

CONFERENCE INFORMATION

VENUE:

International Civil Aviation Organization
ICAO Headquarters
999 University Street
Montréal, Quebec
Canada H3C 5H7

The **International Civil Aviation Organization (ICAO)** is a UN specialized agency, created in 1944 upon the signing of the Convention on International Civil Aviation (Chicago Convention).

1) REGISTRATION FEES:

Registration fees below include admission to the 2-day programme, refreshments, luncheons, and reception.

Rate (Cad\$ not including applicable taxes)	Category
<input type="checkbox"/> \$395.00	General attendee
<input type="checkbox"/> \$295.00	Academic/Government
<input type="checkbox"/> \$0.00	Speakers/Chairs
<input type="checkbox"/> \$195.00	Student (<i>id required</i>)

Register online before March 1, 2015 at: <https://www.bookstore.mcgill.ca/conf-events>

- 2) **CONFERENCE CANCELLATION POLICY:** Registrants who are unable to attend the Conference will receive a refund [less an administrative charge amounting to 30% of the registration fee] upon receipt of written cancellations prior to March 1, 2015. Regrettably, **NO** refunds will be granted thereafter. However, a substitute registrant may be designated in lieu of the original registrant [or Conference materials will be sent in lieu of a refund after the Conference]. Please advise us of the substitute registrant's name in advance. **Cancellations must be e-mailed to the attention of Maria D'Amico at maria.damico@mcgill.ca**. The Conference reserves the right to cancel any programmes and assumes no responsibility for personal expenses.

- 3) **PASSPORT/VISA INFORMATION:** A valid passport and a visa is generally required if you are visiting Canada, except for citizens of certain countries [who are exempt, provided they have valid proof of their nationality]. It is the responsibility of the visitor, before entering Canada, to ensure that he or she has the necessary documents, including those for entry into another country or re-entry into his or her own country. Please contact the nearest Canadian Embassy or Consulate if you need to obtain a visa to enter Canada. You may also refer to the website of Citizenship and Immigration Canada at: www.cic.gc.ca.

IMPORTANT: Please present your PASSPORT in order to receive your entrance badge when on-site at ICAO Headquarters.

4) **CONFERENCE INFORMATION:**

For updated conference program and information please visit the conference website at: <http://www.mcgill.ca/iasl/>

QUESTIONS: If you have questions or require additional conference information, please contact **Maria D'Amico** at 514-398-5095, e-mail maria.damico@mcgill.ca

- 5) **HOTEL RESERVATIONS:** For list of hotels in proximity to ICAO Headquarters, please visit the ICAO website at <http://www.icao.int/Meetings/Pages/List-Of-Hotels.aspx> and request the ICAO preferential rates.

- 6) **Useful Information for Delegates:** For Procedures and Resource Guide for ICAO Headquarters visit http://www.icao.int/Meetings/Documents/information_for_delegates_brochure.pdf

7) **WOULD YOU LIKE TO ATTEND THE ICAO/UNOOSA AEROSPACE SYMPOSIUM?**

McGill Institute of Air and Space is pleased to co-sponsor the International Civil Aviation Organization/United Nations Office of Outer Space Affairs (ICAO/UNOOSA) Aerospace Symposium, which will bring together for the first time both aviation and space communities from around the globe to explore existing regulations and practices as well as safety management and systems engineering methods with regard to civil aviation, suborbital flights and developments in space transportation.

The Symposium is to be held from 18 to 20 March 2015, back-to-back with the 3rd Manfred Lachs Conference. For detailed information about this Symposium and to pre-register online visit:

<http://www.icao.int/meetings/space2015/Pages/default.aspx>

A Special Registration Fee of \$145.00US is offered to all participants of the Manfred Lachs Conference to attend this Symposium. Pre-register online at:

https://www.showreg.net/SPACE1503L/default.asp?sid=75FCF6333EEB48919904BC39CE7134AA&cartUrl=722FCC50652940E8A1FA41E2C34E17BF&oldId=&mail_id=&GEN=&GEN=

and select the category “Academics” under section A: Membership and follow the steps.