



INTERNATIONAL CONFERENCE ON AIR LAW

(Montréal, 26 March to 4 April 2014)

DIPLOMATIC CONFERENCE TO CONSIDER
AMENDING THE TOKYO CONVENTION OF 1963

International Civil Aviation Organization
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MEETING ARRANGEMENTS

Opening session

The Diplomatic Conference will start on Wednesday, 26 March 2014, at ICAO Headquarters, Montréal, at 1000 hours.

Registration of participants

Registration on line is now open.

Delegates will be able to register for the Diplomatic Conference at the Registration Desk, located on the ground floor of the Conference Centre at ICAO Headquarters on:

Monday, 24 March 2014 from 1400 to 1700 hours;

Tuesday, 25 March 2014 from 0900 to 1200 and 1300 – 1800 hours;

Wednesday, 26 March 2014 from 0800 to 1700 hours;

Thursday, 27 March 2014 from 0800 to 1200 and ON CALL until 1700 hours.

Thereafter, registration will be ON CALL during the Conference through the security desk in the lobby.

Credentials

Credentials of representatives of the States, their alternates and advisers and of observers shall be submitted to the Secretary General if possible not later than twenty-four hours after the opening of the Conference. The credentials of representatives shall be issued either by the Head of the State or Government, or by the Minister for Foreign Affairs. No person shall be the representative of more than one State. Credentials of observers shall be issued by the head of the organization.

List of participants

A list of participants who have registered by Wednesday, 26 March 2014, will be distributed on Thursday, 27 March 2014. This list will be revised and updated as necessary.

Participants should notify the Secretariat regarding amendments and corrections to the list.

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.

Meeting documentation

Distribution

ICAO is promoting the protection of the environment by reducing the amount of paper it prints in support of its meetings.

In addition to the traditional Pigeon Hole space provided to each Delegation during the Diplomatic Conference, used for the distribution of documentation and invitations in paper format, documentation produced during the meeting will be available on the website <http://www.icao.int/Meetings/AirLaw/Pages/WorkingPapers.aspx>.

Submission of documents

Participants wishing to submit papers for consideration by the Conference should transmit them to the Assistant Secretaries or by e-mail to leb@icao.int.

Papers should be as concise as possible and should be submitted (a hard copy and, if possible, an electronic Word version) at the earliest opportunity, as a reasonable period must be allowed for their reproduction and distribution. Diagrams and other schematic presentations should be in a suitable form for reproduction.

Ancillary services provided by ICAO

ICAO Boutique and Online Store

For a wide range of ICAO clothing, gifts and other merchandise, please visit the ICAO Boutique located near the Registration areas and Information Desk on the main floor.

ICAO products and services including: publications, ICAOData+, training courses, as well as meeting, exhibition and sponsorship opportunities, are conveniently browsable online at <http://www.icao.int/store>.



Commissariat

Access to the Commissariat is limited to the persons who fall within the list hereunder:

1. Permanent Representatives to ICAO and their spouses under diplomatic accreditation;
2. Senior Officials of ICAO under diplomatic accreditation;
3. Members of governmental delegations to meetings convened by ICAO;
4. Officials of diplomatic or consular missions who are accredited as Representative to ICAO; and
5. Senior Officials of other United Nations agencies located in Montréal who are under diplomatic accreditation.

For the convenience of participants entitled to purchase duty-free items, the Commissariat on the ground floor will be open **on:**

- Tuesdays from 1230 to 1400 hours; and
- Thursdays from 1230 to 1400 and from 1630 to 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 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 0800 to 1600 hours for the duration of the meeting. 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 8283 or 8237, will take appropriate action to obtain medical assistance.

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 a doctor or *Urgences-Santé*, telephone 911.

Public information services

Contacts with the news media may be arranged through the Communications Office, telephone extension 8221.

ICAO Travel Section

Full Name	Business Phone	Fax Number	E-mail
Mr. Emmanuel Liapakis	+1 514-954-8095	+1 514-954-6758	eliapakis@icao.int
Mrs. Maha Bassily	+1 514-954-81 2	+1 514-954-675	mbassily@icao.int
Ms. Sophie Bélanger	+1 514-954-8102	+1 514-954-6758	sbelanger@icao.int
Ms. Ha-young Cho	+1 514-954-8102	+1 514-954-6758	hycho@icao.int

Refreshments

Tea, coffee and soft drinks may be purchased in the cafeteria on the fifth floor of the office tower, during morning and afternoon recesses.

Food and beverages are absolutely **prohibited** from all conference rooms and the registration area.



Telephone services

The ICAO general telephone number is +1 514-954-8219.

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 different convenience stores around the Montréal downtown area and at some hotels.

Cellular phone use is also prohibited in all conference rooms. The ICAO phone number is +1 514-954-8219 and four-digit extension numbers may be dialled directly when calling within HQ.



An ICAO telephone list is available for consultation at the security desk for participants wishing to contact Council Representatives and members of the Secretariat.



Wireless Access

All Delegates will have wireless access to internet without password to access ICAO's wireless services while you are on site.

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
+1 514-394-4385

Royal Bank of Canada
1 Place Ville-Marie
+1 514-874-7222

or

800 Rue Du Square Victoria
+1 514-874-2959

Canadian Imperial Bank of Commerce (CIBC)
1155 René-Lévesque Ouest
+1 514-876-2323

TD Canada Trust
500 Saint-Jacques Ouest (corner of McGill)
+1 514-289-0799

Transportation to Pierre Elliot Trudeau Airport (Dorval)

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.

City bus and Metro service

The bus and Metro are 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 calling +1 514-STM-INFO (+1 514-786-4636) or by consulting the website (www.stm.info).

Hotels

The list of hotels can be consulted at the following address:
<http://www.icao.int/Meetings/Pages/List-Of-Hotels.aspx>.

Newspapers and magazines

The Indigo Bookstore, located at 1500 McGill College Avenue, off Sainte-Catherine Street, carries a wide range of international newspapers, magazines and other publications, including street maps.

The ICAO Library subscribes to all major aviation-oriented magazines and periodicals. Participants are invited to make use of these facilities.

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 +1 514-873-2015 every day from 0900 to 1700 hours or at its website: <http://www.tourisme.gouv.qc.ca>.

Organization of social events

A large representation of States is expected at the Session and it is desirable that social functions be kept to a reasonable number and do not overlap.

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 8043.

Climate

Average March/April temperature: -2°C / 30°F and 7°C / 45°F.