DATE AND PLACE OF THE WORKSHOPS
The workshops will be hosted by the Staff Association of the SCBD in Montreal, from 7 to 9 October 2019. The training session will start at 09:00 AM on 7 October 2019. Registration will take place prior to the meeting at 08:30 AM at the workshop venue.

HOW TO GET TO SCBD
The SCBD offices are located at 413, Saint-Jacques Street West (Suite 800), in downtown Montreal, a few steps from the Square Victoria-OACI metro station on the orange line of the subway network. It is also about ten minutes’ walking distance from the Central Train Station (Bonaventure metro station). The taxi ride from Pierre-Elliot-Trudeau International Airport is about 30 to 50 minutes, depending on traffic. The Central Bus Station is four metro stations away (Berri-UQAM) from SCBD. See Annex 2 for additional details.

GENERAL INFORMATION ON ACCESS TO MONTREAL
Montreal is serviced by Montreal-Trudeau International Airport (15 km from downtown). Taxis and a bus (No. 747) are available at the airport. The information on rates is as follows:

<table>
<thead>
<tr>
<th>Bus:</th>
<th>One way trip</th>
</tr>
</thead>
<tbody>
<tr>
<td>Montreal-Trudeau Airport/Downtown (several locations) STM Express bus No. 747 (runs 24 hrs a day)</td>
<td>CAD $10 (Fares can be purchased from the automated dispensers at the international arrivals level. The $10 fare can also be paid in cash with exact change in coins only on board the bus. More information: <a href="http://www.stm.info/en/info/networks/bus/shuttle/more-about-747-aeroport-p-e-trudeau-centre-ville-shuttle">http://www.stm.info/en/info/networks/bus/shuttle/more-about-747-aeroport-p-e-trudeau-centre-ville-shuttle</a>)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Taxis:</th>
<th>CAD $40 Fixed rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Montreal-Trudeau /Downtown</td>
<td></td>
</tr>
</tbody>
</table>

**Hotels**
Participants are kindly reminded to make their own hotel reservations as soon as possible. A list of hotels offering special rates for participants is provided in Annex 1.

**Visas**
Participants are advised that Canada has stringent visa requirements for many countries. It is therefore advisable that you contact the travel section of your organization to determine whether you need an entry visa, and to submit your visa application as early as possible to avoid any delays. All delegates are responsible for processing their own visa applications.

Participants from countries listed in the Country list below require an entry visa for Canada and are strongly advised to contact the nearest Canadian diplomatic or consular mission as soon as possible in order to secure the required entry visa in a timely manner, prior to departure. It is recommended that you apply for a visa approximately 12 weeks prior to departure. Please note that airline companies will not allow boarding in the absence of a valid visa.

Information on visa procedures, including a list of relevant Canadian diplomatic/consular missions abroad, is available on the web site of Immigration, Refugees and Citizenship Canada at: http://www.cic.gc.ca/english/information/offices/apply-where.asp.

A number of countries also require Biometrics (fingerprints and photos) in order to enter Canada on a visa, they are noted in the list below with an asterisk. Information can be found at the following link: http://www.cic.gc.ca/english/visit/biometrics.asp.

On-line visa application:
Anyone can apply online for a visa to enter Canada. However, individuals who are required to provide biometrics still need to present themselves at a Visa Application Centre (VAC) to provide this information. An application will not go forward without the biometric information. The CIC will send you a biometric instruction letter by email through your MyCIC account when they receive your application. Read and print this letter and bring it, along with your passport or other travel document, to a Visa Application Centre (VAC) to give your biometrics. Find your closest VAC.
**Important:** Please continuously check your MyCIC account for any incoming emails, queries, request for information and responses.

**Visa-exempt foreign nationals who fly to or transit through Canada will need an Electronic Travel Authorization (eTA).** Travellers will need an eTA before they can board a flight to Canada. Exceptions include U.S. citizens and travelers with a valid Canadian visa. Canadian citizens, including dual citizens and Canadian permanent residents cannot apply for an eTA.

Applying for the eTA is an online process which takes only a few minutes to complete. The eTA will be valid for 5 years or upon expiry of your passport. There is a fee of CAN $7.00 for the electronic travel authorization (eTA).

The eTA link is as follows: [http://www.cic.gc.ca/english/visit/visas.asp](http://www.cic.gc.ca/english/visit/visas.asp)

**COUNTRIES AND TERRITORIES WHOSE CITIZENS REQUIRE VISAS IN ORDER TO ENTER CANADA AS VISITORS (AS LISTED ON THE WEBSITE OF IMMIGRATION, REFUGEES AND CITIZENSHIP CANADA)**

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

**A**
- Afghanistan*
- Albania*
- Algeria*
- Angola
- Antigua and Barbuda
- Argentina
- Armenia
- Azerbaijan

**B**
- Bahrain
- Bangladesh*
- Belarus
- Belize
- Benin
- Bhutan
- Bolivia
- Bosnia and Herzegovina
- Botswana
- Brazil
- Burkina Faso
- Burundi

**C**
- Cabo Verde
- Cambodia*
- Cameroon
- Central African Republic
- Chad

- China
- Colombia*
- Comoros
- Congo, Democratic Republic of the
- Congo, Republic of the
- Costa Rica
- Cote d'Ivoire
- Cuba

- Djibouti
- Dominica
- Dominican Republic

**D**
- East Timor
- Ecuador
- Egypt*
- El Salvador

**E (cont’d)**
- Equatorial Guinea
- Eritrea*
- Ethiopia

**F**
- Fiji

**G**
- Gabon

**H**
- Gambia, The
- Georgia
- Ghana
- Grenada
- Guatemala
- Guinea
- Guinea-Bissau
- Guyana

**I**
- Haiti*
- Honduras

**J**
- India
- Indonesia
- Iran, Islamic Republic of *
- Iraq*
- Israel

**J**
- Jamaica*
- Jordan*

**K**
- Kazakhstan
- Kenya
- Kiribati
- Korea, Democratic People’s Republic of
Kuwait
Kyrgyzstan
Lao, People's Democratic Republic of
Lebanon
Lesotho
Liberia
Libya
Madagascar
Malawi
Malaysia
Maldives
Mali
Marshall Islands
Mauritania
Mauritius
Micronesia, Fed. States of
Moldova
Mongolia
Montenegro
Morocco
Mozambique
Myanmar
Namibia
Nauru
Nepal
Nicaragua
Niger
Nigeria
Oman
Pakistan
Palau
Palestinian Authority
Panama
Paraguay
Peru
Philippines
Qatar
Russian Federation
Rwanda
Saint Kitts and Nevis
Saint Lucia
Health Requirements
There are no vaccination requirements for any international traveller.

Weather in Montreal
In October temperatures in Montreal usually range between a maximum of +23°C in the daytime and a minimum of +11°C at night. Please bring appropriate clothing. Current weather conditions in the area can be found at: http://www.worldweather.org/056/c00634.htm.

The standard time zone will be GMT/UTC -4 hours

Official Languages
There are two official languages in Canada: English and French. French is the official language of the province of Quebec; however, English is widely spoken in Montreal.

Electricity
The electrical current is 120 volts, 60 Hertz as shown in the pictures below.

Working languages
The working languages of the workshops is in English.

Security access
Security regulations at the SCBD are such that you will need to go to the 6th floor of the building where the Reception of the SCBD offices are situated. Access to the 8th floor will be given to you at that point.

Emergency Telephone Numbers in Montreal
The emergency number in all circumstances is 911 (French and English speaking operators).

Protecting Your Valuables
Montreal is a safe city by world standards. However, visitors should always be cautious in public places and the metro, as there may be pickpockets. Also, you are advised to use the safe in your hotel room or that provided by the hotel reception while away.
II. ADDITIONAL INFORMATION

Dining Facilities
There are literally thousands of restaurants in Montreal which cater to all tastes. Major hotels usually have a restaurant and the Old-Montreal area also has several bistrocs and restaurants. A 15% tip is customary on meals, and 10% on drinks only.

Telephone, Telefax and Internet Facilities
Most hotels have Business Centres. Please check with the Concierge.

Postal Services
Canada Post is the national carrier. There are branches located at:
157 St-Antoine St. West
1500 Ste-Catherine St. West

Taxis
There is an abundance of taxis, both at the airport and across the city. The minimum fare is CAD 3.45. Thereafter, it is CAD 1.17 per km. Most taxi drivers accept credit cards. Tipping is customary.

Public Transportation and transport from airport to hotel
The 747 express bus line service runs 24 hours a day, 7 days a week, between the airport and the Gare d’autocars de Montréal terminal (Berri-UQAM métro station), with stops at Lionel-Groulx metro station and along René-Lévesque Blvd., from Guy Street to Hôtel-de-Ville Avenue, at a cost of CAD 10.00 for unlimited travel throughout STM bus and métro networks during 24 consecutive hours. Exact fare is required. Travel time may vary between 45 to 60 minutes, depending on traffic conditions. Wi-Fi service is available on most 747 buses.

Buses/Metro
Montreal has an extensive public transit system. Within the metropolitan area, one-way adult fares are CAD 3.25 per trip, and exact change is required. Routes and other information may be found at: www.stm.info

Travel Facilities (Flight Reservations and Confirmation)
Information on visa procedures, including a list of relevant Canadian diplomatic/consular missions abroad, is available on the website of Canadian Citizenship and Immigration at: http://www.cic.gc.ca/english/information/offices/index.asp#international.

Banking and Currency Exchange Facilities
The Royal Bank of Canada, the National Bank, Scotia Bank and the Toronto-Dominion Bank have branches in the neighboring buildings. There is a currency exchange bureau (Universal Currency Exchange) in the nearby Montreal World Trade Centre, a ten-minute walk from SCBD.

Shopping
About a fifteen-minute walk away, Sainte-Catherine Street offers many large department stores and boutiques that sell clothing, shoe wear, sports articles, electronics, etc. There are also some shopping malls along this street. The Montreal World Trade Centre also has a few boutiques. (See city map referred to above.)
Credit Cards
The most widely accepted credit cards in shops and restaurants are Visa, and MasterCard, and then American Express.
### Annex 1

**HOTEL ACCOMMODATION**

**LIST OF 6 HOTELS IN THE VICINITY OF THE SCBD OFFICES**

**WITH INDICATIVE ROOM RATES IN CANADIAN DOLLARS**

**PRICES DO NOT INCLUDE THE APPLICABLE TAXES: GST 5% + QST 9.5%**

**RATES ARE INDICATIVE AND SUBJECT TO CHANGE**

<table>
<thead>
<tr>
<th>HOTELS</th>
<th>Approximate room rates</th>
<th>Distance to the meeting venue</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Hôtel Inter-Continental Montreal</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>360 St. Antoine Street West</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Montreal, Quebec H2Y 3X4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tel.: +1-514-987-9900</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Toll-free in N. America: 1-800-361-3600</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fax.: +1-514-847-8730</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E-mail: <a href="mailto:Yulhb-reservations@ihg.com">Yulhb-reservations@ihg.com</a></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reservation link: interContinental Montreal – ICAO/UNITED NATIONS HQ reservation Link</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Website: <a href="http://www.montreal.intercontinental.com">www.montreal.intercontinental.com</a></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Please request these <strong>ICAO or CBD</strong> rates at the time of booking.</td>
<td>1 minutes’ walk</td>
<td>Rates include: High-speed Internet</td>
</tr>
<tr>
<td><strong>Standard/Deluxe Room</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jan - Apr 22: $174.00</td>
<td></td>
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<tr>
<td>Apr 23 - Oct 25: $219.00</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Oct 26 - Dec 31: $174.00</td>
<td></td>
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</tr>
<tr>
<td><strong>Club Room</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jan - Apr 22: $224.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apr 23 - Oct 25: $269.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oct 26 - Dec 31: $224.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Many room types and rates and are available, check web link</td>
<td></td>
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<td></td>
</tr>
<tr>
<td><strong>Le Westin Montréal</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>270 St-Antoine West</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Montreal, Quebec</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tel: +1-514-380-3333</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fax: +1-514-380-3332</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E-mail: <a href="mailto:reservations@westinmontreal.com">reservations@westinmontreal.com</a></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Website: <a href="http://www.westinmontreal.com/">http://www.westinmontreal.com/</a></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Please request/mention these <strong>ICAO or CBD</strong> rates in your correspondence at the time of booking.</td>
<td>5 minutes’ walk</td>
<td>Rates include: High-speed internet</td>
</tr>
<tr>
<td>1 Jan – 22 Apr: $179.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>23 Apr – 8 Nov: $225.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9 Nov – 31 Dec: $179.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Note: Rates for standard room, other room types are available for additional charges.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Hôtel Le Dauphin</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1025 de Bleury Street</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Montreal, Quebec H2Z 1M7</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tel.: +1-514-788-3888</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fax: +1-514-788-3889</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E-mail: <a href="mailto:mtl_centre@hoteldauphin.ca">mtl_centre@hoteldauphin.ca</a></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="http://www.hoteldauphin.ca">www.hoteldauphin.ca</a></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Please request/mention these <strong>ICAO/CBD</strong> rates in your correspondence at the time of booking.</td>
<td>4 minutes’ walk</td>
<td>Rates include: Breakfast WIFI access</td>
</tr>
<tr>
<td>Jan 1 - Apr 30: $135.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>May 1 - Oct 31: $145.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nov 1 - Dec 31: $135.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Note: Rates for standard room, $10.00 extra for each additional</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Hyatt Regency Montreal**
1255 Jeanne-Manse
Montreal, Quebec, H5B 1E5
Tel: +1-514-982-1234
Fax: +1-514-841-2069
Website: [www.montreal.hyatt.com](http://www.montreal.hyatt.com)

Please request these [ICAO](http://montreal.hyatt.com/en/hotel/home.html?corp_id=78642) rates at the time of booking or group code #78642 for online bookings.

<table>
<thead>
<tr>
<th>Date</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan – May</td>
<td>$164.00</td>
</tr>
<tr>
<td>June – Oct</td>
<td>$214.00</td>
</tr>
<tr>
<td>Nov – Dec</td>
<td>$165.00</td>
</tr>
</tbody>
</table>

Note: Rates are for standard single room only; other upgraded room types and suites are available for additional charges.

**L’Appartement Hotel**
455 Sherbrooke Street West
Montreal, Quebec
Tel.: +1-514-284-3634
Fax: +1-514-287-1431
E-mail: info@appartementhotel.com
Website: [www.appartementhotel.com](http://www.appartementhotel.com)

Note: Monthly rates available for all room types. Please contact hotel directly for details.

Please request/mention these [SCBD](http://www.appartementhotel.com) rates at the time of booking. Daily (D) and weekly (W) rates available (For single or double occupancy)

<table>
<thead>
<tr>
<th>Studio (Queen)</th>
<th>Jan – Apr</th>
<th>May – Oct</th>
<th>Nov – Dec</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(D$114.00)</td>
<td>(D$133.00)</td>
<td>(D$116.00)</td>
</tr>
<tr>
<td></td>
<td>(W$103.00)</td>
<td>(W$114.00)</td>
<td>(W$105.00)</td>
</tr>
</tbody>
</table>

One bedroom suite:

<table>
<thead>
<tr>
<th>Jan – Apr</th>
<th>May – Oct</th>
<th>Nov – Dec</th>
</tr>
</thead>
<tbody>
<tr>
<td>(D$134.00)</td>
<td>(D$146.00)</td>
<td>(D$136.00)</td>
</tr>
<tr>
<td>(W$124.00)</td>
<td>(W$131.00)</td>
<td>(W$124.00)</td>
</tr>
</tbody>
</table>

Studio (2 double beds):

<table>
<thead>
<tr>
<th>Jan – Apr</th>
<th>May – Oct</th>
<th>Nov – Dec</th>
</tr>
</thead>
<tbody>
<tr>
<td>(D$123.00)</td>
<td>(D$143.00)</td>
<td>(D$125.00)</td>
</tr>
<tr>
<td>(W$113.00)</td>
<td>(W$124.00)</td>
<td>(W$115.00)</td>
</tr>
</tbody>
</table>

Two bedroom suite:

<table>
<thead>
<tr>
<th>Jan – Apr</th>
<th>May – Oct</th>
<th>Nov – Dec</th>
</tr>
</thead>
<tbody>
<tr>
<td>(D$134.00)</td>
<td>(D$144.00)</td>
<td>(D$134.00)</td>
</tr>
<tr>
<td>(W$124.00)</td>
<td>(W$129.00)</td>
<td>(W$124.00)</td>
</tr>
</tbody>
</table>

Rates include:
- Continental Buffet Breakfast
- High speed internet
- Daily newspaper
- Local calls

**L’HÔTEL**
262 Saint Jacques West
Montreal, Quebec, H2Y 1N1
Tel.: +1-514-985-0019
Fax: +1-514-985-0059
[http://hotelmontreal.com](http://hotelmontreal.com)

Please request “Convention on Biological Diversity” rates at the time of booking.

<table>
<thead>
<tr>
<th>Date</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single</td>
<td>$155.00</td>
</tr>
<tr>
<td>Double</td>
<td>$175.00</td>
</tr>
<tr>
<td>May – Oct</td>
<td>(Single:$219.00; Double $239.00)</td>
</tr>
<tr>
<td>Nov – Dec</td>
<td>(Single:$161.00; Double $181.00)</td>
</tr>
</tbody>
</table>

Note: Additional occupants $40 per room per night. Some blackout dates apply, kindly check with hotel.