



ICAO

# INFORMATION FOR DELEGATES



## Second High-level Conference on Aviation Security (HLCAS/2) 29 – 30 November 2018

- Registration
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# Registration

Senior government officials nominated by States and invited representatives of international/regional organizations are requested to register online on the [HLCAS/2 registration website](#) by no later than 16 November 2018.

On 28 November 2018, identification badges may be picked up at the Registration Desk on the main floor of ICAO Headquarters at 999 Robert-Bourassa Boulevard, Montréal, Québec, Canada, from 1400 to 1700 hours, or on 29 November 2018 starting at 0730 hours.



Main entrance:  
999 Robert-Bourassa Boulevard

Side entrance

## HLCAS/2

The working hours of the meeting will be from 0930 to 1230 hours on Thursday and 0900 to 1230 hours on Friday (morning session) and from 1400 to 1730 hours (afternoon session) on Thursday and 1400 to 1700 hours on Friday. The location for the meetings will be **Conference Room 3** on the first floor (one floor up from Registration level) of the ICAO HQ, 999 Robert-Bourassa Boulevard, Montréal, Québec, Canada.

There will be thirty-minute refreshment breaks at approximately 1100 and 1530 hours on Thursday and 1030 and 1530 hours on Friday. The ICAO cafeteria on the fifth floor is open to participants during luncheon and break hours. The hours of the meeting must be closely adhered to in order to ensure administrative functions of the Secretariat may be carried out in the most efficient manner possible.

## Identification & Security

An ICAO security pass will be issued to each participant upon registration, which allows access to the Conference Centre and the Office Tower. Should a pass be misplaced or lost, please notify the Security Desk immediately.

The ICAO security pass must be worn visibly at all times while on the premises. Security guards have strict instructions not to allow access to the ICAO premises or to the conference rooms to persons not wearing a pass.

## List of Participants

A list of participants who have registered by the first day of the event should be available on the ICAO website the following day. This list will be revised and updated, as necessary.

Participants should notify the Secretariat at [HLCAS@icao.int](mailto:HLCAS@icao.int) of any additions or corrections required to the list.

## Documentation

ICAO strongly encourages the evolution toward 100% paperless conferences and events.

All meeting documentation will therefore only be available on the ICAO website at:

<http://www.icao.int/meetings/hlcas2>



## Wireless Access

The meeting room is equipped to offer wireless Internet connectivity to attendees who bring their own portable computers equipped with 802.11b/g network cards.

Electrical power is available at every seat. Wireless Internet connectivity is available throughout the building to attendees who bring their own laptop computers. To access the wireless network please select:

**Public@Intl.CivilAviation**

## Social Events

Participants are invited to attend the:

### HLCAS/2 Reception

Reception hosted by the President of the Council and the Secretary General

Date: 29 November 2018

Time: 1730 to 1930

Location: 4th Floor Foyer

## Food and Phones

**Food and beverages are absolutely prohibited from all conference rooms and the registration area. Cellular phone use is also prohibited in all conference rooms.** The ICAO phone number is 514-954-8219 and four-digit extension numbers may be dialed directly when calling within HQ. When making a local call outside the building, dial '9+area code' before the number.



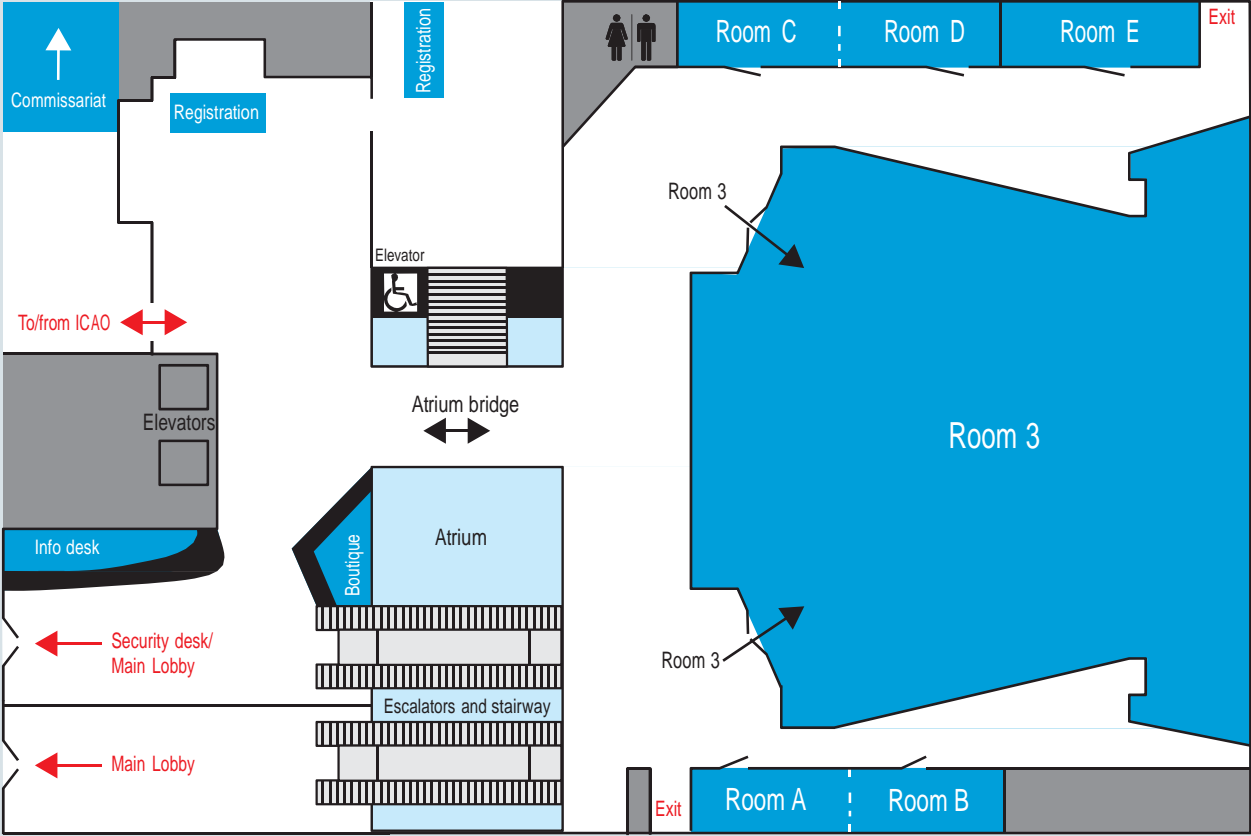
www.icao.int/



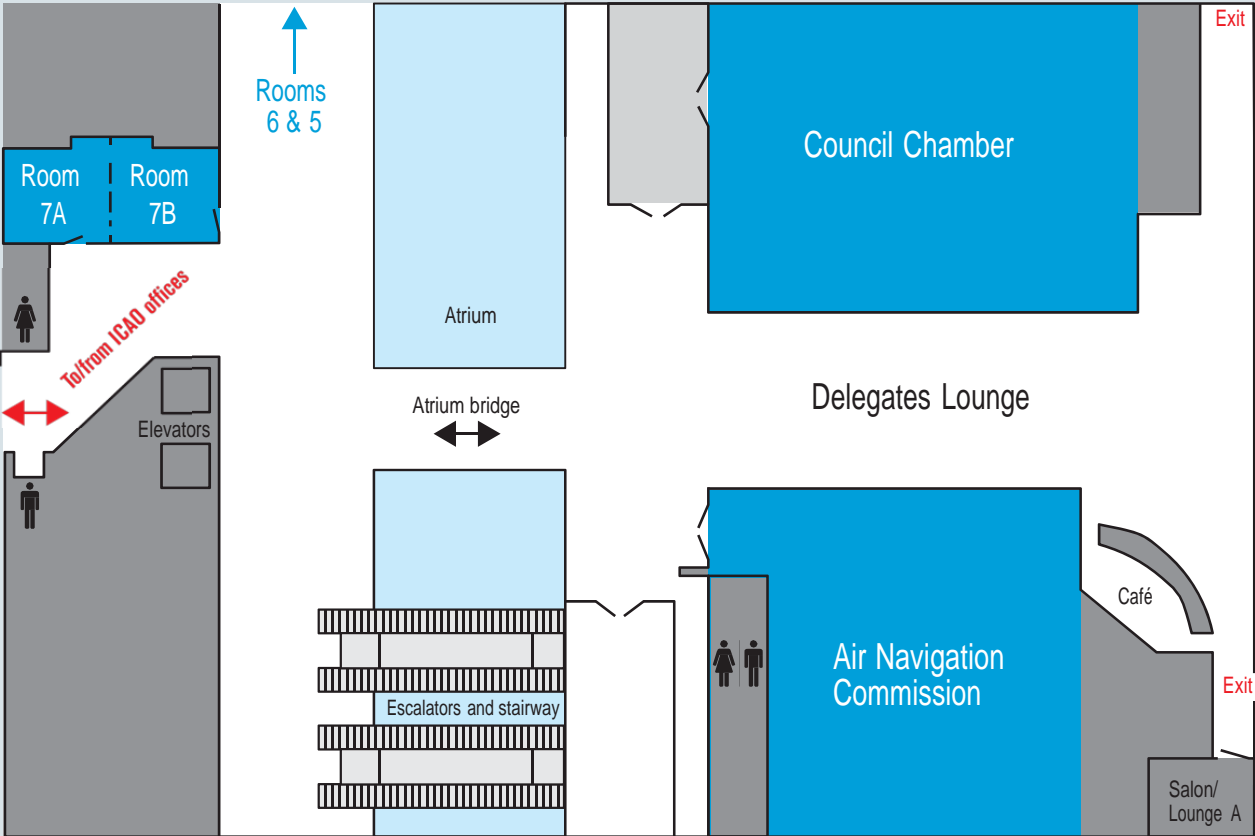
# Conference Centre Site Map

The following illustrations depict the four floors of the ICAO Conference Centre and the Assembly Hall and meeting rooms located on each. Please take note of the floor(s) your event is restricted to and locate the rooms applicable to your conference or meeting.

1st Floor (ground)

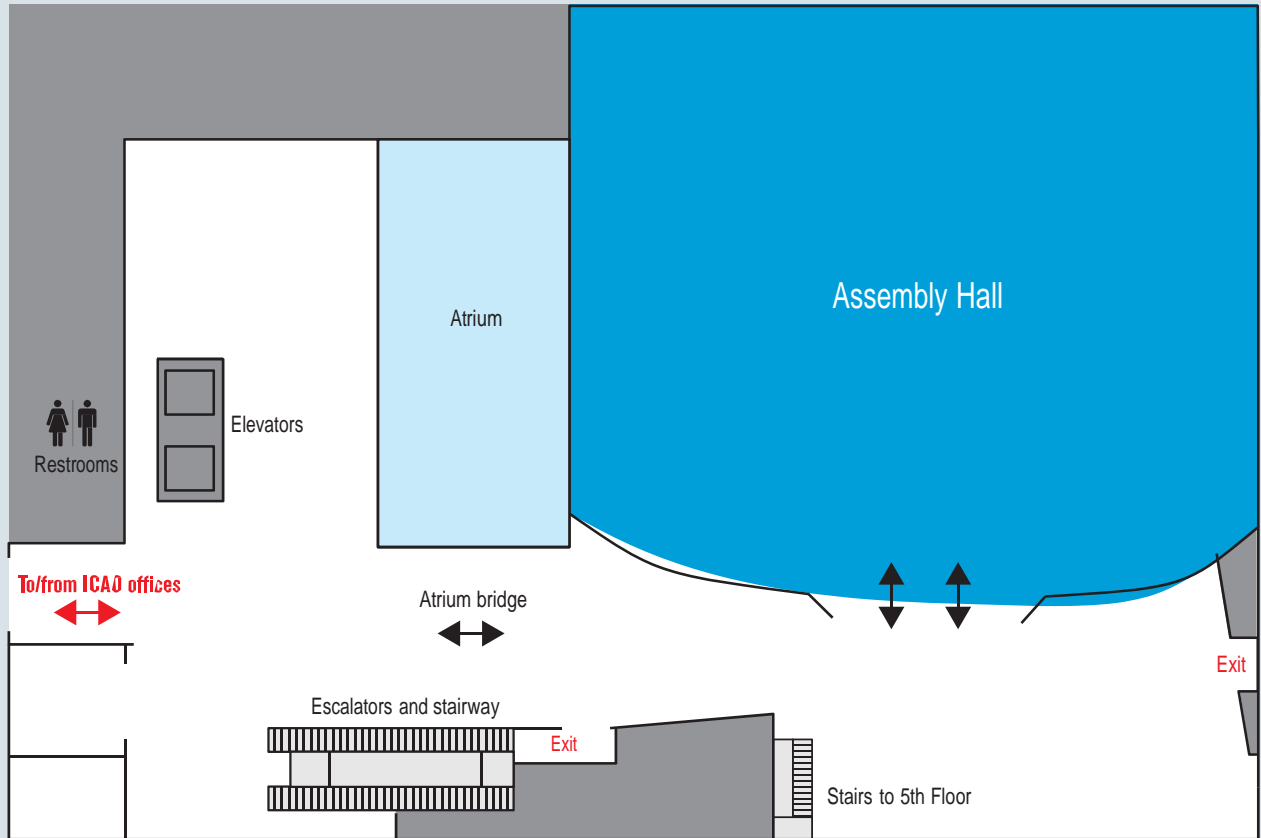


3rd



# Please remember!

No food, drinks or cell phones in the conference rooms or registration areas.



4th Floor



5th Floor

# Local Resources

The map below indicates ICAO's placement between Montréal's historic quarter (Old Montréal) and the downtown core:



 Metro Stations    ICAO HQ

## Shopping

All major department stores and major brands can be found in the downtown core, which features extensive underground tunnels connecting the major city malls and retail outlets. Montréal's historic quarter is better known for specialty retail, including more adventurous clothing brands, art galleries, spas, souvenir shops, etc.

## ICAO Commissariat

For the convenience of participants eligible to purchase spirits and cigarettes at diplomatic prices, the Commissariat is located on the main floor of the ICAO Headquarters. **Commissariat hours: Tuesday–Thursday 1230–1400; Thursday 1600–1730.**

The Commissariat hours may be extended on certain occasions depending on the size of the meeting.

Please note that Canadian delegates, permanent residents of Canada and delegates of international organizations will not have access to the Commissariat. Visa, MasterCard and debit cards are the only forms of payment accepted.

# Restaurants and Banking

For those occasions when you are not attending a catered luncheon or dinner on the ICAO premises, the following map indicates some general local restaurant resources which may be of interest. Please note that this selection is more limited on weekends.



## City Bus and Metro Service

The bus and Metro are operated as an integrated system within the city limits, and transfers may be made at designated points. Fare cards may be purchased in advance at Metro stations (not on the bus). All buses are 'pay-as-you-board' type requiring a fare card or the exact fare (no change is given). Route and fare information may be obtained by calling 514-STM-INFO (514-786-4636) or by consulting the website ([www.stm.info](http://www.stm.info)).

## Transportation to Montréal-Pierre Elliott Trudeau International Airport

Special bus service from major downtown hotels is available from 0500 to 2300 hours. Arrangements can be made and prices obtained through the hotel management. The city bus service has an express bus route (No. 747) travelling between downtown Montréal and the airport 24 hours per day. Information on the fare and schedule can be found by consulting the website ([www.stm.info/english/info/a-747.htm](http://www.stm.info/english/info/a-747.htm)).



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email: [icaohq@icao.int](mailto:icaohq@icao.int)

[www.icao.int](http://www.icao.int)



## ICAO Boutique and Online Store

For a wide range of ICAO clothing, gifts and other merchandise, please visit the ICAO Boutique located near the Registration areas and Information Desk on the main floor.

ICAO products and services including publications, ICAOData+, training courses, as well as meeting, exhibition and sponsorship opportunities, are conveniently browsable online at:

[www.icao.int/store](http://www.icao.int/store)

## Lost & Found

Lost articles should be reported to the office of the Chief, ICAO Security Section, telephone extension 6720. Any found articles should be handed to the Security Desk in the main lobby.



## Tourist Info

All major hotels provide tourist information on points of interest in Montréal and vicinity, excursions, cultural and sporting events, and other activities.

Tourisme Québec, located at the Centre Infotouriste at 1255 rue Peel (corner of rue Sainte-Catherine) offers tourist information for Montréal as well as for the entire province. The office can be reached at 1-877-266-5687 every day from 0900 to 1800 hours or by consulting: [www.bonjourquebec.com](http://www.bonjourquebec.com).



## Medical Resources

The ICAO medical office is located on the fourth floor, Room 4.25, telephone extension 8212. A nurse is generally on duty from 0800 to 1600 hours.

