



**United Nations
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Programme**

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EXECUTIVE COMMITTEE OF
THE MULTILATERAL FUND FOR THE
IMPLEMENTATION OF THE MONTREAL PROTOCOL
Fifty-fourth Meeting
Montreal, 7-11 April 2008

INFORMATION NOTE FOR PARTICIPANTS

1. **Venue**

The 54th Meeting of the Executive Committee will be held in Montreal, Canada, from 7-11 April 2008, in Conference Room 3, Ground Floor, at the premises of the International Civil Aviation Organization (ICAO) located at 999 University Street Montreal, Quebec.

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.

(a) **Pre-session Meeting documents**

Pre-session meeting documents are dispatched to meeting participants by courier about four weeks before the start of the meeting. Translated documents are dispatched to non native English speaking participants approximately 7 days following the English dispatch. For reasons of economy and pursuant to decision 41/80 (f) of the Executive Committee, documents are dispatched to only one delegate of each Executive Committee country member and one representative of each co-opting country, who were requested to provide copies to other members of their delegation as appropriate. All delegates are reminded to kindly bring their own copies of the pre-session documents to the Meeting as limited copies are available at the documentation booth.

All meeting delegates could obtain the username and password through their heads of delegations to access the Multilateral Fund intranet (www.multilateralfund.org/executive_committee_intranet.htm) to download electronic documents. Members who prefer to use only electronic documentation should inform the Secretariat not to send printed copies.

3. **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 7 April 2008 starting at 9 a.m. Access to the meeting of the Executive Committee (and its subsidiary meetings) is by invitation only.

4. **Security**

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

5. **Transportation from Airport to Downtown Montreal**

Montreal Pierre-Elliott-Trudeau International Airport (former Dorval Airport) is located about 30 minutes from downtown Montreal. Taxis are available at the airport.

Different bus and shuttle services operate between Montreal - Pierre Elliot Trudeau International Airport and downtown, at intervals of 25 minutes, from 7 a.m. to 2 a.m. at the cost of CAN\$14 for a one way trip and CAN\$24.00 for round trip. A one way taxi ride between Montreal - Pierre Elliot Trudeau International Airport and the downtown area costs about CAN\$35. For more information on the schedule of the shuttle-bus, you could access the timetable by clicking this link:

http://www.autobus.qc.ca/anglais/pops-up_an/mtl_dorval_an.html

Participants are encouraged to take advantage of the Public Transit System (Société de transport de Montréal) services. This is available for the downtown Montreal area. The Public transportation rate is CAN\$2.75/adult or booklets of six tickets for CAN\$12.00.

6. **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>).

7. **Service to delegates**

Computers and internet service are made available to the participants to the meetings at the first floor of the ICAO building.

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

8. **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.

9. **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 “Dépanneur” 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).

10. **Medical and Emergencies**

Canada has a publicly funded health care system but foreign 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 travelers 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 required and ensure that the medication containers are labeled accordingly. Visitors should make sure to carry sufficient amount of medication prescribed to them as prescribed drugs require 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.

11. **Electricity**

The North American power supply standard is set at 110 volts and the frequency is 60Hz. Canada uses North American type plugs. Meetings participants are invited to carry appropriate adapters if needed.

12. **Exchange Rates and Banking**

The Canadian Dollar is the national currency in Canada, composed of the one-hundred-point-dollar. The daily exchange rate is posted at hotels and exchange offices. Major credit cards and traveler’s cheques are accepted at most hotels, restaurants and business. For an update on the exchange rate, you could access the following website:

<http://www.x-rates.com>

13. **Hotel information**

Participants to the meeting are advised to make hotel bookings as early as possible to secure accommodation during the meeting. Participants are invited to quote UNMFS rates which the Secretariat negotiated with the hotels listed below:

(a) Hotel Delta Centreville (across the road from ICAO building)

CAN\$153 per night / standard room (breakfast not included).
CAN\$163 per night / premier room (breakfast not included).
CAN\$189 per night / private lounge (breakfast included).
Telephone number: (514) 879 1370,
Toll free number: 1 800 268 1133 (From Canada & USA),
Fax number: (514) 879 8589/1761,
Web site: www.deltahotels.com

(b) Hotel Four Points by Sheraton Montreal Centre Ville (10 minute-walk to ICAO building).

CAN\$122 per night / standard room single use (without breakfast).
CAN\$132 per night, double use (breakfast included).
CAN\$137 per night / suite / single use (without breakfast).
CAN \$147 double occupancy use (breakfast included).
Telephone number (514) 842 3961,
Toll free number: 1 800 842 3961 (From Canada & USA),
Fax number: (514) 842 0945,
E-mail address: lodging@fourpointsmontreal.com

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

CAN\$133 per night / standard room (breakfast not included).
CAN\$153 junior suite (breakfast not included).
Telephone number: (514) 878 9888,
Toll free number: 1 888 878 9888 (world-wide),
Fax number: (514) 878 6341,
E-mail address: administration@yul-downtown.hiselect.com

(d) Le Square Phillips Hotel (7 minute-walk to ICAO building)

CAN\$125 per night / studio / single use (breakfast included).
CAN\$135 per night/ junior suite (breakfast included).
Telephone number: (514) 393 1193,
Fax number: (514) 393 1192,
Web site: www.squarephillips.com

- (e) L'Appartement Hotel (15 minute-walk to ICAO building)
- CAN\$121 per night / single use (breakfast included).
CAN\$141 bedroom suite (breakfast included).
Telephone number: (514) 284 3634,
Fax: (514) 287 1431, Web site: www.appartementhotel.com
- (f) Hotel Holiday Inn Montreal - Midtown (15 minute-walk to ICAO building)
- CAN\$153 per night / single use / standard room / executive floor (breakfast included).
Telephone number: (514) 842 6111,
Toll free number: 1 800 387 3042 (From Canada & USA),
Fax number: (514) 842 9381,
E-mail address: himidtown@rosdevhotels.com
- (g) Hotel Taj Mahal (Berry Street and Boulevard de Maisonneuve – near the Central Bus Terminal) About 10 minutes away from ICAO.
- CAN\$90 per night / single room (breakfast included).
CAN\$99 per night / double room (breakfast included).
Telephone number: (514) 849 3214,
Toll free number: 1 800 613 3383 (From Canada & USA),
Fax number: (514) 849 9812,
E-mail address: info@tajmahalmontreal.ca
- (h) Hotel La Tour Centre Ville (10 minute walk to ICAO building)
- CAN\$85 per night / studio / single use.
CAN\$95 per night / small suite / single use.
CAN\$105 per night / 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: info@hotelcentreville.com,
Web site: www.hotelcentreville.com
- (i) Hotel YWCA (10 minute-walk to ICAO building)
- CAN\$65 per night / single occupancy.
CAN\$75 per night / double occupancy.
Telephone number: (514) 866 9942,
Fax Number: (514) 861 1603,
Email address: info@ydesfemmesmtl.org

(j) Best Western Hotel Europa (10 minute-walk to ICAO building)

CAN\$109.00 per night/ comfort room.

CAN\$129.00 per night/ king select.

CAN\$129.00 per night/ double double.

Telephone number: (514) 866 6492,

Fax: (514) 908 2879,

Email address: info@europahotel.mtl.com

Web site: www.europahotelmtl.com

All prices are exclusive of taxes (GST 5% + QST 7.5%= 12.5%) 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 counters.
