

## INTERNATIONAL AIRCRAFT MATERIALS FIRE TEST WORKING GROUP MEETING DETAILS

- DATES:** MARCH 4-5, 2008
- LOCATION:** NOVOTEL SAO JOSE DOS CAMPOS, BRAZIL  
Av. Dr. Nelson D'Avila 2200  
Sao Jose dos Campos – SP  
12245-031, Brazil
- IMPORTANT:** Please be sure to check Visa requirements for entry into Brazil.
- MEETING CAPACITY:** There is a limit of 80 meeting participants due to the size of the hotel meeting facilities, so please register early for the meeting at <http://www.fire.tc.faa.gov>.
- MEETING REGISTRATION:** Go to <http://www.fire.tc.faa.gov> and click on the “Meetings” tab and follow directions. Remember to register early.
- HOTEL RATES:** Single Room: R\$159,00\* plus tax plus R\$20,00 per breakfast  
Double Room: R\$182,00\* plus tax plus R\$20,00 per breakfast  
\*Brazilian Currency = Reais
- RESERVATION CODE:** EMBRAER/FAA MEETING
- RESERVATIONS:** Reservations may be made by faxing the Hotel Reservation Form to Sidney Hilario in the Novotel Reservations Department at 55 12 3921 1860 or by calling Sidney at 55 12 3928 1000 between the hours of 6:00AM and 2:00PM (Eastern Standard Time). You will receive a confirmation of your hotel reservation via email or fax.
- The first night of your stay will be charged to your credit card when you check-in. The balance of your hotel bill will be charged to your credit card when you check-out.
- AGENDA:** The Preliminary Agenda will be available on the FAA Fire Safety website by January 31, 2008.
- TASK GROUPS:** Task Group leaders please contact April Horner at [april.ctr.horner@faa.gov](mailto:april.ctr.horner@faa.gov) if you would like to hold a Task Group meeting in conjunction with the spring Materials meeting.
- INTERNET ACCESS:** EMBRAER has made arrangements with the hotel to offer all Working Group Meeting participants free internet access (using the 128 kbps speed) during their stay. The hotel usually charges R\$15 per day for internet access. Please be sure to thank Francisco Landroni when you see him during the meeting.