suite Junior Doble</td> <td>85.00</td> </tr> <tr> <td>Suite de Luxe</td> <td>165.00</td> </tr> <tr> <td>Additional bed</td> <td>65.00</td> </tr> <tr> <td colspan="2">Rates include 10% services.</td> </tr> </table>	Suite Junior Simple	75.00	Suite Junior Doble	85.00	Suite de Luxe	165.00	Additional bed	65.00	Rates include 10% services.													
Suite Junior Simple	75.00																						
Suite Junior Doble	85.00																						
Suite de Luxe	165.00																						
Additional bed	65.00																						
Rates include 10% services.																							

Note: All rates are expressed in U.S. dollars and include breakfast. Additionally, rates are subject to 10% service and 18% taxes (IGV in Spanish), however foreigners are exempt (DL919) from payment this tax if they present at check-in the form migration that they received when they arrive to Peru and if the stay will not exceed 60 days.

20. Contact Information

Latin American Civil Aviation Commission - LACAC

Ms. Verónica Meza, Administrative Assistant

T: (511) 422 6905 / 422 9367

E-mail: clacsec@icao.int

Web page: www.clacsec.lima.icao.int