



# ICAO Event Fact Sheet

To be consulted in conjunction with your “Information for Delegates” booklet

**Event name:** Multi-disciplinary Meeting regarding Global Tracking (GTM/01)

**Event date:** 12-13 May 2014

**Event location(s):** Conference Room 3

**ICAO website URL:** <http://www.icao.int/Meetings/GTM/Pages/default.aspx>

**Business Centre:  
Location** First Floor



## ICAO Wireless Info:

**Wireless Network : Public@Intl. Civil Aviation**

<No Password required>

*Please use the information above to connect your computer to the free Wireless Network when you arrive at ICAO HQ in Montreal*

## Connection Troubleshooting

*Please note that ICAO's network functions on industry standard protocols. We cannot be responsible for the ability of personal laptops to connect to our wireless services but can suggest the following steps should you be experiencing difficulty.*

1. Verify you are using a compatible 802.11b/g wireless network card and that it is properly turned on
2. Verify that the wireless network selected is [Public@Intl. Civil Aviation](#)

For further assistance please notify Ms. Adriana Bonilla, ext. 8153, e-mail: [abonilla@icao.int](mailto:abonilla@icao.int)

## Conference Rooms General Decorum

*Please observe the following rules when inside any of the conference rooms during the event.*

- No smoking
- No cell phones, beverages and food in Conference Room 3
- Emergency evacuation on the side and rear doors
- Participants who decide to go outside the building will have to clear security again
  - Please take in consideration the time it takes to clear security to avoid being late

## Information for Delegates

For the convenience of the participants and as a courtesy from ICAO, during coffee breaks and lunch, catering services will be provided outside Conference Room 3. ICAO is also hosting a Welcome Reception on Monday, 12 May 2014, from 17:00 to 19:00hrs. Additional General information for Delegates is available on the GTM/01 website.

## Personal Belongings of Participants

Participants are advised that, **documentation and other personal belongings must not be left in conference room overnight.**



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## Long Distance Telephone Services

The ICAO general telephone number is (514) 954-8219. Telephones for use within the Organization and for local calls in the Montréal area may be found on each level of the Conference Centre. When calling an extension within the office tower, the four-digit extension may be dialled directly.

When making a local call outside the building, “9” must be dialled before the outside number.

The use of cellular phones is prohibited in all conference rooms.

## Emergency Medical Care

**Monday-Friday**

**0800 – 1600 hours**

**Extension 8212**

The Medical Consultant’s Office is located on the 4th floor, Room 4.25, telephone extension 8212. A nurse will be on duty at that location from 0800 to 1600 hours for the duration of the meeting. If an emergency occurs, and the nurse cannot be reached, the Social Security and Welfare Unit, also located on the 4th floor, Room 4.35.28, telephone extension 8236 or 8237, will take appropriate action to obtain medical assistance.

Participants seeking medical attention can obtain from their hotel management the location and telephone of a doctor in their hotel, or nearby.

The hospitals listed below are those closest to the ICAO premises:

<b>Hôpital Notre-Dame</b>	1560 Sherbrooke St. East	Tel.: 281-6000
<b>The Montreal General Hospital</b>	1650 Cedar Ave.	Tel.: 937-6011
<b>The Royal Victoria Hospital</b>	687 Pine Ave. West	Tel.: 842-1231

Hospitals will supply the names of medical specialists upon request. Most hospitals have an emergency clinic open 24 hours a day. Ambulance service may be obtained through a doctor or Urgences-Santé, telephone; 911.

## Building Security

Security guards have strict instructions not to allow access to the ICAO premises to persons not wearing an ICAO Building Security Pass. The pass must be worn visibly at all times whilst on the premises.

The lapel badge, which is issued to each participant upon registration will serve as a building security pass and permits access to the conference centre and the office tower. Although special care should be taken not to lose these badges, registration personnel will provide replacements upon proper identification.

## Miscellaneous

The ICAO Commissariat located on the Ground Floor will be open on Tuesday, 13 May between 1230 and 1400 hours, for the convenience of participants entitled to purchase spirits and cigarettes at diplomatic prices. The ICAO Boutique, also located on the Ground Floor, will be open also on Tuesday, 13 May between 1230 and 1400 hours, for the convenience of participants to purchase souvenirs.

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