

## Information Bulletin

Information Bulletin for participants attending ICAO Aviation Security Training Programmes at the Auckland ICAO Aviation Security Training Centre (ASTC)

### Location of the training

The Aviation Security Service Training Centre is located at 60 Aintree Avenue, Airport Oaks (Auckland International Business Park). It is about 3.5km away from the Auckland International Airport; and about 1km from the Holiday Inn Auckland Airport, the hotel recommended for course participants.

Transport to the training venue and return will be arranged upon your advising the ICAO Team Assistant of the local hotel you are staying at. Contact details as follows:

Tel: +64 9 255 6030

Fax: +64 9 275 1944

E-mail: [Reception.akl@avsec.govt.nz](mailto:Reception.akl@avsec.govt.nz)

### Registration of participants and any special dietary requirements

Participants are requested to register at the Registration Desk on the First Floor of the Training Centre from between 0830 and 0845 hours on the opening day of the training course. Participants are also requested to wear the identification badge, which will be issued to them, when attending the training and other official functions. The dress code for courses is smart attire.

If you have any special dietary requirements e.g. require a vegetarian lunch, please advise the Team Assistant prior to your attendance at the course you are registered for.

### Some useful travel information

#### Passport

All foreign nationals entering New Zealand must possess valid passports or other valid documents for travel, valid for six months beyond the expected time of departure from New Zealand.

#### Visas

Participants from some countries are not required to obtain visas for a temporary visit not exceeding 30 days. However, to ascertain whether you are required to obtain a visa, participants should contact the local NZ Embassy in their region, or obtain information on entry requirements by accessing the web page <http://www.immigration.govt.nz/migrant/stream/visit/visitors>

For participants requiring visas to enter New Zealand, NZ Immigration Service requires 6 weeks to process the visa application. Upon receipt of your course confirmation letter, it is strongly recommended that you contact the NZ Embassy

in your region immediately to commence the visa application process, in order to be able to obtain the visa in time for course attendance.

#### Ministry of Agriculture and Fisheries

Please refrain from bringing the following items into New Zealand, as you will receive significant fines from the Ministry of Agriculture and Fisheries:

Straw items (such as souvenir dolls)

Animal products (such as sea shells, feather items)

Wooden items (such as masks, drums)

Plant material (such as seeds, dried flowers)

Food items (such as fruit, honey)

#### Hotel reservations, arrival and departure

There are a number of hotels situated in the vicinity of the Auckland ICAO ASTC (see Accommodation for ICAO Courses). The Holiday Inn Auckland Airport situated at 2 Ascot Road, Airport Oaks, offers a special rate of NZ\$135.00, including taxes, per night.

If you choose to stay at the Holiday Inn Auckland Airport, participants may contact the hotel directly by telephone/fax/e-mail for reservation. The ICAO Administration Assistant will be happy to assist participants in making hotel reservations if required.

If making a reservation at the Holiday Inn, participants should mention that they are attending the ICAO training course hosted by Aviation Security Service to get the special room rate.

Contact details of the hotel are:

Holiday Inn Auckland Airport  
2 Ascot Road, Airport Oaks, PO Box 73017  
Auckland 2150, New Zealand

Tel: +64 (9) 275 1059

Fax: +64 (9) 275 7884

Website: [www.holidayinn.co.nz](http://www.holidayinn.co.nz)

A hotel shuttle bus will transport you from the Auckland International Airport to the Holiday Inn Airport Hotel upon your arrival in NZ and return on departure. This costs NZ\$5.00.

#### Currency, credit cards and banking services

The unit of currency in New Zealand is the New Zealand dollar.

International credit cards such as American Express, Diners Club, Visa, MasterCard are usually accepted at major hotels, department stores and restaurants.

All commercial banks and moneychangers exchange major foreign currencies and are normally open from 0930 to 1630 hours from Monday through Friday. Foreign

exchange kiosks operated by various commercial banks are located at several places in the city and are also open during Saturdays and Sunday and on public holidays, from 1000 to 2000 hours. To change travellers' cheques you are required to show your passport.

### **Other useful information**

#### **Time**

The time in New Zealand is 12 hours ahead of Greenwich Mean Time.

#### **New Zealand Weather**

New Zealand's summer falls Dec – Feb, autumn falls Mar – May, winter falls June – Aug and spring falls Sept – Nov. The temperature at the Training Centre sits at 20 degrees Celsius.

#### **Shopping and Dining**

Most shops are open seven days a week. For dining various cuisines are available. We will endeavour to give you advice during the course on dining facilities to suit all tastes and budgets.

#### **Tap Water**

Tap water in New Zealand is perfectly safe to drink; however, bottled water is available for those who prefer it.