

MEETING VENUE

FAIRMONT CHÂTEAU LAURIER
1 RIDEAU STREET
OTTAWA, ONTARIO
CANADA K1N 8S7

TELEPHONE: + 1 613 562 7007

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

DATE

- Coordinating Board Retreat (**for Board members ONLY**): Wednesday, 10 July 2013
- 23rd Coordinating Board Meeting: Thursday, 11 July 2013 to Friday, 12 July 2013

REGISTRATION

Please register your participation at the 23rd Stop TB Partnership Coordinating Board meeting by completing the **Registration Form** and returning it to Uzma Noon (noonu@who.int), fax no.: +41 22 7914886 **by 21 June 2013**.

Please ensure that the Stop TB Partnership Secretariat is aware of your arrival and departure details, as well as your hotel accommodation arrangements and notify the secretariat of any changes to your details as soon as they are known.

VISA REQUIREMENTS

We encourage participants to please obtain a visa from the respective Canadian embassy/consulate office in your locality as soon as possible. To see if you need a visa for Canada, visit this web site: <http://www.cic.gc.ca/english/visit/visas.asp>

HOTEL ACCOMMODATION

Please note that a block reservation for **35** rooms for participants of the 23rd Stop TB Partnership Coordinating Board meeting has been made at the:

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Reservation will be on a **first-come first served basis**.

In order to benefit from the special rates of this block-booking, kindly confirm the reservation before the cut-off date of **14 June 2013** by sending the "Hotel Reservation Form" directly to the hotel at clh.reservations@fairmont.com or by fax to +1 613 562 7031.

It would be appreciated if participants could also inform the Secretariat as soon as a confirmed booking is made.

AIRPORT TRANSPORTATION

The hotel is located around 15 kilometers from the Ottawa/Macdonald-Cartier International Airport and takes about 20 to 25 minutes to reach by car (depending on time of day and traffic situation). The cost of a one-way taxi ride from the Airport to the Hotel is approximately CAD\$ 35 + tip.

FINANCIAL MATTERS

The *Canadian Dollar* (CAD) is the official currency of Canada. It is subdivided into 100 *cents*. Coin denominations are: 1 cent, 5 cent, 10 cent, 25 cent, 50 cent (rarely used), 1 dollar, and 2 dollars. Note denominations are: \$5, \$10, \$20, \$50 and \$100.

1 USD = approximately 1.03 CAD
 1EUR = approximately 1.35 CAD

Credit cards are accepted in many parts of Canada and most banks offer ATMs.

COMMUNICATION

The international dialling code for Canada is +1.

CLIMATE

July is on average the driest and warmest month in Ottawa with an average temperature of 26°C.

MEETING ORGANIZATION

You will receive a meeting folder on the morning of Thursday, 11 July when you register at the meeting venue. Electronic copies of documents will be posted on the Stop TB Partnership web site in advance of the meeting at: <http://www.stoptb.org/cb/meetings/>.

For further information or assistance, please feel free to get in touch with the organizers. The team will happily assist you with your requests, wishes and needs.

Young-Ae Chu	+41 79 595 9667	email: chuy@who.int
Uzma Noon	+41 22 791 1835	email: noonu@who.int

****Please note****

- 1) While in the meeting rooms, participants should switch off their cellular phones as they might cause interference with the sound system.
- 2) Participants should take the utmost precautions with all their personal property. The Secretariat will not be responsible for the loss of personal objects left unattended at the meeting and hotel premises.

We wish you a productive & happy stay in Ottawa, Canada!