



## **Fourth session of the Intergovernmental Negotiating Committee to develop an international legally binding instrument on plastic pollution, including in the marine environment (INC-4)**

From 23 - 29 April 2024, at the Shaw Centre in Ottawa, Ontario, Canada.

### **Information note to participants**

This note provides practical information for participants attending the fourth session of the Intergovernmental Negotiating Committee to develop an international legally binding instrument on plastic pollution, including in the marine environment (INC-4) to be held from 23 to 29 April 2024 at the Shaw Center in Ottawa, Canada. The session will be preceded by regional consultations on 21 April 2024.

This note will be continuously updated with the necessary practical and logistical information. Updated text will be highlighted in **blue**, and revisions will be dated.

All information regarding the meeting will be regularly updated in the [INC-4 webpage](#).

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## 1. VENUE

The INC-4 session will take place at the **Shaw Centre, Ottawa, Ontario, Canada**, located at 55 Colonel By Drive, Ottawa, Ontario, Canada, K1N 9J2.

The main entrance from “Colonel By Drive” is operational from 7 AM to 11 PM, with only exit possible thereafter.

An additional entrance from the Rideau Centre, second floor is accessible from 8 AM to 4 PM, and exit is only possible from 4 PM to 10 PM. Access to the Shaw Centre via this entrance is not possible after 4PM (updated on 16 April 2024).

The Shaw Centre is centrally located in downtown Ottawa, nestled between the Rideau Centre and MacKenzie King Bridge. It is also located walking distance from many embassies. Participants can reach the venue by public transportation using the tram to station Rideau (line 1) or by bus. Access to the building by vehicle is via Daly Avenue. The nearest car park is located on Daly Avenue and Nicholas Street South, a 2-storey underground facility providing 730 spaces.

**All participants must be registered and approved prior to the meeting to be allowed access.** Registered participants will be screened upon entry. Any form of weapons, ammunition, flammable items, or sharp objects is strictly forbidden. To facilitate security screening, delegates are kindly discouraged from bringing luggage into the center. There will also be no facilities to store luggage.

The Shaw Centre is a non-smoking venue. There will be no smoking within a 9 m perimeter of the Shaw Centre. This is consistent with the Ottawa City Bylaw which prohibits smoking in public indoor spaces as well as outdoor restaurants and patios.

## 2. REGISTRATION

All information regarding registration and accreditation procedures is detailed under the Registration tab in the [INC-4 webpage](#).

Registration was opened from 23 October 2023 to 26 February 2024, 23:59 East Africa Time. **Registration is now closed** (Updated 5 March 2024).

**On-site registration is ONLY available for delegates representing Members of the Committee.** In this case, a Note Verbale or official letter with the composition of the national delegation where the delegate’s name is included must be presented for the registration to be processed. Participants who do not complete the pre-registration procedure must follow the normal procedure of having a photograph taken and a badge issued upon their arrival at the registration area. (Updated on 26 March 2024).

On-site registration is **NOT** available for all other categories of registration (updated on 26 March 2024).

Queries related to registration should be addressed to [unep-incplastic.registration@un.org](mailto:unep-incplastic.registration@un.org).

All formalities regarding registration, including issuance of badges to duly nominated participants to attend the session, are free of charge.

#### **a) Access to the registration portal**

Official delegations of State Members of the United Nations, members of United Nations specialized agencies and regional economic integration organizations, can register through the link provided in the Annex A of the invitation letter from the Executive Secretary, dated 20 October 2023. The letter was circulated by the INC Secretariat to nominated INC Focal Points, Permanent Missions accredited to UNEP and Ministries of Environment.

For Member States, there is no limitation on the number of representatives that can be registered. The registration for Members of the Committee is not in the public domain but was shared with the invitation letter to Members of the Committee.

For Observers, including intergovernmental organizations (IGOs), United Nations system, and non-governmental organizations, each can register up to 5 representatives.

#### **b) Registration requirements**

**No registrations can be processed via email.**

Registrants must register on the Indico platform for the session, and in this process upload a standard passport-size colour photo, to facilitate on-site confirmation of registration status and badge issuance. Please ensure that your passport is valid when uploading.

**Representatives from States Members of the United Nations must submit the Note Verbale or formal letter** from their Ministry (including inter alia, their Ministry of Foreign Affairs or Environment), or from their Embassy or Permanent Mission addressed to the Secretariat, with the indication of the meeting and with the composition of the national delegation, containing all the names and functional titles of the nominated members of the delegation. The online submission of the documentation will suffice.

**For Observers**, including intergovernmental organizations, United Nations entities and non-governmental organizations, **registrants must upload a Nomination Letter** in the organization's letterhead, containing the full names and functional titles of the maximum 5 representatives, with the hand-written signature of the person responsible for the organization.

**Once the registration has been processed by the INC Secretariat, an automatic INDICO email will be sent to the email provided upon registration.** Registrants must therefore submit the right

e-mail address for correspondence when registering on INDICO, which will also be used to relay other important information regarding INC-4 preparations.

### 3. ISSUANCE OF INC-4 BADGES

Access to the INC-4 venue is subject to the presentation of a valid meeting badge.

Once pre-registered online participants will receive a UN EVENT PASS via the email address with which they registered. This pass will be used to finalize the registration on-site and to collect the badges at the registration desk on the designated days. The meeting badge will be issued at venue, located in the Shaw Centre in Ottawa, upon presentation of the UN EVENT PASS and the QR code.

Please have the following ready on arrival:

- Printed or electronic copy of your UN event pass.
- Valid passport or identification card with a photograph.

Badge issuance will take place on the second floor of the Shaw Centre.

The hours for badge issuance are:

Date	Time
20 April	14:00 – 20:00
21 April	08:00 – 18:00
22 April	08:00 – 18:00
23 April	08:00 – 18:00
24 April	08:00 – 18:00
25 April	08:00 – 18:00
26 April	08:00 – 15:00
27 April	08:00 – 15:00
28 April	08:00 – 15:00
29 April	08:00 – 13:00

(updated 26 March 2024)

Delegates are strongly encouraged to carry their own lanyards from previous INC sessions to promote reuse, in the spirit of the UNEA resolution 5/14.

For security reasons, the display of badges is mandatory at all times to access the venue and meeting rooms. Loss of a badge should be reported immediately to the badging centre.

No system of secondary access cards is expected. However, there will be a set number of seats

allocated per Member at the microphone (4 seats), as well as for Observers, available on a first come first served basis. Additional seating will be available in the back of the room (updated on 7 April 2024).

## 4. CREDENTIALS

The **presentation of credentials** by representatives from States Members of the United Nations, members of United Nations specialized agencies and regional economic integration organizations **is not required** for the fourth session of the Intergovernmental Negotiating Committee.

## 5. LIST OF PARTICIPANTS

To facilitate the compilation of the list of participants, delegations are requested to **submit a comprehensive list of the members of their respective delegations to the Secretariat**, with the functional titles and designations of the delegates.

As per general practice, the provisional List of Participants will be circulated to delegations on the first day of the session. The final List of Participants will be made available on the meeting page after the closing of the session and will reflect those who attended INC-4.

The List of Participants will include the information provided during registration by Members of the Committee and observer organizations.

## 6. TRAVEL SUPPORT FOR MEMBER STATES DELEGATES

To facilitate the participation of representatives from States Members of the United Nations and members of United Nations specialized agencies to INC-4, funding will be available from the voluntary contributions made by donors to **support the participation of a maximum of two (2) delegates from developing countries and countries with economies in transition**, with priority given to Least Developed Countries and Small Island Developing States.

The funding will cover economy-class round-trip air tickets, as well as daily subsistence allowances and terminal expenses in accordance with the United Nations rules and regulations:

- The round-trip air tickets will be processed and issued directly by the INC Secretariat. The normal route for all official travel shall be the most economical route available for the travel dates.
- The daily subsistence allowance (DSA) comprises the total contribution of the INC Secretariat towards such charges as lodging, meals and other such payments made for services rendered during official travel. **Funded delegates are thus responsible for making their own hotel bookings.**

Disbursement of the DSA will be made on-site, at the meeting venue, via physical

prepaid cards for INC-4 meeting participants (in GBP) (updated on 26 March 2024). Sponsored participants will be requested to present to the designated staff, the original arrival boarding ticket and the physical travel identification document used to enter Canada.

The INC Secretariat will transition to a new Daily Subsistence Allowance (DSA) payment system, whereby funded delegates will receive new cards. The allowances on the cards will be reflected in British Pound Sterling (GBP), equivalent to the amount in United States Dollars (USD) as per the signed roster.

To ensure a smooth transition, the INC Secretariat will be registering details of funded delegates in the system. Funded delegates will receive an email from support@toq.io. This e-mail is vital for the DSA process, and delegates should advise the INC Secretariat if they did not receive it.

Once the e-mail is received, funded delegates should click on the link provided to create an account from where they can manage their debit cards. A UserID, a Password, and a PIN will need to be created. It is important to remember these details, as funded delegates will use them to activate the card. Please remember to choose an easy-to-remember PIN.

We kindly request cooperation in completing this process within the given timeframe (48 hours from receipt of e-mail) to ensure a smooth transition to the new DSA system. (updated 04 April 2024)

The schedule for DSA disbursement will be as follows (updated on 19 April 2024;

	Monday, 22 April	Tuesday, 23 April	Wednesday, 24 April	Thursday, 25 April
Morning		9 am – 1 pm	9 am – 1 pm	9 am – 1 pm
Afternoon	2 pm – 5 pm	2 pm – 5 pm	2 pm – 5 pm	2 pm – 5 pm

### Application process and timeline

**Applications are now closed.** The final deadline was 12 January 2024, 23:59 East Africa Time (updated on 14 January 2024).

Please be informed that the registration for INC-4 and the application for travel support are two separate processes. Therefore, **delegates designated to receive financial support were requested to submit an additional online form through the registration link communicated to all delegations in Annex A of the invitation letter from the Executive Secretary**, dated 20 October 2023. The application link was sent directly to Member States and not publicly available on the website.

Applications for travel support will only be approved after registration for INC-4 is approved.

For the necessary travel arrangements to comply with the United Nations rules and regulations, **no requests after the deadline of 12 January 2024 will be accommodated** (updated on 8



December).

**Please be kindly reminded that the Secretariat is also not in a position to accommodate last minute changes or cancellations after a ticket has been issued as this results in financial loss.**

Delegations are encouraged to nominate the INC focal points to receive funding support, when considered appropriate.

## **7. TRAVEL SUPPORT FOR OBSERVERS FROM NON-GOVERNMENTAL ORGANIZATIONS**

**Applications are now closed.** The final deadline was 12 January 2024, 23:59 East Africa Time (updated on 14 January 2024).

To facilitate the participation of accredited observers from non-governmental organizations to INC-4, the INC Secretariat is in the position to provide travel support for the participation of [a maximum of 20 observers from non-governmental organizations](#).

For more information on the application process and requirements please consult: [Application for travel support for representatives from non-governmental organizations](#).

Only duly registered participants that meet the funding criteria will be eligible to apply for travel support.

For the necessary travel arrangements to comply with the United Nations rules and regulations, **no requests after the deadline of 12 January 2024 will be accommodated** (updated on 8 December).

## **8. ORGANIZATION OF WORK AND SEATING ARRANGEMENTS**

The proposed organization of work of the session will be shared in due time in the [INC-4 webpage](#).

At the plenary meetings, the delegations of State Members of the United Nations, members of United Nations specialized agencies and regional economic integration organizations will be seated in English alphabetical order.

Seating will also be available for the representatives of accredited observers from intergovernmental organizations, United Nations entities, and non-governmental organisations, on a first come, first served basis.

## **9. DOCUMENTATION**

Participants will be able to access the working documents for INC-4, including the provisional

agenda and other working documents on the [INC-4 webpage](#).

The official documentation of the INC-4 will be issued in all the United Nations official languages: Arabic, Chinese, English, French, Russian and Spanish.

To minimize the negative environmental impact, the meeting will be held paperless and there will be no hard copies of documents available at the venue.

## 10. INTERVENTIONS

As per UN practice, representatives from States Members of the United Nations, speaking on behalf of a group of States or in national capacity will be invited to provide statements.

As per the Scenario Note for the fourth session of the intergovernmental negotiating committee to develop an international legally binding instrument on plastic pollution, including in the marine environment ([UNEP/PP/INC.4/4](#)), prepared by the Chair of the INC, statements will be made under item 4 of the agenda. In the interest of time, delegations are encouraged to instead submit national statements in writing through the INC in-session document platform.

Statements will be limited to five minutes for each statement on behalf of a regional group or group of States.

Time permitting, Observer interventions will be invited with a time limit of two minutes per intervention and with priority given to those speaking for alliances, coalitions and groups.

To assist with the interpretation process, delegates wishing to make interventions during official sessions of the meeting are strongly urged to **submit their statement at least 1 hour in advance of delivery**. **More information on the process to submit the statements will be provided via a notification and an in-person presentation prior to INC-4 (updated on 14 April 2024).**

## 11. REGIONAL CONSULTATIONS

A full day of regional consultations will take place on 21 April 2024, prior to the opening of the session on 23 April 2024, at the same venue. The secretariat will reserve rooms for the meetings of the five regional groups of United Nations and the SIDS. In addition, there will be an opportunity for regional meetings to be held every morning throughout the week.

**The regional consultations are to be convened and organized by the groups themselves.** The groups are encouraged to inform the secretariat on the planned timing for their meetings in order for this to be reflected on the daily programme.

Allocation of meeting rooms will be announced upon arrival at the venue.

One room for observers will also be made available for their coordination meetings.

## 12. INTERPRETATION

Interpretation will be provided in all the six official languages of the United Nations – Arabic, Chinese, English, French, Russian and Spanish - during all plenary meetings of INC-4.

Any speaker may also make a statement in a language other than the official languages. In such cases, the delegation in question must provide an interpreter from the non-official language into an official language. However, there will be limited facilities to accommodate non-official language interpreters on site. Delegations seeking to provide their own interpreters for non-official languages are requested to inform the INC Secretariat well in advance by email at [unep-incplastic.secretariat@un.org](mailto:unep-incplastic.secretariat@un.org).

## 13. OTHER MEETING ROOMS

**No delegation rooms will be provided.**

## 14. EVENTS

There will be no space availability to host non-official side events and/or receptions at the venue. Delegations and organizations wishing to host self-organized events are highly encouraged to look for alternative venues (updated on 6 November 2023).

[A call for expression of interest](#) to present in thematic side events has been sent on 19 February 2024 (updated on 5 March 2024).

A total of three thematic side-events will be held from 13:30-14:45 on Wednesday 24 April and Thursday 25 April 2024 at the INC-4 venue, with 2 events to be held in parallel on Wednesday 24 April 2024. The schedule of the events is available on the INC-4 web page, under the “events” tab. Please find here the [list of presenters](#).

## 15. MEDIA ARRANGEMENTS AND SERVICES

The secretariat of the INC will provide live-streaming coverage of the plenary meetings via UN Web TV. This will be done in all 6 official languages of the United Nations. The links will be made available prior to the meeting in the [INC-4 webpage](#).

Press releases, official documents, statements and other information materials will be made available on the INC-4 webpage.

### **Media accreditation**

The accreditation of media representatives, including official photographers and videographers of delegations, is handled by the Media Accreditation Unit of UNEP. For details, please consult the registration tab in the [INC-4 webpage](#).

Questions on media accreditation should be referred to the UNEP News and Media Unit: [unep-newsdesk@un.org](mailto:unep-newsdesk@un.org).

## 16. SCHEDULE FOR CONCESSION STANDS WITH FOOD/DRINKS

Date	Second Floor Rideau Canal South	Third Floor Parliament Foyer
21 April 2024	1130-1800	Not Open
22 April 2024	0730-1400	0830-1400
23 April 2024	0730-2200	0830-1930
24 April 2024	0730-2200	0830-1930
25 April 2024	0730-2200	0830-1930
26 April 2024	0730-2200	0830-1930
27 April 2024	0730-2200	0830-1930
28 April 2024	0730-2200	0830-1930
29 April 2024	0730-2359	0830-1930

## 17. SECURITY

Access to the venue premises will be strictly limited to persons registered to INC-4.

Personal conference badges for all government delegations and observers will be issued at the badge collection centre. Badges and passes must be worn visibly at all times in the venue.

## 18. PLASTIC FREE MEETING

This meeting is plastic-free. **Delegates are strongly encouraged to bring their own water bottles to the meeting. Water dispensers for refilling will be provided. There will be no provision of disposable water cups at the meeting venue. (updated 26 March 2024)**

Tap water is also safe to drink in Ottawa.

Participants are also encouraged to bring their own lanyards for the meeting badges to promote

multiple use.

## 19. MEDICAL SERVICES

Medical costs incurred in Canada will be directly borne by the participant. It is therefore strongly recommended that participants arrange for their own travel health insurance that covers both health and accident, prior to departure from the country of residence. The organizer will not be responsible for travel or health insurance coverage.

The local emergency number is 911.

There are a number of hospitals located close to the venue, including the Ottawa Hospital Civic Campus, which is a 14-minute drive away and open 24/7.

## 20. INTERNET SERVICES

Free Wi-Fi will be available in the Shaw Centre and all meeting rooms. However, **delegates are strongly recommended to limit the number of personal devices** that require constant connection to the internet, to allow for efficient and accessible internet for all participants.

## 21. TRANSPORTATION FROM THE AIRPORT

Ottawa Macdonald-Cartier International Airport is about 25 minutes' drive in ideal road and traffic conditions from downtown Ottawa, which is located 10km from the airport.

Many transportation options are available to leave the Airport. These include:

- Public transportation (OC Transpo)
- Car rental
- Taxi (Queue forms at centre door of Level 1. The average cost to take a taxi downtown is \$37.00)
- Private Transportation Company (PTC) and Ridesharing (e.g., Uber).

### **Transport from Montreal to Ottawa:**

For those arriving in Canada via Montreal, there are a number of ways to get to Ottawa from there. Delegates can either take a connecting flight from Montreal to Ottawa, travel by train ([ViaRail](#)) from the Dorval station to Ottawa - *shuttle buses between the airport and train station are also available* -, or by bus from the Montréal–Trudeau International Airport itself (buses can be booked via the following website: <https://www.busbud.com/>) (Updated on 13 March 2024)

## 22. ACCOMODATION IN OTTAWA

Participants are kindly requested to make their own hotel reservations for their stay in Ottawa. A non-exhaustive list of hotels and guest houses in the National Capital Region (NCR) can be found in **Annex A**.

## 23. MEDICAL AND TRAVEL INSURANCE

Participants attending INC-4 are not covered by insurance for any illness or injury resulting from any situation or action not connected to their participation at INC-4. All participants are strongly encouraged to ensure that they have appropriate medical insurance coverage for the full stay in Canada.

**Travel Insurance is not provided by the United Nations** and all participants are encouraged to arrange for their own travel health insurance, that covers both health and accident, prior to departure from the country of residence. The organizer will not be responsible for travel or health insurance coverage.

## 24. VISA

**We urge all participants requiring a visa for INC-4 to submit their visa applications as soon as possible. Participants are highly encouraged to follow the steps described in the Visa Application Guide available [here](#) (updated 11 December 2023).**

The secretariat and the host country remain ready to support delegates in case of any questions that may arise in relation to the application process. However, **delegates are responsible for all aspects related to their visa application** and the secretariat is not in a position to provide financial support for travel related to visa applications in light of the applicable rules and regulations for provision of travel support by the UN.

**Due to visa processing time, we kindly urge delegates who will require an entry visa to submit their nomination letter to the Secretariat and complete the online registration well in advance to allow sufficient time for visa processing.**

Once a delegate's registration has been approved, they will receive a dedicated UN EVENT PASS and confirmation letter from the INC Secretariat. Thereafter, the delegate should initiate their online application for a visa to enter Canada. It is strongly recommended that visa applications be submitted as soon as possible and **at least 8 weeks prior to the meeting.**

**The UN-Event-Pass will include "the Immigration, Refugees and Citizenship Canada (IRCC) [Special Event code](#) for INC-4" that identifies you as an approved delegate and waives visa and biometrics fees. This code MUST be entered correctly in your E-application.**

**Without the Special Event code for INC-4 included in your application, further delays may be experienced. This special event code will ensure that delegates are considered for coordinated visa application processing.**

Please note that the submission of an itinerary/air ticket is not required for the visa application process. [For delegates who would like to check the status of their application, they may do so](#)

by visiting the following link: [How to check your application status - Canada.ca](#) (Updated 18 January).

To this end, the following procedures must be observed by participants:

#### a) CANADIAN ENTRY REQUIREMENTS

- Those travelling to Canada must apply to obtain either a Temporary Resident Visa (TRV) or an electronic Travel Authorization (eTA) - **not both**.
- To find out whether you need a TRV or an eTA for Canada, please visit the IRCC website: [Find out if you need a visa to travel to Canada](#).
- If you require a TRV, please ensure your TRV application is submitted as soon as possible but no later than 12 weeks in advance of your arrival date to allow enough processing time. **Your purpose for travel should be to visit rather than to work.**
- Ensure that you upload the “UN Event Pass” issued in your name by the INC Secretariat to your application and that you add the IRCC Special Event Code.
- In certain cases, TRV applicants are also required to give their **biometrics** (fingerprints and photos), more information on which is available at: [Facts about biometrics](#). Please note that if you are approved for a visa, we encourage you to submit your passport to the same Visa Application Centre where you provided your biometrics. Should you submit your passport to another Visa Application Centre, you may be subject to additional transmission fees. More information about these fees can be found by clicking on the service charges tab here: [Apply for a Visa | vfglobal](#) (Updated 15 January).
- The following individuals are exempt from biometric enrolment: (i) Heads of State and Heads of Government; and (ii) designated delegates, alternates and advisers of Member States who qualify for or hold a diplomatic or official visa.
- Click on the following link to [Find out if you need to give biometrics](#).
- Applicants can submit their biometrics to any Visa Application Centre (VAC) in the world.

#### b) TEMPORARY RESIDENT VISA APPLICATION (TRV)

Unless you are a visa-exempt visitor, you are required to apply online for your Temporary resident Visa (TRV).

We encourage participants to use the following method to apply for the visa to enter Canada:

**Step 1:** Connect to Immigration, Refugee and Citizenship Canada (IRCC) secure network through this link: [Sign in to your IRCC secure account - Canada.ca](#)

**Step 2:** Register for an account (GCKey), either sign up or use existing one if applicable.

**Step 3:** Click on “Apply to come to Canada”.

**Step 4:** In the “I do not have a personal reference code” section, please click on “Visitor visa, study and/or work permit” button.

**Step 5:** Follow the online questionnaire to identify yourself and to determine eligibility to apply for visa.

**Step 6:** Once eligibility to apply for visa has been confirmed, please click on the “Continue” to proceed to the next process.

**Step 7:** When asked whether you will be paying fees with your application or whether you meet and exemption, please select “No, I am exempt from paying fees for this application”. Note that you must still obtain a visa and provide biometrics (if applicable) but you will not be charged any fees.

**Step 8:** You will need to answer a series of questions, which includes details about your travel. Please make sure to answer all required fields.

**Step 9:** You will be prompted to complete the “Application for Visitor Visa (Temporary Resident Visa) Made Outside of Canada (IMM5257)” form. **Under the ‘Details of visit to Canada’ section of the form, select “Other” from the “Purpose of my visit” dropdown and in the free text box, type “INC-4” and the Special Event Code (6-digit code found on the visa letter).**

You will then be prompted to provide various supporting documents, including proof of how you meet the fee exemption. The ‘proof’ you must upload is the registration confirmation letter received from the Secretariat which contains the Special Event Code assigned by Canadian authorities. If you have issues downloading forms, please consult the following link: [How do I download and open a PDF form from IRCC’s website? \(canada.ca\)](#) (Updated 18 January).

**STEP 10:** Once your application has been submitted, please use the Secretariat portal for visa information whose link was made available upon confirmation of your registration. It is important that delegates provide the INC Secretariat with their visa application number and some personal data to assist in speeding up the process.

**NOTE:** If you need to provide biometrics, you will be issued a Biometric Instruction Letter (BIL) after you submit your Temporary Resident Visa application and are required to report to the nearest [Visa Application Centre](#) to provide this information **in person**. You cannot make an appointment for biometrics until you receive a BIL.

The processing of your visa application will not begin until biometrics are provided.

General visa information and user guide can be found at: [Visit Canada - Canada.ca](#)

**Please note that you will not be able to board your flight to Canada in the absence of a valid visa, and that you will not be able to obtain a visa upon your arrival in Canada.**



### c) ELECTRONIC TRAVEL AUTHORIZATION (eTA)

- **Visa-exempt foreign nationals** travelling to or transiting through Canada by air must have an eTA. Applying for the eTA is an online process which takes only a few minutes to complete.
- The eTA will be valid for 5 years or upon expiry of your passport whichever comes first. **There is a fee of CAD 7.00 for the eTA.**
- You are encouraged to apply for your eTA well in advance of flying to Canada. To find out more or to apply for an eTA, visit the IRCC website: [Electronic Travel Authorization \(eTA\)](#).

Please note that you will be required to have your eTA **before** you can board your flight to Canada.

### d) PASSPORTS AND OTHER TRAVEL DOCUMENTS

Applicants are required to have a valid passport that does not expire within six months of the stay. **Immigration, Refugees and Citizenship Canada (IRCC) strongly recommends participants to take the necessary steps to renew their travel documents if it expires within 6 months from the day of arrival**

For more information please consult: <https://www.canada.ca/en/immigration-refugees-citizenship/services/passport-travel-document.html> (Updated 11 December 2023).

### e) ARRIVING IN CANADA

To facilitate entry formalities upon arrival in Canada, bring a copy of the documentation reflecting that you are an INC-4 participant by presenting your UN event Pass, and to identify yourself as such to the Canadian authorities.

Should you require assistance on visa, please kindly inform us through the secretariat portal. The link will be made available in the message the approval of your registration.

The Secretariat will work closely with Immigration, Refugees and Citizenship Canada (IRCC) to provide assistance on any visa-related issues, as appropriate.

If you need to send us an e-mail regarding visas, please ensure to indicate the following information:

- **Applicant name in full:**
- **Name of Organisation and Country:**
- **Passport number:**
- **Visa application number:**

**For general visa inquiries, please contact your nearest Canadian Embassy/Consular office.**

## 25. TIME ZONE

Ottawa is located in the Eastern Standard Time (GMT -5 hours) time zone.

## **26. WEATHER**

Participants should come prepared for all weather conditions.

The average maximum daytime temperature in Ottawa in April lies at 11.1°C (51.98°F). During the night it can cool down to temperatures below zero. The average minimum temperature goes down to around 0.4°C (32.72°F).

Rainfall during April is moderate with an average of 80mm (3.2 inches).

## **27. ELECTRICITY**

Outlets and voltage (110 volts) are the same as in the United States. Small appliances such as hair dryers, irons, and razors can be used in Canada. For those from other countries, adapters are required for electrical appliances. The frequency of electrical current in Canada is 60 Hz.

## **28. BANKING, CURRENCY, TIPPING**

Banking hours differ by bank and branch but are generally the same as common working hours (9am to 5pm). Some banks are open later or on weekends or Thursday evenings. Most businesses accept debit cards as a form of payment. Most major credit cards are accepted in Ottawa. WeChat Pay and Alipay is accepted at select businesses.

Automated Teller Machines (ATMs) are located in banks and in various other locations throughout the city. They are usually available during and outside of regular banking hours, although often with an additional service fee.

Currency can be exchanged at banks or at currency exchange stations. Some hotels and other merchants accept foreign currency, but it is recommended that visitors exchange currency before they arrive.

For good service at a restaurant, a tip of 15% of the pre-tax bill is customary. Some restaurants add a service charge to the bill, especially in large groups, in which case further tipping is not expected. Tipping is also customary in bars, salons/spas, and taxis.



## Annex A: List of Recommended Hotels and Rates in National Capital Region (NCR)

### List of Hotels with Preferred Rates

#### Les Suites

**Address:** 130 Besserer St, Ottawa, ON K1N 9M9 (450 m. from venue)

**Tel:** +1 (613) 232-2000 / Toll Free + 1 (866) 682-0879

**Email:** [iv411.rescoor@investhotels.com](mailto:iv411.rescoor@investhotels.com)

**Cost per night:** \$225-335 (CAD)

**Link to preferred rate:** [Reservations | Les Suites Hotel, Ottawa \(resez.net\)](#)

#### Westin Hotel

**Address:** 11 Colonel By Dr, Ottawa, ON, K1N 9H4 (240 m. from venue)

**Tel:** 1 (613) 560-7000

**Email:** N/A

**Cost per night:** \$325 (CAD)

**Link to preferred Rate:** [Book your group rate for Intergovernmental Negotiating Committee on Plastic Pollution Room Block](#)

#### Novotel

**Address:** 33 Nicholas St, Ottawa, ON K1N 9M7 (300 m. from venue)

**Tel:** +1 (613) 230-3033 / Toll Free: 1-855-677-3033

**Email:** [novotelottawa@novotelottawa.com](mailto:novotelottawa@novotelottawa.com)

**Cost per night:** \$199 + tax (CAD)

**# of Rooms Reserved:** 150

**Link to preferred rate:** To be provided at a later date

#### Le Germain

**Address:** 30 Daly Ave, Ottawa, ON K1N 6E2 (400m. from venue)

**Tel:** +1 (613) 691-3230 / Toll Free: 1 (833) 503-0030

**Email:** [reservations.legermaintottawa@germainhotels.com](mailto:reservations.legermaintottawa@germainhotels.com)

**Cost per night:** \$265 (CAD)

**Link to preferred rate:** [INC-4 Le Germain Hotel](#)

#### Fairmont Chateau Laurier

**Address:** 1 Rideau St, Ottawa, ON K1N 8S7 (400m. from venue)  
**Tel:** +1 (613) 241 1414/ Toll Free + 1 (866) 540 4410  
**Email:** [chateaulaurier@fairmont.com](mailto:chateaulaurier@fairmont.com)  
**Cost per night:** \$399 (CAD)  
**Link to preferred rate:** <https://book.passkey.com/e/50670965>

### **Courtyard Marriott**

**Address:** 350 Dalhousie St, Ottawa, ON K1N 7E9 (700 m. from venue)  
**Tel:** +1 (613) 241-1000  
**Email:** N/A  
**Cost per night:** \$189 - \$209 (CAD)  
**Link to preferred rate:** <https://www.marriott.com/event-reservations/reservation-link.mi?id=1693488885960&key=GRP&app=resvlink>

### **Lord Elgin Hotel**

**Address:** 100 Elgin St, Ottawa, Ontario, K1P 5K8 (800 m. from venue)  
**Tel:** +1 (613) 235-3333 | +1 (800) 267-4298  
**Email:** [groups@lordelgin.ca](mailto:groups@lordelgin.ca)  
**Cost per night:** \$299 + taxes (CAD)  
**Link to preferred rate:** <https://reservations.travelclick.com/12200?groupID=4113662>  
**Booking Code:** 5123042  
**Booking Name:** INC4

### **reStays Hotel**

**Address:** 101 Queen St, Ottawa, ON K1P 5C7 (1km. from venue)  
**Tel:** +1 ((613) 688-6200 / Toll-Free 1-833-996-6200  
**Email:** [hello@restays.com](mailto:hello@restays.com)  
**Cost per night:** \$245 (CAD)  
**Link to preferred rate:** <https://reservations.travelclick.com/110014?RatePlanId=8071998>

### **Sheraton Hotel**

**Address:** 150 Albert St, Ottawa, ON K1P 5G2 (1km. from venue)  
**Tel:** +1 (613) 238-1500  
**Email:** N/A  
**Cost per night:** \$309 + 17.52 tax (CAD)  
**Link to preferred rate:** [Book your group rate for Intergovernmental Negotiating Committee on Plastic Pollution Room Block-Apr2024](#)

### **Alt Hotel**

**Address:** 185 Slater St., Ottawa, ON K0C 0C8 (1.2 km. from venue)  
**Tel:** +1 (613) 238-1500 / Toll-Free: +1 (844) 258-6882  
**Email:** N/A

**Cost per night:** \$244 (CAD)

**Link to preferred rate:** [Booking Link](#)

### **Ottawa Marriott**

**Address:** 100 Kent St, Ottawa, ON K1P 5R7 (1.4 km from venue)

**Tel:** +1 (613) 238-1122

**Email:** N/A

**Cost per night:** \$219 (CAD)

**Link to preferred rate:** [Book your group rate for Intergovernmental Negotiating Committee on Plastic Pollution Room Block Apr2024](#)

### **Homewood Suites by Hilton Ottawa Downtown**

**Address:** 361 Queen St, Ottawa, ON K1R 0C7 (1.6 km from venue)

**Tel:** +1 613-234-6363

**Email:** [YOWQS\\_DS@hilton.com](mailto:YOWQS_DS@hilton.com)

**Cost per night:** \$249 (CAD) includes breakfast buffet daily

**Link to preferred rate:** <https://group.homewood-suites.com/nu9idg>

### **Hilton Garden Inn Ottawa Downtown**

**Address:** 361 Queen St, Ottawa, ON K1R 0C7 (1.6 km from venue)

**Tel:** +1 613-234-6363

**Email:** [YOWCD-SALESADM@hilton.com](mailto:YOWCD-SALESADM@hilton.com)

**Cost per night:** \$229 (CAD)

**Link to preferred rate:** <https://group.hiltongardeninn.com/r2lv8q>

### **Sheraton Hotel Gatineau**

**Address:** 35 Laurier St, Gatineau, Quebec J8X 4E9 (2.2 km from the venue)

**Tel:** +1 (819) 778-6111

**Email:** N/A

**Cost per night:** \$189 (CAD)

**Link to preferred rate:** [Book your group rate for INC4 - April 2024](#)

## **Other Hotels in NCR for Consideration within a 10 km radius**

*Prices based on October 2023 rates*

### **Byward Blue Inn**

**Address:** 157 Clarence Street, Ottawa, Ontario, K1N 5P7 (950 m. from venue)

**Tel:** 1 (800) 620-8810

**Email:** [frontdesk@bywardblue.com](mailto:frontdesk@bywardblue.com)

**Cost per night:** \$171 (CAD)

**Link to Website:** <https://www.bywardblueinn.ca/>

### **Days Inn by Wyndham Ottawa Rideau**

**Address:** 319 Rue Rideau, Ottawa, Ontario, K1N 5Y4 (950 m. from venue)

**Tel:** 1 (613) 789-5555

**Email:** N/A

**Cost per night:** \$131 (CAD)

**Link to Website:** [Days Inn by Wyndham Ottawa | Ottawa, ON Hotels \(wyndhamhotels.com\)](https://www.wyndhamhotels.com/ottawa-ridreau)

### **Ottawa Backpackers Inn**

**Address:** 203 York Street, Ottawa, Ontario K1N 5T7 (1.0 km from venue)

**Tel:** 1 (613) 241-3402

**Email:** [info@ottawahostel.com](mailto:info@ottawahostel.com)

**Cost per night:** \$62 (CAD)

**Link to Website:** [Ottawa Backpackers Inn - Official Website. \(613\) 241-3402 \(ottawahostel.com\)](https://www.ottawahostel.com/)

### **Arc the Hotel**

**Address:** 140 Slater Street, Ottawa, Ontario K1P 5H6 (1.1 km from venue)

**Tel:** 1 (800) 699-2516

**Email:** [guestservices@arcthehotel.com](mailto:guestservices@arcthehotel.com)

**Cost per night:** \$186 (CAD)

**Link to Website:** <https://www.arcthehotel.com>

### **Metcalf Hotel**

**Address:** 123 Metcalfe Street, Ottawa, ON, K1P 5L9 (1.1 km from venue)

**Tel:** 1 (866) 361-5706

**Email:** [reservations@themetcalfehotel.com](mailto:reservations@themetcalfehotel.com)

**Cost per night:** \$272 (CAD)

**Link to Website:** [https://themetcalfehotel.com/?\\_ga=2.10104304.494168561.1697834861-1792915630.1697834861&\\_gl=1%2As8qqib%2A\\_ga%2AMTc5MjkxNTYzMC4xNjk3ODM0ODYx%2A\\_ga\\_4R6SGMPB9V%2AMTY5NzgzNDg2MS4xLjEuMTY5NzgzNDg2NC41Ny4wLjA](https://themetcalfehotel.com/?_ga=2.10104304.494168561.1697834861-1792915630.1697834861&_gl=1%2As8qqib%2A_ga%2AMTc5MjkxNTYzMC4xNjk3ODM0ODYx%2A_ga_4R6SGMPB9V%2AMTY5NzgzNDg2MS4xLjEuMTY5NzgzNDg2NC41Ny4wLjA)

### **Ottawa Embassy Hotel and Suites**

**Address:** 25 Cartier Street Ottawa, Ontario, K2P 1J2 (1.3 km from venue)

**Tel:** 1 (800) 661-5495

**Email:** [reservations@ottawaembassy.com](mailto:reservations@ottawaembassy.com)

**Cost per night:** \$209 (CAD)

**Link to Website:** [Embassy Hotel & Suites Ottawa - Hotels Near US Embassy \(ottawaembassy.com\)](https://www.ottawaembassy.com/)

### **Cartier Place Suite Hotel**

**Address:** 180 Cooper Street, Ottawa, ON K2P 2L5 (1.3 km from venue)

**Tel:** 1 (613) 236-5000

**Email:** [reservations@sitedreams.com](mailto:reservations@sitedreams.com)

**Cost per night:** \$195 (CAD)

**Link to Website:** [Downtown Ottawa Hotels - Cartier Place Suite Hotel \(sitedreams.com\)](#)

### **Holiday Inn Express & Suites Downtown Ottawa East**

**Address:** 235 King Edward Avenue, Ottawa, ON, K1N 7L8 (1.4 km from venue)

**Tel:** 1 (877) 660-8550

**Email:** N/A

**Cost per night:** \$193 (CAD)

**Link to Website:** [Ottawa Suites Hotels Downtown | Holiday Inn Express & Suites Downtown Ottawa East \(ihg.com\)](#)

### **The Business Inn and Suites**

**Address:** 180 Maclaren Street, Ottawa, Ontario K2P 0L3 (1.4 km from venue)

**Tel:** 1 (613) 232-1121

**Email:** N/A

**Cost per night:** \$148 (CAD)

**Link to Website:** [The Business Inn & Suites | Official Site](#)

### **Econo Lodge Downtown Ottawa**

**Address:** 475 Rideau St, Ottawa, Ontario, K1N5Z3 (1.4 km from venue)

**Tel:** 1 (855) 516-1090

**Email:** N/A

**Cost per night:** \$109 (CAD)

**Link to Website:** [Econo Lodge Downtown Ottawa Ottawa, Ontario, CA - Reservations.com](#)

### **Delta Hotels**

**Address:**

**Tel:** 1 (613) 237-3600

**Email:** 101 Lyon St. N, Ottawa, Ontario, K1R 5T9 (1.6 km from venue)

**Cost per night:** \$269 (CAD)

**Link to Website:** <https://www.marriott.com/en-us/hotels/yowdm-delta-hotels-ottawa-city-centre/overview/>

### **Rideau Inn**



**Address:** 77 Frank St. Ottawa, Ontario, K2P 0X4 (1.7 km from venue)  
**Tel:** 1 (613) 688-2753  
**Email:** [reservations@rideauinn.com](mailto:reservations@rideauinn.com)  
**Cost per night:** \$161 (CAD)  
**Link to Website:** <https://www.rideauinn.com/>

### **Ambassador Bed and Breakfast**

**Address:** 450 Laurier Ave E, Ottawa, ON K1R 0A2 (1.7 km from venue)  
**Tel:** 1 (613) 890-6022  
**Email:** N/A  
**Cost per night:** \$245 (CAD)  
**Link to Website:** <http://ambassador-bb.ontariocahotel.com/en/>

### **Holiday Inn Ottawa Downtown Parliament Hill**

**Address:** 402 Queen Street, Ottawa, ON K1R5A7 (1.8 km from venue)  
**Tel:** 1 (613) 236-1133  
**Email:** N/A  
**Cost per night:** \$345 (CAD)  
**Link to Website:** [Downtown Ottawa Hotels Near Parliament Hill | Holiday Inn Ottawa Dwtwn - Parliament Hill \(ihg.com\)](http://Downtown Ottawa Hotels Near Parliament Hill | Holiday Inn Ottawa Dwtwn - Parliament Hill (ihg.com))

### **Sonder the O'Connor**

**Address:** 377 Rue O'Connor Street, Ottawa, ON K2P 2M2 (2.1 km from venue)  
**Tel:** 1 (617) 300-0956  
**Email:** N/A  
**Cost per night:** \$164 (CAD)  
**Link to Website:** [Sonder The O'Connor - permanecer en Ottawa, CA](http://Sonder The O'Connor - permanecer en Ottawa, CA)

### **Hampton Inn by Hilton Ottawa**

**Address:** 100 Chem. Coventry, Ottawa, ON K1K 4S3 (3.8 km from venue)  
**Tel:** 1 (613) 741-2300  
**Email:** N/A  
**Cost per night:** \$220 (CAD)  
**Link to Website:** [Hampton Inn by Hilton Ottawa, Canada Hotels](http://Hampton Inn by Hilton Ottawa, Canada Hotels)

### **WelcomINNs Ottawa**

**Address:** 1220 Michael Street, Ottawa, ON, K1J 7T1 (5.7 km from venue)  
**Tel:** 1 (866) 266-3306  
**Email:** N/A  
**Cost per night:** \$149 (CAD)  
**Link to Website:** [WelcomINNS Ottawa - Guest Reservations](http://WelcomINNS Ottawa - Guest Reservations)

### **Comfort Inn Ottawa East**

**Address:** 1252 Michael St., Ottawa, ON, K1J 7T1, CA (5.9 km from venue)

**Tel:** 1 (613) 744-2900

**Email:** N/A

**Cost per night:** \$175 (CAD)

**Link to Website:** <https://www.choicehotels.com/ontario/ottawa/comfort-inn-hotels/cn302?mc=llrscncn&pmf=canada>

### **Best Western Plus Gatineau**

**Address:** 131 Rue Laurier, Gatineau, Quebec J8X 3W3 (6.8 km from venue)

**Tel:** 1 (819) 770-8550

**Email:** N/A

**Cost per night:** \$200 (CAD)

**Link to Website:** [Hotel Gatineau | Best Western Plus Gatineau-Ottawa | Hotel Gatineau \(bestwesterngatineau.ca\)](#)

### **Best Western Plus Ottawa City Centre**

**Address:** 1274 Carling Avenue, Ottawa, Ontario K1Z 7K8 (6.9 km from venue)

**Tel:** 1 (613) 728-1951

**Email:** N/A

**Cost per night:** \$160 (CAD)

**Link to Website:** [Best Western Plus Ottawa City Centre | Hotel Rooms](#)

### **Travel Lodge Ottawa East**

**Address:** 1486 Chem. Innes, Ottawa, ON K1B 3V5 (8.2 km from venue)

**Tel:** 1 (613) 702-0719

**Email:** N/A

**Cost per night:** \$144 (CAD)

**Link to Website:** [Travelodge by Wyndham Ottawa East | Ottawa, ON Hotels \(wyndhamhotels.com\)](#)

### **Hilton Lac Leamy**

**Address:** 3 Bd du Casino, Gatineau, QC J8Y 6X4 (9.2 km from venue)

**Tel:** 1 (819) 790-6444

**Email:** N/A

**Cost per night:** \$444 (CAD)

**Link to Website:** <https://www.hilton.com/en/hotels/yowovhf-hilton-lac-leamy/>

### **Ramada Plaza Gatineau**

**Address:** 75 Rue d'Edmonton, Gatineau, QC J8Y 6W9 (6.8 km from venue)

**Tel:** 1 (800) 854-9517

**Email:** N/A

**Cost per night:** \$162 (CAD)

**Link to website:** [Ramada Plaza Manoir du Casino - Tourisme Outaouais](#)

### **Chateau Cartier**

**Address:** 1170 Chem. d'Aylmer, Gatineau, QC J9H 7L3 (8.7 km. from venue)

**Tel:** +1 (819) 777-8870

**Email:** [golf@chateaucartier.com](mailto:golf@chateaucartier.com)

**Cost per night:** \$195 (CAD)

**Link to Website:** [Ascent Hotel Collection - Château Cartier Hôtel & Resort - Gatineau Hotel Spa \(\[chateaucartierhotelresort.com\]\(http://chateaucartierhotelresort.com\)\)](#)

### **Hotel V**

**Address:** 585 Bd de la Gappe, Gatineau, QC J8T 8N7 (9.7 km from venue)

**Tel:** +1 (888) 916-5226 our +1 (888) 916-5226

**Email:** [info@hotelv.ca](mailto:info@hotelv.ca)

**Cost per night:** \$288 (CAD)

**Link to Website:**

[https://www.hotelv.ca/en?gclid=Cj0KCQjwhL6pBhDjARIsAGx8D586wLSIoPQ0e\\_DHCWIARCIBEVoh3stU680caaJlcBdGC2U3n5MImMAaAsDwEALw\\_wcB](https://www.hotelv.ca/en?gclid=Cj0KCQjwhL6pBhDjARIsAGx8D586wLSIoPQ0e_DHCWIARCIBEVoh3stU680caaJlcBdGC2U3n5MImMAaAsDwEALw_wcB)

### **Quality Inn**

**Address:** 111 Rue Bellehumeur, Gatineau, QC J8T 6K5 (9.6 km from venue)

**Tel:** + 1(819) 568-5252

**Email:** N/A

**Cost per night:** \$158 (CAD)

**Link to Website:** [Rates & Available Rooms - Quality Inn & Suites \(\[choicehotels.com\]\(http://choicehotels.com\)\)](#)

***A more comprehensive list can be found at***

- [Where to stay | Ottawa Tourism](#)
- <https://www.tourismeoutaouais.com/en/where-to-sleep/cat/hotels/>