



# ICAO Event Fact Sheet

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

**Event name:** Twelfth Air Navigation Conference

**Event date:** 19 – 30 November 2012

**Event location(s):** Assembly Hall

**ICAO website URL:** [www.icao.int/meetings/anconf12](http://www.icao.int/meetings/anconf12)

**Business Centre:  
Location** Ground Floor, and 5th Floor Foyer



## 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 visit the ICAO help desk located on the 5th Floor Foyer.

## Simultaneous Interpretation

*The meeting will be simultaneously interpreted in the six official ICAO languages, through the headsets located on each of the meeting 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



## 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 the Assembly Hall
- 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

General Information for Delegates is available on the AN-Conf/12 website at <http://www.icao.int/anconf12>. Other information, as required, may be obtained from the office of the Secretary of the Conference, Room 7.15, Local 6711.

## Programme of Work for Monday, 19 November 2012

<sup>1</sup>First Plenary Meeting

0930 hours

Assembly Hall

## Registration

Delegates, Alternates, Advisers and Observers who have not already registered are requested to do so, in person, as soon as possible. The registration desk is located on the first floor.

To assist participants in filling out the Registration form, as per *Directives to Divisional-type Air Navigation Meetings and Rules of Procedure for their Conduct* (Doc 8143), the following definitions should be used:

- **Delegate** – means the chief representative of a Member (Member means a Contracting State represented at the meeting) – one delegate per delegation.
- **Alternate** – means a representative of a Member authorized to act on its behalf instead of the Delegate.
- **Advisor** – means a representative of a Member authorized to act on its behalf by assisting the Delegate.
- **Observer** – means a person attending the meeting as a representative on a non-Contracting State, an International Organization or other Body invited by the Council to participate in the meeting without the right to vote.

The first issue of the List of Delegates will contain meeting participants registered as of 1600 hours, Monday 19 November 2012. The accuracy and completeness of that list will depend on the information provided by those registering. You are therefore requested to fill in all parts of the registration forms. Addenda and revisions to the list will be issued periodically.

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<sup>1</sup> The Order of Business for the opening session is provided in AN-Conf/12-O/B-1.



## Credentials

Delegates are reminded that their credentials must be deposited without delay at the registration desk if they have not been forwarded in advance.

## Exhibition and Secretariat Information Booth

A limited exhibition is being held on the 4th Floor Foyer outside the Assembly Hall along with additional exhibitors on the 3rd Floor Landing and 5th Floor Foyer. The objective of the exhibition is to provide a forum for networking and discussions with a wider group of parties outside the more structured Conference environment. Additionally, industry representatives will present information and conduct demonstrations on technological developments. There will also be an ICAO Information Booth.

## Solutions Workshops

Twelve solutions-oriented 15-minute presentations, with five-minute question and answer periods if required, from Industry and ICAO Secretariat, will be held in the morning and at lunch time, prior to the Conference working hours. Please check your Events Agenda Chart.

## Social Functions

As a convenience to delegations, the Secretary General publishes the following list of social functions so that delegates may know the dates on which functions have been planned by various hosts. It comprises only those functions which have been notified to this Office, and for which in each case the host will extend individual invitations. This schedule is subject to change.

- **Monday, 19 November 2012** Reception by the President of the Council and the Secretary General of ICAO
- **Tuesday, 20 November 2012** Reception by Canada and NavCanada
- **Wednesday, 21 November 2012** Reception by Thales

A photograph of the ICAO Conference Centre building in Montreal, featuring a modern architectural style with large windows and a blue sky background.

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Delegations wishing to reserve dates for social functions or to make changes to the above list are requested to contact Ms. Adriana Bonilla, ext. 8153 or by e-mail: [abonilla@icao.int](mailto:abonilla@icao.int) .

## Statements by Delegations

Any formal statements by delegations concerning the action recommended by the meeting on a specific agenda item may be submitted in printed form to the Secretary of the meeting. These statements will be included as the last section of the report on the relevant agenda item (Doc 8143 refers).

## Personal Belongings of Participants

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

The Document Distribution Satellite which is located on the 4th floor of the Conference Centre is used exclusively for the distribution of the Final Yellow Cover Report issued by ICAO which will be distributed during the second week of the Conference. Due to space restrictions, documentation and other personal belongings of participants cannot be accepted for safekeeping or short-term storage.

## Early Departure of Participants

Members of Delegations and Observers who depart before the end of the meeting are requested to notify the Document Distribution Satellite on the 4th floor of the Conference Centre.

**Early departure of an entire delegation** should be notified in writing to the Secretary General. Such notification may be deposited at the Document Distribution Satellite on the 4th floor of the Conference Centre or in the office of the Chief, Conference and Office Services Section, Room 4.10.

## 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.



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## Emergency Medical Care

**Monday-Friday**

**0900 – 1700 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 0900 to 1700 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.

Lapel badges of a different colour will be issued to persons accompanying participants if they wish to attend meetings and social functions.



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## 12th ANC Souvenir Envelope

On the occasion of the 12th Air Navigation Conference (AN-Conf/12 – from 19 to 30 November), a special souvenir envelope (size: 118x182mm) will be issued. This exceptional and limited-edition envelope can be purchased during the Conference for Can \$4.00/each from the ICAO Boutique, located at level A (Ground Floor) in the Conference Centre.

## Miscellaneous

The ICAO Commissariat located on the Ground Floor will be open daily (including Saturday) at lunch time 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 daily (except Saturday) between 1230 and 1400 hours, for the convenience of participants to purchase souvenirs.

Unless otherwise decided, the proceedings of all meetings 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.

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 and Office Services Section, Room 4.10. This will facilitate admittance by the security guards.

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