



**INTER-PARLIAMENTARY FORUM OF THE AMERICAS (FIPA)  
SIXTH PLENARY MEETING  
OTTAWA, CANADA**

**September 13 – 15, 2009**

**GENERAL INFORMATION**

**PROGRAM**

Saturday, September 12, 2009	Arrival of participants Registration Meeting and Dinner for Members of the Executive Committee
Sunday, September 13, 2009	Registration Opening Session, Plenary Session, Working Group Sessions
Monday, September 14, 2009	Meeting of the Group of Women Parliamentarians, Working Group Sessions
Tuesday, September 15, 2009	Meeting of the Group of Women Parliamentarians, Plenary Session, Meeting of the Executive Committee
Wednesday, September 16, 2009	Departures

A detailed program will be posted on the Conference Web site at [www.cdnsectioncan-fipa.ca](http://www.cdnsectioncan-fipa.ca) and on the FIPA Technical Secretariat Web site at [www.e-fipa.org](http://www.e-fipa.org)

**VENUE OF MEETINGS**

All meetings will take place at:

**Parliament of Canada  
Centre Block  
Wellington Street, Ottawa**  
[www.parl.gc.ca](http://www.parl.gc.ca)

**WEB SITE**

All general information can be found on the Conference Web Site at [www.cdnsectioncan-fipa.ca](http://www.cdnsectioncan-fipa.ca).

The following forms are on the FIPA Technical Secretariat web site at [www.e-fipa.org](http://www.e-fipa.org):

- Participant Registration Form
- Accommodation Form
- Travel and Excursion Form

## CONFERENCE SECRETARIAT

Ms. Elizabeth Rody  
Chief of Protocol and Head of Conference Secretariat  
International and Interparliamentary Affairs  
Parliament of Canada  
05-03, 131 Queen Street  
Ottawa, Ontario CANADA K1A 0A6  
Tel: +1 613 943-5959  
Fax: +1 613 944-7497  
E-mail: [info@cdnsectioncan-fipa.ca](mailto:info@cdnsectioncan-fipa.ca)

## FIPA TECHNICAL SECRETARIAT

Ms. Emmanuelle Pelletier  
Executive Secretary  
Technical Secretariat of the Inter-Parliamentary Forum of the Americas (FIPA)  
500 – 165 Sparks Street  
Ottawa, Ontario CANADA K1P 5B9  
Tel: + 1 613 594-5222  
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E-mail: [info@e-fipa.org](mailto:info@e-fipa.org)

## ACCOMMODATION

Preferential rates are offered at the Fairmont Château Laurier Hotel for all participants. For details on rates and reservations, please see the Accommodation Form on the FIPA Technical Secretariat Web site at [www.e-fipa.org](http://www.e-fipa.org). Reservations should be made directly with the hotel **not later than August 19, 2009**. Please quote the booking code indicated on the form for special rates. Bookings received after the August 19, 2009 deadline will be subject to availability. Reservations must be guaranteed by use of a major credit card.

### Fairmont Château Laurier Hotel

1 Rideau Street  
Ottawa, Ontario, CANADA

For Reservations:

Tel: + 1 613 241-1414

+ 1 506 863-6310

Fax: +1 613 562-7030

[www.fairmont.com/laurier](http://www.fairmont.com/laurier)

For special rates, please quote booking code: **FIPA0909**

## CANCELLATION POLICY

Individual room reservations may be cancelled until 18:00 hours on the day of arrival. If cancelled after 18:00 hours, a one-night charge, including taxes, will be charged to the credit card used to guarantee the room.

If the participant does not check-in and has not cancelled the room reservation, a penalty equivalent to a one night's stay, including taxes, will be charged to the credit card on file and the room will be held until 6:00 hours on the day following the scheduled arrival.

### **LATE CHECK OUT FEES:**

Until 14:00 hours	No extra charges (must be requested and based on availability)
From 14:00 to 18:00 hours	50% of room rate
After 18:00 hours	100% of room rate

### **CUSTOMS AND ENTRY PROCEDURES**

Because the event is hosted by the Parliament of Canada, the delegates who require a temporary resident visa will not have to pay the temporary resident visa application fee (as per 296(2)(e)(i) of the *Immigration and Refugee Protection Regulations*). Delegates must clearly state that they are attending the Sixth Plenary Meeting of the Inter-Parliamentary Forum of the Americas (FIPA) on their application form.

To learn about the current visa and passport requirements, the official Web site for Citizenship and Immigration Canada is [www.cic.gc.ca/english/visit/index.asp](http://www.cic.gc.ca/english/visit/index.asp). Canadian Embassies or High Commissions may also be of assistance.

### **DIPLOMATIC REPRESENTATION**

All Embassies and High Commissions in Canada will be notified of the meetings, and will receive a copy of the program.

Participants wishing to reach their diplomatic representatives in Canada can consult the Department of Foreign Affairs Web site at [www.international.gc.ca](http://www.international.gc.ca).

### **HEALTH INSURANCE AND MEDICAL ASSISTANCE**

Please obtain health and travel insurance before coming to Canada. Coverage should include medical care obtained in community health facilities such as hospitals and clinics as well as physician's care.

It is also important that participants with prescribed medications bring a copy of their prescriptions (medications, glasses, etc.) with them as well as the medications themselves. Any medication should stay in hand luggage on board the aircraft, and not be checked, to avoid any problems owing to strayed or delayed baggage.

### **TRANSPORTATION**

The Canadian Secretariat will provide ground transportation by coach for all participants arriving and departing through Ottawa Macdonald-Cartier International Airport (YOW). It is therefore important that travel details be forwarded to the FIPA Technical Secretariat for each traveller.

Please submit the Travel and Excursion Form to:

FIPA Technical Secretariat

Fax: +1 613 594-4766

E-mail: [info@e-fipa.org](mailto:info@e-fipa.org)

Participants arriving at the Ottawa Macdonald-Cartier Airport on September 11 and 12, 2009 will be offered shuttle service to the Fairmont Château Laurier Hotel with the compliments of the Canadian delegation. After the meetings on September 15 and on September 16, 2009, a shuttle service will be available from the hotel to the airport.

Participants wishing to arrive and depart other days are invited to organise their own transfer. YOW Airporter Shuttle (<http://www.yowshuttle.com/>) runs a shuttle service for a (current rate) fee of \$14.00 Canadian dollars per person one way, every 30 minutes, between the airport and the downtown core, and stops at the Fairmont Château Laurier. The trip takes approximately 35 minutes. The Ottawa Macdonald-Cartier International Airport is situated approximately 20 km from downtown Ottawa. Car service may be arranged through the hotel concierge. A taxi to the downtown core is about \$30.00CAD plus gratuity.

## **REGISTRATION**

Upon arrival, participants are requested to register at the Conference Desk on the main floor of the Fairmont Château Laurier Hotel on Saturday, September 12 from 15:00 to 21:00 or on Sunday, September 13, 2009 from 8:00 to 10:00.

Participants may be required to show an official identification (passport or identity card) when registering.

All participants will be required to wear identity badges to attend meetings and social events.

## **INTERPRETATION**

Interpretation will be provided in the four official languages of FIPA: English, French, Spanish and Portuguese.

## **DRESS**

Business attire is appropriate for meetings and most social events. Casual dress, walking shoes and warm clothes will be appropriate for participating in the excursion.

## **ACCOMPANYING PERSONS' PROGRAM**

Programs will be available on the mornings of September 14 and 15, 2009. Separate tours will be offered in English, French and Spanish whenever possible.

## **CURRENCY**

The Canadian currency is the Canadian dollar (CAD\$). Most major credit cards are widely accepted. Moreover, ATMs (Automated Teller Machines) are available throughout the city, and banks and the hotel can provide exchange services.

## **TELEPHONES/ELECTRICITY SERVICE**

Mobile telephones work on the North American standard. Please verify your telephones with your local service provider prior to coming to Canada.

Canadian household voltage standard is AC110V-220V. Adaptors are not readily available and will be required for any European equipment.

## **TIPPING**

A 15% tip on the pre-tax bill is a standard expression of appreciation when dining out if you are happy with the service. Please note that some restaurants will automatically add a gratuity of 15-20% when serving large groups, so be sure to check your bill. A similar percentage is standard for haircuts, shoe shines, taxis and other such services.

## **WEATHER**

The weather in Ottawa is usually quite pleasant this time of the year with average day-time high temperatures of around 20°C.

## **VISITING CANADA**

The Canadian Tourism Commission can offer information on all parts of Canada, should you wish to extend your stay. You are invited to visit their Web site at [www.canada.travel](http://www.canada.travel).

## **ENVIRONMENTAL STEWARDSHIP**

The Parliament of Canada and the Fairmont Château Laurier Hotel practice environmental stewardship in all of their activities, meetings and conferences. Participants to the Conference are asked to apply the principles of the three Rs: reduce, reuse and recycle, both indoors and out during your stay.