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EXECUTIVE COMMITTEE OF
THE MULTILATERAL FUND FOR THE
IMPLEMENTATION OF THE MONTREAL PROTOCOL
Seventy-fifth Meeting
Montreal, 16-20 November 2015

INFORMATION NOTE FOR PARTICIPANTS

1. Venue

The Seventy-fifth meeting of the Executive Committee will be held in Montreal, Quebec, Canada, from 16-20 November 2015, in Conference Room 1, fourth floor at the premises of the International Civil Aviation Organization (ICAO) located at 999 Robert-Bourassa Boulevard (formerly 999 University Street) in Montreal.

2. Meeting schedule

The meeting will take place from 10 a.m. to 1 p.m. and from 3 p.m. to 6 p.m. at the ICAO premises or as announced at plenary.

3. Meeting documents

(a) All pre-session meeting documents will be posted on the website of the Multilateral Fund four weeks before the start of the meeting as they become available. Translated documents will be posted approximately seven days following the English posting and no physical dispatch of meeting documents in hard copies shall be made in support of efforts towards international paperless meetings. Delegates should continue obtaining their username and password to access the restricted area of the Multilateral Fund website (the log in link can be found at the top right-hand side of the home page) through their heads of delegations. Should any difficulties be encountered with the username and password provided, please contact Mr. Mulu Alem Syoum, Information Technology Officer, by e-mail at alem@unmfs.org.

(b) Executive Committee participants are kindly reminded to bring their own laptops to enable access and reference to documents on line. The Secretariat, in cooperation with ICAO, will provide a stable and fast wireless internet connection to access all meeting

Pre-session documents of the Executive Committee of the Multilateral Fund for the Implementation of the Montreal Protocol are without prejudice to any decision that the Executive Committee might take following issuance of the document.

documents from the Executive Committee Meeting conference room and from any point in the ICAO premises.

(c) It is anticipated that Conference Room Papers (CRPs) and the draft meeting report will be accessible through the restricted area of the Secretariat's website. All CRPs must be sent by the group facilitator/convenor to Ms. Elina Yuen, Associate Programme Management Officer, by e-mail at elina@unmfs.org.

4. Weather

During the month of November temperatures in Montreal vary between 1 to 11 degrees Celsius.

5. Registration and identification name badges

Participants are requested to collect their badges at the registration desk located in the lower atrium of ICAO on Monday, 16 November 2015 starting at 9 a.m. Access to the meeting of the Executive Committee (and its subsidiary meetings) is by invitation only.

6. Security

Following the ICAO internal procedures, a security check is made everyday at the entrance of the lower atrium during the meeting. Participants are requested to carry their badges every day to the meeting venue.

7. Transportation from airport to downtown Montreal

Transport from the Pierre Elliot Trudeau International Airport to Montreal downtown (Berri Uquam metro station) is available by bus number 747. The bus fare is CAN $10 in coins only and provides the traveller with a transit pass for the bus and metro for the next 24 hours. For more information on the schedule of the shuttle-bus, you could access the timetable by clicking this link: http://www.stm.info/english/info/a-747.htm.

Participants are encouraged to take advantage of the Public Transit System (Société de transport de Montréal) services where available for the Montreal area. The public transportation rate is CAN $3.25/adult or a one-week ticket from Monday to Sunday for CAN $25.50.

Taxis are also available at the airport and a one-way taxi ride to the downtown area costs about CAN $40.

8. Immigration

Please arrange for your entry visas from the Canadian Embassy or Consulate nearest to you at least 4 weeks before your departure time. The letter of invitation issued by the Secretariat should be included in your submission of request for visas. Canadian authorities do not grant visa upon arrival at the airport. Information on visa procedures, including a list of relevant Canadian Embassies, high commissions and consulates abroad, is available on the website of the Citizenship and Immigration Canada (http://www.cic.gc.ca/english/information/offices/index.asp).

9. Service to delegates

Coffee is provided at no cost to the participants half an hour before the start of each meeting.

10. Postal services

Canada Post covers postal services in Canada. Some postal counters are available in certain pharmacies, business or convenience stores. For other type of courier services, many international companies such as FEDEX, DHL, UPS or Purolator counters are also available around the city.

11. Telephone services

Public telephones are available in various locations in the city. The cost of a local unlimited call is 50 cents. To make long distance calls, you may purchase calling cards from pharmacies, local convenience stores called "Depanneur" and newsstands in Montreal. From any public phone in Canada, you can dial toll free 0 (the operator for collect calls), 411 (directory assistance), 911 (for emergency services such as police, ambulance, fire-fighters).

12. Medical and emergencies

Canada has a public funded health care system but visitors to Canada are required to pay for health services. Participants traveling to Canada are strongly advised to obtain medical insurance before leaving their home country. The Secretariat will not assume responsibility for health services in Canada. Canada does not require that travellers present certificates of vaccination upon arrival. Visitors arriving with medication must be prepared to show a copy of their doctor's prescription at customs if requested and ensure that the medication containers are labelled accordingly. Visitors should make sure to carry sufficient amount of medication prescribed to them as to purchase prescribed drugs requires prescription from a recognized Canadian practitioner. If health advice or service is required or any additional information on resources available needed you may contact Info-Santé by dialing (514) 934 0354 at all times.

13. Electricity

The North American power supply standard is set at 110 volts and the frequency is 60Hz. Meeting participants are invited to carry appropriate adapters.



14. Exchange rates and banking

The Canadian Dollar is the national currency in Canada composed of one-hundred-point-dollar. The daily exchange rate is posted at hotels and exchange offices. Major credit cards and traveller's cheques are accepted at most hotels, restaurants and businesses. As for an update on the exchange rate, you could access the following website: http://www.x-rates.com

15. Hotel information

Participants to the meeting are advised to make hotel bookings as early as possible to secure accommodation during the meeting. All prices are exclusive of taxes and are in Canadian dollars. Participants are invited to quote ICAO and United Nations rates that the Secretariat negotiated with the hotels listed below:

(a) **Hotel Holiday Inn Select** (Chinatown) (5 minute-walk to ICAO building)
99 Avenue Viger Avenue West, Montreal, Quebec, H2Z 1E9

CAN $136 per night / standard room / single-double occupancy (breakfast included)
Telephone number: (514) 878 9888
Toll free number: 1 888 878 9888 (world-wide)
Fax number: (514) 878 6341
Website: www.yul-downtown.hiselect.com
Email: reservations@yul/downtown.hiselect.com

(b) **Le Square Phillips Hotel & Suites** (7 minute-walk to ICAO building)
1193 Place Phillips, Montreal, Quebec, H3B 3C9

CAN $134 per night / studio / single-double occupancy (breakfast included)
CAN $145 per night / junior suite queen / single-double occupancy (breakfast included)
CAN $161 per night / junior suite king / single-double occupancy (breakfast included)
CAN $158 per night / one bedroom suite / single-double occupancy (breakfast included)
CAN $222 per night / two bedroom suite / single-double occupancy (breakfast included)
Telephone number: (514) 393 1193
Toll free number: 1 866 393 1193 (world-wide)
Fax number: (514) 393 1192
Website: www.squarephillips.com
Email: info@squarephillips.com

(c) **L'Appartment Hotel** (15 minute-walk to ICAO building)
455 Sherbrooke Street East, Montreal, Quebec, H3A 1B7

CAN $103 per night / studio-queen / single-double occupancy (breakfast included)
CAN $113 per night / studio-two double beds / double occupancy (breakfast included)
CAN $124 per night / one bedroom suite / single-double occupancy (breakfast included)
CAN $172 per night / two bedroom suite / single-double occupancy (breakfast included)
(These are weekly rates applicable for 7 nights or more)

CAN $114 per night / studio-queen / single-double occupancy (breakfast included)
CAN $123 per night / studio-two double beds / double occupancy (breakfast included)
CAN $134 per night / one bedroom suite / single-double occupancy (breakfast included)
CAN $182 per night / two bedroom suite / single-double occupancy (breakfast included)
Telephone number: (514) 284 3634
Toll free number: 1 800 363 3010 (from Canada & USA)
Fax number: (514) 287 1431
Website: www.appartementhotel.com
Email: info@appartementhotel.com

(d) **Quality Hotel & Suites** (10 minute-walk to ICAO building)
1600 St. Hubert, Montreal, Quebec, H2L 3Z3

CAN $99 per night / standard room / single-double occupancy (without breakfast)
Telephone number: (514) 262 1716 / (514) 849 3214
Toll free number: 1 800 613 3383 (from Canada & USA)
Fax number: (514) 849 9812
Website: www.choicehotels.com
Email: cpuga@comfortdowntownmontreal.com

(e) **Hotel St. Paul** (5 minute-walk to ICAO building)
355 McGill College, Montreal, Quebec, H2Y 2E8

CAN $166 per night / superior queen room (breakfast included)
CAN $186 per night / superior two double beds (breakfast included)
Telephone number: (514) 380 2222
Toll Free number: 1 866 380 2202 (world-wide)
Fax number: (514) 380 2207
Website: http://www.hotelstpaul.com/en/index.php
Email: Info@hotelstpaul.com

(f) **Hotel YWCA (for both Men and Women)** (10 minute-walk to ICAO building)
1355 René Lévesque West, Montreal, Quebec, H3G 1T3

CAN $75 per night / single or double occupancy (without breakfast)
Telephone number: (514) 866 9942
Fax number: (514) 861 1603
Website: www.ydesfemmesmtl.org
Email: info@ydesfemmesmtl.org

(g) **Le Novel Hotel** (12 minute-walk to ICAO building)
1740 René Lévesque West, Montreal, Quebec, H3H 1R3

CAN $114 per night / executive room / single occupancy (breakfast included)
Telephone number: (514) 931 8841 / (514) 931 5581
Toll Free number: 1 800 363 6063 (from Canada & USA)
Fax number: (514) 931 5581
Website: www.lenouvelhotel.com
Email: Mothman@lenouvelhotel.com

(h) **Montreal Marriott Château Champlain** (5 minute-walk to ICAO building)
1050 de la Gauchetière West, Montreal, Quebec, H3B 4C9

CAN $155 per night/ standard room / single or double occupancy (without breakfast)
Telephone number: (514) 878 9000 / (514) 878 6761
Toll Free number: 1 800 228 9290 (world-wide)
Fax number: (514) 878 6761
Website: www.marriotthotels.com/yulcc
Email: reservations@chateauchamplain.com