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Продовольственная и
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Объединенных Наций

Organización de las
Naciones Unidas para la
Alimentación y la Agricultura

منظمة
الغذية والزراعة
للأمم المتحدة

NORTH AMERICAN FOREST COMMISSION

TWENTY-NINTH SESSION

Edmonton, Canada, 19 - 21 September 2017

INFORMATION NOTE FOR PARTICIPANTS

DATE AND PLACE

1. At the kind invitation of the Government of Canada, the 29th Session of the North American Forest Commission (NAFC) will be held in Edmonton, from 19 to 21 September 2017, in The Sutton Place Hotel. Preceding the session, the Resiliency Workshop will be held on 18 September at the same venue.

GENERAL INFORMATION

2. Edmonton is the capital city of the province of Alberta and considered the “Gateway to the North”. It is located on the North Saskatchewan River and is nestled between the central farmlands of Alberta and the resource-rich lands of the north. The city depends economically on resource-based industry such as agriculture, forestry and energy production (i.e. oil, oil sands, natural gas and coal). Edmonton has a humid continental climate with warm (and often humid summers) and cold (sometimes severely cold) winters.

3. Edmonton is in the Mountain Time Zone. This is two hours behind Ottawa, Ontario and Washington DC, and one hour behind Mexico City.

WORKING LANGUAGE

4. The working language for this session of the Commission shall be English, however documentation is provided in English and Spanish. Simultaneous interpretation Spanish - English and English - Spanish will be provided by the host country, as needed.

DOCUMENTATION

5. Session documents will be available to all governments and organizations invited, before the start of the event, at the following webpage: <http://www.fao.org/forestry/31117/en/>

This document is printed in limited numbers to minimize the environmental impact of FAO's processes and contribute to climate neutrality. Delegates and observers are kindly requested to bring their copies to meetings and to avoid asking for additional copies. Most FAO meeting documents are available on the Internet at www.fao.org

6. The session will be organized with sustainability considerations in mind. Accordingly, documentation is shared electronically, hard copies will be provided on request and in limited quantities only.

OPENING CEREMONY

7. The opening of the session will take place on Tuesday 19 September at 09:00 hours.

DRESS CODE

8. To keep the spirit of collegiality, business casual attire (no-tie, no jacket) is recommended.

COMMUNICATIONS

9. All correspondence related to the Session must be addressed to:

Mr Peter Csoka
Secretary
North American Forest Commission
E-mail: peter.csoka@fao.org

Mr Rich Verbisky
Canadian Forest Service
Email: rich.verbisky@canada.ca
Tel: +1 613 878 5850

ACCOMMODATION

10. The complete NAFC 29th session programme will have three different locations of accommodation. The first three nights will be at the Sutton Hotel in downtown Edmonton. Accommodations for the fourth night will be at the Overlander Mountain Lodge and due to an evening arrival back in Edmonton after the field day; a final night at the Renaissance Edmonton Airport Hotel will facilitate early returning departures the following day. It is the responsibility of all NAFC participants to book their rooms as suggested below in order to receive the appropriate reduced rates.

11. Natural Resources Canada has kindly made pre-reservations as follows:

Main session venue:

- The Sutton Place Hotel Edmonton, 10235 101 St, Edmonton, Alberta, T5J 3E9
- Reservation: 1-866-378-8866 / res_edmonton@suttonplace.com
- Negotiated rates: Standard Room: \$139.00. Executive Suite: \$159 plus applicable taxes
- In order to receive the negotiated rates, please quote "NRC2017".
- Please book by: August 21, 2017. After this date, the Hotel cannot guarantee the group rate, but will continue to accept reservations on a space available basis at current available rates.

Field Trip Accommodation (Arrive Wednesday Sept 20 – Depart Thursday Sept 21)

- The Overlander Mountain Lodge, 27010 Highway 16 west, Jasper East, Alberta, T7V 1X3
overlandermountainlodge.com
- Reservation: 1-877-866-2330/ reservations@overlandermountainlodge.com
- Rate: when booking, please specify if you are a Commissioner, BOA member or Working Group member to ensure receiving appropriate room assignment and discounted room rate.
- Group rate name: In order to receive the negotiated rates, please quote "Natural Resources Canada".
- Book by: August 21, 2017.

Airport Accommodation (Arrive Thursday Sept 21 – Depart Friday Sept 22)

- Renaissance Edmonton Airport Hotel, 4236 36th Street East, Edmonton International Airport, Calmar, Alberta, T9E 0V4
- Reservation: (780) 488-7159
- Rate: Standard Room: \$139.00 plus applicable taxes
- Group rate name: In order to receive the negotiated rate, please quote “Natural Resources Canada”.
- Book by: August 17, 2017. After this date, the Hotel cannot guarantee the group rate, but will continue to accept reservations on a space available basis at current available rates.

TRANSFERS

12. The transfer airport / hotel / airport must be taken care of by the participants. We recommend using taxi services available at the airport facilities.

FOOD SERVICES

13. Lunch during the workshop and sessional meetings will be self-directed. To assist with timely service during lunch breaks, block lunch reservation have been made at the Sutton Hotel Restaurant Lounge, main floor. Breaks during mid-morning and afternoon will include coffee, tea, water, fruit and pastries. A bag lunch will be provided by the host country during the field trip.

14. We invite participants with special dietary requirements or allergies to transmit all food-related information to Richard.Verbisky@canada.ca and Catherine.mcnaalty@canada.ca who will arrange for the provision of alternative menu options.

PASSPORT AND VISA

15. Citizens from countries other than the United States of America, who do not need a visa to enter Canada, will need to obtain an eTA before flying to Canada. Travellers do not need an eTA when entering Canada by land or sea.

16. Applying for an eTA is a simple online process that takes just a few minutes. You need your passport, a credit or debit card and an email address. It costs CAD \$7 to get an eTA, which is valid for up to five years.

FOREIGN EXCHANGE

17. The currency in Canada is Canadian Dollars. There are several ATMs within walking distance of the hotel. Banks are also readily available for assisting with currency exchange.

FIELD SESSION

18. Detailed information will be provided separately.

19. For the field trip, warm and layered clothing is recommended. This could include a sweater, jacket, long pants, hat and sneakers or shoes suitable for walking. A cap or hat, sunscreen, and insect repellent may also prove useful.

20. Given the proximity to one of Canada’s most recognized National Parks, the organizers kindly invite consideration of spending the evening of Thursday, September 21 in the town of Jasper and an optional self-guided day (Friday, September 22) with a return to Edmonton Friday evening. To assist

with logistics for return travel to Edmonton on Friday, please confirm as soon as possible with Richard.Verbisky@canada.ca and Catherine.mcnalty@canada.ca if you plan to participate in the optional day.

WEATHER

21. The average daily maximum temperature in Edmonton in September is 16°C. The average daily minimum temperature is 5°C. Visit weather.gc.ca for current weather forecasts.

ELECTRICITY

22. Electricity in Canada is 110-120V.