

HLM-ENV

**HIGH-LEVEL MEETING ON
INTERNATIONAL AVIATION
AND CLIMATE CHANGE**

Montréal, 7 to 9 October 2009

GENERAL INFORMATION
FOR
DELEGATES



INTERNATIONAL CIVIL AVIATION ORGANIZATION

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Meeting arrangements

Location and opening of the meeting

The meeting will be held at ICAO Headquarters, 999 University Street, Montréal, Quebec, Canada. The High-level Meeting will commence promptly at 0930 hours on Wednesday, 7 October 2009, in the Assembly Hall.

Registration of participants

Formalities

All participants are encouraged to pre-register online. The registration centre will be in operation at the ICAO Conference Centre on Tuesday, 6 October 2009, from 1300 to 1700 hours; on Wednesday, 7 October 2009, from 0730 to 1700 hours; and on 8 and 9 October 2009 from 0830 to 1700 hours. At registration, every participant will be issued an identification badge which will be required to access the Conference Centre and obtain any documentation.

Credentials

Credentials are required for the meeting. 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 may be sent in advance to the Secretary General or be deposited, when registering on site, with the Secretary of the meeting through the designated Credentials Coordinator.

List of participants

A list of participants will be distributed during the High-level Meeting. Participants should notify the Registration Desk of any amendments and corrections to be made to the list.

Identification of participants and security

The ICAO identification badge will serve as a security pass and 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 badge. It should also be noted that participants will not have access to the office tower without first presenting themselves at the security desk. More specifically, the identification badges provided to participants will not be electronic, therefore they will provide only limited access.

Meeting documentation and communication facilities

Distribution

Documentation produced during the meeting will be available at the Document Distribution Centre on the ground floor next to the Registration Centre. Documents will be distributed daily from 0900 to 1700 hours.

Only two distribution boxes per State/international organization will be allocated, i.e. one for the Chief Delegate and one for the Alternate Chief Delegate.

Communication facilities

The Assembly Hall is equipped to offer Internet connectivity from each seat through a wireless network for attendees who bring their own portable computers equipped with 802.11b/g network cards. Electrical power is available at every seat. Several radio frequency access points have been installed in the Assembly Hall, enabling participants to access Internet facilities (including the ICAO-NET website and web-based e-mail) from their seat by means of a special wireless communications card. Moreover, computer workstations, configured with most of the Microsoft Office tools, and printers will be available on the ground floor of the Conference Centre for participants who wish to access the Internet to use web-based e-mail services.

Ancillary services provided by ICAO

Commissariat

For the convenience of participants entitled to purchase spirits, cigarettes and other goods at diplomatic prices, the Commissariat on the ground floor will be open on Thursday, 8 October 2009, between 1230 and 1400 hours, and between 1630 and 1800 hours.

Storage

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

ICAO library

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.

ICAO cafeteria

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

Smoking

Smoking is not permitted at ICAO Headquarters, except in the designated smoking area in the ICAO cafeteria.

Lost and found

Lost and found items are to be reported and delivered to the Security Desk in the lobby. Upon losing an item, visitors are requested to leave a contact number/email so items can be returned promptly upon their recovery.

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, fourth floor, Room 4.35.28.

Medical services

The Medical Consultant's office is located on the fourth 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 High-level Meeting. Should an emergency occur and the nurse cannot be reached, the Social Security and Welfare Unit, also located on the fourth 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. For information regarding the closest hospital to the ICAO premises, please contact the McGill University Health Centre, telephone 514-934-1934.

Most hospitals have an emergency service open 24 hours a day. Ambulance service may be obtained through Urgences-Santé, telephone 911.

Public information services

Contacts with the news media may be arranged through the ICAO Coordination, Revenue and Communication Office, telephone extension 8221.

Refreshments

Tea, coffee and soft drinks may be purchased outside the Assembly Hall on the fourth floor of the Conference Centre or in the cafeteria on the fifth floor of the office tower, during morning and afternoon recesses. Food and beverages are not permitted in conference rooms.

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 internal telephones located in the Conference Centre cannot be used for direct long-distance calls. Long-distance calling cards may be purchased at different convenience stores around the Montréal downtown area and at some hotels.

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

The ICAO telephone directory is available at the Document Distribution Centre for participants wishing to contact Council Representatives and members of the Secretariat.

Postal and telecommunications services

Outgoing mail, telecommunications and other message services cannot be provided by the Organization.

All major hotels provide mail and telecommunications services. A post office is located at Pharmacie Jocelyn Lacroix, Gare Centrale, 895 de la Gauchetière ouest, corner of University Street.

Outside services

Banking facilities

The following banks are conveniently located near ICAO Headquarters:

National Bank of Canada
600 de la Gauchetière ouest
514-394-4385

Royal Bank of Canada
1 Place Ville-Marie
514-874-7222

Canadian Imperial Bank of Commerce (CIBC)
1155 René-Lévesque ouest
514-876-2323

TD Canada Trust
500 Saint-Jacques ouest
514-289-0799

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 “pay-as-you-enter” with the exact fare demanded (no change is given) or a ticket. Route and fare information may be obtained by dialling STM-INFO (514-786-4636) or by consulting the website: www.stm.info.

Consular offices in Montréal, hotels and airlines

A list of the telephone numbers and addresses of Consular offices, hotels and airlines is available for consultation at the Document Distribution Centre.

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 1255 rue Peel (corner of Sainte-Catherine Street) offers tourist information for Montréal as well as for the entire province. It can be reached at 1-877-266-5687 every day from 0900 to 1800 hours or at its website: www.bonjourquebec.com.

Transportation to Montréal-Pierre Elliot Trudeau International Airport

Special bus service from major downtown hotels is available. Arrangements can be made and prices obtained through the hotel management.

Travel service

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

Organization of social events

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 October range between highs of 14°C (57°F) and lows of 4°C (39°F). The average October temperature is 9°C (48°F).

High-level Meeting Officers and Secretariat

		<i>Room</i>	<i>Telephone number</i>
Secretary of the High-level Meeting	Mr. R. Benjamin, Secretary General	12.05	8042
Advisors to the High-level Meeting	Mrs. F. Odutola, D/ATB	11.20.30	6297
	Mr. J. Begin, C/CRC	12.10.70	6371
Deputy Secretary of the Meeting	Ms. J. Hupe, C/ENV	11.40.37	6321
Assistant Secretaries	Mr. S. Pesmajoglou, SSA/ENV	11.40	6321
	Mr. T. Tanaka, ENV Officer	11.20.39	8073
	Mr. E. Jahangir, ENV Officer	11.40.34	6723
	Mr. T. Thrasher, ENV Officer	11.20.33	6721
	Mr. S. Da Silva, Technical Officer, ATM/ANB (ENV Focal Point)	7.25	5872

Administrative Services

		<i>Room</i>	<i>Telephone number</i>
Director, Bureau of Administration and Services	Dr. F. Liu	4.10	5873
Acting Chief, Conference and Office Services Section	Mrs. L. Déry	4.10	6311
Associate Conference Services Officer	Mrs. R. Zagoritis	4.10	8226
Liaison Officer	Ms. C. Rodrigues, Assoc. Env Officer	11.20.43	8147
LEB Liaison	Mr. B. Verhaegen, ENV Focal Point	12.45	8037
Credential Coordinators	Mr. L. Gavilli, ENV Mr. Z. Anwar, EAD	11.40 11.35.11	6017 6294
Focal Point Director's Office (ATB)	Ms. S. Carbajal, Office of D/ATB	11.10	8196
Chief Clerk	Ms. A. Fuchs- Ledingham, ENV	11.25	8786
Secretarial services roster	Ms. T. Cerone, Office of D/ATB	11.30	6395

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