



High-level Conference on Aviation Security

ICAO Headquarters, Montréal, Canada
12 to 14 September 2012

GENERAL INFORMATION
FOR DELEGATES

Information on:

- Registration
- Documentation
- Meeting location
- Communication services

- Social events
- ICAO services
- Tourist information
- Transportation

Registration and submission of credentials

Registration hours

11 September: 1400 to 2000 hours

12 September: 0730 to 1700 hours

13 September: 0800 to 1100 hours

IMPORTANT: Delegates must present their passport upon registration, along with their credentials (unless provided in advance to the ICAO Secretariat).

Registration

All participants are strongly encouraged to pre-register using the online registration form on the Conference website (www.icao.int/meetings/avsecconf), and submit their credentials in advance by email to avsecconf@icao.int.

In order to avoid delays on the opening day, credentials should be received by 28 August 2012.

The Registration Centre will be in operation on the main floor of the ICAO Headquarters Conference Centre at 999 University Street, Montréal, during the hours listed on the left.

All delegates will go through security screening at the side entrance to the ICAO building, located on University Street, as seen in the picture below. Due to the number of delegates scheduled to attend, please allow ample time for security clearance and registration.

Credentials

Credentials are required for the meeting and 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.

Further information on credentials can be found on the Conference website.

Identification of participants and security

An ICAO security pass will be issued to each participant upon registration, which allows access to the Conference Centre. Should a pass be misplaced or lost, please notify the Security Desk immediately.

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.

List of participants

A list of participants who have registered by 1600 hours on the first day of the Conference will be available on the Conference website. This list will be revised and updated as necessary.

Participants should notify the Registration Centre on the main floor of the Conference Centre of any amendments and corrections required to the list.

ICAO Headquarters 999 University Street, Montréal



Please enter through the Conference Block doors.

Documentation

www.icao.int/Meetings/avseccconf

Assembly Hall

4th floor, Conference Centre

Conference Room 3

1st floor, Conference Centre

Conference Room 5

3rd floor, Conference Centre

Conference Room A/B

1st floor, Conference Centre



Wireless network information:

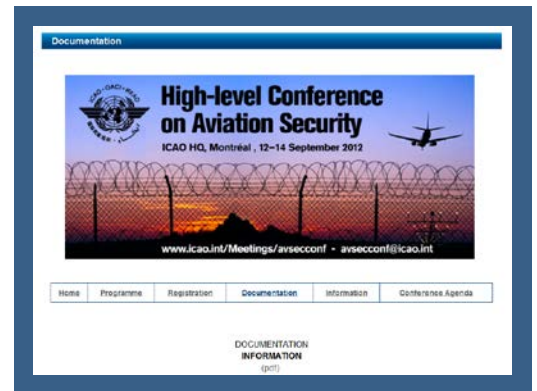
Wireless Network:
Public@Intl.CivilAviation

UserID: Guest

Passphrase: DM6481Om

Documentation

The conference will be a paperless environment. All documentation will only be available on the website at www.icao.int/Meetings/avseccconf.



Assembly Hall and Conference Rooms

The Plenary will take place in the Assembly Hall, consisting of Conference Rooms 1 and 2, located on the fourth floor of the Conference Centre.

Conference Room 3, which is located on the first floor of the Conference Centre, will be made available to delegates wishing to hold private meetings, between 1000 and 1700 hours.

Conference Rooms 5 and A/B will also be made available.

Food and beverages are not permitted in conference rooms.



Communication and printing facilities

The Assembly Hall is equipped to offer wireless Internet connectivity to attendees who bring their own portable computers equipped with 802.11b/g network cards. Electrical power is available at every seat.

To access the wireless network please see the information on the left.

In addition, computer workstations and printers will be available on the fourth floor of the Conference Centre to all participants. Food and beverages are not permitted near the computer workstations.

Telephone services

The use of cellular phones is prohibited in all conference rooms. The ICAO general telephone number is 514-954-8219. Four-digit extension numbers may be dialed directly when calling within Headquarters. When making a local call outside the building, dial '9+area code' before the number.



Organization of social events

Participants are invited to attend the following events¹

Breakfasts and coffee breaks will take place in the Assembly Hall Foyer, 4th Floor.

Lunches and receptions will take place in the Delegates Lounge, 3rd Floor, and in the Assembly Hall Foyer, 4th Floor

Wednesday 12 September	A.M.	Coffee break hosted by Venezuela	1115 to 1145 hours
	P.M.	Lunch hosted by Saudi Arabia	1230 to 1400 hours
		Coffee break hosted by France	1515 to 1545 hours
		Reception hosted by the President of the Council and the Secretary General	1730 to 1930 hours
Thursday 13 September	A.M.	Breakfast hosted by Indonesia	0800 to 0930 hours
		Coffee break hosted by Japan	1045 to 1115 hours
	P.M.	Lunch hosted by the United Arab Emirates	1230 to 1400 hours
		Coffee break hosted by the United States	1515 to 1545 hours
		Reception hosted by Canada	1730 to 1930 hours
Friday 14 September	A.M.	Coffee break hosted by the African Group	1045 to 1115 hours

1. Information about events is subject to change.

Food courts

The following food courts are located near ICAO Headquarters:

Bell Tower (across from ICAO)
1001 University Street

Place Bonaventure
800 rue de la Gauchetière Ouest

Gare Centrale
895 rue de la Gauchetière Ouest

Tour de la Bourse/Stock Exchange Tower (lower level)
800 rue du Square Victoria

ICAO gift shop

The ICAO gift shop will be open on Tuesday, Wednesday and Thursday from 1200 to 1400 hours. The gift shop only accepts payment in Canadian and United States dollars. No credit cards will be accepted.

Commissariat

For the convenience of participants eligible to purchase spirits and cigarettes at diplomatic prices, the Commissariat is located on the main floor. The Commissariat hours are as follows:

Wednesday 1230 to 1400 hours
Wednesday 1700 to 1830 hours
Friday 1200 to 1400 hours

Please note that Canadian delegates, permanent residents of Canada, and delegates of international organizations will not have access to the Commissariat.

Visa, MasterCard and debit cards are the only forms of payment accepted.



Climate

Normal temperatures in mid-September range between highs of 20° C and lows of 12° C. Average rainfall for the month is 82mm.

Banking facilities

The following banks are located near ICAO Headquarters:

National Bank of Canada
600 rue 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 (corner of McGill Street)
514-289-0799

Scotiabank
437 St. Jacques St.
514-499-5962

Lost and found

Lost articles should be reported to the office of the Chief, ICAO Security Section, telephone extension 6720. Any articles found should be handed to the Security Desk.

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 rue Sainte-Catherine) offers tourist information for Montréal as well as for the entire province. The office can be reached at 1-877-266-5687 every day from 0900 to 1800 hours or by consulting the website (www.bonjourquebec.com).

Medical services

The medical office is located on the fourth floor, Room 4.25, telephone extension 8212. A nurse will be on duty at that location from 0800 to 1600 hours for the duration of the Conference.

City bus and Metro service



The bus and Metro are operated as an integrated system within the city limits, and transfers may be made at designated points. Fare cards may be purchased in advance at Metro stations (not on the bus). All buses are 'pay-as-you-board' type requiring a fare card or the exact fare (no change is given). Route and fare information may be obtained by calling 514-STM-INFO (514-786-4636) or by consulting the website (www.stm.info).

Transportation to Montréal-Pierre Elliott Trudeau International 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 bus service has an express bus route (No. 747) travelling between downtown Montréal and the airport 24 hours per day. Information on the fare and schedule can be found by consulting the website (<http://www.stm.info/english/info/a-747.htm>).