



# ICAO Event Fact Sheet

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

**Event name:** Sixth Worldwide Air Transport Conference (ATConf/6)

**Event date:** 17 – 22 March 2013

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

**ICAO website URL:** [www.icao.int/meetings/atconf6](http://www.icao.int/meetings/atconf6)

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

## Location

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**ICAO Wireless info:** **Public@Intl. Civil Aviation**      **Password:** *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 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 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.*

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## Internet Café

Two Internet Cafés will be available during the event and will be located on the 1st Floor of the Conference Room Centre, as follows:

- one Internet Café will be located near to the ICAO boutique;
- one Internet Café will be located in front of Conference Rooms D and E.

Internet Café facilities can be used for on-line registration by participants who did not register online before the registration cut-off date, which is close of business on **Wednesday, 13 March 2013**.



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## 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

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## Conference Rooms General Rules

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 wish to go outside the building will have to clear security again.

*Please take into consideration the time it takes to clear security to avoid being late.*

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## Information for Delegates

General Information for Delegates is available on the ATConf/6 website at <http://www.icao.int/Meetings/atconf6>. Other information, as required, may be obtained from the office of the Air Transport Bureau, Room 11.30.



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## Programmes of Work for Monday, 18 March 2013

<sup>1</sup>Formal Opening

0930 hours

Assembly Hall

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### Registration

All participants are required to register online. If any participant did not register online before the registration deadline of 13 March 2013, he/she will still be requested to register on site using the Internet Café facilities located on the first floor of the Conference Centre. In this case, after presenting the credentials to the Credential Desk, the participant will be directed to pre-register online before proceeding to the Registration Desk to obtain the meeting badge.

For further information regarding onsite registration hours, please refer to the meeting website at [www.icao.int/Meetings/atconf6](http://www.icao.int/Meetings/atconf6).

To assist participants in filling out the Registration form, as per *Standing Rules of Procedures for Meetings in the Air Transport field (World-wide Conferences and Divisions Session – Doc 8683)*, the following definitions should be used:

- **Chief Delegate** – Chief representative of a Member State participating in the meeting;
- **Alternate Chief Delegate** – a representative of a Member State authorized to act on behalf of the Chief Delegate;
- **Delegate** – a representative of a Member State participating in the meeting;
- **Chief Observer** – Chief representative of a non-Member State, an International Organization or other Body invited by the Council to participate in the meeting;
- **Observer** – a representative of a non-Member State, an International Organization or other Body invited by the Council to participate in the meeting; and
- **Advisor** – a representative of a Member State, a non-Member State or an International Organization authorized to assist the Delegation.

The first issue of the List of Participants will be generated after close of business (C.O.B.) Friday 15 March 2013, and will contain meeting participants registered as of 1700 hours that same day. The accuracy and completeness of that list will depend on the information provided by those registering. You are therefore requested to fill in all sections of the registration forms and ensure that this information corresponds with names and titles submitted on your credential letters. 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 AT-Conf/6-OB/1.*



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## Commissariat

The ICAO Commissariat, located on the Ground Floor, will be open daily Monday to Friday from 1300 to 1400 for the convenience of participants entitled to purchase spirits and cigarettes at diplomatic prices.

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## ICAO Boutique

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.

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## Credentials

Please ensure that your State/Organization has submitted signed credentials, **without which your registration cannot be finalized**. Such credentials should be signed on behalf of the State or international organization concerned, by a person duly authorized to do so, giving the name and position of each member of the delegation and indicating the capacity in which he or she is to serve at the meeting (Contracting States: Delegate, Alternate, Adviser; Non-Contracting States and international organizations: Observer). The credentials must be sent in advance to the Secretary General or be deposited, when registering on-site, with the Secretary of the meeting through the designated Credential Coordinator.

*In addition, please **NOTE** that as the Pre-Conference Symposium is a paying event, only participants who have sent their credentials in advance or provide them on-site will be allowed to attend the Symposium free of charge.*

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## Exhibition and Secretariat Information Booth

An exhibition is being held on the 4th Floor Foyer outside the Assembly. The objective of the exhibition is to provide a forum for networking and discussions with a wider group of parties outside the more formal Conference environment. There will also be an ICAO Information Booth.

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## Solution Workshops

15-minutes solution-oriented workshops presentations, with 5 minute question and answer periods if required will be held in the morning, prior to the conference working hours. Please check your Event Programme Brochure.



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## Pre-Conference Symposium

A special one-day Pre-conference Symposium, on 17 March 2013, will provide participants with an essential background on the agenda items to be addressed at the Conference, which will facilitate the subsequent deliberations. Featuring top-level speakers engaged in interactive panel discussions, the Symposium will discuss several key issues, including:

- Focus on Air Transport Customers
- Air Transport: Freedom to do Business
- Taxation and Other Levies
- Modernizing the Regulatory Framework: The Way Forward

As a participant to the Pre-Conference Symposium, you may ask questions to moderators by email only at: [pcs@icao.int](mailto:pcs@icao.int). Please keep questions short, precise and directly relevant to the issues discussed.

In case you do not have a computer with you during the Symposium, ICAO Staff will provide assistance.

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## Personnal Belongings of Participants

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

The Document Distribution Center (room 4A) which is located on the 4th Floor of the Conference Centre is used exclusively for the distribution of the ATConf/6 documentation, including Yellow Cover Report issued by ICAO which will be distributed during the Conference. Due to space restrictions, documentation and other personal belongings of participants cannot be accepted for safekeeping or short-term storage.

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## Early Departure of Participants

Members of Delegations and Observers who depart before the end of the meeting are requested to notify the Documents 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 Center on the 4th floor of the Conference Centre or in the office of the Chief, Conference and Office Services Section, Room 4.10.



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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 Montreal area may be found in 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**

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 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.: 514-281-6000
<b>The Montreal General Hospital</b>	1650 Cedar Ave.	Tel.: 514-937-6011
<b>The Royal Victoria Hospital</b>	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.



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## 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 registration 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.

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## ATConf/6 Souvenir Envelope

On the occasion of the 6th Worldwide Air Transport Conference, 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.

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## Miscellaneous

Unless otherwise decided, the proceedings of all meetings will be transmitted over the monitoring exchange system (MX) 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	41	47	46	42	43	45	44

Due to the computerized microphone system in the conference rooms, it is **very important** that delegates do not change seats assigned 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 a member of the 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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