

MEETING LOGISTICAL INFORMATION

CCSDS CMC Management and ISO TC20/SC13 Meetings

26 – 28 April 2016

Meeting Room 1 of LIT Building

Instituto Nacional de Pesquisas Espaciais – INPE

São José dos Campos, SP - Brazil

Meeting Venue	<p>Room 1 (at “Tower 2” of LIT, last entrance, downstairs, in front of building) LIT (Integration and Testing Laboratory) building Instituto Nacional de Pesquisas Espaciais – INPE Av. dos Astronautas, 1758 Jardim da Granja 12227-010 São José dos Campos, SP Phone: [55] (12) 3208 6000 www.inpe.br</p>
Visa and Entry Information (Vaccination Requirements)	<p>1) Brazil may require Visas for entering the country. This is the case for: U.S., Russia, Japan, China, Republic of Korea and other countries. We encourage consulting on requirements for visa at the following URL: http://www.portalconsular.mre/estrangeiros/qgrv-simples-ing-24.05.2015.pdf</p> <p>2) If a visa is required, we encourage you to apply for it at your earliest convenience.</p> <p>3) A formal invitation letter for visa purposes may be required for your visa application at any Brazilian Consulate or Embassy in your country. INPE can provide this letter upon request. In this case, please send your complete name, passport number, and institution address to: Eduardo W. Bergamini (email: e.w.bergamini@uol.com.br) for provisioning of the required letter.</p> <p>4) Nationals from some countries need a certificate of Yellow Fever vaccination. Please consult the site below and also check with any Brazilian Consulate or Embassy in your country.</p> <p>5) Preliminary information for foreigners to travel to Brazil can also be found at URL: http://www.braziltravelinformation.com/brazil_travelfacts_immunization.htm</p>
Hotels	<p>General observations:</p> <p>1) Participants should contact hotel directly, for reservation, be it by e-mail and or by means of their Website or Tel(s);</p> <p>2) A general google map of São José dos Campos, where hotel, shopping(s), restaurant and INPE can be found with the use of the URL: http://www.sjc.sp.gov.br/mapa-google.aspx</p> <p>If you track along the two main roads that depart from São José dos Campos to Southwest, you can reach for São Paulo (city) – Guarulhos (GRU) International Airport, at about 80 Km distant from São José dos Campos.</p>

Option 1 - *Faro Hotel*

Special rate for INPE:

Single room R\$165,00 ~US\$45.20

Convenience(s): Free Wireless, Free parking, Breakfast included.

Centervale Shopping across the street

Closer INPE (but, not at walking distance to INPE) 7 km

Home page: <http://www.farohotel.com.br/sjc-hotel>

E-mail for reservations: reservas@farohotel.com.br

Please, mention “*CCSDS Management-ISO Meetings*” for assuring special rate for INPE

Tels.: + 55 12 3512 9631 / 98812 3395

Address:

Rua Síria, 25 Jardim Oswaldo Cruz

12216-540 São José dos Campos, SP

Option 2 – *Golden Tulip Hotel*

Special rate for INPE:

Single room: R\$263,00 ~US\$72.00

Convenience(s): Internet Free, parking (10,00), Breakfast included, access to the gymnastics academy “Cia Atlética” in the close annex of neighboring Colinas Shopping.

Home Page: <http://www.goldentulipcolinas.com/en>

E-mail for reservations: sheila.bontia@goldentulip.com.br

Please, mention “*CCSDS Management-ISO Meetings*” for assuring special rate for INPE

Tel(s).: + 55 12 3131 4100 / 3131 4119

Address:

Av. São João 2200

Jardim das Colinas

São José dos Campos, SP

Option 3 - *Monreale Hotel (no special rate)*

Special rate for INPE:

Single room: ~US\$ 50.00 + 5% ISS and Double room: US\$ 70.00 + 5% ISS

Convenience(s): Free Wireless, Breakfast included, Garage Parking

Home page: www.monrealehotels.com

E-mail for reservations: reservas.saojose@monrealehotels.com

Tel(s).: + 55 12 21350800

Address:

Avenida Francisco José Longo 511

Jardim São Dimas

12245-001 São José dos Campos, SP

Option 4 - *Travel Inn Flat Service - Spacevalley*

Special rate for INPE:

Single room: R\$175,00 ~US\$ 48.00 + 5% ISS

Convenience(s): Free Wireless, Estacionamento Free, Breakfast included

Home page: www.travelinn.com.br

E-mail for reservations: centraldereservas@travelinn.com.br

Tel(s).: + 55 12 4009 7314 and 11 5081 8822

Address:

Avenida Dr. Nelson Dávila, 1875

Vila Sanches

São José dos Campos, SP

Option 5 - *Nacional Inn* (no special rate)

Special rate for INPE:

Single room: ~ US\$ **55.00** and Double room ~US\$ 65.00

Convenience(s): Free Wireless, Free parking, Breakfast included close (~150 m.) to Centervale Shopping and closer 7 km to INPE (but, not at walking distance to INPE)

Home page: www.nacional-inn.com.br

E-mail for reservations: reservas1@nacionalinn Dutra.com.br

Tel(s).: + 55 12 3947 0077

Address:

Av. Deputado Benedito Matarazzo, 9009,
Jardim Oswaldo Cruz,
12216-550 Sao Jose dos Campos, SP

Option 6 – *Mercure-Colinas*

Special rate for INPE:

Single room: R\$270,00~US\$ 74.00 + 5% ISS and Double room: R\$310,00~US\$ 85.00 + 5% ISS

Convenience(s): Free Wireless, parking R\$12,00), Breakfast included

Home page: www.accorhotels.com

E-mail for reservations: H5168-re@accor.com.br

Tel(s).: + 55 12 3904 2300

Address:

Tel(s).: + 55 12 39042300

Address:

Av Dr Jorge Zarur, 81 Torre II
Jardim Apolo
12243-081 São José dos Campos, SP

OBS. The following option for hotel does not present special rate for INPE but is rated at a reasonably low price.

Option 7 – *Ibis-Colinas* (no special rate)

Single and double room: ~ US\$49

Convenience(s): Free Wireless

Breakfast: ~US\$ 4.00 /day and Parking ~ US\$ 3.00/day

Website home page: <http://www.ibis.com>

E-mail for reservations: H6035-re@accor.com.br

Tel(s).: + 55 12 39042400

Address:

Av Dr Jorge Zarur, 81 Torre I, Jardim Apolo
12243-081 São José dos Campos, SP

Option 8 - *Novotel*

Single room: R\$254,00~US\$ 70.00 + 5% ISS and Double room: R\$305,00~US\$ 84.00 + 5% ISS

Convenience(s): Free Wireless, Breakfast included

Home page: www.novotel.com.br

E-mail for reservations: reservas.novotelsjc@accor.com.br

Tel(s).: + 55 12 4009 7800

	<p>Address: Av. Dr. Nelson D' Avila 2200 12245-031 São José dos Campos, SP</p>
<p>Contacts at INPE</p>	<p>Eduardo W. Bergamini - Meeting organizer Tel: +12 3208 6166/6603 Fax : +12 3208 6150 E-mail : e.w.bergamini@uol.com.br ----- Helen Joyce Leite Ms., Secretary Tel. + 55 12 3208 6165 E-Mail: secretaria.rme@dir.inpe.br</p> <p>Etel Renó Dias, Mrs. – Meeting Organization Support Tel(s): 55 12 3208 6494 / 6453 E-mail: etel@dsr.inpe.br</p>
<p>Transportation</p>	<p>FOREWORD: A general google map of São José dos Campos, where hotel, shopping(s), restaurant and INPE can be found with the use of the URL:</p> <p>http://www.sjc.sp.gov.br/mapa-google.aspx</p> <p>If you track along the two main roads that depart from São José dos Campos to Southwest, you can reach for São Paulo (city) – Guarulhos (GRU) International Airport, at about 80 Km distant from São José dos Campos.</p> <p>-----</p> <p>TRANSPORTATION ASPECTS: Transportation from São Paulo International Airport (Guarulhos Airport - GRU to the city of São José dos Campos can be considered under the following alternatives:</p> <p>Option 1: <i>Pre-arranged transportation – car hiring with driver</i> In case you choose this option, we can make the necessary arrangements to ensure that a car (or Van) will be at the airport to pick you up. Please let us know in advance, informing your flight number and expected arrival time. The two alternatives to this option are:</p> <p>Alternative A: <i>Shared transportation (car or van)</i> From: Guarulhos Airport to São José dos Campos ~ US\$50.00 From: São José dos Campos to Guarulhos Airport ~ US\$50.00 In case several participants are arriving at times close to each other, a van pick up will be organized for optimizing the transportation. The longest waiting time for any participant after exiting the arrival gate will not exceed 1:30 hour.</p> <p>Alternative B: <i>Private car</i> From: Guarulhos Airport to São José dos Campos at ~ US\$100.00 From: São José dos Campos to Guarulhos Airport at ~ US\$100.00</p> <p>Additional information:</p> <ul style="list-style-type: none"> ▪ The person who will drive you from the airport to the hotel in São José dos Campos will be standing outside the arrival gate of Guarulhos Airport holding a card “INPE”. ▪ The payment should be made directly to the driver. US dollars, Euros, or Reais (the Brazilian currency) are all accepted applying the official exchange rate applicable at the arrival date. VISA and MasterCard are also accepted.

Option 2: By taxi

Official taxis are parked outside the airport and are safe. Indicate to the driver that you want to go to the hotel of your choice in São José dos Campos and ask how much it will cost beforehand. The price is fixed and will normally be provided to you upon consultation to a price table. The price will be around US\$ 110 and the trip to São José dos Campos will take approximately 1 hour. Payments are, preferably, to be made in *Reais* (Brazilian currency). In the case you are paying in another currency, please check the conversion rate applied by the taxi driver *before* boarding.

Option 3: Car rental

If car rental transportation is the chosen solution, car rental pick-up and return at São Paulo-Guarulhos International Airport by the user may be a preferable choice. If found to be more convenient for the user, car rental pick-up and return restricted to the city of São José dos Campos, is also a possibility for consideration.

The following, car rental related data provides the user who is renting a car by him/herself, under the traditional procedure, with AUXILIARY information that may be useful for the purpose. The AUXILIARY information refers to TWO CASES associated to traditional, well-known, rental car companies.

IMPORTANT: When arriving at São Paulo – Guarulhos International Airport (GRU), also called (São Paulo) Cumbica International Airport, in order to get to the rental car shop or agent, it is advised to, first, look for a quiosque or counter where general information can be obtained and, there, ask how to get to the car rental shop, or agent, of interest.

CASE 1) AVIS RENT-A-CAR

- **Website in Brazil:** www.Avis.com.br

- **Tel.** Central Reservation Service + 55 11 2155 2847 or **Toll Free** + 0800 725 2847 for other regions

- **Address in Sao Paulo - Guarulhos International Airport (GRU):**

Rodovia Helio Smidt S/N Terminal 2 Sao Paulo, Z.C. 07141-970

- **Tel.** + 55 11 2445 4345

- **Hours of Operation:** Sunday to Saturday, open 24 hours a day

- **Address in São José dos Campos, SP:**

Av. Dr João Guilhermino, 464 - Downtown

- **Tel.** + 55 12 3922 9122 or **Toll-free** + 0800 198456

- **Address in Congonhas Airport in São Paulo (city):**

Avenue Washington Luis S/N – Zip Code 04695 900

- **Tel.** + 55 11 5090 9300

- **E-Mail:** lcongonghas@avis.com

CASE 2) HERTZ RENT-A-CAR

- **Website in Brazil:** <https://www.hertz.com.br>

- **Address in Sao Paulo - Guarulhos International Airport (GRU):**

Rodovia Helio Smidt S/N Terminal 2 Sao Paulo, Z.C. 07190-100

- **Tel.** + 55 11 2445 2801 / 2246 4300

- **Hours of Operation:**

	<p>In Terminal 1: Sunday to Saturday, open 24 hours a day In Terminal 2: 05:00 to 23:00 hours Sunday to Saturday</p> <p>- Address in São José dos Campos, SP: Rua (Street) Paraibuna 710</p> <p>- Tel. + 55 12 3901 7252 or Toll-free + 0800 198456</p> <p>- Hours of Operation: Monday to Friday: 08:30-12:00 and 13:30 to 18:00 Saturday: 08:00 to 12:00 Sunday: Closed OBS. Car cannot be delivered to hotel</p> <p>Option 4: By bus</p> <p>There is a bus line that leaves the airport every hour to São José dos Campos. It leaves from Terminal 2 (most international flights arrive at Terminal 3) at specific times, which can be consulted at http://www.temonibus.com/passagem-onibus/sao-jose-dos-campos-sp-x-guarulhos-aeroporto-sp. The price of the bus ticket is R\$21,40 or US\$6.50 and the travel takes approximately 1:30 hour. You should leave the bus at its final stop at the Central Bus Station in São José dos Campos. From there, it is advisable that you take a taxi to the hotel of your choice. Please be sure that you have Reais (the Brazilian currency) to pay for your bus ticket and the taxi.</p> <p>Additional Information:</p> <p>The bus ticket can be acquired in Terminal 2, close to the main exiting door and near the taxi line. Look for the sign on your left hand side upon exit showing the arrow to Bus tickets. The tickets to São José dos Campos can be bought in the second booth. Bus stops near the place where you buy the ticket. The bus company is Pássaro Marron. Please confirm with the driver that the bus comes do São José dos Campos.</p> <p>Taxi at the Central Bus Station in São José dos Campos can be found outside the station complex. Be sure you take a meter taxi (that is normally the case). Taxis are safe.</p> <p>The approximate cost from the bus station to Faro Hotel is near US\$7 and to Golden Tulip US\$11. Be aware that depending on the timing of the travel, taxis can apply a differentiated rate (“bandeira 2” or, flag 2). In this case, the above rates will typically increase by the order of US\$1 to US\$3.</p> <p>If you wish to obtain more information on taxi service in town, please, consult URL: http://www.tarifadetaxi.com/sao-jose-dos-campos.</p>
<p>Local Transportation Arrangements</p>	<p>FOREWORD:</p> <p>A general google map of São José dos Campos, where hotel, shopping(s), restaurant and INPE can be found with the use of the URL: http://www.sjc.sp.gov.br/mapa-google.aspx -----</p> <p>It is advised the use of taxi for local transportation. The hotel may call a taxi, as INPE main gate may also request a taxi for a requesting user. The travel with a taxi between the hotel and INPE, typically, takes approximately 10-15 minutes.</p>
<p>Meal Arrangements</p>	<p>Immediately annex to the meeting ROOM 1 of LIT building, coffee, tea and cookies are expected to be available from 08:45 f to 16:00 h. for the three days of meeting.</p>
<p>Currency and</p>	<p>Brazilian Currency: the Brazilian currency is the Real (R\$). The exchange rate is currently</p>

<p>other Money related matters</p>	<p>(Nov. 15), for bying in Reais, approx. R\$ 3.7-3.9/US\$. For updated exchange rates, the URL http://oanda.com/convert/classic can be consulted.</p> <p>Major international credit cards are accepted at hotels, as well as in most restaurants, shops and, usually, by car rental agencies. The use of credit cards is usually safe and is accepted in most large shops and restaurants. This is the case, in São José dos Campos. However, it is recommended the use of cash when purchasing in smaller shops and also to pay for taxis and for small items.</p> <p>Foreign currency is normally not accepted in restaurants and shops. Remember the potential difficulty in obtaining cash from ATM machines when using a foreign account.</p>
<p>Other information</p>	<ul style="list-style-type: none"> ▪ Tipping: Tipping (or, “gorgeta”) in Brazil is a normal practice in restaurants, where an additional 10% is usually included in the bill. If you do not agree with the tipping, you can request the restaurant to exclude it from the bill. It is also a practice to tip those that help with the luggage at hotels. In this case, a tip of R\$ 5,00-10,00 is appreciated. Taxis are usually not tipped. ▪ Weather: Temperatures in September vary around 18° - 28°. Be aware that the temperature at night may drop to a considerably lower level that day. Since we may be planning early night events open buildings, consider the possible use of a light sweater. ▪ Water: Water from tap is not considered to be adequate for direct drinking. ▪ Voltage: The voltage in electrical outlets in São José dos Campos are, in general, 220 Volts AC. ▪ Electrical outlet plug: Current standard in Brazil for electric outlet is of a <i>different</i> type, from instance, of the U.S. standard. Shortly, they present a three equally spaced round pin configuration, where the center pin is slightly above from a straight line drawn from the two other lateral, round pins. An adapter is, in principle, is required for the U.S. three (2 flat and one semi-round) pin standard.
<p>Facts from São José dos Campos city</p>	<ul style="list-style-type: none"> ▪ São José dos Campos (www.sjc.sp.gov.br) is an industrially developed city with a population of approximately 650,000. It has the largest aerospace park in Latin America and represents the second highest volume of export in the country. ▪ It stands out remarkably in the nation, in technological and industrial areas, like: automotive, telecommunications, aerospace, defense, chemical and pharmaceutical and petroleum. Electronic equipment, photographic material, pharmaceutical products, aircrafts and satellites are produced by the local industries, not to mention the high quality of services which are provided by many companies. ▪ São José dos Campos is also known for its academic strength. The major research institutes are located here: The Brazilian Aerospace Technical Center – DCTA with the Aeronautics Technological Institute – ITA and the National Institute for Space Research – INPE, plus about five private and state Universities. ▪ São José dos Campos altitude rates at about 660m above sea level. It is an urbanized and clean city. It is located in a privileged area of the state of São Paulo, that is: Distant ~ 90 km away from São Paulo city (the largest of the country) and ~ 80 Km from São Paulo GRU Intl. airport, the largest city in Brazil, 310 km away from Rio de Janeiro. In addition, it is located in a plateau valley (of Paraíba river), closely sided by the notable Mantiqueira (mountain) range where many resorts are located and ~ 70 Km km away from the mountainous region and ~ 80 Km from the beautiful, tropical like, sea border shore line, locally well known as the “Litoral Norte” (of the state of São Paulo) with a high number of beautiful beach and islands. along its way.