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I. General information

A. Venue
1. The eleventh meeting of the Ozone Research Managers of the parties to the Vienna Convention for the Protection of the Ozone Layer (11ORM) will be held in Montreal, Canada, from Wednesday, 8 to Friday, 10 July 2020. The meeting will take place at the following venue:

Conference Centre
International Civil Aviation Organization (ICAO)
999 Robert-Bourassa Boulevard
Montréal, Québec, H3C 5H7
Tel.: +1 (514) 954 8219
Website: www.icao.int
Metro: line 2 (orange line), Square-Victoria-OACI station

B. Meeting Plan
2. The 11ORM will be opened at 9 a.m. on Wednesday, 8 July 2020 in Conference Room 3 located on the 1st floor.
3. The meeting will begin at 9 a.m. and end 6 p.m. daily, unless otherwise specified. Timings of coffee and lunch breaks will be specified in the meeting agenda. A cocktail reception is planned for Wednesday, 8 July 2020 to be held at the Foyer on the 1st floor of the ICAO premises. It will start immediately after the close of the afternoon session of the meeting.
4. The Bureau of the Conference of the Parties to the Vienna Convention will meet at the above venue in the margins of the meeting.

C. Registration and identification badges
5. The Secretariat will pre-register participants for whom confirmation of attendance has been received via official nomination letter or via notification in the case of co-chairs, Bureau members and invited experts. Identification badges will be issued from 8 a.m. on Wednesday, 8 July 2020. Participants are requested to present valid passports or identification cards when collecting their badges that must be worn at all times at the meeting venue. Please note that for security reasons, badges must be displayed to gain admission to the conference venue, as well as to meeting rooms.

D. Visa information
6. The Canadian authorities do not grant visas upon arrival at the points of entry into their country. Participants who require a visa should apply for it at the Canadian embassy or consulate in their country of residence as early as possible but not less than four weeks before departure for the meetings. The letter of invitation issued by the Secretariat should be included among the documents submitted with the request for a visa. Participants are advised to contact the Ozone Secretariat (sandeep.bhambra@un.org with a copy to jacqueline.nyanjui@un.org) if any additional supporting documentation is required by the Canadian embassy or consulate. The list of countries whose citizens require a visa and the list of those whose citizens are visa-exempt can be found at: https://www.canada.ca/en/immigration-refugees-citizenship/services/visit-canada/entry-requirements-country.html. Participants with non-direct flights to Montreal should also check whether a transit visa is required in the countries of transit.
7. Visa-exempt foreign nationals are required to have an Electronic Travel Authorization (eTA) to fly to Canada. Exceptions include citizens of the United States of America and travellers with a valid Canadian visa. For more information on eTA, please refer to: http://www.cic.gc.ca/english/visit/eta.asp.
8. Information on visa procedures, including a list of relevant Canadian embassies, high commissions and consulates abroad, is available on the immigration and citizenship website of the Government of Canada (http://www.cic.gc.ca/english/information/offices/vac.asp).

E. Financial assistance to developing countries
9. Limited funds are available to facilitate the participation of representatives of Article 5 parties in the meeting. Nominated representatives should be familiar with the status of ozone research and with relevant
activities in their country and/or internationally. Based on the nominations already received and acknowledged by the Secretariat, travel arrangements will be finalized.

10. The financial assistance includes a return air ticket using the most appropriate and economical fare as approved by the United Nations, to be issued by the official travel agency in Nairobi, and the United Nations daily subsistence allowance for Canada. The daily subsistence allowance rate for Montreal as of now is US$313 and is subject to change.

11. If a participant is required to travel to another country to apply for and collect a visa, the Secretariat will provide airfare for a route through that country by using the most appropriate and economical fares as approved by the United Nations, but will not provide daily subsistence allowance (DSA) for any transit stay in that country.

12. In keeping with the UN Environment Programme practice regarding the payment of DSA, a debit card will be provided to each funded participant. The card will be loaded with the US Dollar equivalent of the entitled amount and will be activated on the day it is issued. It can be used to withdraw money from any Automated Teller Machine (ATM) with a ‘Mastercard’ logo or to pay for goods and services. All payments through the card are free of cost. However, on each cash withdrawal the ATM deducts a standard charge, usually US$5, from card balance. The card is valid for more than one year and can be used internationally.

13. For further enquiries regarding the financial assistance to be provided to representatives of eligible countries, please contact Ms. Sandeep Bhambra (sandeep.bhambra@un.org).

F. Paper-smart system, meeting documents and presentations

14. Consistent with established practice, the Secretariat will be using the paper-smart system to provide access to meeting documents and provide other general information during the meeting. The documents and information will be accessible at the meeting portal on the Secretariat’s website as well as via the mobile application for the meeting. Participants are kindly reminded to bring their own laptops or hand-held devices to enable access and reference to documents online.

15. Please note that the paper-smart system is web-based; the only requirement is a laptop or hand-held device that has a wireless capability to connect to the Wi-Fi network at the conference venue and a browser (e.g. Firefox, Chrome) to access the paper-smart system. No additional software is required.

16. The Secretariat, in cooperation with the ICAO Conference Services, will provide a stable and fast internet connection at the meeting venue to enable access to all meeting documents.

17. All pre-session documents including the national reports submitted by the parties will be available for download from the Secretariat’s respective meeting portal: http://conf.montreal-protocol.org/meeting/orm/11orm

18. Presentations to be projected during the meeting should be sent to Ms. Sophia Mylona (sophia.mylona@un.org) preferably well in advance of the start of the meeting to allow time for their upload on and distribution through the meeting portal.

G. List of participants

19. The preliminary list of participants will be distributed in the conference room before the close of the meeting for verification. Delegates are requested to verify the accuracy of the information in the list, including names, designations, contact information and the order in which names are presented within the delegation, to sign the list and to return it to the meeting room attendant. The final list of participants will be included in the final meeting report.

II. Facilities and additional services

A. Health requirements and medical facilities

20. No immunisations are required to enter Canada, although it is advisable to make sure your tetanus, diphtheria and polio vaccinations are up to date before travelling. Participants are advised to seek travel and medical advice with respect to the COVID-19 pandemic prior to travelling to Canada.

21. Canada has a publicly funded health-care system, but visitors to Canada are required to pay for health services. Participants travelling to Canada are strongly advised to obtain medical insurance before leaving their home country. The Secretariat will not assume responsibility for health-care services provided to participants 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 are advised to ensure that the medication containers are labelled accordingly. Visitors should carry sufficient amounts of any prescribed medications since purchasing prescribed drugs in Canada requires a prescription from a recognized Canadian medical practitioner. For medical advice or treatment or any additional information about available resources, kindly contact Info-Santé by dialling +1 (514) 934 0354, a 24-hour hotline.

22. Participants attending the meetings are not covered by United Nations insurance for any illness or injury resulting from any situation or action not connected to their participation in the meetings. All participants are therefore strongly encouraged to have sufficient medical insurance coverage. The Secretariat will not assume any responsibility for compensation resulting from accident, death, disability, damage to personal property or any other loss that may be incurred during travel time or, during the meeting period, outside the meeting premises.

23. For first aid services, participants should visit the ICAO medical office, which is located on the fourth floor in room 4.25. A nurse is generally on duty from Monday to Friday, from 8 a.m. to 4 p.m.

B. Transport and Safety

24. Participants should make their own transportation arrangements from the Pierre Elliot Trudeau Airport to their respective hotels. Transport from the airport to downtown Montreal (Berri Uqam metro station) is available by bus number 747. The bus fare is Can$10, payable in coins only, and provides the traveller with a transit pass for the bus and metro for 24 hours from the time of purchase. Information on the shuttle bus schedule is available at the following link: http://www.stm.info/en/info/networks/bus/shuttle/747. Taxis are also available at the airport and a one-way taxi journey to the downtown area costs approximately Can$40. Participants are encouraged use the Public Transit System (Société de transport de Montréal) where available. The cost per journey per adult is Can$3.25 and a one-week season ticket from Monday to Sunday costs Can$25.75. Information on routes and schedules is available at the following link: http://www.stm.info

25. Participants are responsible for the safety of their valuables in the meeting venue and during their stay in Montreal.

C. Local currency

26. The currency of Canada is the Canadian Dollar (CAD). The daily exchange rate is posted at hotels and exchange offices. Major credit cards are accepted at most hotels, restaurants and businesses.

D. Weather and local time information

27. The average temperature in Montreal in July ranges from 18°C to 26°C. For more information regarding weather see: https://www.theweathernetwork.com/ca/weather/quebec/montreal

28. The standard time zone in Montreal is UTC/GMT -5 hours.

E. Official language

29. Canada has two official languages: French and English. French is the predominant language spoken in Montreal. English is widely spoken.

III. Other practical information

A. Phone access codes

30. The country code for Canada is +1 and the area codes for Montreal are 514 and 438.

B. Electrical power supply

31. The electrical power supply in Canada is 110 volts and the frequency is 60Hz. The plug type used is the North American standard, as shown below. Meeting participants are encouraged to carry appropriate adapter plugs.
C. SIM cards for cellular phones

32. Local SIM cards that can be used with unlocked phones are available from any post office or news stand. A valid passport is required for purchase.

D. Restaurants and cafes

33. A kiosk offering coffee and light snacks for purchase will be available in the Bistro Area on the first floor of the conference centre.

E. Emergency telephone numbers in Canada

34. The following are the telephone numbers to call in case of an emergency:
   Medical: 112
   Police: 911

F. Hotel accommodation

35. Participants are expected to make their own hotel arrangements and are advised to do so as soon as possible. A list of recommended hotels located near the meeting venue can be found at the http://conf.montreal-protocol.org/meeting/orm/11orm

36. The prices quoted are in Canadian dollars and are exclusive of taxes and surcharges. Meeting participants are advised to make hotel bookings as early as possible to secure accommodation during the meeting and are advised to request ICAO rates at the time of booking.
IV. Maps

A. Location of ICAO headquarters
B. Montreal metro lines