



**United Nations
Environment
Programme**



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**Thirty-first Open-ended Working Group
Of the Parties to the Montreal Protocol on
Substances that Deplete the Ozone Layer**
Montreal, 1-5 August 2011

INFORMATION NOTE FOR PARTICIPANTS

(I) Venue

1. The Thirty-first Open-ended Working Group of the Parties to the Montreal Protocol on Substances that Deplete the Ozone Layer will be held from 1 – 5 August 2011 in Montreal, Canada, at the following venue:

International Civil Aviation Organization
999 University Street
Montréal, Quebec H3C 5H7
Canada
Telephone: +1 514-954-8219
Facsimile: +1 514-954-6077
Electronic mail: icaohq@icao.int
Website: <http://www.icao.int>

(II) Visas information for Canada

2. The following is based on information available at the official website of the Citizenship and Immigration Canada (CIC) office of the Government of Canada: <http://www.cic.gc.ca/english/visit/index.asp>. It has been provided to assist the meeting participants in planning their initial enquiries with the nearest Canadian visa office abroad and it is not meant to substitute such a consultation. The contacts for the Canadian offices abroad can be found here: <http://www.cic.gc.ca/english/information/offices/apply-where.asp>.

3. All visitors to Canada require a Temporary Resident Visa (TRV), except citizens of countries where an exemption has been granted (see annex I to this document). The complete list of countries whose citizens require a TRV to visit Canada can be found in annex II. All visas must be obtained at a Canadian visa office abroad as Visas are not available at the border or at the airport.

4. All TRV applicants must satisfy CIC that they are visiting Canada for the purpose of participating in the thirty-first Meeting of the Open-ended Working Group of the Parties to the Montreal Protocol. The applicants must also have a valid passport or travel document and demonstrate that they have enough money to support themselves while in Canada, amongst other requirements. A visa officer makes decisions on a case-by-case basis and the burden of proof lies with the applicant. Please visit <http://www.cic.gc.ca/english/information/applications/visa.asp#applications> for the full TRV application package and important further information.

(III) Health requirements and medical facilities

5. Visitors to Canada are able to use the Government of Canada's public health system but are required to pay for all medical services. As such, participants are strongly encouraged to obtain medical insurance for the duration of their trip before leaving their home country.

6. The Government of Canada does not require travellers to present an International Vaccination Certificate upon arrival. Participants arriving with prescription medication should also carry a prescription from their doctor to show immigration authorities. They should also carry enough medicine for the duration of their stay in Canada as to purchase prescription medicines in Canada will require a prescription from a certified Canadian practitioner and will therefore incur additional cost.

(IV) Movement into and around Montreal

7. The city of Montreal is serviced by the Montreal-Trudeau International Airport, approximately 15 Kilometers from downtown. There are several options for making this trip, the most direct of which are outlined below. For more information, please visit: <http://www.admtl.com/Passengers/AccessAndParking/Home.aspx>.

8. The Société de transport de Montréal (STM, the public transport service network of Montreal) runs an express bus line ("747") between the airport and downtown, which is in service 24 hours a day, seven days a week. The trip between Montréal-Trudeau Airport and the Montréal bus terminal at Berri-UQAM metro station takes approximately 35 minutes outside of rush hour, making several stops along the way. Individual tickets valid for 24 hours across the entire STM network are priced at (Canadian dollar) C\$8 for a one-way trip. At the airport, tickets are sold at the International Currency Exchange (ICE) counter on the international arrivals level. Tickets can also be bought onboard the bus but with coins (exact change) only.

9. The STM public transit service also operates a regular bus route 204 that serves Montréal-Trudeau airport to and from the Dorval bus / train terminus. Furthermore, the regular bus route 209 connects the Roxboro-Pierrefonds commuter train station to Montréal-Trudeau airport. The fares for both are C\$3 (coins only) for one adult one-way.

10. Alternatively, participants can get a taxi at the arrivals level near the central exit located in front of the cloakroom, where a dispatcher will be on hand to assist. No reservation is required and fares are determined by meter (minimum rate of C\$16,25) except for downtown destinations, for which the fare is fixed at C\$38,00. Visa, MasterCard and American Express credit cards are accepted as payment. Limousines are also available at the same location for a higher price.

11. Movement within the city is facilitated by an extensive network of public transport services available in the downtown area. Participants can buy tickets and booklets thereof at a more economical price at a variety of outlets, such as pharmacies, stores selling tobacco products, convenience stores (known as *depanneurs* in Montreal), metropolitan ticket counter or automatic fare vending equipment available throughout the transit system. Tickets can also be purchased onboard each time for C\$3 (coins only) per adult one-way.

(V) Hotel accommodation

12. The list of hotels can be found in annex III to this document. Additionally, it has been posted on the Ozone Secretariat website at the thirty-first Meeting of the Open-ended Working Group of the Parties to the Montreal Protocol portal (http://ozone.unep.org/Meeting_Documents/conf-en.shtml or http://www.unep.ch/ozone/Meeting_Documents/conf-en.shtml) and can also be downloaded from the ICAO website (<http://www.icao.int/icao/en/ListOfHotels.html>).

13. It is up to each participant to book their hotel accommodation directly with the hotels as soon as possible to take advantage of preferred accommodation. To qualify for the special rates, delegates should also indicate at the time of booking that they are participating in a United Nations Environment Programme meeting, specifically the Open-ended Working Group of the Parties to the Montreal Protocol to be held at the Headquarters of ICAO.

(VI) Local currency and payment facilities

14. The Canadian dollar (C\$) is the national currency in Canada, composed of the one-hundred-point-dollar. The daily exchange is placed in hotels, banks and exchange offices, where local currency can also be purchased.

15. Participants are permitted to carry up to C\$10,000 (or the equivalent in another currency) into Canada without declaring it. Sums of over this amount must be declared upon arrival to border officials.

16. International automated teller machines (ATMs) are available around Montreal and credit cards such as American Express, Master Card and Visa are accepted in major hotels and shopping malls.

(VII) Weather and local time information

17. According to the official site of the Government of Québec, the average temperature in Montreal in early August is around 18 degrees Celsius (<http://www.immigration-quebec.gouv.qc.ca/en/choose-quebec/territory/climate/average-temperatures.html>). The days are warm and the evenings and nights tend to be slightly cooler. As such, light clothing is necessary for the day and warmer outer clothes for the evenings and nights.

18. Standard time zone in Canada is UTC/GMT -4 (minus four) hours at the time of the meeting, when the daylight saving offset is in place.

(VIII) Other practical information

19. There are two official languages in Canada, English and French. The latter is the official language of the province of Québec, where Montreal is located. English is also widely spoken in the city of Montreal.

20. In terms of security, the crime rate in Montreal is very low; however, basic security measures and precautions should always be taken, such as locking valuables in the hotel safe and paying particular attention to laptops, cameras and phones.

21. The electric power in Canada is 110-120V running at 60Hz frequency and the plug types used are A (two flat parallel prongs) and B (two flat parallel prongs and a grounding pin), the illustrations of which can be seen below. Delegates are strongly encouraged to carry their own adapter for use with laptops and other electrical appliances as the Secretariat will not be able to provide these. In case of need, adapters can be purchased from shops in the city dealing in electronic and electrical items.

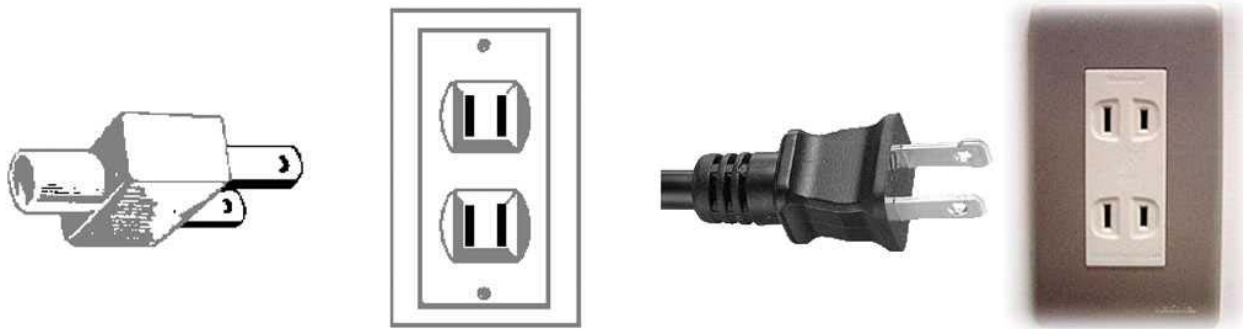


Figure 1: Illustration of the type A plug.

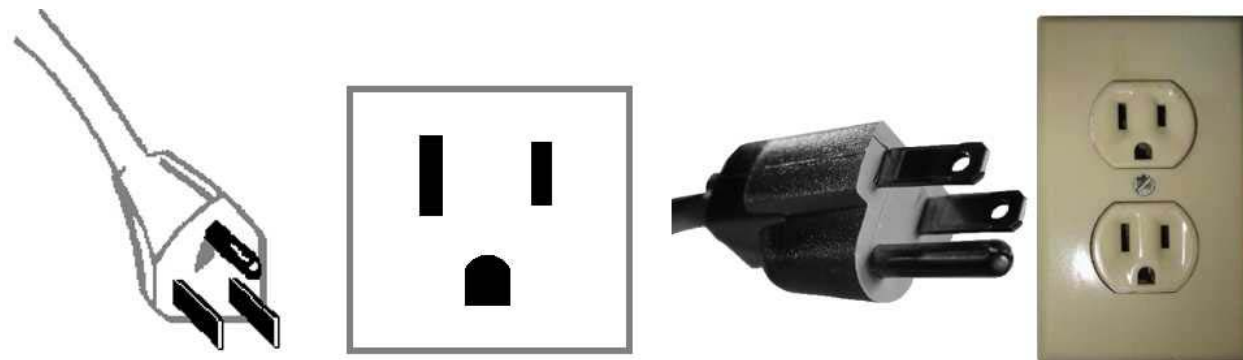


Figure 2: Illustration of the type B plug.

22. An extensive network of public telephones with affordable prepaid cards can be used for local, national and international calls. In Montreal, these calling cards, as well as local SIM (Subscriber Identity Module) cards, can be purchased from pharmacies, convenience stores (known as *depanneurs* in Montreal) and newsstands.

23. From any public phone in Canada, participants can dial toll free '0' for the operator and collect calls, '411' for directory assistance and '911' for emergency services such as police department, fire-fighting department and ambulance service.

24. Canada Post covers postal services in Canada. Postal counters are available in certain pharmacies and convenience stores (known as *depanneurs* in Montreal). Companies such as FEDEX, DHL and UPS counters can also be found throughout the city.

25. Restaurants and fast food outlets can be found throughout the city, offering a wide variety of international culinary choices.

(IX) Registration and identification name badges

26. To facilitate the issuance of identification badges and to avoid unnecessary delays at the meeting venue, participants are strongly encouraged to pre-register online through the Secretariat's website at http://ozone.unep.org/Meeting_Documents/oewg/31oewg/31oewg-reg-form.shtml and http://www.unep.ch/ozone/Meeting_Documents/oewg/31oewg/31oewg-reg-form.shtml from 2 May 2011. To ensure that the Secretariat has participants' badges ready for collection at the meeting venue, kindly ensure the Secretariat has the participants' electronic photographs on file. If in doubt, kindly e-mail ozoneinfo@unep.org, which is also the address where participants should submit their photographs.

27. Registration on site will begin at 8 a.m. on Sunday, 31 July 2011 and continue until Friday, 5 August 2011. If possible, participants are urged to collect their badges from the conference centre upon arrival in Montreal rather than waiting until the first day of the meeting.

28. For security reasons, the display of name badges is mandatory for admission to the Headquarters of ICAO, as well as to its meeting rooms. In addition, delegates are requested to have their valid passports and identification cards for entry into the building on the first day prior to registration.

(X) Financial assistance to developing countries

29. Limited funds are available to assist the participation of representatives of Parties that are from developing countries and countries with economies in transition. If your Government requires such assistance, then a written request should be sent to the Secretariat by 3 June 2011 providing the name and details of the participant to be assisted.

30. Please note that the travel costs of only one participant, using the most appropriate economical fares and including the United Nations daily subsistence allowance, will be provided for each country selected for assistance.

31. For further enquiries regarding the financial assistance to be provided to one representative of your Government, please contact Ms. Ruth Batten (e-mail: ruth.batten@unep.org).

(XI) Opening of the meeting

32. The thirty-first Open-ended Working Group of the Parties to the Montreal Protocol on Substances that Deplete the Ozone Layer will be opened at 10 a.m. on Monday, 1 August 2011. The morning sessions of the meetings will be held from 10 a.m. to 1 p.m. and afternoon sessions from 3 p.m. to 6 p.m., unless otherwise specified during the meetings.

(XII) Paperless Conferencing System and meeting documents

33. The Secretariat will once again be using the Paperless Conferencing System to process conference-room papers and provide access to meeting documents and administrative information during the meetings. As advised in prior meetings, participants with access to a laptop are strongly urged to carry it.

34. As per before, please note that the Paperless Conferencing System is a web-based system, meaning the only requirement is a laptop that has a wireless capability (to connect to the Wi-Fi network at the conference venue) and a browser (to access the paperless system - e.g. Internet Explorer, Firefox, Google Chrome); no software will be installed on the laptops, so administrator access to the laptop is not required. Participants will not require any password to access the system.

35. Delegates participating in closed contact groups will, however, be assigned passwords to access the private shared workspace of that contact group. Support staff will be on hand during the registration process and throughout the meetings to provide assistance as necessary.

36. All pre-session documents will be distributed to the official addresses that have been provided by parties to the Ozone Secretariat, by post or by e-mail as specified by each party. In any case, all documents will also be available for downloading from the Ozone Secretariat website (http://ozone.unep.org/Meeting_Documents/oewg/31oewg/conf-presession-en.shtml and http://www.unep.ch/ozone/Meeting_Documents/oewg/31oewg/conf-presession-en.shtml) as they become available.

37. In keeping with the parties' effort to maintain a paperless meeting, observers are requested not to distribute any documentation in the plenary room, and to submit requests for distribution via the Paperless Conferencing System, to Ms. Maria Saldanha (e-mail: maria.saldanha@unep.org) of the Secretariat.

(XIII) Side events and promotional material

38. Requests for side events should be made completing the attached form (annex VI) and sending it to the Secretariat by e-mail (maria.saldanha@unep.org with a copy to jacqueline.gitau@unep.org). Kindly note that this form can also be found online at: http://ozone.unep.org/Meeting_Documents/conf-en.shtml or http://www.unep.ch/ozone/Meeting_Documents/conf-en.shtml

39. Please be informed that should there be a cost for the renting of the equipment, this will be borne by the requesting organization.

40. Participants requiring display of promotional materials and publications should send them to:

Ms. Ruth Batten
c/o Mr. Mike Baiao
International Civil Aviation Organization
999 University Street, Montréal, Quebec H3C 5H7, Canada
Tel.: +1 514-954-8219

The package should clearly indicate the following sentence:

(NO COMMERCIAL VALUE - FOR CONFERENCE DISTRIBUTION ONLY)

Annex I

Visitor Visa Exemptions

Many people do not require a visa to visit Canada. These include:

- Citizens of Andorra, Antigua and Barbuda, Australia, Austria, Bahamas, Barbados, Belgium, Botswana, Brunei, Croatia, Cyprus, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Israel (National Passport holders only), Italy, Japan, Korea (Republic of), Latvia (Republic of), Lithuania, Liechtenstein, Luxembourg, Malta, Monaco, Namibia, Netherlands, New Zealand, Norway, Papua New Guinea, Poland (also see annex I), Portugal, St. Kitts and Nevis, St. Lucia, St. Vincent, San Marino, Singapore, Slovakia, Solomon Islands, Spain, Swaziland, Sweden, Slovenia, Switzerland, United States and Samoa;
- Persons lawfully admitted to the United States for permanent residence who are in possession of their alien registration card (Green card) or can provide other evidence of permanent residence;
- British citizens and British Overseas Citizens who are re-admissible to the United Kingdom;
- Persons holding passports or travel documents issued by the Holy See.

Annex II

Citizens of the following countries and territories require a Visa to visit or transit Canada:

A

Afghanistan
Albania
Algeria
Angola
Argentina
Armenia
Azerbaijan

B

Bahrain
Bangladesh
Belarus
Belize
Benin
Bhutan
Bolivia, Plurinational State of
Bosnia-Herzegovina
Brazil
Bulgaria
Burkina Faso
Burundi

C

Cambodia
Cameroon, Republic of
Cape Verde
Central African Republic
Chad
Chile
China, People's Republic of
Colombia
Comoros
Congo, Democratic Republic of the
Congo, Republic of the
Costa Rica
Cuba
Czech Republic

D

Djibouti
Dominica
Dominican Republic

E

East Timor
Ecuador
Egypt
El Salvador
Equatorial Guinea
Eritrea
Ethiopia

F

Fiji

G

Gabon
Gambia
Georgia
Ghana
Grenada
Guatemala
Guinea
Guinea-Bissau
Guyana

H

Haiti
Honduras

I

India
Indonesia
Iran, Islamic Republic of
Iraq
Israel (only Israeli citizens holding valid Israeli
"Travel Document in lieu of National Passport")
Ivory Coast

J

Jamaica
Jordan

K

Kazakhstan
Kenya
Kiribati
Korea, Democratic People's Republic of
Kosovo
Kuwait
Kyrgyzstan

L

Laos
Lebanon
Lesotho
Liberia
Libya
Lithuania (holders of non-biometric passports only)

M

Macedonia
Madagascar
Malawi
Malaysia
Maldives Islands
Mali
Marshall Islands
Mauritania
Mauritius
Mexico
Micronesia, Federated States of
Moldova
Mongolia
Montenegro
Morocco
Mozambique
Myanmar

N

Nauru
Nepal
Nicaragua
Niger
Nigeria

O

Oman

P

Pakistan
Palau
Panama
Paraguay
Peru
Philippines
Poland (holders of non-biometric passports only)

Q

Qatar

R

Romania
Russia
Rwanda

S

São Tomé e Príncipe
Saudi Arabia, Kingdom of
Senegal
Serbia
Seychelles
Sierra Leone
Somalia
South Africa
Sri Lanka
Sudan
Surinam
Syria

T

Tajikistan
Tanzania
Thailand
Togo
Tonga
Trinidad and Tobago
Tunisia
Turkey
Turkmenistan
Tuvalu

U

Uganda
Ukraine
United Arab Emirates
Uruguay
Uzbekistan

V

Vanuatu
Venezuela, Bolivarian Republic of
Vietnam

Y

Yemen

Z

Zambia
Zimbabwe

**HOTELS IN DOWNTOWN MONTRÉAL, DAILY RATES 2011
(ICAO preferential rates)**

	Hotel/Telephone/Fax	Address	Date Range				
			1 Jan – 30 Apr	1 May – 31 Oct	1 Nov – 31 Dec		
1	Delta Centre Ville +1 (514) 879-1370 / 879-1831	777 University Street	155.00	165.00	155.00	BBF *	
				1 May – 31 Aug	1 Sep – 31 Oct		
2	Bonaventure Hilton +1 (514) 878-2332 / 878-1442	900 de la Gauchetière West (Bonaventure Metro)	159.00	159.00	182.00	159.00	BBF *
			1 Jan – 29 Apr	30 Apr – 19 Nov	20 Nov – 31 Dec		
3	W Montreal +1 (514) 395-3100 / 395-3150	901 Victoria Square (Square-Victoria Metro)	179.00	204.00	189.00		
4	InterContinental Montreal +1 (514) 847-8525 / 847-8730	360 Saint-Antoine Street West	175.00	180.00	175.00		
			1 Jan – 26 Mar	27 Mar – 5 Nov	6 Nov – 31 Dec		
5	Montreal Marriott Château Champlain +1 (514) 878-9000 / 878-6761	1050 de la Gauchetière West	159.00	169.00	159.00	#	
6	Queen Elizabeth — Fairmont +1 (514) 861-3511 / 954-2296	900 René-Lévesque Blvd. West	174.00	174.00	174.00		
7	Hôtel Le Dauphin Montreal Downtown +1 (514) 788-3888 / 788-3889	1025 de Bleury Street	129.00	129.00	129.00	B	
8	Le Westin Montréal +1 (514) 380-3333 / 380-3332	270 Saint-Antoine West	169.00	179.00	169.00		
			159.00	159.00	159.00		
9	Embassy Suites Montreal +1 (514) 288-8886 / 288-8899	208 Saint-Antoine West	129.00 ¹	129.00 ¹	129.00 ¹	B	
			¹ special rate for stays over 14 consecutive days				
10	LHotel +1 (514) 985-0019 / 985-0059	262 Saint-Jacques Street West	145.00	165.00	145.00		
11	Holiday Inn Select +1 (514) 878-9888 / 878-6341	99 Viger Street West (Place d'Armes Metro)	133.00	149.00	135.00	B	
12	St. Paul Hotel +1 (514) 380-2222 / 380-2200	355 McGill Street	170.00	184.00 ¹ / 189.00	170.00	BBF	
			¹ for stays of 3 nights or more				
			1 Jan – 31 Mar	1 Apr – 31 May	1 Jun – 31 Oct		
13	Hôtel Place d'Armes +1 (514) 842-1887 / 842-6469	55 Saint-Jacques Street West	152.10	179.10	206.10	161.10	
			rate access code required: ICAO11				
			1 Jan – 31 Mar	1 Apr – 31 May	1 Jun – 31 Oct		
14	Hôtel Nelligan +1 (514) 788-2040 / 788-2041	106 Saint-Paul Street West	161.10	179.10	206.10	161.10	
			rate access code required: ICAO11				

Rates quoted are in Canadian dollars and do not include taxes and surcharges.

Rates are subject to blackout dates.

ICAO rates must be confirmed at the time of reservation

B Breakfast

BBF Buffet Breakfast

* Extra charge for double occupancy

Rates will be offered only if reserved by the ICAO Travel Section.

HOTELS IN DOWNTOWN MONTRÉAL, DAILY RATES

- 2 -

	Hotel/Telephone/Fax	Address	Date Range			
			1 Jan – 30 Apr	1 May – 31 Oct	1 Nov – 31 Dec	
15	Le Centre Sheraton Montreal +1 (514) 878-2000 / 878-3958	1201 René-Lévesque Blvd. West (Peel & Bonaventure Metro)	169.00	169.00	169.00	
16	Best Western Europa +1 (514) 866-6492 / 861-4089	1240 Drummond Street (Peel Metro)	89.00	119.00	89.00	
17	Le St-Martin +1 (514) 843-3000 / 286-6078	980 de Maisonneuve Blvd. West	155.00	185.00	155.00	
18	Novotel Montréal Centre +1 (514) 861-6000 / 861-6470	1180 de la Montagne Street	122.00	122.00	122.00	
19	Hyatt Regency Montréal +1 (514) 982-1234 / 285-1243	1255 Jeanne-Mance Street	145.00	180.00	145.00	
20	Hôtel Travelodge +1 (514) 874-9090 / 874-0907	50 René-Lévesque Blvd. West	75.00	92.00	75.00	B
21	Holiday Inn Express +1 (514) 448-7100 / 448-7101	155 René-Lévesque Blvd. East	111.00	111.00	111.00	B
22	Delta Montréal +1 (514) 286-1986 / 284-4342	475 avenue Président-Kennedy	155.00	165.00	155.00	
23	Holiday Inn — Midtown +1 (514) 842-6111 / 842-9381	420 Sherbrooke Street West	115.00	135.00	115.00	B
24	Quality Hotel Downtown +1 (514) 849-1413 / 849-6564	3440 avenue du Parc		1 May – 15 Oct	16 Oct – 31 Dec	
			100.00	112.00	100.00	
rate access code required: LCIAO						
25	Le Cantlie Suites +1 (514) 842-2000 / 844-0328	1110 Sherbrooke Street West (Peel Metro)	119.00	139.00	119.00	B
26	Best Western — Ville-Marie Hotel and Suites +1 (514) 288-4141 / 288-3021	3407 Peel Street	109.00	135.00	109.00	
27	Maritime Plaza +1 (514) 932-1411 / 932-0446	1155 Guy Street	114.00	114.00	114.00	B * \$10
28	Le Nouvel Hôtel +1 (514) 931-8841 / 931-5581	1740 René-Lévesque Blvd. West	121.00	121.00	121.00	BBF * \$20
29	Hôtel du Fort +1 (514) 938-8333 / 938-2078	1390 du Fort Street	125.00	135.00	125.00	
30	Le Château Versailles +1 (514) 933-8111 / 933-6867	1659 Sherbrooke Street West	140.00	140.00	140.00	B * \$20
31	Le Méridien Versailles +1 (514) 933-8111 / 933-6867	1808 Sherbrooke Street West	140.00	140.00	140.00	
32	Opus Montréal +1 (514) 843-6000 / 843-4770	10 Sherbrooke West	139.00	169.00	139.00	B

Rates quoted are in Canadian dollars and do not include taxes and surcharges.

Rates are subject to blackout dates.

ICAO rates must be confirmed at the time of reservation.

B Breakfast

BBF Buffet Breakfast

* Extra charge for double occupancy

Rates will be offered only if reserved by the ICAO Travel Section.

**APARTMENT HOTELS IN DOWNTOWN MONTRÉAL 2011
(ICAO preferential rates)**

	Hotel/Telephone/Fax	Address	No. of Nights	Date Range				
				1 Jan – 30 Apr	1 May – 31 Oct	1 Nov – 31 Dec		
A	La Tour Centre-Ville +1 (514) 866-8861 / 866-7257	400 René-Lévesque Blvd. West	1 – 6	87.00	92.00			
			7 – 29	77.00	87.00			
			30 plus	67.00	70.00			
B	Le Square Phillips Hôtel & Suites +1 (514) 393-1193 / 393-1192	1193 Place Phillips	1 – 6	128.00	147.00	130.00		
			7 – 29	119.00	131.00	121.00	B	
			30 plus	98.00	104.00	99.00		
				1 Jan - 26 Mar	27 Mar-28 May	29 May - 29 Oct	30 Oct - 31 Dec	
C	Marriott Residence Inn — Montreal Downtown +1 (514) 982-6064 / 844-8361	2045 Peel Street (Peel Metro)	1 – 6	144.00	161.00	189.00	161.00	
			7 – 13	132.00	153.00	179.00	153.00	
			14 – 29	123.00	144.00	170.00	144.00	BBF
			30 plus	106.00	126.00	135.00	126.00	
D	L'Appartement +1 (514) 284-3634 / 287-1431	455 Sherbrooke Street West	1 – 6	111.00	125.00	112.00		
			7 – 29	100.00	108.00	101.00	B	
			30 plus	79.00	81.00	80.00		
E	Candlewood Suites Montreal +1 (514) 667-5002 / 667-5003	191 René-Lévesque Blvd. East	1 – 6	110.00	110.00	110.00		
			7 – 14	86.00	86.00	86.00		
			15 – 29	76.00	76.00	76.00		
			30 plus	66.00	66.00	66.00		
F	La Tour Belvédère +1 (514) 935-9052 / 935-9532	2175 de Maisonneuve Blvd. West	1 – 6	109.00	109.00	109.00		
			7 – 29	99.00	99.00	99.00		
			30 plus	73.00	73.00	73.00		
				1 Jan – 31 May	1 Jun – 31 Oct			
G	Marriott Residence Inn — Westmount +1 (514) 935-9224 / 935-5049	2170 Lincoln Avenue	1 – 6	121.00	131.00	121.00		
			7 – 29	111.00	121.00	111.00	B	
			30 plus	91.00	101.00	91.00		

Rates quoted are in Canadian dollars and do not include taxes and surcharges.
Rates are subject to blackout dates.
ICAO rates must be confirmed at the time of reservation

B Breakfast
BBF Buffet Breakfast

Annex VI

Application form for Side-Events and Exhibitions



UNITED NATIONS ENVIRONMENT PROGRAMME

Programme des Nations Unies pour l'environnement Programa de las Naciones Unidas para el Medio Ambiente

Программа Организации Объединенных Наций по окружающей среде برنامج الأمم المتحدة للبيئة

联合国环境规划署



OZONE SECRETARIAT

APPLICATION FORM FOR SIDE-EVENTS AND EXHIBITIONS

Thirty-First Open-ended Working Group of the Parties to the Montreal Protocol on Substances that Deplete the Ozone Layer

Montreal, Canada
1-5 August 2011

Please fill out this form and return it by email to Maria.Saldanha@unep.org, with a copy to Jacqueline.Gitau@unep.org by Friday, 1 July 2011.

1. Name of organization:

2. Address:

3. Contact person:

Phone number:

E-mail:

4. Type of Side-event (please select with a cross):

Briefing (); Workshop (); Panel discussion (); Exhibition ()

5. Title of the Side-event or Exhibition:

For Side-events, please provide a brief description.

6. Technical services/materials required* (please select with a cross):

PC (); LCD projector (); Screen (); Microphones (); VCR (); TV (); DVD player (); Poster panels (); Exhibition booth (); Other – please specify: ()

7. Date preference (1-5 August 2011):**

8. Time preference for side-events (8am-10am; 1pm-3pm; 6pm-8pm):**

* Please note that organizations holding exhibitions or convening side-events will bear the costs incurred for the use of those technical services/materials.

** The Ozone Secretariat will endeavor to accommodate all requests, taking into consideration planned times of plenary (10am - 1pm and 3pm - 6pm from 1-5 August 2011), previous bookings and space availability. The Secretariat also reserves the right to alter bookings at any time before or during the meeting