

DCCD

**INTERNATIONAL CONFERENCE
ON AIR LAW**

Montréal, 20 April – 2 May 2009

**GENERAL INFORMATION
FOR
DELEGATES**



INTERNATIONAL CIVIL AVIATION ORGANIZATION

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Meeting arrangements

Opening meeting

The Opening Plenary Meeting will convene at 1030 hours on Monday, 20 April 2009, in the Assembly Hall. The opening meeting will be preceded by an informal meeting of Heads of Delegations at 0930 hours.

Registration of participants

Formalities

All participants are requested to register at the Registration Desk, located on the ground floor of the Conference Centre at ICAO Headquarters on Sunday, 19 April 2009, from 1500 to 1900 hours, and throughout the duration of the meeting from 0800 to 1700 hours.

Credentials and Full Powers

Participants whose credentials have not previously been notified to the Secretary General are requested to deposit them at the Registration Desk when registering, or as early as possible thereafter. The same applies to Full Powers, authorizing the Delegate to sign the adopted instruments.

List of participants

During the first week of the Conference, a list of participants who have registered for the Conference by that date will be distributed. This list will be revised and updated as necessary.

Participants should notify amendments and corrections to the list to the Registration Desk.

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.

Lapel badges of a different colour will be issued to persons accompanying participants if they wish to attend social functions.

Meeting documentation and communication facilities

Distribution

Documentation produced during the meeting will be available at the Document Distribution Centre on the first floor beside the Registration Centre. Documents will be distributed daily from 0900 to 1700 hours on weekdays and from 0900 to 1300 hours on Saturdays.

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. Technical support will be provided on site for the configuration of participants' portable computers.

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 and cigarettes at diplomatic prices, the Commissariat on the ground floor will be open on Tuesdays between 1230 and 1400 hours, and on Thursdays between 1230 and 1400 hours and between 1630 and 1800 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 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 on weekdays.

Smoking

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

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, 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 Conference except on Saturday, 25 April 2009, and Saturday, 2 May 2009. If an emergency occurs and if 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 except on Saturday, 25 April 2009, and Saturday, 2 May 2009.

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 (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 the ICAO Registration Desk located on the first floor during coffee breaks.

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. Those participants desiring assistance in these matters may contact the Registry and Archives Unit, third floor, Room 3.05, telephone extension 8078.

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 the “pay-as-you-enter” type with the exact fare demanded (no change is given) or a ticket. Route and fare information may be obtained by dialling (514) 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, available 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 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 (514) 873-2015 every day from 0900 to 1700 hours or at its website: <http://www.tourisme.gouv.qc.ca>.

Transportation to Montréal-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.

Travel service

The ICAO Travel Office would be glad to assist delegates 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 April range between highs of +11°C and lows of +1°C. Average precipitation for the month is 75 mm.

Conference Secretariat

		<i>Room</i>	<i>Tel. no.</i>
Secretary General	Dr. Taïeb Chérif	12.05	8041
Secretary of the Conference Director, Legal Affairs and External Relations Bureau	Mr. D. Wibaux	12.45	8036
Deputy Secretary Senior Legal Officer	Mr. J. Augustin	12.45	6323
Assistant Secretary Legal Officer	Mr. B. Verhaegen	12.45	8037
Assistant Secretary Legal Officer	Mr. A. Jakob	12.45	6785

Administrative Services

		<i>Room</i>	<i>Tel. no.</i>
Director, Bureau of Administration and Services	Dr. F. Liu	4.10	5873
Acting Chief, Language and Publications Branch	Mr. V. Gapakov	8.20	8148
Acting Chief, Interpretation Section	Mr. V. Samochkine	9.10	8391
Supervisor, Documentation Control Unit	Mrs. D. Rahmani	9.20	8127
Printing Section Coordinator	Mr. J. Plante	A.10	6135
Associate Conference Services Officer and Registration Supervisor	Mrs. R. Zagoritis	4.10	8226
Conference Facilities and Telephone Operations	Mr. M. Vissa	4.10	5737
Supervisor, Internal Distribution Unit	Mr. G. Beaudet	1.10	8109
Web and Library Assistant	Mrs. G. Giroux	1.25	6232

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