

ELEVENTH AIR NAVIGATION CONFERENCE

Montréal, 22 September to 3 October 2003

GENERAL INFORMATION
FOR
DELEGATES



INTERNATIONAL CIVIL AVIATION ORGANIZATION

Table of Contents

	<i>Page</i>
Registration of participants	1
Formalities	1
Credentials	1
List of participants	1
Identification of participants and security	2
Early departure of participants	2
Meeting arrangements	2
Place of meetings	2
Opening session	2
Other meetings	3
Documentation and language facilities	3
Documentation	3
Reference documents	3
The <i>Daily Bulletin</i>	3
Library and <i>Index of ICAO Publications</i>	3
Languages	4
Exhibition	4
Communication facilities	4
Computers	4
Postal and telecommunications services	5
Telephone services	5
Ancillary services provided by ICAO	5
Commissariat	5
Storage	5
ICAO cafeteria	6
Lost and found	6
Medical and hospital insurance	6
Medical services	6
Public information services	6
Refreshments	7

	<i>Page</i>
Outside services	7
Banking facilities	7
City bus and metro service	7
Consular offices in Montréal, hotels and airlines	8
Newspapers and magazines	8
Tourist information	8
Transportation to Dorval Airport.	8
Travel service	9
Organization of social events	9
Climate	9
Officers and Secretariat of the Conference	10

Registration of participants

Formalities

A registration centre will be in operation at the international arrivals terminal at the Montréal International (Dorval) Airport on 20 and 21 September 2003 from 1500 to 2200 hours. Special signs indicating the location of the ICAO registration desk will be displayed at the airport. Additionally, the Government of Canada has kindly offered to provide complimentary transportation from Dorval Airport to downtown Montréal to the delegates registering at the airport.

A registration centre will also be in operation on Sunday, 21 September 2003, from 1000 to 1700 hours, and daily from 22 to 26 September 2003, and from 29 September to 3 October 2003 from 0830 to 1700 hours, at the Conference Centre at ICAO Headquarters. At registration, participants will be issued an identification badge which will be required to access the Conference Centre and obtain Conference documentation.

Credentials

In accordance with the *Directives to Divisional-type Air Navigation Meetings and Rules of Procedure for their Conduct* (Doc 8143), Part III, credentials shall be deposited with the Secretary of the Conference.

Participants whose credentials have not previously been forwarded to the Secretary of the Conference are requested to deposit them at the registration desk when registering, or as early as possible thereafter.

List of participants

A list of participants who have registered by 1600 hours on the first day will be distributed. This list will be revised and corrected as necessary.

Participants should notify the registration desk about amendments and corrections to the list.

Identification of participants and security

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.

The ICAO security pass, which is issued to each participant upon registration, will serve as a building security pass and permit access to the conference block and the office tower. Although special care should be taken not to lose these passes, the registration personnel will provide replacements upon proper identification.

Early departure of participants

Participants who depart before the end of the Conference are requested to notify the Document Distribution Satellite on the 4th floor of the Conference Centre of their departure.

Early departure of an entire delegation should be notified in writing to the Secretary of the Conference. Such notification may be deposited at the Document Distribution Satellite on the 4th floor of the Conference Centre.

Meeting arrangements

Place of meetings

All meetings will be held at ICAO Headquarters, 999 University Street, Montréal, Quebec, Canada.

Opening session

An Information Session will be held on Monday, 22 September 2003, beginning at 0930 hours in the Assembly Hall on the 4th floor of the Conference Centre. It will consist of brief presentations focusing on the main subjects of the Conference. A meeting of the Heads of Delegations will take place on the same day in the Assembly Hall, at 1430 hours, followed by the Plenary Meeting at 1515 hours.

Other meetings

Notice of the time and place of subsequent meetings will be posted daily on the notice board located in the Conference Centre lobby on the 1st floor, next to the registration centre.

Documentation and language facilities

Documentation

Upon registration, each participant will be asked to state the language in which documentation is required. Participants are asked to limit their requests for documentation to the minimum necessary.

Documentation produced during the Conference will be available at the Document Distribution Satellite located on the 4th floor of the Conference Centre. Each participant will be allocated a distribution box, and the box number will be inscribed on the ICAO security pass.

Working papers are also available through the Documentation link on the Conference Web page, which is accessible through the ICAO Web site (www.icao.int). The Web site will continue to be used during the Conference as an alternative access to all working papers.

Reference documents

Reference documents and other publications issued by ICAO on a variety of subjects may be purchased from the Internal Distribution counter on the 1st floor, telephone extension 8109.

The Daily Bulletin

The *Daily Bulletin* containing brief statements on the progress of the work, the arrangements for the meeting and the subjects to be discussed on a daily basis, and other matters of interest to delegates will be distributed each weekday.

Library and Index of ICAO Publications

Participants are invited to avail themselves of the ICAO Library facilities, located on the 1st floor near the main entrance. The Library personnel also

prepare the *Index of ICAO Publications* and would be glad to provide document reference services. Please consult the office of the Librarian at telephone extension 6232.

Languages

Facilities for simultaneous interpretation from and into English, Arabic, Chinese, French, Russian and Spanish will be available.

ICAO documentation for the Conference will be available in English, Arabic, Chinese, French, Russian and Spanish.

Exhibition

ICAO has organized a contact booth exhibition that will take place in the Assembly Hall lobby. The objective is to provide a forum for contact and conversation outside the more structured Conference environment and to enable delegates to discuss CNS/ATM issues with both international and industry organizations. Due to limited space, the exhibition will be conducted in two segments. One group of ten exhibitors will participate from Monday to Thursday, 22 to 25 September, while a second group will exhibit from Monday to Thursday, 29 September to 2 October.

Communication facilities

Computers

The ICAO Assembly Hall is equipped to offer Internet connectivity from each seat through a wireless network for attendees who bring their own portable computers with a built-in communication card based on the IEEE802.11b standard. Electrical power is available at every seat. Technical support will be provided on site for the configuration of delegates' portable computers so that they may access the Internet. Moreover, computer workstations (E-centre) configured with most of the office tools will be available on the 4th floor of the Conference Centre for participants who wish to access the Internet and Web-based e-mail services.

Postal and telecommunications services

Outgoing mail, telecommunications and other message services cannot be provided by the Organization. Those participants desiring assistance in these matters may contact the office of the Chief, Registry, Distribution and Sales Section, 3rd floor, Room 3.05, telephone extension 6303.

All major hotels provide mail and telecommunications services. A main post office is located at 1250 University Street.

Telephone services

The ICAO general telephone number is 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.

Telephones to be used for long-distance calls will be set up on the 4th floor outside the E-centre. Long-distance calling cards may be purchased at the information desk on the ground floor in the lobby of the Conference Centre from 0900 to 1000 hours and from 1300 to 1500 hours daily. These cards can also be purchased at the City Centre Air Terminal located at 777 de la Gauchetière ouest, corner of University Street.

The use of cellular phones is prohibited in all conference rooms.

Ancillary services provided by ICAO

Commissariat

For the convenience of participants entitled to purchase spirits and cigarettes at diplomatic prices, the Commissariat on the 1st floor will be open Tuesdays and Thursdays between 1230 and 1400 hours and between 1700 and 1830 hours.

Storage

There are no storage facilities available at ICAO Headquarters. If needed, delegates should make alternative arrangements to have their luggage stored elsewhere.

ICAO cafeteria

The facilities of the ICAO cafeteria located on the 5th floor of the office tower are at the disposal of participants from 0730 to 1530 hours on weekdays.

Lost and found

Lost articles should be reported to the office of the Chief, Conference and Office Services Section, telephone extension 8227. Any articles found should be handed to Document Distribution personnel.

Medical and hospital insurance

In view of the high cost of medical and hospital care in the Montréal area for non-residents of Canada, participants may wish to insure themselves against these risks.

Application forms may be completed and premiums paid at the Social Security and Welfare Unit, 4th floor, Room 4.35.28.

Medical services

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 Conference. If an emergency occurs and if 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 number of a doctor in their hotel or nearby.

The closest hospital to the ICAO premises is the McGill University Health Centre, telephone 934-1934.

Most hospitals have an emergency service open 24 hours a day.

Ambulance service may be obtained through a doctor or *Urgences-Santé*, telephone 911.

Public information services

Contacts with the news media may be arranged through the ICAO External Relations and Public Information Office, telephone extension 8221.

Refreshments

Tea, coffee and soft drinks may be purchased in the Delegates' Lounge on the 3rd floor of the Conference Centre, as well as outside Conference Rooms 1 and 2, or in the cafeteria on the 5th floor of the office tower, during morning and afternoon recesses. Food and beverages are not permitted in Conference Rooms.

Outside services

Banking facilities

The following banks are conveniently located near ICAO Headquarters:

National Bank of Canada
600 de la Gauchetière ouest
394-4385

Royal Bank of Canada
1 Place Ville-Marie
874-7222

Canadian Imperial Bank of Commerce (CIBC)
1155 René-Lévesque ouest
876-2323

TD Canada Trust
500 Saint-Jacques ouest (corner of McGill)
289-0799

City bus and metro service

This is operated as an integrated system within the city limits, and transfers may be made at designated points. Tickets may be purchased in advance at metro stations (not on the bus). All buses are the "pay-as-you-enter" type with the exact fare demanded (CAN\$2.50 — no change is given) or a ticket. Route and fare information may be obtained by dialling 288-6287.

Consular offices in Montréal, hotels and airlines

A list of the telephone numbers and addresses of Consular offices, hotels and airlines is given in the ICAO telephone directory.

Newspapers and magazines

The Metropolitan News Agency, located at 1109 Cypress Street, off Peel Street just south of Sainte-Catherine Street, as well as Indigo Bookstore, located at 1500 McGill College Avenue, off Sainte-Catherine Street, carry a wide range of international newspapers, magazines and other publications, including street maps.

The ICAO Library subscribes to all major aviation-oriented magazines and periodicals. Participants are invited to make use of these facilities. Current issues of leading Montréal and international newspapers are also available in the Library.

Tourist information

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 1001 Square Dorchester (between Peel and Metcalfe Streets, one street south of Sainte-Catherine Street) offers tourist information for Montréal as well as for the entire province. It can be reached at 873-2015 every day from 0900 to 1700 hours or at its Web site: <http://www.tourisme.gouv.qc.ca>.

Transportation to Dorval 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 Centre Air Terminal, *Aéroports de Montréal*, 777 de la Gauchetière ouest, corner of University Street, offers bus service to Dorval Airport. Buses depart every 30 minutes. Information on fares and schedules may be obtained at 394-7369.

Travel service

The ICAO Travel Office would be glad to assist delegates with their travel arrangements. The Office is located on the 4th floor, Room 4.20, telephone extension 8102.

Organization of social events

A large representation of States is expected at the Conference, and it is desirable that social functions be kept to a reasonable number and do not overlap.

Delegations wishing to reserve dates for a reception, or desiring information concerning social functions and invitations, should contact the Office of the Secretary General, telephone extension 8042.

Climate

Normal temperatures for the month of September range between highs of +20°C and lows of +9°C. Average precipitation for the month is 87 mm.

**Officers and Secretariat
of the Conference**

		<i>Room</i>	<i>Tel. no.</i>
Director, Air Navigation Bureau	Mr. J. Howell	7.15	8176
Deputy Director, Air Navigation Bureau	Mr. M. C. F. Heijl	7.15	6709
Chief, Air Traffic Management Section	Mr. V. Galotti	7.25	6711
Chief, Communications, Navigation, and Surveillance Section	Mr. J. Chagas	7.05	6712

Administrative Services

Director, Bureau of Administration and Services	Mr. A. P. Singh	4.10	8224
Chief, Language and Publications Branch	Mr. Y. N. Beliaev	9.10	8123
Chief, Conference and Office Services Section	Mr. M. Blanch	4.10	6798
Chief, Interpretation Section	Mrs. R. Ezrati	9.10	8391
Document Control Officer	Miss A. K. Craig	9.20	8127
Chief, Printing Section and Special Tasks Coordinator	Mr. J. Daoust	A.10	8205
Registration Supervisor	Mrs. R. Zagoritis	4.10	8226
Supervisor, Internal Distribution Unit	Mr. S. Gauthier	1.10	8109

