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Organización
de las Naciones Unidas
para la Educación,
la Ciencia y la Cultura

Организация
Объединенных Наций по
вопросам образования,
науки и культуры

منظمة الأمم المتحدة
للتربية والعلم والثقافة

联合国教育、
科学及文化组织

Diversity of Cultural Expressions

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INTERGOVERNMENTAL COMMITTEE FOR THE PROTECTION AND PROMOTION OF THE DIVERSITY OF CULTURAL EXPRESSIONS

First Session
10-13 December 2007
Ottawa, Canada

GENERAL INFORMATION

This document provides general information about participants' stay in Ottawa: the organization of the meeting, travel (mandatory visas), accommodation, services and facilities provided for the meeting, as well as additional information.

Information is also available on the Internet at:

<http://www.unesco.org/culture/en/diversity/convention/>

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1. ORGANIZATION OF THE MEETING

During its first session in June 2007, the Conference of the Parties to the Convention on the Protection and Promotion of the Diversity of Cultural Expressions (hereinafter the “Convention”) accepted Canada’s offer to host the First Session of the Intergovernmental Committee for the Protection and Promotion of the Diversity of Cultural Expressions (hereinafter the “Committee”) in Ottawa, Canada. The session will be held from 10 to 13 December 2007. All relevant information will be posted on the Internet at:

<http://www.unesco.org/culture/en/diversity/convention/>

- **Meeting hosts**

The organizing committee is the Department of Canadian Heritage, on behalf of the Government of Canada:

Contact person:
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- **Venue and dates**

The first session of the Committee will be held from Monday, 10 to Thursday, 13 December 2007 in Ottawa at the following address:

Government Conference Centre
2 Rideau Street
Ottawa, Ontario
Canada
K1N 8X5

- **Related events**

Although the official programme developed by the Canadian authorities has not been finalized, all participants will be invited to a reception hosted by the Government of Canada to commemorate the beginning of this first session of the Intergovernmental Committee. In addition, the Canadian authorities wish to invite participants to an official dinner in honour of the diversity of cultural expressions. The Government of Quebec also plans to invite participants to an event to commemorate the first meeting of the Intergovernmental Committee. Further details are to follow.

2. TRAVEL

- **Entry visa and insurance**

Every traveller to Canada must have a valid passport. In addition, citizens from some countries and territories also need a valid visa upon arrival in Canada. In order to determine whether or not participants need a visa, it is very important that they verify the list of countries and territories available at <http://www.cic.gc.ca/english/visit/visas.asp>. **According to Canadian law, visas are not issued at the airport or at other points of entry to the country;** they are issued exclusively at Canadian embassies and consulates. If there is no Canadian embassy or consulate in your country, you must apply for your visa at the Canadian embassy that covers your country. Please contact the Canadian mission or consulate in your city/country to request information concerning visas and other formalities for entry into Canada. The letter of invitation and a letter from the national authorities listing the names of the country's representatives may be used by these representatives for their visa application. To avoid delays, all participants will need to make the necessary arrangements to obtain their visa in time. No other individual letter of invitation will be provided by UNESCO for this purpose, and the decision to issue or to decline a visa lies solely with the Canadian authorities. Participants must obtain travel insurance prior to arriving in Canada. For further information, visit the Foreign Affairs and International Trade Canada website at <http://www.international.gc.ca/>.

- **Travel information**

Airport departure taxes vary from one airport to another. At Ottawa, Toronto and Montreal international airports, departure taxes are included in the cost of the plane ticket.

- **Arrival and airport connections**

The Ottawa International Airport is called the Macdonald-Cartier Airport (YOW). It is located 15 km from the meeting venue.

Upon arrival in Canada, participants must go to the immigration desk, collect their luggage and proceed to the Customs clearance area (unless they have anything to declare). The Lester B. Pearson International Airport in Toronto (YYZ) and the Montreal-Trudeau International Airport (YUL) are points of entry to Canada for a number of international flights. Travellers transiting through these airports must ensure their connection to Ottawa via a domestic flight.

A reception desk will be available at the Ottawa International Airport as of 9 December 2007 to assist participants upon their arrival.

Given that the participants are travelling from afar to attend the conference, the host country will aim to ensure that participants are transferred from the Ottawa International Airport upon arrival and back again for departure in the best possible conditions. Recognizable staff members will

be at the airport to assist participants (on the official arrival date (9 December) and departure dates (13 and 14 December) only).

It is essential that participants inform the Canadian organizing committee (Diane_Lafrance@pch.gc.ca) of their itinerary, namely their arrival and departure dates, flight numbers, expected arrival and departure times, their name and country of origin. In addition, if you plan to use the transportation service offered between the airport and the hotels, please inform the organizing committee.

3. RECOMMENDED HOTELS

The meeting hosts have negotiated special rates with four hotels. Two of them, the Fairmont Château Laurier and the Westin Hotel, are connected or adjacent to the building in which the meeting will be held. The other two hotels, the Lord Elgin Hotel and the Quality Hotel Downtown Ottawa, are located near the Government Conference Centre. Transportation services will be provided between these hotels and the Conference Centre. Please find below the special rates (in Canadian dollars) these hotels are offering for participants of the Intergovernmental Committee meeting.

Fairmont Château Laurier

100 rooms

1 Rideau Street
Ottawa, Ontario, Canada
K1N 8S7

Tel: +1 613 241 1414 **Fax:** +1 613 562 7030

E-mail: chateaulaurier@fairmont.com

Please note that the Fairmont Château Laurier is connected to the Government Conference Centre via an underground tunnel.

Type of Room	Special Rate	
	Single Occupancy	Double Occupancy
"Fairmont" classic room	\$149.00	\$149.00
"Fairmont" room with view	\$179.00	\$179.00
Deluxe room	\$209.00	\$209.00
"Fairmont Gold" room	\$249.00	\$249.00

Westin Hotel

70 rooms

11 Colonel By Drive
Ottawa, Ontario, Canada
K1N 9H4

Tel: +1 613 560 7000 **Fax:** +1 613 234 5396

E-mail: ottaw@westin.com

Located approximately 20 metres from the Conference Centre.

Type of Room	Special Rate	
	Single Occupancy	Double Occupancy
Classic room	\$189.00	\$189.00
Deluxe room	\$239.00	\$239.00
Suite	\$314.00 +	\$314.00 +

Lord Elgin Hotel**75 rooms**

100 Elgin Street

Ottawa, Ontario, Canada

K1P 5K8

Tel: +1 613 235 3333 **Fax:** +1 613 235 3223**E-mail:** reservations@lordelgin.ca

Located approximately 600 metres from the Conference Centre.

Type of Room	Special Rate	
	Single Occupancy	Double Occupancy
Classic room	\$132.00	\$132.00
“Executive” room	\$167.00	\$177.00

Quality Hotel Downtown Ottawa**50 rooms**

290 Rideau Street

Ottawa, Ontario, Canada

K1N 5Y3

Tel: +1 613 789 7511 **Fax:** +1 613 789 2434**E-mail:** cn286@whg.com

Located less than one kilometre from the Conference Centre.

Type of Room	Special Rate	
	Single Occupancy	Double Occupancy
Classic room	\$99.00	\$99.00

If you would like to reserve a room at one of these hotels, the Canadian authorities ask that you contact the hotel of your choice by e-mail, mentioning the “PCH-UNESCO event” in the message. In order to receive the special rates negotiated by the organizing committee, as listed above, participants are asked to make their reservations **before 14 November**. After that date, reservations will be accepted according to availability and at the regular rates. Once reservations have been made, participants are also asked to provide the details as soon as possible by fax or e-mail to Diane Lafrance, the Department of Canadian Heritage staff member in charge of logistics.

Note: Reservations must be made **by the participants** themselves, who **will cover the costs of their stay**. All accounts must be settled directly at the hotel. Major credit cards are accepted.

4. SERVICES AND FACILITIES PROVIDED FOR THE MEETING

- **Cybercafé**

The Canadian organizing committee will provide participants with a cybercafé during the meeting. This space will be equipped with computers (with Internet access) and printers. Technical assistance will be available on site. A Wifi network is also available at the Quality Hotel Downtown Ottawa.

- **Medical and health services**

Medical services will be available at the meeting venue.

We would like to remind participants that the usual vaccinations are recommended (tetanus, poliomyelitis, diphtheria, typhoid, hepatitis).

- **Catering**

Catering will be provided at the meeting venue to all participants who have their access card. These services will be available from breakfast on 10 December through to breakfast on 13 December. Participants are asked to inform the organizing committee of any allergies or specific needs (dietary or other).

Note: Participants will cover any other meal expenses.

5. ADDITIONAL INFORMATION

- **Introduction to Ottawa**

Ottawa, the Canadian capital, is located in the province of Ontario, along the shore of the Ottawa River, which runs between the provinces of Ontario and Quebec. The city is the result of an amalgamation in 2000 of the former City of Ottawa and 10 neighbouring municipalities. The population is approximately 870,250. Ottawa is the core of a population centre with approximately 1,282,500 residents, including the City of Gatineau, Quebec (formerly Aylmer, Hull, Gatineau, Buckingham and Masson-Angers), located on the other side of the Ottawa River. The city of Ottawa adopted a bilingualism policy in 2001. The city's economy is based on the activities of federal government departments and agencies and the Parliament of Canada, with significant employment in the high technology and tourism industries. Ottawa is also home to a number of museums, including the National Gallery of Canada, the Canadian War Museum, and the Canadian Museum of Civilization in Gatineau. Two universities are located in Ottawa: the University of Ottawa and Carleton University.

- **Local transportation**

Ottawa and surrounding areas have a bus service. Public transit is provided by *OC Transpo* whose network includes local bus routes with frequent stops, fast routes on reserved lanes known as the Transitway, and a light-rail train called the O-Train. Booklets of ten tickets and

daily, weekly and longer passes are available. All taxis are equipped with a meter and can be found in abundance in most of the cities and larger communities. The amount displayed on the meter is the cost of the trip. The average cost of a trip from the airport to the Government Conference Centre (meeting venue) is approximately 25 Canadian dollars.

- **Currency and exchange**

Local Canadian currency is the Canadian dollar (C\$). The exchange rate is approximately 1 US dollar for C\$1.049 and 1 Euro for C\$1.446 (subject to change).

It is advisable to carry Canadian currency in small denominations.

Currency exchange is available at financial institutions (banks and exchange offices) and in airports.

Automated teller machines are available everywhere in Canada.

- **Electricity**

Voltage in North America is **110 volts**, for a frequency of **60 Hz**. Transformers and adapters are needed for most devices sold in Europe and used in North America. Light bulbs are screw-base bulbs and electrical outlets accept flat-pin plugs.

- **Telephone**

The caller must dial 00 1 + the area code (613 for Ottawa) and the seven-digit local calling number.

The average cost of calls from Canada to other countries (between 10:00 a.m. and 6:00 p.m.) is as follows:

- France: \$0.89/minute (mobile: \$0.94)
- Senegal: \$4.09/minute (mobile: \$4.14)
- China: \$3.19/minute (mobile: \$2.44)
- Brazil: \$1.95/minute (mobile: \$2.00)

- **Local time**

Local Ottawa time is GMT (UTC) – 4 hours.

- **Weather**

In December, the weather is generally very cold in Ottawa. Temperatures range from –11 to –3 degrees Celsius.

Participants should pack clothing and footwear suitable for wintry conditions.

- **Credit cards**

In Canada, Visa, Mastercard, Eurocard and American Express credit cards are generally accepted everywhere.

- **Taxes**

There is an 11% value-added tax (VAT) on most goods and services in Ontario.

- **Tips**

It is customary to leave a tip of 10-15% of the total amount before taxes in hotels, restaurants, bars and taxis.

- **Import of currency**

Travellers may import an unlimited amount of bank notes or other means of payment. However, they are required to declare in writing (Customs form) any currency notes, means of payment, and gold, silver or platinum jewellery imported into Canada.

Once the Customs formalities are completed, it is recommended that travellers conduct their initial exchange transactions at bank counters available at airports and ports. These transactions will be recorded on the traveller's copy of the currency declaration. Travellers may be asked to present this copy and exchange transaction records upon leaving the country.

- **Telephone services**

Information: 411

Emergency: 911

- **Drivers' licence**

The international drivers' licence is recognized in Canada.

REMINDER

The Canadian organizing committee (Diane_Lafrance@pch.gc.ca) asks that participants provide the following information by 9 November 2007 at the latest.

- Name and country of origin
- Itinerary (scheduled arrival and departure dates and times, flight numbers)
- Whether or not they will be using the transportation service provided between the airport and the hotel (upon arrival and/or departure)
- Confirmation of hotel reservation
- Food allergies or specific needs, if any