THE SENIOR ARCTIC OFFICIALS MEETING.

2014

Foreign Affairs, Trade and Development Canada

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THE SENIOR ARCTIC OFFICIALS MEETING

Yellowknife, Northwest Territories, March 25-27, 2014

TRAVEL AND LOGISTICAL INFORMATION

Meeting

1. The second Senior Arctic Officials Meeting to be held under Canada’s chairmanship will be held in the city of Yellowknife, in Canada's Northwest Territories on March 25-27, 2013, hosted by Mr. Patrick Borbey, Chair of the Arctic Council’s Senior Arctic Officials. The SAO Executive Meeting will take place at the Northwest Territories Legislative Assembly on March 25 and the SAO/PP Plenary Meeting will take place at the Weledeh/St-Patrick School on March 26-27.

Accommodation

2. As accommodations are limited in the city of Yellowknife and March is a very busy time of year, we strongly recommend that you book your accommodations as early as possible. The Explorer Hotel is the official hotel of the SAO meeting. A block of rooms has been reserved and delegates can book their accommodation by calling the Reservations Desk at 1-800-661-0892 and use the SAO Meeting group code: SAO14 or through the following web link: https://booking.explorerhotel.ca/irreservations/asp/RoomAvailability.asp

The rate per night is $160.00 per night plus GST for standard rooms and $222 per night plus GST for Junior Suites. Delegates are invited to book their accommodation before February 24, 2014, in order to take advantage of a preferred rate.

Transportation

3. Arrival in Yellowknife: Free shuttle buses are available from the Yellowknife Airport to the Explorer Inn. Please note that taxis are also available outside the terminal building and all companies accept credit cards. The distance from the airport to the hotel is of 5.0 km; about 5 to 7 minutes.

4. Between hotel and meeting/reception venues: Free shuttle buses will be available to transport delegates to the meeting venue and the Reception of the Government of the Northwest Territories.
Registration

5. Please note that certain restrictions will be placed on the size of delegations during the meeting (see below). In addition, all delegates must be nominated through their Head of Delegation (HoD) in order to be registered for the meeting. If you have not done so already, please provide the Arctic Council Secretariat with the name and contact information of your Head of Delegation. All delegates are requested to register for the meeting before March 14, 2014 through the Government of Canada registration link: https://www.accreditationcanada.gc.ca/SAO-0314 (active as of January 30). All participants registered will receive a badge, which will provide access to all sessions of the meetings, the Reception and the Official Dinner. Delegates will retrieve their meeting badge as well as their welcome package upon registration at the Explorer Inn Hotel on March 24 from 5:00 p.m. to 9:00 p.m. and all day at the Weledeh/St-Patrick School on March 26.

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<tr>
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<th>Executive</th>
<th>Plenary</th>
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<tr>
<td>Arctic Council States</td>
<td>HoD +2</td>
<td>HoD +8</td>
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<tr>
<td>Permanent Participants</td>
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<td>Accredited Observers</td>
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<td>Working Groups</td>
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Meeting Room Arrangements

6. The meeting sessions of the SAO/PP Executive Meeting will be held at the Northwest Territories Legislative Assembly on March 25, 2014. Each Arctic State and Permanent Participant will have one seat at the table and two seats behind for each session. The meeting will start at 9:00 a.m. and will end at 5:00 p.m.

7. The meeting sessions of the SAO/PP Plenary Meeting will be held at the Weledeh/St-Patrick School on March 26-27. Each Arctic State and Permanent Participant will have two seats at the table. Working Groups will have one seat at the table. Seats will be available in outer rows for additional participants and observers. The meeting will convene at 9:00 a.m. on March 26 and will end at 4:00 p.m. on March 27.

8. In all sessions, seats at the table will follow English alphabetical order.

9. Wi-Fi Internet access for delegates will be available at the meeting venues. A password will be provided in the welcome package for delegates. It is requested that mobile phones not be used during the meeting.

Interpretation

10. Simultaneous interpretation will be provided in English, French and Russian during the SAO/PP Plenary Meeting. Simultaneous interpretation will be provided in English and Russian during the Executive Meeting.
Official Documentation

11. Delegates will receive a welcome package containing a complete set of documents. The folder will be handed out at hotel registration upon arrival (March 25-26) and will contain the following documentation:

- Annotated agenda
- Practical information

Hospitality

12. Lunch, and morning and afternoon refreshments will be provided to delegates during the meeting sessions.

Specific Food Requirements

13. If participants have special dietary requirements or allergies, please transmit all related information to: johslee.thellot@international.gc.ca. The Government of Canada will make arrangements with the caterers for the preparation of alternative menu options.

Parallel events

Outreach Event – Monday, March 24

14. An outreach event in a nearby community is being planned for the afternoon of Monday, March 24. Transportation will be provided. Additional details will follow.

Official Dinner – Tuesday, March 25

15. An Official Dinner will be hosted by the Government of Canada at the Explorer Inn Hotel on Tuesday, March 25. Further details will be available in the welcome package.

Reception Event – Wednesday, March 26

16. The Government of the Northwest Territories will be hosting a reception event in a snow castle built on the frozen Great Slave Lake. The event will showcase traditional northern economies and will provide for great entertainment along the way. It is recommended that delegates wear the appropriate winter boots and outdoor clothing to this event, as they will be spending the evening on Great Slave Lake in an enclosed structure built of snow.

Entry requirements

17. All delegates must possess valid travel documents and, where necessary, a visa for entry into Canada. Visa requests should be submitted to the Canadian Embassy in the delegation’s national capital. For current information on which countries require visas to travel to Canada, please visit the Citizenship and Immigration Canada website at: http://www.cic.gc.ca/EnGlish/visit/visas.asp.

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Airline companies flying to Yellowknife

18. There are several airline carriers that fly to Yellowknife from Canadian hub cities:

Canadian North: 1-800-661-1505

First Air: 1-800-267-1247

Air Canada Jazz: 1-888-247-2262

Northwestern Air: 1-800-872-2216

WestJet Airlines: 1-800-538-5698

Weather

19. The average daily maximum temperature in Yellowknife in March is -11.2°C (12°F). The average daily minimum temperature is -23.3°C (-10°F). Visit www.climate.weatheroffice.ec.gc.ca for current weather forecasts.

Time Difference

20. Yellowknife is on Mountain Standard Time (MST), UTC-7.

Currency

21. The currency in the Northwest Territories is the Canadian dollar (CAD). Most major international currencies can be exchanged at nearby banks, at all Canadian airports, and in hotels. It should be noted that rates of exchange vary slightly from one institution to another. Major credit cards (e.g. VISA, MasterCard) are widely accepted in Canada. Most bank cards can also be used at ATM machines to withdraw cash in Canadian dollars.

Tipping

22. Tipping is customary in sit down restaurants and is rarely included in the bill. Typical range is 10-15% of the total bill. For taxi fares, it is customary to add 5-10% to the total as a tip to the driver.

Tap Water

23. Tap water in Yellowknife is completely safe to drink.

Telephone / Electricity

25. Cellular telephone coverage in the Northwest Territories is CDMA-based. While 3G or HSPA should work in Yellowknife, phones using a GSM system will not work. Visitors should check with their providers prior to travel. The exit code to place international calls while in Canada is 011 (followed by applicable country code + number).

26. Electrical supply is 110-120 Volts, and outlets are the “Type B” North American standard. Adaptors may not be readily available.

Emergency

27. Dial local 911 for all health and safety emergencies.
Visiting Yellowknife

28. For information regarding tourist attractions and restaurants in Yellowknife please visit the tourism site at: http://www.visityellowknife.com/