

Hong Kong International Aviation Academy

Information Pack

A. General Information

A1. Campus Facility

The campus of the Hong Kong International Aviation Academy (“the Academy”) is strategically located at Hong Kong International Airport (“HKIA”). The Academy offers a wide range of aviation training to the airport community and members of the general public interested in the aviation industry.

For more details about our training facilities, please refer to Appendix 1. Most of the training courses listed on our website are held at our HKIA Community Building (“HKIACmu”) or HKIA Commercial Building (“HKIACOM”) facilities.

HKIACmu and HKIACOM can be accessed from HKIA Terminal 1 (T1), Terminal 2 (T2) or Ground Transportation Centre (GTC). Please refer to Appendix 2 for details.

A2. Transportation Choices

There are plenty of ways to travel to and from the Academy. The Airport Express links HKIA directly to Hong Kong's Central business district, buses connect the airport with major areas of Hong Kong, and taxis provide a convenient additional option. There are also hotel limousines that can take those visiting Hong Kong directly to their hotels.

A2.1 Airport Express

The Airport Express takes passengers to Central in just 24 minutes, the fastest and most convenient route between the Airport and the city.

For the train schedule, please refer to the following link:

https://www.mtr.com.hk/en/customer/services/timetable_index.html

For fare information about Airport Express, please refer to the following link:

https://www.mtr.com.hk/en/customer/tickets/tf_index.html

A2.2 Airport Buses

HKIA is well served by public buses, which take passengers to and from most parts of Hong Kong. Comfortable and relatively inexpensive, they offer a convenient transport option. Bus service to the city is available 24 hours a day.

For hours of operation and fares, please visit:

<https://www.hongkongairport.com/en/transport/to-from-airport/public-buses.page>

For more information about airport public bus services, please refer to the following bus operator links:

Citybus Limited: www.citybus.com.hk

Long Win Bus Company Limited: www.kmb.hk

A2.3 Taxis

Taxis offer a fast and flexible way to get to and from HKIA. You can pick up a taxi at the Taxi Station, which can be reached via the left-side ramp outside the T1 Arrivals Hall.

Taxis in Hong Kong are colour-coded according to their operating areas. Separate queues are designated for different types of taxis:

- Urban taxis (**red**) serve all destinations throughout Hong Kong, including the airport, except restricted access roads in South Lantau.
- New Territories (N.T.) taxis (**green**) serve only the New Territories and specific roads in Lantau.
- Lantau taxis (**blue**) serve all destinations in Lantau and the airport.

Approximate taxi fares to major parts of Hong Kong can be found at the following link:

<https://www.hongkongairport.com/en/transport/to-from-airport/taxis.page>

For more information about taxi services, please refer to the following link:

https://www.td.gov.hk/en/transport_in_hong_kong/public_transport/taxi/

A2.4 Private vehicles

If you choose to drive to the Academy, there are parking facilities in HKIA.

For more information about parking facilities, please refer to the following link:

<https://www.hongkongairport.com/en/transport/parking/space-availability.page>

A3. Accommodations

Five hotels which are located on the airport island or in the nearby Tung Chung residential district offer preferential rates for participants of HKIAA. They range from a five-minute walk to a 15-minute hotel shuttle bus from the T1 Arrivals Hall. For more information, please refer to the links below.

- a. Regal Airport Hotel: <https://www.regalhotel.com/en/regal-airport-hotel>

Hotel shuttle bus information for Regal Airport Hotel:

[Click link for details](#)

Regal Airport Hotel Preferential Rates and Booking Details for the participants of HKIAA:

[Click link for details](#)

- b. Novotel Citygate Hong Kong: <http://www.novotelcitygate.com>

Hotel shuttle bus information for Novotel Citygate Hong Kong:

[Click link for details](#)

Novotel Citygate Preferential Rates and Booking Details for the participants of HKIAA: *please contact Novotel Citygate Hong Kong directly at (852) 3602 8800 or H6239-RE1@accor.com.*

- c. The Silveri HK-MGALLERY: <https://thesilveri-hongkong.com/>

Transportation to/from The Silveri HK-MGALLERY:

[Click link for details](#)

The Silveri HK-MGALLERY Preferential Rates and Booking Details for the participants of HKIAA: *please contact The Silveri Hong Kong-MGALLERY directly at (852) 3602 8970 or HA4A4-RE1@accor.com.*

- d. Regala Skycity Hotel: <https://www.regala-hotels.com/en/regala-skycity-hotel>

Hotel shuttle bus information for Regala Skycity Hotel:

[Click link for details](#)

Regala Skycity Hotel Preferential Rates and Booking Details for the participants of HKIAA:

[Click link for details](#)

- e. Hong Kong SkyCity Marriott Hotel: <https://www.marriott.com/en-us/hotels/hkgap-hong-kong-skycity-marriott-hotel/overview/>

Hotel shuttle bus information for Hong Kong SkyCity Marriott Hotel:

[Click link for details](#)

Hong Kong SkyCity Marriott Hotel Preferential Rates and Booking Details for the participants of HKIAA:

[Click link for details](#)

If you prefer staying downtown, the below hotel offers preferential rates for participants of HKIAA. For more information, please refer to the following links:

- f. The Cityview: <https://thecityview.com.hk/>

Transportation information to/from The Cityview:

[Click link for details](#)

The Cityview Booking Details for the participants of HKIAA:

[Click link for details](#)

*Hotels above have the rights for the final decision on rates & bookings for the participants. HKIAA is not responsible for any loss or additional charges for the booking via the captioned links.

A4. Currency, Credit Cards and Banking Services

- The currency unit in Hong Kong is the Hong Kong dollar (HKD).
- International credit cards such as American Express, Diners Club, Visa and MasterCard are usually accepted at major hotels, department stores and restaurants.
- All commercial banks and moneychangers exchange major foreign currencies and usually are open from 0900 to 1700 hours from Monday through Friday. Foreign exchange kiosks operated by Trip.com Currency Exchange and Global Exchange are located at HKIA Terminal.

For more information, please refer to the following links:

- <https://www.hongkongairport.com/en/shop-dine/shopping/trip-com-currency-exchange>
- <https://www.hongkongairport.com/en/shop-dine/shopping/global-exchange>

A5. Useful Information for Staying in Hong Kong

A5.1 Time Zone

Hong Kong is eight hours ahead of Greenwich Mean Time (GMT+8:00).

A5.2 Hong Kong Weather

Hong Kong's climate is sub-tropical, tending towards temperate for nearly half the year. There are pleasant breezes, plenty of sunshine, and comfortable temperatures during November and December. January and February are cloudier and cooler. Urban areas can experience, temperatures are not uncommon below 10°C.

March and April can be very pleasant, although there are occasional spells of high humidity. May to August is hot and humid, with occasional showers and thunderstorms, particularly in the mornings. During these months afternoon temperatures often exceed 31°C; at night, temperatures generally remain around 26°C with high humidity.

The temperature of the Academy training room is set to approximately 22°C.

For real-time weather information, please refer to the Hong Kong Observatory website at: <https://www.hko.gov.hk/en/index.html>

A5.3 Tap Water

Drinking tap water is not recommended in Hong Kong.

A5.4 Visa / Entry Permit & Consular Services

It is always recommended to check your visa requirements before entering Hong Kong. For more information on visa requirements, please refer to the HKSAR Immigration Department website:

<http://www.immd.gov.hk/eng/services/visas/visit-transit/visit-visa-entry-permit.html>

For consular services, there are Consulates and Officially Recognised Bodies in Hong Kong rendering emergency assistance for their respective citizens.

For more information, please refer to The Protocol Division website:

<https://www.protocol.gov.hk/en/posts.html>

A5.5 Sightseeing, Shopping and Dining in Hong Kong

Hong Kong is a globally renowned world city and a popular sightseeing destination with east-meets-west culture. Hong Kong is also a famous shopping paradise, with unique experiences from traditional to trendy. Most shops are open seven days a week. For dining, there is a wide range of cuisine available. Academy staff can advise on dining options that suit all tastes and budgets.

For more information, please refer to the Hong Kong Tourism Board website:

<https://www.discoverhongkong.com/us/index.html>

B. Code of Conduct

B1. General Classroom Regulations

- No smoking, eating or drinking is allowed inside Academy training classrooms. The water dispenser is available in the Lounge area inside the campus. Eating and drinking are only permitted inside the Lounge area.
- No photo-taking or video or sound recording is allowed inside Academy training classrooms without the consent of the Academy.
- Please be considerate and do not cause excessive noise inside the Academy. Cell phones and all other electronic devices should be turned OFF or switched to silent mode during class.
- Please do not operate any IT or AV equipment in the classrooms without the presence of Academy instructors or staff.
- Personal belongings should not be left unattended at any time. The Academy will not be responsible for any loss of personal belongings.
- Trainees may enter the classroom 15 minutes before a class commences, and they should leave the classroom as soon as the class is finished. Classrooms will be locked after use.
- A class will be regarded as cancelled if the course instructor is still absent 30 minutes after the scheduled commencement time. Trainees will be notified of the arrangement for make-up classes in due course.

B2. Standards of Behaviour and Attendance

(Applicable for classroom instructional courses and virtual courses)

Trainees should:

- Attend all classes, arriving on time and remaining until dismissed.
- Notify the instructor in advance of the anticipated absence, late arrival or early departure.
- Refrain from disturbing class.
- Turn off and put away cell phones and all other electronic devices unless permission for their use has been otherwise granted.
- Trainees with 80% or above attendance who have satisfactory performance in the course will be awarded a certificate by the Academy.
(Certain courses may have slightly different attendance requirements. The individual course descriptions will advise these different attendance requirements where applicable notified.)
- Ask questions or share comments at appropriate times.
- Respect the diversity of opinions in your classroom or community. Feel free to disagree if needed, in a courteous manner.
- Respect other participants by giving equal discussion and sharing opportunities.
- Stay on topic.
- Try to be brief and ensure your contribution to discussions.

(Applicable for virtual courses)

Trainees should:

- Ensure a safe, quiet and minimal interference from the nearby environment to avoid disturbance.
- Mute your microphone to avoid background noise.
- Turn your camera on with a personal portrait or according to instructor / course requirement.
- Virtual background is only recommended when the situation is not favourable for the online class.
- Use a chat board for topics related to the course.
- Check previous answers and comments before posting new questions.
- Avoid using slang and texting abbreviations at the chat function.

B3. Dress Code

The dress code for courses at the Academy is smart casual. Dress code requirements may be different for specific activities and events. Trainees are responsible for checking the course syllabus for specific requirements. If a special dress code is required, trainees will be notified in advance.

B4. Emergency Contact Numbers

ICAO HK ASTC: (852) 9533 9151 (for ICAO ASTC courses only)

Hong Kong Police: 999

Medical Emergency: 999

Integrated Airport Centre: (852) 2181 8110

C. Class, Conference, Examination and Seminar Arrangements During Inclement Weather

When a Tropical Storm Warning or Rainstorm Warning Signal is issued, the following arrangements will apply:

Weather Warning Signal	Issue time	Arrangement
Amber/ Red Rainstorm Signal	Anytime	All sessions will be held as usual
Black Rainstorm Signal	At or after 5:30 a.m.	Morning sessions with commencement time before 2:00 p.m. are suspended.
	At or after 10:30 a.m.	Afternoon sessions with commencement time at or after 2:00 p.m. but before 6:00 p.m. are suspended.
	At or after 4:00 p.m.	Evening sessions with commencement time at or after 6:00 p.m. are suspended.
Typhoon No. 3 or below	Anytime	All sessions will be held as usual
Pre-No. 8 Special Announcement/ Typhoon Signal No. 8 or above	At or after 5:30 a.m.	Morning sessions with commencement time before 2:00 p.m. are suspended.
	At or after 10:30 a.m.	Afternoon sessions with commencement time at or after 2:00 p.m. but before 6:00 p.m. are suspended.
	At or after 4:00 p.m.	Evening sessions with commencement time at or after 6:00 p.m. are suspended.

The Academy will not send emails notifying trainees of adverse weather arrangements. Updated weather information can be obtained via the Hong Kong Observatory website at the following link: <https://www.hko.gov.hk/en/index.html>

When the Tropical Storm Warning Signal No. 3 or Rainstorm Red Warning Signal is in force, it should be assumed that all classes, conferences, examinations and seminars will be held as scheduled unless an announcement otherwise has been made by the Academy.

Disclaimer:

- i. The Content contained in this Pack is for general reference only. All Content contained in this Pack may be subject to change without notice.*
- ii. This Pack also provides links to other websites ("Linked Websites"). The content, products, services, advertising or any other materials (collectively "Materials") available or displayed on the Linked Websites are contributed by others over whom and in respect of which the Academy has no control. The provision of Linked Websites does not constitute any endorsement by us on the Materials available or displayed on them. Access to and/ or use of the Linked Websites and Materials and any dealings with the operators of any of these Linked Websites are at your own risk.*
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- vi. "Content" means all information, data, text, software, music, sound, photographs, graphics, video, messages or other materials displayed on or available through the Website and this Pack.*
- vii. "Pack" means the Information Pack for Trainees provided by the Academy.*



CAMPUS FACILITIES 學院設施

Our 5,500-square-metre campus is located on the 9/F of the HKIA Community Building, adjacent to Terminal 1 and provides enhanced facilities to accommodate a growing number of participants. Underscoring our commitment to adapting to an ever-changing world, the HKIAA also keeps advancing hardware assets and software systems to help us meet the evolving needs of participants and professionals.

學院校舍位於一號客運大樓旁的機場員工綜合大樓九樓全層，佔地5,500平方米，配套完善，為與日俱增的學員提供優秀的學習環境與設備。為配合瞬息萬變的全球新常態，學院持續積極改良硬件設施及軟件系統，以滿足學員與行業專才不斷演化的需求。



Photo for reference only
圖片只供參考

From Terminal 1 Drop-off Zone (kerbside) to The Academy
(Training venue: HKIA Community Building)



Walk through the down ramp from kerbside to enter Terminal 1.



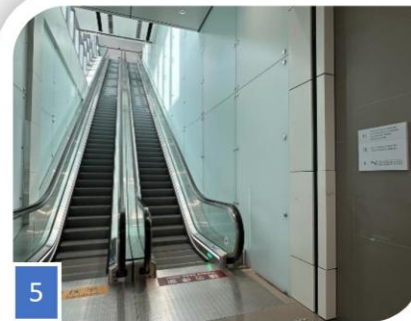
You will arrive check-in hall (level 7).



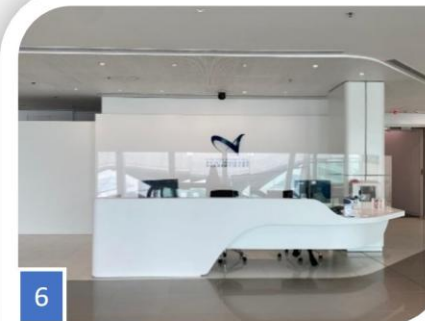
Go ahead to aisle L, you will see the entrance on your right.



Turn left for the escalator.

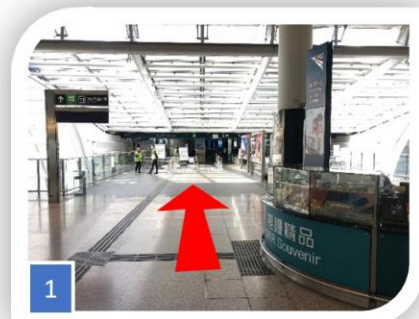


Take the escalator and you will arrive level 9.

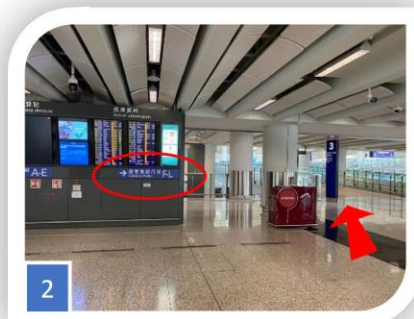


Entrance is next to Reception(right-hand side).

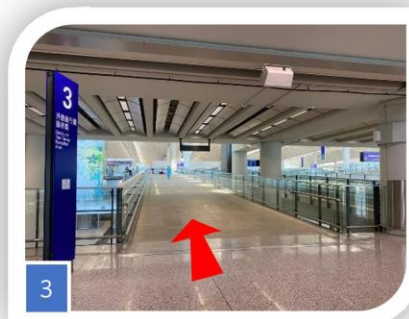
From Airport Express (AEL) to The Academy (Training venue: HKIA Community Building)



1 Arrive Airport Station by AEL.



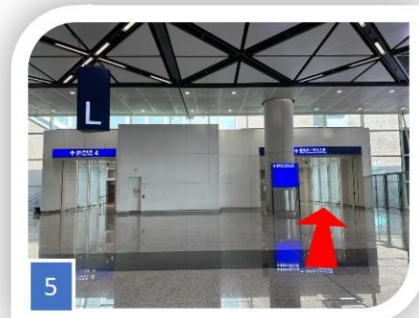
2 Follow the signage to "Check-in aisle F-L".



3 Walk through the ramp to enter Terminal 1 check-in hall level 7.



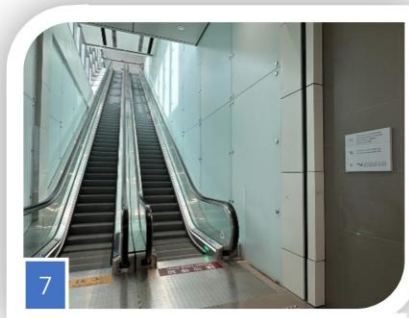
4 Turn right to find aisle L.



5 Go ahead to aisle L, you will see the entrance on your right.



6 Turn left for the escalator.



7 Take the escalator and you will arrive level 9.



8 Entrance is next to Reception(right-hand side).

From Airport Express (AEL) – Terminal 2 to The Academy
(Training venue: HKIA Commercial Building)



1
Arrive Airport Station (Terminal 2)
by AEL.



2
Turn right to the end of AEL platform,
you will find an elevator.



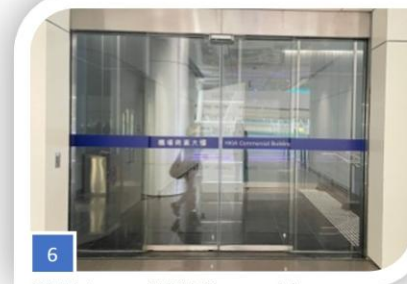
3
Take elevator to level 5.



4
Turn right to exit J when arrived at
level 5 and proceed along the ramp
walkways to Arrivals Hall.



5
Turn right and follow the signage to
the G/F Entrance of HKIA
Commercial Building.



6
G/F Entrance of HKIA Commercial
Building to The Academy.



7
Go ahead to the lift lobby and take
the lift to 6/F to The Academy.

From Airport Ground Transportation Centre (GTC) to The Academy (Training venue: HKIA Commercial Building)



1

Get off at GTC and heading towards Terminal.



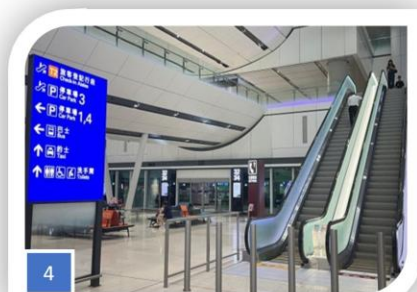
2

Walk along the ramp towards Terminal.



3

Turn right and heading towards Terminal 2.



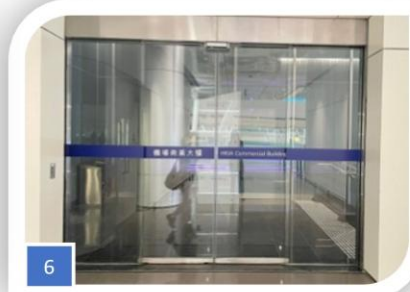
4

Take the escalator to Level 5 (Arrivals Hall).



5

Turn right and follow the signage to the G/F Entrance of HKIA Commercial Building.



6

G/F Entrance of HKIA Commercial Building to The Academy.



7

Go ahead to the lift lobby and take the lift to 6/F to The Academy.