



UNFCCC Workshop on Adaptation Fund

**FAIRMONT HOTEL MACDONALD
EDMONTON, ALBERTA, CANADA
3-5 May 2006**

INFORMATION SHEET

MEETING VENUE

The UNFCCC workshop on Adaptation Fund will be held on 03 May 2006 (9:00 - 18:00hrs), 04 May 2006 (9:00 - 18:00hrs) and 05 May 2006 (9:00 - 18:00hrs) at:

Fairmont Hotel Macdonald
Edmonton, Alberta
10065-100th Street
Edmonton, Alberta, Canada
Phone (1-780)424-5181
Fax (1-780) 429-6481

For more information, please refer to the web site of the hotel - <http://www.fairmont.com/macdonald>

ACCOMMODATION

Participants should make their own hotel bookings. A list of hotels in the vicinity of the workshop venue is attached to this sheet. In order to facilitate the participants' reservation, the Canadian government has offered special rates and these rates are based on availability of accommodation. Participants who wish to make a reservation at one of these hotels are kindly requested to contact Ms. Kathy Jarrett (Kathy.jarrett@ec.gc.ca) to coordinate your reservation, as soon as possible, by filling the attached hotel form.

Upon arrival at the hotel, participants will be asked to present their credit card or pay by cash with full payment due on the day of departure. The hotels accept all major credit cards.



NOTE FROM THE SECRETARIAT

Participants are strongly advised to obtain international travel and medical insurance to cover the period of their departure for the Adaptation Fund workshop until the time of their return to their home country.

The United Nations and the UNFCCC secretariat disclaim all responsibility for medical accident and travel insurance, for compensation, death or disability, loss or damage to personal property and for any other costs or losses that may be incurred during travel time or the period of participation in the Adaptation Fund workshop.

Travel for eligible funded participants to and from Edmonton, Canada is the lowest cost and most direct economy fare. The UNFCCC secretariat will not be responsible for costs associated with any changes that the funded participants may wish to make to their tickets, for example upgrading, re-routing or stopovers.

DAILY SUBSISTENCE ALLOWANCE (DSA)

Daily Subsistence Allowance will be disbursed in Canadian Dollars. Eligible funded participants will be able to collect their DSA before the beginning of the meeting at the venue of the workshop. Passport, plane ticket and boarding pass(es) are required to allow payment to be made.

REQUIREMENTS FOR CANADA

All foreign participants entering Canada must have a valid passport. Early contact with the consular authorities of Canada is strongly advised to allow sufficient time for the necessary visa and where required, transit visa, to be issued before departure for Canada. A copy of the invitation should be attached to the visa request in order to facilitate issuance. For more information, please visit the web site <http://www.cic.gc.ca/english/visit/visas.html> to confirm if a visa is required to enter Canada.

It is important to apply at least 4 weeks prior to travel, with a complete visa application and letter of invitation to participate in the event.

The nearest Canadian Embassy, Consulate and High Commission abroad has information related to visas and work permits on their individual websites at <http://www.cic.gc.ca/english/offices/missions.html>.

For travel arrangements that involve transiting through the United States, carefully consult http://travel.state.gov/visa/visa_1750.html and contact the appropriate consular authorities to be sure of the visa requirements for travel.

For assistance in facilitating visa application, please contact as soon as possible:

Ms. Monica Sevilla (msevilla@unfccc.int)
UNFCCC Secretariat
Bonn, Germany
Tel: (+49 228) 815-1503
Fax: (+49 228) 815-1999



GROUND TRANSPORTATION

The Edmonton International Airport is located approximately 40 kms (25 miles) from the downtown core.

Sky Shuttle is a service from the airport to the downtown core. Please visit website visit <http://www.edmontonskyshuttle.com/SkyShuttle.html>) for hours of operation (20-minute frequency during weekdays and 30 minute frequency on weekends). Cost is 15 Canadian Dollars one-way and 25 Canadian Dollars return to downtown Edmonton.

Taxis are also available at the airport at a cost of approximately 45 Canadian Dollars from the Edmonton International Airport to the Fairmont Hotel Macdonald.

OTHER USEFUL INFORMATION

CLIMATE: During the timeframe of the Workshop, Edmonton's average temperature in the month of May is 4°C (40° F). Cool temperature clothing (including jacket and umbrella in case of rainy days) is highly recommended. For a full weather report, updated several times daily, visit <http://weatheroffice.ec.gc.ca>

ELECTRICITY: The North American power supply standard is set at 110V; frequency is 60 Hz. Canada uses North American-type plugs. We recommend you use the appropriate adaptors.

TOURIST INFORMATION: For tourist information please visit: <http://www.edmontontourism.ca/>

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