



OEA CITEL



Innovation, Science and
Economic Development Canada
Innovation, Sciences et
Développement économique Canada

**34th Meeting of the Permanent Consultative Committee II:
Radiocommunications (PCC.II)**

INFORMATION BULLETIN

**Ottawa, Canada
12 to 16, August 2019**

IMPORTANT NOTE: AS THE AVAILABILITY OF HOTEL ROOMS CAN BE LIMITED IN THE SUMMER, IT IS RECOMMENDED THAT YOU RESERVE YOUR ROOM AS EARLY AS POSSIBLE.

1. WELCOME AND INTRODUCTION

Innovation, Sciences and Economic Development Canada (ISED) welcomes you to the 34th meeting of the Permanent Consultative Committee II: Radiocommunications (PCC.II) in the city of Ottawa, Ontario, Canada.

This administrative circular contains important information related to the meeting, including administrative procedures, the logistics of the meeting, and issues of interest to all participants.

For more information on the logistics of the meeting, please contact Chantal Gazaille at the following email chantal.gazaille@canada.ca.

2. DATE AND PLACE OF MEETING

The 34th meeting of the Permanent Consultative Committee II: Radiocommunications (CCP.II) will be held from **Monday 12 to Friday 16 of August 2019**, at the Shaw Centre in Ottawa.



The Shaw Centre is just steps away from Ottawa landmarks and attractions such as Parliament Hill, the Chateau Laurier Hotel, the ByWard Market and the Rideau Canal, recently designated as a UNESCO World Heritage site. The Centre is a 20-minute ride from the Ottawa International Airport and is directly linked to the Westin Ottawa Hotel and the Rideau Centre shopping centre.

Shaw Centre

55 Colonel By Drive
Ottawa, Ontario, K1N 9J2

Tel: +1 (613) 563-1984

+1 (800) 450-0077

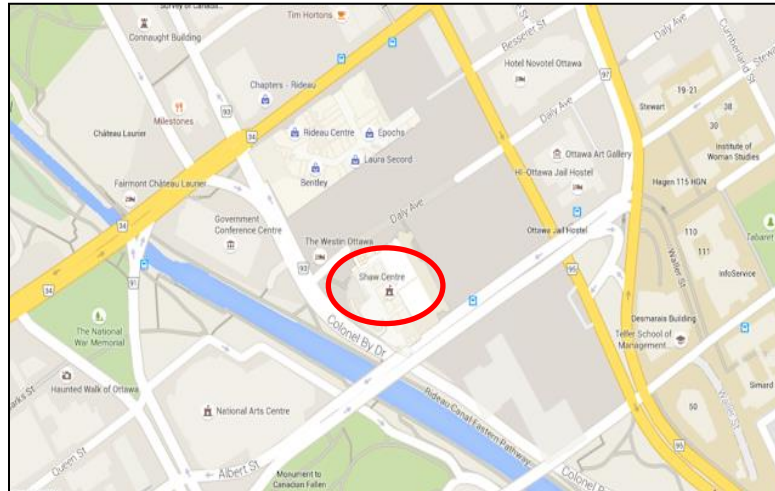
Fax: +1 (613) 563-7646

E-mail:

info@shaw-centre.com

Web site:

<http://www.shaw-centre.com/>



3. PROGRAM OF ACTIVITIES

It will be provided by the Secretariat of CITEL.

- **Lunch will be offered by the administration at the Shaw Centre from Monday to Thursday.**

4. CONTACT INFORMATION

The national coordinator for the August 2019 Ottawa CCP.II meeting is:

Chantal Gazaille

Sr. Spectrum Engineer

Email: Chantal.gazaille@canada.ca

Tel: +1 (613) 614-5137

5. REGISTRATION AND IDENTIFICATION FOR THE EVENT

Delegates can register for the event:

- Sunday, August 11, from 4:30 – 6:00 p.m.; and,
- Monday to Thursday, August 12-15, from 8:00 a.m. – 5:30 p.m.

The registration area will be located in the Rideau Canal Atrium on the 2nd level of the Shaw Centre. You can view the floor plan at:

https://www.shaw-centre.com/wp-content/uploads/2018/11/Level-2_2018-plan.pdf

Delegates will be required to provide an official photo identification (ID), such as passport or identity card, to receive their ID badge. It will be necessary to carry the badge throughout the event. Furthermore, delegates wishing to borrow headphones for interpretation services will have to submit an official ID card (other than passport). The ID card will be returned to them

when they bring back the headphones, either on a daily basis or at the end of the week.

6. ENTRY REQUIREMENTS

Depending on where you live, you will need to meet certain entry requirements to visit Canada.

Should you [require a visa](#) to visit Canada, it is recommended that you contact the [visa office](#) responsible for your place of residence to obtain information and to submit an application. Please include a copy of this information bulletin, along with all other required documentation with your visa application. Processing times for visa applications vary depending on the visa office and the time of the year. Participants are encouraged to apply approximately **12 weeks** in advance of their departure date to ensure they receive the visa in time.

To facilitate border procedures, please indicate that **The Immigration, Refugees and Citizenship Canada Special Event Code for this event is: 19CITE**. Furthermore, it is recommended that you bring a copy of the attached Canadian Border Services Agency (CBSA) letter for presentation upon arrival to Canada.

For more information about traveling to Canada, please consult: <https://travel.gc.ca/>

List of members who require visa for Canada:

- Antigua and Barbuda
- Argentina
- Belize
- Bolivia
- Brazil
- Colombia
- Costa Rica
- Cuba
- Dominica
- Dominican Republic
- Ecuador
- El Salvador
- Grenada
- Guatemala
- Guyana
- Haiti
- Honduras
- Jamaica
- Nicaragua
- Panama
- Paraguay
- Peru
- St. Kitts and Nevis
- St. Lucia
- St. Vincent and the Grenadines
- Surinam
- Trinidad and Tobago
- Uruguay
- Venezuela

Insurance: Canada does not pay for hospital or medical services for visitors. Therefore, delegates should get health insurance to cover any medical costs before their visit to Canada.

7. LODGING

As Ottawa is a popular tourist destination in the summer, it is recommended that delegates book their accommodations as soon as possible.

The following link allows visitors to Ottawa to reserve accommodations, compare hotel rates, and find hotel deals and specials: <http://www.ottawatourism.ca/stay/>

Below are some hotels that are within a 15-minute walk to the Shaw Centre. For reference, current price ranges offered on travel websites per room, per night are also provided below. Note that these are only estimated costs and are subject to change. Taxes/fees of approximately 17.5% should also be added.

The Westin Ottawa

11 Colonel By Drive, Ottawa, ON K1N 9H4

+1 (613) 560-7000

<http://www.thewestinottawa.com/>

Price Range: \$275-\$320 CDN per night

[Approximate distance from Shaw Centre: 0.1 km](#)

Fairmont Château Laurier Hotel

1 Rideau St, Ottawa, ON K1N 8S7

+1 (613) 241-1414

<http://www.fairmont.com/laurier-ottawa/>

Price Range: \$270-300 CDN per night

[Approximate distance from Shaw Centre: 0.35 km](#)

Lord Elgin Hotel

100 Elgin St, Ottawa, ON K1P 5K8

+1 (613) 235-3333

<http://www.lordelginhotel.ca/>

Price Range: \$215-270 CDN per night

[Approximate distance from Shaw Centre: 0.45 km](#)

Marriott Ottawa Hotel

100 Kent St, Ottawa, ON K1P 5R7

+1 (613) 238-1122

<http://www.marriott.com/hotels/travel/yowmc-ottawa-marriott-hotel/>

Price Range: \$255-\$330 CDN per night

[Approximate distance from Shaw Centre: 1.2 km](#)

Courtyard Ottawa Downtown

350 Dalhousie St, Ottawa, ON K1N 7E9

+1 (613) 241-1000

<http://www.marriottcourtyardottawa.com/>

Price Range: \$225-245 CDN per night

[Approximate distance from Shaw Centre: 0.75 km](#)

Hotel Novotel Ottawa

33 Nicholas St, Ottawa, ON K1N 9M7

+1 (613) 230-3033

www.novotelottawa.com

Price Range: \$160-190 CDN per night

[Approximate distance from Shaw Centre: 0.4 km](#)

Sheraton Ottawa Hotel

150 Albert Street, Ottawa, Ontario, K1P 5G2

+1 (613) 238-1500

www.sheratonottawa.com

Price Range: \$185-220 CDN per night

[Approximate distance from Shaw Centre: 0.7 km](#)

ARC The Hotel Ottawa

140 Slater St, Ottawa, ON K1P 5H6

+1 (613) 238-2888

www.arcthehotel.com

Price Range: \$195-230 CDN per night

[Approximate distance from Shaw Centre: 0.7 km](#)

8. TRANSPORT

Taxis: Taxis are available to and from the airport and hotels.

Bus services: In terms of getting around in Ottawa, local bus service is also available. In order to plan a local bus trip, please visit the OC Transpo website at: <http://plan.octranspo.com/plan>

9. DRESS CODE

A formal or casual dress code is acceptable to most meetings and events of PCC. II. However, formal attire for the plenary sessions is recommended.

10. SPECIAL REQUIREMENTS

To ensure that their specific needs can be accommodated, delegates with accessibility and/or other unique requirements should contact the various hotels before making reservations.

11. GENERAL INFORMATION

Languages: English and French are the official languages of Canada.

Weather: Summer (June to August) is warm and humid in Ottawa. In August, the average temperature is 25° C during the day and 14° C at night. To check the weather forecast while in Ottawa, please visit: https://weather.gc.ca/city/pages/on-118_metric_e.html

Time Zone: In August, Ottawa follows the Eastern Daylight Time or UTC/GMT – 4 hours.

Telephone area codes: +1 (613) and +1 (343)

Medical emergency services: Dial 911

Currency: The Canadian dollar is the official currency of Canada, and is the only currency accepted at most businesses. Banks and authorized exchange houses convert foreign currency. Most credit cards are widely accepted. The sales tax rate in Ottawa is 13% and in Quebec, it is 14.975%. The exchange rate varies. Go to the Bank of Canada web site to see conversion rates between the Canadian dollar and other currencies:

<http://www.bankofcanada.ca/rates/exchange/daily-converter/>

Business hours:

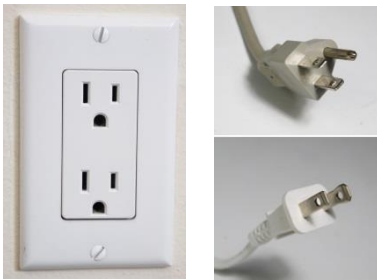
Government offices: 9:00am to 5:00pm, Monday to Friday.

Shops: the opening hours of most shops are from 9:00am to 9:00pm Monday to Saturday. Most shops are open from 10:00am – 5 pm on Sundays.

Banks: 8:00am to 6:00pm, Monday to Friday; Most banks in the downtown area are closed Saturdays.

Tips: Restaurants and bars are required to ask whether to include the service charge (tip) before issuing the bill with a suggested percentage that you can accept, reject or modify; this contribution is voluntary. It is customary to tip doormen, porters and ushers.

Voltage: 110 V / 60 Hz (same as USA)



Touristic Information

The following websites provide touristic information for the Ottawa area:

Ottawa Tourism: <https://www.ottawatourism.ca/>

City of Ottawa – Visitors: <https://ottawa.ca/en/visitors>