

THE SENIOR ARCTIC OFFICIALS MEETING

Yellowknife, Northwest Territories, October 21-23, 2014

TRAVEL AND LOGISTICAL INFORMATION

Meeting

1. The third Senior Arctic Officials Meeting under Canada's Arctic Council chairmanship will be held in the city of Yellowknife, Northwest Territories from October 21-23, 2014, hosted by Mr. Vincent Rigby, Chair of the Senior Arctic Officials. The SAO/PP Executive Meeting will take place on October 21 at the Explorer Inn hotel. The SAO/PP Plenary Meeting will take place on October 22-23, also at the Explorer Inn hotel.

Accommodation

2. *As accommodations are limited in the city of Yellowknife and October is a very busy time of year, we strongly recommend that you book your accommodations as early as possible.* **The Explorer Inn 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: SA14-2** or through the following web link: <https://booking.explorerhotel.ca/iqreservations/asp/RoomAvailability.asp>

The rate is \$159.00 per night plus GST for a standard room. Delegates are invited to book their accommodation before **October 8, 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 5.0 km; about 5 to 7 minutes.

4. *Between the hotel and the dinner venue:* Free shuttle buses will be available to transport delegates to the Official Dinner of the Government of Canada and 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 through the Government of Canada registration link: <https://www accreditationcanada.gc.ca>. The on-line registration site will be accessible for registration as of **September 8** and delegates are requested to register before **October 15**. All participants registered will receive a badge, which will provide access to all sessions of the meetings, the Reception and the Official

Foreign Affairs, International Trade and Development Canada

Dinner. Delegates will retrieve their meeting badge as well as their welcome package upon registration at the Explorer Inn Hotel on October 19 from 5:00 p.m. to 9:00 p.m. and all day on October 20, 21 and 22.

	Executive	Plenary
Arctic Council States	HoD +2	HoD +8
Permanent Participants	HoD +2	HoD +8
Working Groups	--	Chair +1
Task Forces	--	1 each
IPS	--	2
Accredited Observers	--	2 each

Meeting Room Arrangements

6. The meeting sessions of the SAO/PP Executive Meeting will be held at the Explorer Inn Hotel on October 21, 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 Explorer Inn Hotel on October 22-23, 2014. Each Arctic State and Permanent Participant organization will have two seats at the table. Working Groups and Task Forces will have one seat at the table. Seats will be available in outer rows for accredited observers. The meeting will convene at 9:00 a.m. on October 22 and will end at 12:00 p.m. on October 23.

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. The folder will be handed out upon arrival 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: audrey.desmarteaux-houle@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, October 20

14. A community outreach event is being planned. Transportation will be provided. Additional details will follow.

Official Dinner – Tuesday, October 21

15. An Official Dinner will be hosted by the Government of Canada and the Government of the Northwest Territories. Transportation will be provided. Further details will be available in the welcome package.

Entry requirements

16. **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, or the identified processing centre. We encourage all delegates to make arrangements as early as possible as there may be significant processing delays.**

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>.

Airline companies flying to Yellowknife

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

Canadian North: <http://www.canadiannorth.com/>

First Air: <https://firstair.ca/>

Air Canada: <http://www.aircanada.com>

Northwestern Air: <http://nwal.ca/>

WestJet Airlines: <http://www.westjet.com/>

Air North: www.flyairnorth.com

Weather

18. The average daily maximum temperature in Yellowknife in October is -1.4°C (30°F). The average daily minimum temperature is -4.2°C (24°F). Visit www.climate.weatheroffice.ec.gc.ca for current weather forecasts.

Time Difference

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

Currency

20. 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

21. 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

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

Telephone / Electricity

23. 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).

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

Emergency

25. Dial local 911 for all health and safety emergencies.

Visiting Yellowknife

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