

INTERNATIONAL CIVIL AVIATION ORGANIZATION

TAG/MRTD/20
(7 to 9 September 2011)

GENERAL INFORMATION FOR PARTICIPANTS

Meeting Rooms & Working Hours

Wednesday, 7 September 2011 at 10:00

TAG/MRTD Plenary in Room 3 (1st Floor, Conference Block)

Thursday, 8 September 2011 at 09:30

TAG/MRTD Plenary in Room 3 (1st Floor, Conference Block)

Friday, 9 September 2011 at 09:30

TAG/MRTD Plenary in Room 3 (1st Floor, Conference Block)

The working hours of the Plenary will be from opening to 12:30 and 14:00 to 17:00.

Registration and Building Security

Registration for the meeting will begin at 07:00 on 7 September and will be available all day.

Participants will be issued a lapel badge which will also serve as a building security pass, permitting access to the Conference Block and the Secretariat building.

Security guards have strict instructions not to allow access to the ICAO premises to persons not wearing the badge. The pass must be worn visibly at all times while on the premises.

Seating Arrangements during the Plenary

Due to the computerized microphone system in Conference Room 3, it is very important that delegates do not change seats designated to them. If a change needs to be made (i.e. alternate or additional members attending/seat change), or for further information on seating arrangements, please do not hesitate to contact the technician in the room or a member of the meeting Secretariat.

Personal belongings should not be left in the conference room overnight.

USE OF THE MICROPHONE

If you need to take the floor, press the red button in your desk **once**. The name of your country or organization, as the case may be, will appear on the Chairperson's screen. When the Chair recognizes you, the sound technician will activate the microphone on your desk and the red light will come on. Speak into the microphone. When you have finished, please indicate so by a "thank you." The technician will then turn the instrument off.

Please note, if you press the red button twice, this will automatically **remove** your name from the Chairperson's screen! So if you change your mind, and do not wish to speak, merely press the button again.

Coffee Breaks

During the Plenary session, coffee breaks will be scheduled for 10:30 and 15:30 on all three days. Coffee will be available on the 5th floor of the Secretariat building, ICAO Cafeteria.

Cafeteria

Open for breakfast (8:00 to 10:00) and lunch (11:30 to 14:00).
Location: 5th Floor, Secretariat building.

Smoking

Smoking is not allowed on the ICAO premises, except in the designated smoking section located on the 5th floor, Secretariat building.

Commissariat

The Commissariat, located on the ground floor, is open on Tuesdays between 12:30 and 14:00 and Thursdays from 12:30 to 14:00 and 17:00 to 18:30 for the convenience of participants who are entitled to purchase alcohol, cigarettes and perfumes at diplomatic prices.

ICAO Travel Services

Monday - Friday	09:00 - 17:00	Suite 4.20	Extension 8102
-----------------	---------------	------------	----------------

“Internet Café”

Computers with internet and word processing capability will be made available on the 1st Floor of the Conference Block for participants' use. Please note this is a “paperless meeting” and should you require printed copies of the meeting documentation, a limited number of printers are available at this location.

– END –