

INTERNATIONAL CIVIL AVIATION ORGANIZATION

TAG-MRTD/15
(17 to 21 May 2004)

GENERAL INFORMATION FOR PARTICIPANTS

Meeting Rooms & Working Hours

Monday, 17 May 2004 at 13:30

Document Content and Format Working Group in Room 6 (3rd Floor, Conference Block)

Tuesday, 18 May 2004 at 08:00

ISO WG3 (TAG/MRTD attendees **only**) in Room 6 (3rd Floor, Conference Block)

Tuesday, 18 May 2004 at 09:00

New Technologies Working Group in Room 6 (3rd Floor, Conference Block)

Education and Promotion Working Group in Room 7A (3rd Floor, Conference Block)

Tuesday, 18 May 2004 at 14:00

TAG/MRTD Plenary in Room 3 (1st Floor, Conference Block)

The working hours of the Plenary will be from 09:30-12:30 and 14:00-17:00 for the rest of the session.

Registration and Building Security

Registration for the meeting will begin at 08:30 on 17 and 18 May and will be available all day. On other days, the registration desk will be opened as required.

Participants will be issued a lapel badge which will also serve as a building security pass, permitting access to the Conference Block and the office tower.

Security guards have strict instructions not to allow access to the ICAO premises to persons not wearing the badge. The pass must be worn visibly at all times while on the premises.

Please note that badges with a **yellow** background are valid only for **17 and 18 May and for the seminar (18 May, p.m. and 19 May, a.m.)**

Reception

There will be a reception for TAG-15 participants. Details will be announced later.

Seating Arrangements during the Plenary

Due to the computerized microphone system in Conference Room 3, 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.

Personal belongings should not be left in the conference room overnight.

Coffee Breaks

During the Working Group meetings, coffee breaks are likely to be scheduled for 15:00, on Monday, 17 May 2004 and for 10:15, on Tuesday, 18 May 2004.

During the Plenary session, coffee breaks will be scheduled for 10:45 and 15:15 on all days.

Cafeteria

Open for breakfast (7:30 to 10:00) and lunch (11:30 to 14:00).
Location: 5th Floor, Office tower.

Smoking

Smoking is not allowed on the ICAO premises, except in the smoking section in the cafeteria.

Commissariat

The Commissariat, located on the ground floor, is open on Tuesdays between 12:30 and 14:00 and Thursdays from 12:30 to 14:00 and 17:00 to 18:30 for the convenience of participants who are entitled to purchase spirits and cigarettes at diplomatic prices.

ICAO Travel Services

Monday - Friday	09:00 - 17:00	Suite 4.20	Extension 8102
-----------------	---------------	------------	----------------

“Internet Café”

Computers with internet and word processing capability will be made available on the 1st Floor, for participants' use.