

GENERAL INFORMATION NOTE

1. CONFERENCE FACILITIES

The 41st Meeting of the Executive Committee along with the 21st Meeting of the Monitoring, Evaluation and Finance Sub-Committee and the 30th Meeting of the Project Review Sub-Committee will be held from **15-19 December 2003**, on the premises of the International Civil Aviation Organization (ICAO) located at 999 University Street Montreal, Quebec.

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

- (a) 21st Meeting of the Sub-Committee on Monitoring, Evaluation and Finance, 15-16 December, Conference Room 6, 3rd floor;
- (b) 30th Meeting of the Sub-Committee on Project Review, 15-16 December, Conference Room 3, ground floor; and
- (c) 41st Meeting of the Executive Committee, 17-19 December, Conference Room 3, ground floor.

2. REGISTRATION

Registration for the 41st Meeting of the Executive Committee and its associated meetings can be made on-line on our web site: www.unmfs.org. Registration forms can also be downloaded and sent 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 15-17 December, beginning at 9 a.m.

NOTE: Due to security measures, participants to the meeting can not access the cafeteria on the 5th floor in the ICAO building.

3. HOTEL ACCOMMODATION

Participants to the Meetings are advised to make hotel booking as soon as possible.

ICAO rates have been negotiated with the following hotels. Please refer to ICAO rates when booking.

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

CAN\$135 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

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

Hotel Delta Centreville (across the road from ICAO building)

CAN\$139 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

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

Hotel Taj Mahal (Berry Street and Boulevard de Maisonneuve – near the Central Bus Terminal)

About 10 minutes away from ICAO

CAN\$70 per night/single room and CAN\$80 per night with 2 beds, if is for one week or more the prices will be 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

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 from ICAO building). For further information please contact the service providers:

La Quebecoise, 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 letter of invitation issued by the Secretariat should be included in your submission of request for visas. Canadian authorities do not to grant visa upon arrival at the airport.