

## GENERAL INFORMATION NOTE

### 1. CONFERENCE FACILITIES

The 39<sup>th</sup> Meeting of the Executive Committee along with the 19<sup>th</sup> Meeting of the Monitoring, Evaluation and Finance Sub-Committee and the 28<sup>th</sup> Meeting of the Project Review Sub-Committee, will be held from **31 March to 4 April 2003**, on the premises of the International Civil Aviation Organization (ICAO) located downtown at 999 University Street (corner Viger) Montreal, Quebec.

The venue of the meetings and their timings are as follows:

- a) 19<sup>th</sup> Meeting of the Sub-Committee on Monitoring, Evaluation and Finance, 31 March- 2 April, Room No. 120, staff lounge, ground floor
- b) 28<sup>th</sup> Meeting of the Sub-Committee on Project Review, 31 March- 2 April, CR.3, ground floor
- c) 39<sup>th</sup> Meeting of the Executive Committee, 3-4 April, CR.3, ground floor;

*Note: The Meetings of the Executive Committee are open only to members, co-opted Parties, and accredited observers.*

### 2. REGISTRATION

Registration can be made on-line on our web site: [www.unmfs.org](http://www.unmfs.org) or you can download the registration form and send it to the Secretariat by fax at (514) 282 00 68. The information submitted in the registration form will be included in the list of participants.

The distribution of official Security badges for all delegates for the meetings will take place at the ATRIUM of the ICAO premises, from 31 March-2 April, beginning at 9 a.m.

*NOTE: Due to security measures, the cafeteria on the 5<sup>th</sup> floor in the ICAO building will not be available for our meeting.*

### 3. HOTEL ACCOMMODATION

The following hotels are recommended:

**Hotel Holiday Inn Select** (Chinatown) (5 minute-walk to ICAO Building)

CAN\$125 per night / single use (breakfast included).

Telephone number: (514) 878 9888, toll free number: 1 888 878 9888 (world-wide),

Fax number: (514) 878 6341. E-mail address: [reservations@hiselect.wul.com](mailto:reservations@hiselect.wul.com)

**Hotel Holiday Inn Montreal - Midtown** (15 minute-walk to ICAO Building)

CAN\$129 per night / single use

Telephone number: (514) 842 6111 or toll free number: 1 800 387 3042 (From Canada & USA),

Fax Number: (514) 842 9381. E-mail address: [himidtown@rosdevhotels.com](mailto:himidtown@rosdevhotels.com)

**Hotel Delta Centreville** (across the road from ICAO Building)

CAN\$135 per night / single use.

Telephone number: (514) 879 1370, toll free number: 1 800 268 1133 (From Canada & USA),

Fax number: (514) 879 8589, web site: [www.deltahotels.com](http://www.deltahotels.com)

**Hotel La Tour Centre Ville** (10 minute-walk to ICAO building)

CAN\$ 72 Studio / single use

CAN\$ 82 Small suite / single use

CAN\$ 85 Large suite / single use.

Telephone number: (514) 866 8861, toll free number: 1 800 361 2790 (From Canada & USA),

Fax number: (514) 866 7257, E-mail address: [tcv.com@videotron.com](mailto:tcv.com@videotron.com)

**Hotel Taj Mahal** (Berry Street and Boulevard de Maisonneuve – near the Central Bus Terminal): About 10 minutes away from ICAO)

CAN\$65 per night/single room and CAN\$75 per night with 2 beds;

Telephone number: (514) 849 3214, Toll free number: 1 800 613 3383 (From Canada & USA).

Fax number: (514) 849 9812

Please refer to ICAO rates when booking.

All prices are exclusive of taxes, (GST 7% + QST 7.5%= 15.03%) and are in Canadian dollars. Tax refund is possible for non-Canadian citizens. The form GST 176 E (92/06) has to be completed and mailed back to Revenue Canada in Ottawa within one year of departure and for a minimum total claim of CAN \$7. The form may be obtained at the hotel reception counter.

#### **4. AIRPORT / DOWNTOWN / AIRPORT TRANSPORTATION**

Different services of bus and shuttle operate between Dorval Airport and the downtown, at intervals of 30 minutes, from 5 a.m. to 11 p.m.. One Way trip: CAN\$11; Round Trip: CAN\$19.75. The estimated travel time is 45 minutes. The tickets can be purchased at the Central Station (across de road form ICAO Building). For further information please contact the service providers:

La Quebécoise, Tel:1 888 872 5525

L'Aerobus, Tel: (514) 931 9002

A one way taxi ride between Dorval Airport and the downtown area costs about CAN \$28.

#### **5. VISAS**

Please arrange for your entry visas from the Canadian Embassy or Consulate nearest to you. The Secretariat letter of invitation should be included in your submission of request for visas. Canadian authorities do not to grant visa upon arrival at the airport.