



ICAO Event Fact Sheet

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

Event name: Meteorology Divisional Meeting (2014)

Event date: 7 to 18 July 2014

ICAO website URL: www.icao.int/meetings/METDIV14



ICAO Wireless Info:

Wireless Network: Public@Intl. Civil Aviation

<No Password>

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

Connection Troubleshooting Steps

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 that 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 contact the Service Desk at telephone extension 8248.

Simultaneous Interpretation

The Conjoint ICAO-WMO Meteorology Divisional Meeting (2014) and the Fifteenth Session of the Commission for Aeronautical Meteorology (CAeM-15) will be simultaneously interpreted in the six official ICAO languages, through the headsets located on each of the conference room seats. The language can be changed through the following channels:

- **Floor** – channel 0
- **English** – channel 1
- **French** – channel 2
- **Spanish** – channel 3
- **Russian** – channel 4
- **Chinese** – channel 5
- **Arabic** – channel 6



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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 or food in any of the conference rooms.
- Emergency evacuation via the side and rear doors.
- Participants who go outside the building must clear security upon re-entering the building.
 - Please take in consideration the time it takes to clear security to avoid being late.

Information for Delegates

General Information for Delegates is available on the MET/14 website at <http://www.icao.int/meetings/METDIV14>. Other information, as required, may be obtained from the Meteorology Section, Air Navigation Bureau, telephone extension 6316 (Vivian) or 6314 (Donna).

Programme of Work

| | | |
|-----------------------------|-----------------------|---|
| 7 and 8 July 2014 | CR 3 0900 hours | WMO Technical Conference |
| 9 July 2014 | CR 1 &2 1000 hours | Opening Plenary Meeting ¹ of the Conjoint ICAO-WMO Meteorology Divisional Meeting (2014) |
| 10, 11, 14 and 17 July 2014 | CR 1 &2 0930 hours | Conjoint ICAO-WMO Meteorology Divisional Meeting (2014) |
| 15 and 16 July 2014 | CR 3 0930 hours | Fifteenth Session of the WMO Commission for Aeronautical Meteorology (CAeM-15) |
| 18 July 2014 | CR 1 &2 0930 hours | Closing Plenary Meeting of the Conjoint ICAO-WMO Meteorology Divisional Meeting (2014) |

Registration

Participants who have not already registered are requested to do so as soon as possible. The registration desk is located on the first floor.

¹ The Order of Business for the opening session of the Conjoint ICAO-WMO Meteorology Divisional Meeting is provided in MET/14-O/B-1.



Credentials

Delegates are reminded that their credentials must be deposited without delay at the registration desk.

Exhibition

A limited exhibition is being held on the 4th floor outside the Assembly Hall. The objective of the exhibition is to provide a forum for networking and discussions with a wider group of parties outside the more structured meeting environment. Additionally, industry representatives will present information on technological developments.

Social Functions

Delegations wishing to reserve dates for social functions are requested to contact Ms. Adriana Bonilla, telephone extension 8153.

Statements by Delegations (Conjoint ICAO-WMO Meteorology Divisional Meeting)

Any formal statements by delegations concerning the action recommended by the meeting on a specific agenda item may be submitted to the Secretary of the meeting. These statements will be included as the last section of the report on the relevant agenda item (*Directives to Divisional-type Air Navigation Meetings and Rules of Procedure for their Conduct* (Doc 8143) refers).

Personal Belongings of Participants

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

Long Distance Telephone Services

The ICAO general telephone number is 954-8219. Telephones for use within the building and for local calls in the Montreal 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.



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Emergency Medical Care

Monday-Friday

0830–1630 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 0830 to 1630 hours for the duration of the meeting. If an emergency occurs, and the nurse cannot be reached, the Social Security and Pension 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:

| | | |
|--------------------------------------|--------------------------|--------------------|
| Hôpital Notre-Dame | 1560 Sherbrooke St. East | Tel.: 514 281-6000 |
| The Montreal General Hospital | 1650 Cedar Ave. | Tel.: 514 937-6011 |
| The Royal Victoria Hospital | 687 Pine Ave. West | Tel.: 514 842-1231 |

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 while 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. Although special care should be taken not to lose these badges, registration personnel will provide replacements upon proper identification.

Temporary passes will be issued to persons accompanying participants if they wish to attend meetings and social functions.

Delegations inviting any persons from outside (not in possession of a valid building security pass) are required to submit a list of names of such invitees to the Chief, Conference, Security and General Services Section, Room 4.10. This will facilitate admittance by the security guards.



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Miscellaneous

The ICAO Commissariat , located on the ground floor, will be open on Tuesdays and Wednesdays between 1230 and 1400 hours, and on Thursdays between 1230 and 1400 hours and between 1630 and 1800 hours, for the convenience of participants entitled to purchase souvenirs, wine, spirits and cigarettes at diplomatic prices.

The ICAO Boutique, located on the ground floor, will be open on Tuesdays and Thursdays between 1200 and 1400 hours.

The proceedings of the Conjoint ICAO-WMO Meteorology Divisional Meeting will be transmitted over the telecommunications system within the Headquarters building. Details of the daily schedule will be shown on the monitors throughout the conference block. The following dial codes are to be used to monitor the proceedings of the various elements of the meeting when in session:

| Room | Floor | Arabic | Chinese | English | French | Russian | Spanish |
|---------------|-------|--------|---------|---------|--------|---------|---------|
| Assembly Hall | 11 | 17 | 16 | 12 | 13 | 15 | 14 |

Due to the computerized microphone system in the conference rooms, it is **very important** that delegates do not change seats designated to them. If a change needs to be made (i.e. alternate or additional members attending/seat change), or for further information on seating arrangements, please do not hesitate to contact the technician in the room or a member of the meeting Secretariat.
