

## General Information

### Fourth Meeting of the North American, Central American and Caribbean Working Group (NACC/WG/4)

Monday, 24 March to Friday, 28 March, 2014

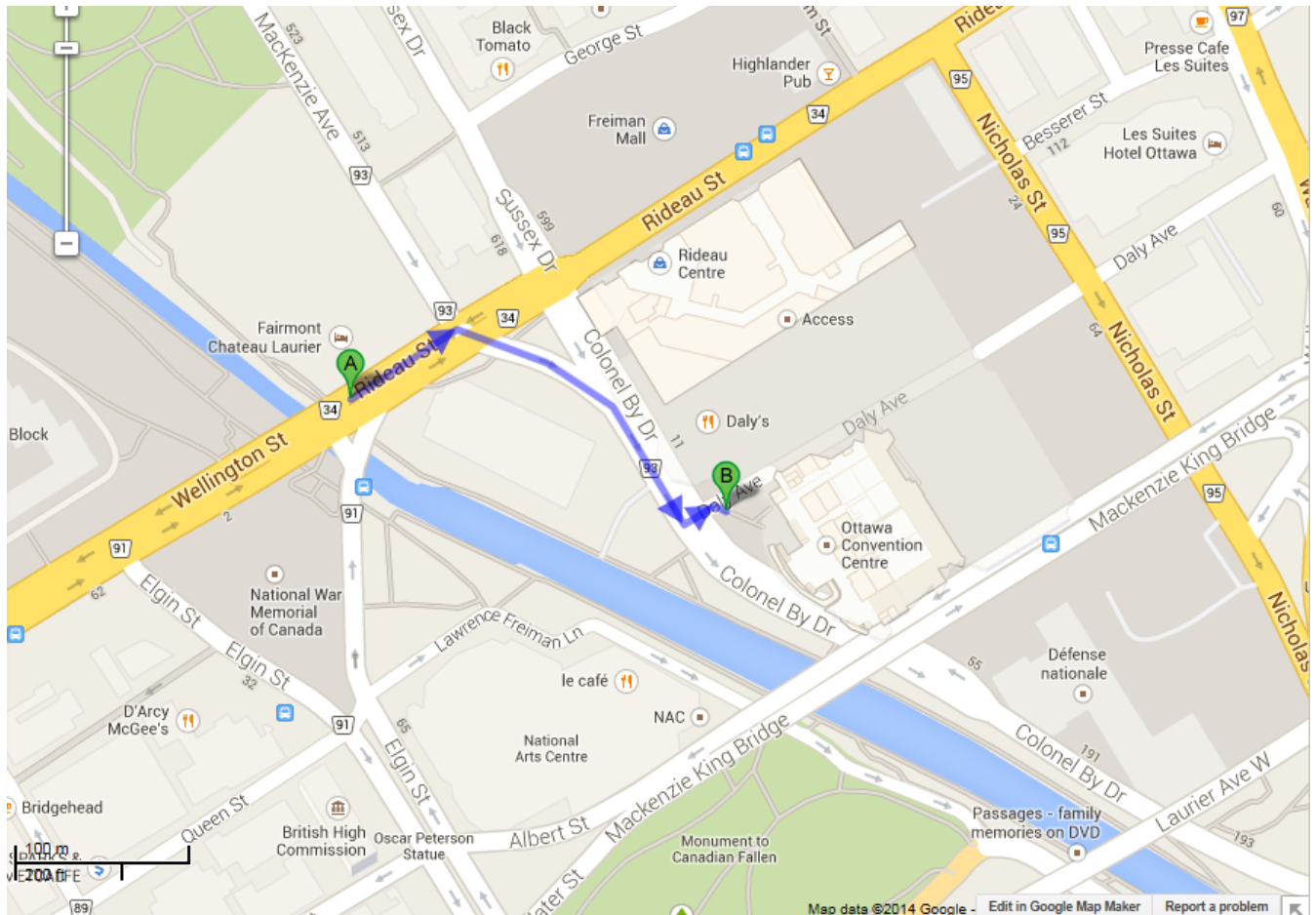
Ottawa, Canada

#### Suggested Hotel:

Fairmont Chateau Laurier  
1 Rideau Street  
Ottawa

#### Meeting Venue:

Ottawa Convention Centre  
55 Colonel By Drive  
Ottawa



## Hotel Information

Special rates have been arranged for NACC/WG/4 participants at the **Fairmont Chateau Laurier Hotel**. The hotel does not provide an airport shuttle service; taxi fare from the Ottawa International Airport to the Fairmont Chateau Laurier Hotel is approximately \$38.00 one way. Room rates are quoted in Canadian dollars and do not include applicable taxes or meals. The same room rate applies for single or double occupancy:

Tipo de Cuarto	Por noche
Fairmont	\$149.00
Fairmont with View	\$169.00
Deluxe	\$189.00
Fairmont Gold	\$249.00
Presidential Suite	\$2800.00

These rates are guaranteed for reservations made prior to **21 February 2014**.

The rates apply for Sunday night, 23 March through Friday night, 28 March 2014. A limited number of rooms will be available at the special rate for Saturday night, 22 March.

Please note that the hotel adheres to the City of Ottawa's Smoke-Free-By-Laws. Accordingly, smoking is not permitted in any common area of the hotel, including, but not limited to, the restaurants, lounges, meeting rooms, hallways and elevators. If a designated smoking room is preferred, this should be requested at the time of making the reservation. Smoking in designated non-smoking room will cause a \$250.00 cleaning fee to be applied to the guest's room account.

For reservations at the Fairmont Chateau Laurier Hotel, it is recommended to use the website created for the NACC/WG/4 participants: <https://resweb.passkey.com/go/navcanada2014>. Alternatively, participants may call the Global Reservations Centre and advise they are part of the NACC/WG/4 event:

(within North America) +1 800 441 1414

(International) +1 506 863 6310

If assistance is required with the reservation at the Fairmont Chateau Laurier Hotel, please contact:

Ms. Sylvie Brun

Meetings and Conference Specialist, NAV CANADA

Email: [BrumS@navcanada.ca](mailto:BrumS@navcanada.ca)

Telephone: +1 613 563 7779

Fax: +1 613 563 7227

## Visa Information

If a meeting invitation letter is required for a visa or information about visa procedures is needed, please contact:

Ms. Lisa Lanthier

Senior Advisor, International Aviation, Transport Canada

Email: [Lisa.Lanthier@tc.gc.ca](mailto:Lisa.Lanthier@tc.gc.ca)

Telephone: +1 613 993 9583

## **Social Events**

A special dinner at the Canada Aviation and Space Museum is planned for participants and accompanying spouses on **Wednesday evening, 26 March**. Please advise of any dietary restrictions.

Confirmation is requested for the dinner and whether any participants will be accompanied.

NAV CANADA will provide a demonstration of their Air Traffic Management technology and decision support tools at their Combined ANS Facility. Further details about this tour will be provided during the meeting.

To help you enjoy your visit, here is a link to Ottawa's tourism site:

<http://www.ottawatourism.ca/en/>