



Thirteenth Symposium and Exhibition on ICAO Traveller Identification Programme

Strengthening aviation security through
improved traveller identification

ICAO Headquarters, Montréal, Canada, 24 – 26 October 2017



ICAO

SECURITY & FACILITATION

Thirteenth Symposium and Exhibition on ICAO Traveller Identification Programme

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The Symposium will provide an international platform for licensing authorities, training facilities, regulators and industry to exchange ideas and share best practices for the further development of the RPAS regulatory framework. Topics will include developments leading to the new remote pilot licence (RPL), implementation of approved training programmes, RPAS operations in the ATM environment (including safety risk management) and the impacts on human performance.

The second RPAS Symposium will be an opportunity for networking, collaboration and coordination between States, industry and both new and existing stakeholders as we move forward in this dynamic new field.

For more information, please visit our website www.icao.int/meetings/TRIP

Anticipated Participants



600-700

Anticipated Industry Exhibitors



35

Number of days / sessions



3

Anticipated specialized U.N. agencies / Member States



Over 200

ICAO Headquarters, Montréal, Canada

999 Robert-Bourassa Boulevard



ICAO Headquarters

Take the opportunity at this event to market your products and services to a public and private sector audience from around the world. A unique Symposium that will bring together airlines, air transport academics, financial institutions, aircraft manufacturers, international organizations and air navigation services providers. As an exhibitor/sponsor at the Thirteenth Symposium and Exhibition on ICAO Traveller Identification Programme, your company will gain exposure to senior-level decision makers, such as the ICAO's 191 Member States representatives. Your participation will enhance the awareness of your brand's products and/or services and will permit your company's delegates to network with senior officials from Civil Aviation Authorities and industry executive.



Exhibition Booth



Exhibition Hall



ICAO Assembly Hall Seating Capacity over 900

Event Planning Guide

Online and On-Site Registration

REGISTRATION – Online and On-Site registration are both compulsory.

1. Online Registration: To speed up the registration process on-site, please complete your online registration at least seven (7) days prior to the event. Please note that you must use your voucher code given by your project manager to get your preferential discount.

Access to the conference and exhibition areas will be granted only to registered participants.

Step 1: Choose the desired event on the Events Portal home page or in the Events Calendar section and press “Click here to register”. Then click on “Register for this event” which will bring you to the ICAO Events Login page. If you are registered in the ICAO portal, proceed to step 2. If you’re registering for the first time, proceed to step 3

Step 2: Existing User

1. Enter your email address and password and click on Log In.
2. The system will display the online registration page with pre-populated information.
3. All fields with an * are mandatory fields.
4. Enter the voucher code that was provided to you by your project manager.
5. Click “Register now”.
6. Exit from the registration page and go to your email inbox and print the confirmation email.

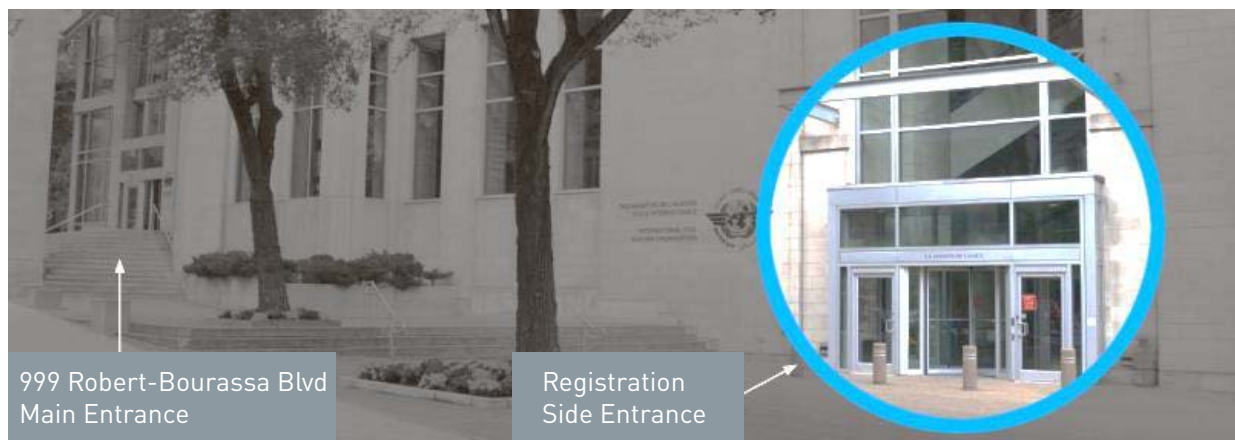
Step 3: New User

1. Click on “Create an Account”.
2. Enter your email address and click on “Verify email address”.
This process is to check if your email address is in our database.
3. Click on “Proceed to a new registration” and continue to step 2 above.
If you have forgotten your password, please click on “Forgot your password?”
Enter your email address and a temporary password will be sent to you by email.
Then create a new password and store it in a safe location.
If you need help, please contact the Market and Customer Relations team at MCR@icao.int.

2. On-Site Registration: At the ICAO HQ, please enter on the side entrance. See below. Have on hand, the registration confirmation that was sent to you by email. It contains bar-codes that will be scanned to help speed up the registration process. At registration, they will:

1. Confirm your registration.
 2. Take a photo if necessary.
 3. Create your ID badge.
 4. Hand out event materials. i.e. Programme, bags, folders, etc.
- Please note the registration hours of operations on the next page.

Access to the conference and exhibition areas will be granted only to registered participant with their Photo ID Badge.



999 Robert-Bourassa Blvd
Main Entrance

Registration
Side Entrance

REGISTRATION AND EXHIBITION DATES AND TIME

The following times are subject to change.

Day	Date	Registration Hours	Exhibitor Setup	Exhibition Hours	Exhibitor Tear down
Monday	October 23	10:00 – 13:00	10:00 – 16:00	-	-
Tuesday	October 24	07:30 – 10:30	-	07:30 – 17:00	-
Wednesday	October 25	07:30 – 10:30	-	07:30 – 17:00	-
Thursday	October 26	07:30 – 10:30	-	07:30 – 17:00	17:00 – 21:00

The exhibition will be held in the conference section of ICAO Headquarters, Montreal on the fourth floor (Assembly Hall level) and on the third floor (Landing).

Sponsored hospitality events will take place on the fourth floor.

SHIPMENTS – Inbound

Directly to ICAO

To ship exhibition materials (ie. Magazine rack, pop up banners, flyers, promotional materials) directly to ICAO, you must obtain approval in advance from your project manager as there is limited storage space at the ICAO premises.

Once approved, ensure each box contains the following two (2) labels and are easily visible.

The shipment must arrive at ICAO via the loading dock (see diagram below) and before the setup date. (See table above)

Domestic Shipments

Exhibitors should be aware that there are limited storage spaces at the ICAO premise for large boxes, crates, etc.

Please contact the exhibition supplier to make arrangements to store your materials in their advance warehouse facilities.

International Shipments

If exhibitors do not have their own brokers to help clear customs, they may ship their materials to the event customs broker. It is recommended to use a reliable courier company that will be able to track your shipment.

To view Canada customs invoice form, please visit: <http://www.cbsa-asfc.gc.ca/publications/forms-formulaires/ci1.pdf>.

Please ensure that box 5 is completed by your company or transportation company.

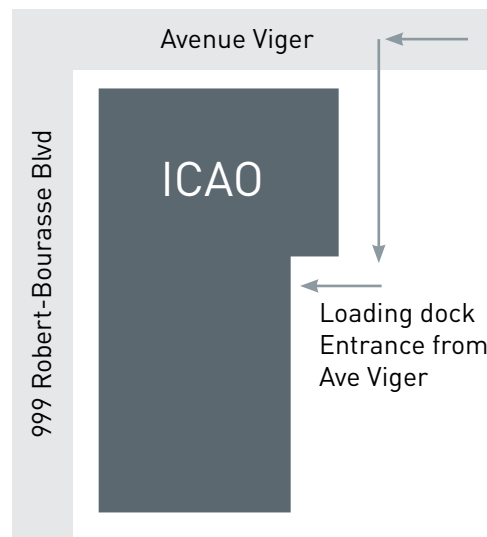
ICAO is not responsible for any charges (transportation, brokerage or customs) for inbound shipments to ICAO or outbound shipments from ICAO.

BUILDING RESTRICTIONS

The exhibitor must ensure that the dimensions of any single component, crate or skid will fit in through the warehouse entrance and freight elevator. Crates or material may not exceed the following dimension.

	Height	Width	Depth
Garage Entrance	12'5" (3.8 m)	10' (3 m)	
Freight Elevator	7' (2.1 m)	4' (1.2 m)	8' (2.5 m)

Mr. Fabio Mhaouek / Ms Caroline Casabon International Civil Aviation Organization (ICAO) 999 Robert-Bourassa Blvd – Side Entrance (Viger Street) Montreal, Quebec, H3C 5H7 Canada		
Event Name:		
Booth No:		
Number of Boxes:	Box	of



Custom Clearance

To view Canada customs invoice form, please visit: <http://www.cbsa-asfc.gc.ca/publications/forms-formulaires/ci1.pdf>

Please ensure that box 5 is completed by your company or transportation company.

If exhibitors do not have their own brokers to help with custom clearance, they may ship their materials to ICAO customs broker. It is recommended to use a reliable courier company that will be able to track your shipment.

PROMOTIONAL MATERIALS

Promotional Items: (Delegate Bag)

Platinum, Gold and the Delegate Bag sponsors are entitled to insert up to three (3) promotional sheets* (8 1/2 x 11 inch or A4) into each delegate bag or event folder.

Recommended Quantity: QTY

Note: Promotional items or printed material must be shipped directly to ICAO Show Site Address before Date to Provide, 2017. The package label must clearly show "Thirteenth Symposium and Exhibition on ICAO Traveller Identification Programme 2017".

* Promotional pieces that require printing and printed promotional material can be produced in ICAO's fully equipped state of the art printing facility at a nominal cost — details on request.

BOOTH SETUP

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By Exhibitor: Exhibitors may setup up their own booth.

They must register first, so they may have access to the 4th floor.

By Contractor: Exhibitors hiring an outside contractor to setup the booth must provide the contractor's name(s) to the project manager so he/she may advise building security to give them access to the exhibition area (4th floor).

DISMANTLE

Through ICAO

To ship material back to your company, please advise your project manager in advance and provide the pre-paid courier labels and commercial invoice.

Through the official booth equipment supplier

For large volumes of boxes or crates, these items should be handled through the official supplier.

Note: Materials left behind (at the exhibition booth or loading dock) without any prior shipping instructions will be discarded.

ICAO will not assume any charges (transportation, brokerage, custom clearance) for inbound or outbound shipments.

KEY CONTACTS

Contact	Functions
ICAO MCR – Market and Customer Relations +1 (514) 954-8219 ext. 7474 Email: MCR@icao.int	<ul style="list-style-type: none"> • Project Managers (MCR – Market and Customer Relations); • Planning and coordination of booth assignments and sponsorships; • Program Directory; • Promotion materials; • On-site contact.
Exhibition Supplier TBD	<ul style="list-style-type: none"> • Booth construction; • Advance warehouse services; • Setup and dismantle of booths; • Rental of furniture (Chairs, Lighting, Tables, Magazine stands, bar stools, etc.); • Customized graphic back panel.
Custom Broker TBD	<ul style="list-style-type: none"> • Customs broker and transportation provider; • Assist exhibitors with shipments.
Audio-Visual Supplier TBD	<ul style="list-style-type: none"> • Audio-Visual Equipment

Please note that prices will be provided in a separate documents by your ICAO project manager.