

INFORMATION CIRCULAR
Annual Meeting of the CARMEN Observatory on
Chronic Non-Communicable Disease Policy: “Mobilizing for Action”
May 12-13, 2008
Montreal, Quebec, CANADA

Dear Participant,

We are pleased to provide you with the following information regarding the practical arrangements for the above meeting.

MEETING VENUE:

Hilton Montreal Bonaventure Hotel

900 RUE DE LA GAUCHETIÈRE OUEST

MONTREAL, QUEBEC, CANADA

TEL.: 514-878-2332 FAX: (514) 878-0028

Meeting Room: “Portage Room”, Main Level

The Hilton Montreal Bonaventure Hotel is in the heart of downtown Montreal, within walking distance to Old Montreal, the hotel enjoys direct underground access to the Convention Center, bus terminal, train station, Montreal subway le Metro, boutiques, theatres and restaurants.

EVENT HOURS: 07:30 – 18:00. Continental breakfast will be available in the Portage Room at 7:30 a.m. The meeting will start each day at 8:30 a.m. and it will end at 17:00 on both days. There is a reception on Monday, May 12 at 17:30.

LANGUAGE: The meeting will be held in English with simultaneous interpretation in Spanish and in Portuguese.

DOCUMENTATION: Documentation pertaining to the meeting is posted at the Public Health Agency of Canada web site: <http://www.phac-aspc.gc.ca/cncdpolicy>

LOCAL TRANSPORTATION to/from the Hotel: The **Hilton Montreal Bonaventure Hotel** is 18 km and 25 minutes away from Montreal-Pierre Elliott Trudeau International Airport. Taxi flat fare is approximately \$35.00 Canadian dollars per trip/one way.

ACCOMMODATION & MEALS: Rooms have been reserved at the Hilton Montreal Bonaventure Hotel for the nights of May 11th -13th, 2008. Please note if your flight has been booked by Public Health Agency of Canada, your room will be reserved according to your itinerary. If you have booked your own flight, kindly confirm the reservation in your name with Ms. Nataliya Mitrofanova at e-mail: nataliya.mitrofanova@phac-aspc.gc.ca or by calling (613) 948-2860 providing your dates of arrival/departure to/from Montreal so that we can confirm your hotel reservation.

Accommodation for the duration of the meeting will be prepaid for by the Public Health Agency of Canada. For all other hotel charges, you are responsible to settle your bill directly with the hotel (laundry, room service, bar bills, telephone calls, etc.). The hotel accepts major credit cards such as Visa, MasterCard and American Express.

Continental Breakfast and lunch on both days will be provided by PAHO and PHAC. The meals will be reimbursed at the following rates: breakfast \$13.60 CAD, lunch \$12.85 CAD, and dinner \$36.30 CAD. Please note that you are responsible for paying for all your meals that are not provided during the meeting, you will be reimbursed by Public Health Agency of Canada after the meeting.

AIRLINE TICKETS: You have the option of booking your own flight and expensing it back to us by submitting your **original airline ticket receipt**; or, if you require a prepaid airline ticket and our assistance in booking your flight, kindly contact Ms. Lo-Ing Hempell at tel.: (613) 948-6359 / Fax: (613) 946-1709, e-mail: lo-ing_hempell@phac-aspc.gc.ca, providing her with your travel dates and preferred itinerary to/from Montreal.

REIMBURSEMENT PROCESS: Please complete the enclosed travel expense claim form and submit it with the **original receipts** to Ms. Lo-Ing Hempell.

There are two alternatives to obtain your claimed money:

- One option is to provide your bank details which include the following information: Swift Code; IBAN number; Account number; Address of bank; Name of bank; Owner of account.
- The second option is to receive a bank cheque. To this end, you will need to provide your mailing address when completing the expense claim form.

VISA: Please check with your travel agent if a visa is required for your travel to the meeting. For further information, please visit <http://www.cic.gc.ca/english/visit/visas.asp>. If so, the letter of invitation to participate in the event should facilitate the issuance of your visa. Please let Ms. Nataliya Mitrofanova (e-mail: nataliya_mitrofanova@phac-aspc.gc.ca) know if you need assistance in expediting the visa process, and she will be happy to assist you.

BANKS/EXCHANGE FACILITIES: There is a currency exchange facility located within the Montreal-Pierre Elliott Trudeau International Airport. A selection of banks and automated teller machines (ATMs) are also available at hotels, banks and shopping centres. For information on Bank of Canada exchange rates please visit: <http://www.bankofcanada.ca/en/rates/exchange.html>

CLIMATE: At this time of the year the temperature is generally between +15 / +20°C with occasional precipitation. You can check the local weather conditions prior to arrival by visiting: www.weatheroffice.gc.ca/city/pages/on-118_metric_e.html

We hope we have covered all the administrative points you need to know in connection with the meeting. Should you have any queries however, please do not hesitate to contact Nataliya Mitrofanova at Tel: +1 (613) 948-2860, Fax: +1 (613) 946-1709, E-mail: nataliya_mitrofanova@phac-aspc.gc.ca

Expense Claim Form Instructions

The following must be included in your claim in order to receive reimbursement and avoid delays

- Flight Itinerary and receipt portion (if the ticket has not been prepaid by organizers)
- **Original** receipts for **all claims**: taxi, visas, etc.
- Full mailing address and name
- Option 1: we will send you a **cheque** if you wish to get reimbursed by a cheque; please indicate the preferred **currency** (USD/CAD/Euro)
- Option 2: if you wish for the reimbursed amount to be **transferred** directly to your account, please provide us with the following bank information:
 - 1) Swift Code;
 - 2) IBAN number;
 - 3) Account number;
 - 4) Address of bank;
 - 5) Name of bank;
 - 6) Owner of account.

Mail your claim to:

**Ms. Lo-Ing Hempell
Public Health Agency of Canada
785 Carling Avenue, A.L. 6810A
Ottawa, Ontario K1A 0K9
CANADA**

NO MEAL RECEIPTS REQUIRED: Use the following **fixed rates** to claim amounts for meals not provided during travel according to the Treasury Board of Canada Guidelines:

TREASURY BOARD OF CANADA GUIDELINES – APRIL 2008

Meals	CAD
Breakfast	13.60
Lunch	12.85
Dinner	36.30
Maximum Daily Meal Allowance	62.75
Daily Incidental Allowance	17.30
DAILY TOTAL	80.05

TRAVEL EXPENSE CLAIM

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Disease Policy: *“Mobilizing for Action”*

May 12-13, 2008 - Montreal, Quebec, CANADA

Name: _____

TAN#: _____

COMPLETE MAILING ADDRESS: _____
(to send the cheque) _____

****Please complete all information under corresponding dates**

	May 11	May 12	May 13	May 14
Time of flight departure				
Time of flight return				
Airline ticket or indicate if <u>prepaid</u>				
Breakfast (13.60 CAD)		PROVIDED	PROVIDED	
Lunch (12.85 CAD)		PROVIDED	PROVIDED	
Dinner (36.30 CAD)				
Incidental (17.30 CAD)				
Hotel	PREPAID	PREPAID	PREPAID	_____
Other Expenses (visas, taxis, etc) **original receipts required**				
Sub-Totals				
TOTAL				

Please issue cheque to claimant in the amount of:

TOTAL DUE TO CLAIMANT:

Certified Pursuant to Section 34 of the Financial Administration Act
 Coding: 262001-52102-X119

 Authorized Officer

X_____
 Claimant Signature