

Foreign Affairs, Trade and Development Canada

SENIOR ARCTIC OFFICIALS MEETING

Whitehorse, Yukon, March 2-5, 2015

TRAVEL AND LOGISTICAL INFORMATION

1. Meeting

The SAO Executive & Plenary Meeting will be held in the city of Whitehorse, Yukon, Canada from March 2-5, 2015, hosted by Mr. Vincent Rigby. The meetings will take place at the Kwanlin Dün Cultural Centre located in downtown Whitehorse.

2. Accommodation

*We strongly recommend that you book your guest room as early as possible. The Westmark Whitehorse Hotel is the official hotel for the SAO Executive & Plenary Meeting. A block of rooms has been reserved and delegates are invited to book their accommodation before **February 4, 2015**, in order to take advantage of a preferred rate of \$144 CDN / night, which includes a hot buffet breakfast.*

Reservations at the **Westmark Whitehorse Hotel** can be made directly on the website at [SAO/Arctic Council](#) and inserting the Group Code **SAO022815** or by telephone at 1-800-544-0970.

3. Transportation

Arrival in Whitehorse: Free shuttle buses are available from the Whitehorse Airport to the Westmark Whitehorse Hotel. 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 6.0 km, about 10 minutes.

Between the hotel and the meeting venue: The Kwanlin Dün Cultural is walking distance from the hotel at approximately 500 meters; about 6 minutes, however a shuttle van will be available to transport delegates to the meeting site. Transportation will also be provided to the site of the Official Reception of the Government of Canada and the Yukon Government.

4. Registration

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 required to register for the SAO Executive & Plenary Meeting through the Government of Canada registration link: www.accreditationcanada.gc.ca. The registration website will be open from **February 2, 2015 to February 26, 2015**. All registered participants will receive a badge, which will provide access to all sessions of the meetings and the Official Dinner. Delegates can retrieve their meeting badge as well as their welcome package upon registration at the Westmark Hotel on Sunday, March 1 from 5:00 p.m. to 9:00 p.m. and all day from March 2-4 at the Kwanlin Dün Cultural Centre.

	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

5. Meeting Room Arrangements

The meeting session of the SAO/PP Executive Meeting will be held at the Kwanlin Dün Cultural Centre on March 2-3, 2015. 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.

The meeting sessions of the SAO/PP Plenary Meeting will be held at the Kwanlin Dün Cultural Centre from March 4-5, 2015. 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 accredited observers. The meeting will be from 9:00 a.m. to 5:00 p.m.

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

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.

6. Interpretation

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.

7. Official Documentation

Delegates will receive a welcome package. The folder will be handed out at registration upon arrival and will contain the following documentation:

- Annotated agenda
- Practical information

8. Hospitality

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

9. Specific Food Requirements

We welcome participants who have special dietary requirements or allergies, to transmit all food related information to: andree.menard@international.gc.ca. The Government of Canada will make arrangements with the caterers for the preparation of alternative menu options.

10. Parallel events

Outreach Event – Date TBC

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

Reception Event – Wednesday, March 4

An official Reception Event will be hosted by the Government of Canada and the Yukon Government. Transportation will be provided. Further details will be available in the welcome package.

11. Entry formalities

All delegates must possess valid travel documents and, where necessary, a visa for entry into Canada. Visa requests should be submitted via the Canadian Embassy in the delegation's national capital.

For current information on which countries require a visa to travel to Canada, please visit the Citizenship and Immigration Canada website at: www.cic.gc.ca/EnGlish/visit/visas.asp.

12. Airlines

There are two airline carriers that fly to Whitehorse from Canadian hub cities:

1. Air Canada: 1-888-247-2262 or www.aircanada.com
2. Air North: 1-800-661-0407 or www.flyairnorth.com

13. Weather

The average daily maximum temperature in Whitehorse in March is -12°C (10°F). The average daily minimum temperature is -24°C (-11°F). Visit www.climate.weatheroffice.ec.gc.ca for current weather forecasts.

14. Time Zone

Whitehorse is on Pacific Standard Time (PST), UTC-8.

15. Currency

The currency 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.

16. Tipping

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.

17. Telecommunications / Electricity

Cellular telephone coverage in the Yukon is CDMA-based. While 3G or HSPA should work in Whitehorse, 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).

The code to make international calls from Canada is 011 (followed by the country code + applicable number).

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

18. Emergency

Dial local 911 for all health and safety emergencies.

19. Visiting Whitehorse

For information regarding tourist attractions and restaurants in Whitehorse please visit the tourism site at: <http://www.yukoninfo.com/whitehorse-yukon/>