

CONFERENCE ON THE ECONOMICS OF AIRPORTS AND AIR NAVIGATION SERVICES

Bulletin No. 1 — Monday, 19 June 2000

The Daily Bulletin will be issued early in the morning of each working day of the Conference. It will contain the programme of work for the day of issue, a brief review of the work completed on the preceding working day and other pertinent information. The bulletin is the principal means of communication with delegations on matters of general interest related to the Conference.

Information for Delegates

1. A booklet containing general information for Delegates, including important text on security and medical arrangements, is being distributed to all Delegates.
2. Basic information concerning the organization of the meeting is provided in ANSConf-WP/2.

Programme for Monday, 19 June 2000

3. A preparatory seminar for the Conference will take place on 19 June and in the morning of 20 June. Detailed information on the Seminar is provided in the Seminar Folder. Below are the topics to be covered by the Seminar on Monday:

Time	Event	Location
0930 hours	Opening of the Seminar	Assembly Hall
0935 hours	Session 1: Financial situation – <i>How can airports and air navigation service providers be self-sufficient?</i>	
1030 hours	Session 2: Attracting financing – <i>What are prospective financiers looking for?</i>	
1135 hours	Session 3: Charges vs taxes – <i>Which is which and why?</i>	
1400 hours	Session 4: Commercialization and privatization – <i>Will they deliver?</i>	
1500 hours	Session 5: Cooperation and globalization – <i>What do they offer?</i>	
1615 hours	Session 6: Non-aeronautical revenues – <i>Win-win for airport providers and users alike?</i>	

Registration

4. Delegates, Alternates, Advisers and Observers who have not already registered are requested to do so, in person, as soon as possible. The registration desk is located on the first floor.

5. The first issue of the List of Delegates will contain meeting participants registered as of 1600 hours, Tuesday, 20 June 2000. The accuracy and completeness of that list will depend on the information provided by those registering. You are, therefore, requested to fill in all parts of the registration forms in a clear and legible manner. Addenda and revisions to the list will be issued periodically.

Credentials

6. Delegates are reminded that their credentials must be deposited without delay at the Registration Desk.

7. Members of the public without credentials are requested to register at the Registration Desk on the ground floor and will be required to show proper identification in order to obtain a special pass. They may follow the proceedings in the designated area where seats are reserved for their use, unless the meeting has been declared “closed”. Where appropriate, a notice to the effect that a meeting has been closed will be placed in a prominent position on the door(s) of the meeting room.

Submission of working papers or information papers

8. Delegations wishing to present working papers for consideration by the meeting are requested to submit them (including electronic versions if available) to a member of the Conference Secretariat staff (so identified by their yellow lapel badge) as early as possible, bearing in mind the time necessary for preparation, translation, reproduction and distribution. If copies are available in more than one of the official languages of the meeting, they should be presented in each of the languages available. Working papers from observers and information papers will be produced and distributed in the official ICAO language in which they are submitted.

Document Distribution

9. The Document Distribution Satellite located on the 4th floor is used exclusively for the distribution of Conference documentation issued by ICAO. Due to space restrictions, documentation and other personal belongings of participants cannot be accepted for safekeeping or short-term storage.

Seating arrangements

10. Due to the computerized microphone system in ICAO conference rooms, 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. Documentation and other personal belongings must not be left in the conference room overnight.

Social Functions

11. As a convenience to delegations, so that they may know the dates on which functions have been planned by various hosts, the Secretary General publishes the following list. It comprises only those functions which have been notified to his Office, and for which in each case the host will extend individual invitations. This schedule is subject to change:

Tuesday, 20 June 2000	Reception by the President of the Council and the Secretary General of ICAO
Wednesday, 21 June 2000	Luncheon hosted by ICAO
Tuesday, 27 June 2000	Reception by the Delegation of Canada

Delegations wishing to reserve dates for social functions or to make changes to the above list are requested to contact Mrs. M.-R. Derez, Office of the Secretary General (ext. 8042).

Note: All members of Delegations, observers and their spouses are cordially invited to attend the reception given by the President of the Council and the Secretary General of ICAO which will be held in the Delegates' Lounge, Conference Centre, 3rd floor, on Tuesday, 20 June 2000 from 1800 to 2000 hours.

All delegates/observers and their spouses are welcome to attend the reception given by the Government of Canada to be held on Tuesday, 27 June 2000 from 1730 to 1930 hours, in the Delegates' Lounge, Conference Centre, 3rd floor.

Exhibition and Secretariat Information Booth

12. Beginning on Wednesday, 21 June and continuing until Friday, 23 June, ICAO is hosting a limited exhibition on the 4th floor outside the Assembly Hall. The objective of the exhibition is to provide a forum for networking and discussions with a wider group of parties outside the more structured Conference environment. Participants in the exhibition will include representatives from industry, service providers and international organizations.

13. Also beginning on Wednesday and continuing until the end of the Conference, there will be an ICAO Secretariat Information Booth outside the Assembly Hall. This Booth is a unique opportunity for all Delegates to become better acquainted with the work being carried out by the Secretariat on behalf of the Organization's Contracting States. It is also a timely opportunity to meet Secretariat staff members to whom you can address your questions on the economics of airports and air navigation services, as well as other aviation-related subjects. Check this bulletin daily to see which topics will be featured.

Miscellaneous

14. **Coffee service** will be available in the foyer of the Assembly Hall during the recesses. The timings for the morning and afternoon recesses will be announced during meetings. The cafeteria on the fifth floor of the office tower is open from 0730 to 1530 hours, Monday to Friday, with breakfast served from 0730 to 1100 hours and lunch served from 1130 to 1400 hours.

15. **Computer facilities.** Four computer workstations will be available on the 4th floor beside the Document Distribution Satellite with Internet browsers for participants who wish to access the Internet and use Web based e-mail services.

16. **Long distance phone calls.** Long distance calling cards may be purchased at the entrance of the Train Station located on the corner of University and La Gauchetière Streets, as well as in the Bell Tower located immediately across the street from the ICAO Headquarters. Delegates are invited to make use of these calling cards when requesting the ICAO operator for assistance. Please note that all phones in the general access areas can only effect local calls and therefore, long distance cards are necessary to use these phones for other calls.

17. **The ICAO Commissariat,** located on the ground floor, will be open on Tuesdays between 1200 and 1400 hours, and Thursdays, 1200 to 1400 hours and 1700 to 1900 hours for the convenience of participants entitled to purchase spirits and cigarettes at diplomatic prices.

18. **The ICAO Staff Association Boutique,** located on the ground floor where participants can buy souvenirs, will be open from 20 to 29 June between 12:00 and 14:00 hours, except on the week-end and Monday, 26 June. On this particular occasion of the Conference, a special souvenir envelope is issued which can be purchased during the above mentioned hours at the Boutique. The designs on the cover symbolize airports and air navigation services as integral and essential components of the air transport infrastructure.

19. **Monitoring system.** Unless otherwise decided, the proceedings of all Conference meetings will be transmitted over the telecommunications system within the Headquarters building. The following dial codes are to be used to monitor the proceedings of the various elements of the meeting:

Room	Floor	English	French	Spanish	Russian	Chinese	Arabic
Assembly Hall	11	12	13	14	15	16	17

20. **Daily weather** maps and the public weather forecast for Montreal provided by Environment Canada are displayed daily by 1300 hours near the elevators on the third floor of the conference centre.

Early departure of participants

21. Members of Delegations and Observers who plan to depart before the end of the meeting are requested to notify the Document Distribution Satellite on the 4th floor.