Seventh ICAO Collaborative Arrangement for the Prevention and Management of Public Health Events in Civil Aviation (CAPSCA) Americas Meeting
Mexico City, Mexico, from 6 to 9 September 2016

GENERAL INFORMATION

1. Event Venue and Dates

The Seventh ICAO Collaborative Arrangement for the Prevention and Management of Public Health Events in Civil Aviation (CAPSCA) Americas Meeting will take place in Mexico City, Mexico, from 6 to 9 September 2016 at Centro de Instrucción Internacional de Aeropuertos y Servicios Auxiliares “Roberto Kobeh” (CIIASA).

2. CIIASA Address

Avenida 602, Núm. 161, Zona Federal del Aeropuerto Internacional de la Ciudad de México, C.P. 15620, Delegación Venustiano Carranza, Ciudad de México. The location map is enclosed at Attachment.

3. Contact

Mr. Jaime Calderon, Regional Officer, Aerodromes and Ground Aids or Mrs. Leslie Gandara, Assistant
ICAO NACC Regional Office
Telephone: + 5255 5250 3211
Email: jcalderon@icao.int
lgandara@icao.int

4. Participants Registration

The registration of participants will take place on 6 September 2016, from 08:30 to 09:00 hours. For identification and security reasons, it is required that participants carry at all time the badge that will be provided in the registration.
5. Opening Ceremony

The opening ceremony will be held on 6 September 2016 at 09:00 hours.

6. Language

The event will be conducted in English with simultaneous interpretation into Spanish and vice-versa.

7. Accommodation

Participants should make reservations directly at the hotel of their choice. This information may change without notice.

<table>
<thead>
<tr>
<th>Hotel</th>
<th>Contact/Phone number/e-Mail address</th>
<th>Address/Website</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>NH Terminal 2</td>
<td>Phone: 57865750 Ext 560 and 580 e-Mail: <a href="mailto:rsvt.nhcollectionaeropuertot2mexico@nh-hotels.com">rsvt.nhcollectionaeropuertot2mexico@nh-hotels.com</a>; <a href="mailto:nhcollectionaeropuertot2mexico@nh-hotels.com">nhcollectionaeropuertot2mexico@nh-hotels.com</a></td>
<td>Av. Capitán Carlos León S/N, Zona Federal, AICM</td>
<td>15620 Mexico D.F.</td>
</tr>
<tr>
<td>Camino Real Airport</td>
<td>Phone: 01 (55)300 300 33 Ext. 3531, 3500 and 3503. Direct Number: 01 (55)300 300 50. E-Mail: <a href="mailto:reservaciones.apto@caminoreal.com.mx">reservaciones.apto@caminoreal.com.mx</a>, <a href="mailto:reservas.aer@caminoreal.com.mx">reservas.aer@caminoreal.com.mx</a>, <a href="mailto:reservas2.aer@caminoreal.com.mx">reservas2.aer@caminoreal.com.mx</a> Reservation Code: 7CAPSCA Monday to Friday: 9:00 – 22:00 hrs Saturdays: 9:00 – 14:00 hrs Sundays: 10:00 – 18:00 hrs</td>
<td>Puerto México 80, Peñón de los Baños C.P. 15520, Venustiano Carranza, México. D.F. with direct connection to the airport</td>
<td>Single/Double: $ 96 USD (taxes are not included) European Plan Deadline: 27 August 2016 CANCELLATION POLICY: 24 hours prior to arrival. It is necessary to guarantee the reservation with a credit card, payment mode to be selected at the arrival of the hotel.</td>
</tr>
<tr>
<td>Hotel</td>
<td>Contact/Phone number/e-Mail address</td>
<td>Address/Website</td>
<td>Room</td>
</tr>
<tr>
<td>----------------</td>
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<td>-------------------------------------------</td>
</tr>
</tbody>
</table>
| Fiesta Inn Airport | **Reservations**: 01800-504-5000  
**Reservation Code**: CONV2372  
ASA (CIIASA)  | **Address/Website**  
**Boulevard Puerto Aéreo 502,  
Col. Moctezuma 2ª sección C.P.  
15530 México, D.F.**  
http://www.fiestainn.com  | **Single**: $1,277.00 MXN.  
**Double**: $1,435.00 MXN.  
Includes taxes, buffet breakfast and transportation Hotel-CIIASA-Hotel. (Only applicable when booking) |
| Courtyard Marriott | **Reservation Contact**: Efrén Matt  
**Phone**: +52(55) 4631-4029  
**Reservation Code**: CIIASA (ASA)  | **Address/Website**  
**Sinaloa 31, Peñón de los Baños  
México D. F. Distrito Federal 15520 México**  
$139 USD (taxes are not included)  
European Plan  
Price depends on the room’s availability |

8. **General information**

   a) **Temperature**

   The minimum temperature usually registered during the month of April is 9°C, meanwhile the maximum temperature can reach the 23°C. The average of humidity is 49%, with precipitations in the afternoons.

   For more information on weather visit: [http://www.smn.cna.gob.mx/](http://www.smn.cna.gob.mx/)

   b) **Local time**

   GMT – 5:00 Mexico City, Mexico

   c) **Currency and credit cards**

   The official currency of Mexico is the Mexican Peso (MXN). The estimated exchange rate is MXN $18.33 per each American dollar (USD).

   For more information on the daily exchange rate visit: [http://www.banxico.org.mx/](http://www.banxico.org.mx/)

   It is highly recommended that the currency exchange is done in banks or exchange offices and avoid to exchange in public streets.

   The international credit cards accepted in the most important hotels, shops, and restaurants are Visa, MasterCard, and American Express.
9. **Health Coverage**

Participants shall have medical insurance or other type of medical coverage in case illness or medical emergency occur, because neither ICAO nor the host Government will be responsible of medical expenses incurred by a participant.

10. **Electricity**

110 — 120 VAC

11. **Airport taxes**

The following airport departure tax is charged (airport use fee):

<table>
<thead>
<tr>
<th>National Flights</th>
<th>International Flights</th>
</tr>
</thead>
<tbody>
<tr>
<td>USD 22.37</td>
<td>USD 34.78</td>
</tr>
</tbody>
</table>

The airport tax amount is expressed in dollars of United States of America and each month the Mexico City International Airport determines its equivalent in Mexican pesos.

For more information on airport taxes visit: [http://www.aicm.com.mx/negocios/tarifas](http://www.aicm.com.mx/negocios/tarifas)

12. **Passport and visa requirements**

A valid passport and a visa are required for some countries. In this regard, participants are requested to fulfill with the formalities with enough time in advance, to be able to obtain a visa at any Mexican Embassy, previously to departure.

For more information on the countries that require visa to enter into Mexico, visit: [http://www.gob.mx/inm?page/Paises_visa](http://www.gob.mx/inm?page/Paises_visa).


13. **Commercial and bank schedule**

The commercial schedule is from Monday to Friday from 8:00 to 18:00 hours.

Generally, the customer service schedule in banks is from 8:00 to 16:00 hours from Monday to Friday. There are some bank agencies opened until 19:00 hours.

ATMs are available to users 24 hours a day. It is not recommended to use ATMs during night.
14. **Taxes and gratuities**

All purchases in Mexico are taxed with 16% (IVA), included in the final price.

15. **Transportation**

Five methods of transportation are suggested in Mexico City.

a) **Taxi**

It is recommended to use authorized taxis stands, the contact information of such taxis can be provided by the hotel. The authorized taxis stands near by CIIASA are the following:

- Taxi Seditax: + (52-55) 5785 0170
- Taxi 300 Yellow Cab: Tel: + (52-55) 5785 7949
- Taxi Excelencia: + (52-55) 2598 3384
  Web: [http://taxisexcelencia.com/](http://taxisexcelencia.com/)

b) **Subway**

The cost of the ticket per trip is of MXN$5.00, with a Schedule from Monday to Friday, from 5 to 24 hours, Saturdays from 6 to 24 hours.

For your convenience and safety avoid to use the main lines and transfer stations in peak time, which is between 8:00 – 10:00 hours and 17:00 – 20:00 hours.

For more information on this type of transportation visit: [http://www.metro.cdmx.gob.mx/](http://www.metro.cdmx.gob.mx/)

c) **Bus**

This type of transportation is recommended for short trips or to go to places where no other transportation means are available. The destination of the transportation is marked in the front of the bus. The cost depends of the distance of the trip and ranges between MXN$3.50 and 6.00.

d) **Metrobus**

The payment for the service is done through an electronic card of the Metrobus, its cost is of MXN$16.00 and includes the cost of the card (MXN$10.00) and a trip (MXN$6.00). The service to the airport in line 4 has a cost of MXN$30.00. The schedule of the service is from 5:00 to 24:00 hours, depending of the route and station.

For more information on this mean of transportation, visit: [http://www.metrobus.cdmx.gob.mx/](http://www.metrobus.cdmx.gob.mx/).
e) Car rental

It is possible to rent cars on a daily basis with limited mileage up to a weekly or monthly plan with unlimited mileage, the costs depend on the model, unit, and type of plan.

For more information on this type of transportation at the airport visit: 
http://www.aicm.com.mx/pasajeros/transporte/renta-de-automoviles

Remark: The safety recommendations are the common in every city, such as carry only the necessary amount of money and not to unnecessary exhibit precious jewelry.

16. Emergency telephones

<table>
<thead>
<tr>
<th>Number</th>
<th>Service</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>066</td>
<td>SSP-DF Emergencies</td>
<td>They take care of robberies, assaults, accidents and offer help to citizens requiring support from police, ambulances, firefighters, civil protection, etc.</td>
</tr>
<tr>
<td>061</td>
<td>PGJ-DF Emergencies</td>
<td>Supports all type of emergencies related with entities as Red Cross or Firefighters.</td>
</tr>
<tr>
<td>065</td>
<td>Red Cross</td>
<td>Attention of medical emergencies resulted from illness or accidents.</td>
</tr>
<tr>
<td>068</td>
<td>Firefighters</td>
<td>Take care of forest fires, houses, garbage dumps, crashes, rollovers, fallen trees, support with floods, etc.</td>
</tr>
<tr>
<td>5658-1111</td>
<td>LOCATEL</td>
<td>Provided information: traffic violation system, IMECA, Integrated Territorial Program (PIT), “Hoy No Circula” (information regarding which cars are not permitted to be used), Catalog.</td>
</tr>
</tbody>
</table>