



G7 EMPLOYMENT PREPARATORY MEETING

DELEGATE'S HANDBOOK

JANUARY 29, 2018

OTTAWA, ONTARIO



Employment and
Social Development Canada

Emploi et
Développement social Canada

Canada

G7 EMPLOYMENT PREPARATORY MEETING

Employment and Social Development Canada (ESDC) is delighted to welcome all delegates to the G7 Employment Preparatory meeting under Canada's G7 Presidency in Ottawa, Ontario.

The Delegate Handbook provides preliminary information on the meeting as well details on meeting logistics, requirements for all participants and general information for your stay in the City of Ottawa. Inquiries or further information on such arrangements can be addressed to ESDC through the following email address: G7CANADAEMPLOYMENT@hrsdc-rhdcc.gc.ca.

MEETING INFORMATION

DATES

The meeting will take place on **Monday, January 29 2018**.

Delegates are invited to pick up their badges at the accreditation desk in the Westin Hotel lounge on Sunday, January 28, 2018, between 5:00-7:00 PM and Monday January 29, 2018, between 7:30-9:00 AM.

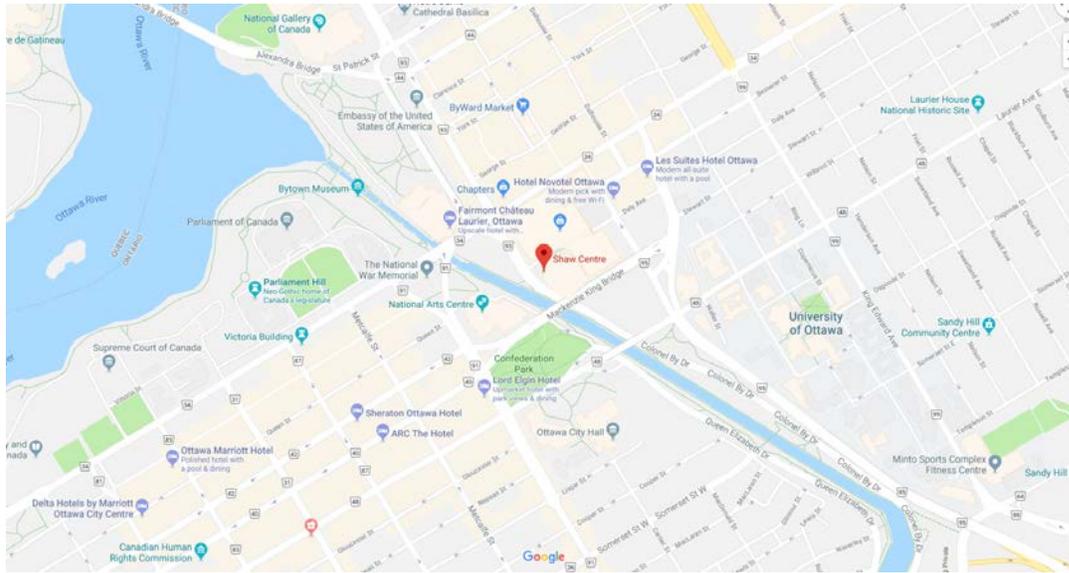
VENUE:

SHAW CENTRE



Address: 55
Colonel By Dr,
Ottawa, ON K1N
9J2
Website: shaw-
centre.com
Tel: 1 800-450-0077

Map



The Employment Preparatory meeting will take place at the Shaw Centre, located in downtown Ottawa, Ontario, in Canada's national capital. It is within walking distance to numerous attractions and landmarks, including Parliament Hill and the ByWard Market. The Centre is directly linked to the Westin Ottawa Hotel and the Rideau Centre shopping complex, and can be accessed indoors.

The sessions will be held in **room 210** on the second floor of the Shaw Centre.

AGENDA

The Agenda for the G7 Preparatory meeting will be provided separately via email.

MEETING DOCUMENTS

Meeting documents will be circulated to delegates in advance of the meeting via email.

ACCOMMODATION

THE WESTIN HOTEL

A limited number of rooms have been secured at the Westin Hotel in Ottawa. Reservations will be accepted on a first come first served basis. The Westin Hotel is approximately 30 minutes or 15 km from the Ottawa International Airport. Both the Rideau Centre and the Shaw Centre (meeting venue) are accessible indoors.



Address: 11 Colonel By Dr, Ottawa, ON K1N 9H4

Phone: (613) 560-7000

Check-in time: 3 PM

Check-out time: 12 PM

HOTEL SERVICES & FACILITIES

- 24-hour Business Centre
- 24-hour Fitness Centre
- In-Room Dining
- Indoor Pool, Whirlpool, Sauna, Steam Room, and Squash Court
- Daly's Restaurant
- The Shore Club Restaurant

Please note that in line with usual procedures, delegates are asked to cover their travel and accommodation costs.

VISAS

VISAS

To travel to Canada, most individuals require a Visa, or an Electronic Travel Authorization. Some may only need their valid passport. For further information on country specific requirements, please visit:

<http://www.cic.gc.ca/english/visit/visas-tool.asp>

TRANSPORTATION

The Macdonald-Cartier International Airport is located approximately 15 km from downtown Ottawa.

PUBLIC TRANSIT

Cost: \$3.30

Time: 30 minutes

[OC Transpo](#), Ottawa's public bus service, offers service directly to and from the airport. The [97](#), departs from pillar 14, outside level one arrivals area. The bus costs \$3.30 and stops at major hubs throughout the city, where riders can transfer if need be. Bus tickets are available at the ground transportation desk in the airport, located on level one at the central door of the arrivals area. Many Ottawa buses are accessible (including the 97), but riders with disabilities can also contact [Para Transpo](#) ahead of time if additional service is required.

TAXI

Cost: \$37

Time: 25 minutes

The average cost to take a taxi from the airport to downtown Ottawa is \$37. The vehicles are plentiful and are available outside of the arrivals terminal.

CAR RENTAL

Cars can be rented from several agencies, all of which are conveniently located in the parkade across the street from the terminal. Delegates are asked to make arrangements with the agency at least 48 hours in advance.

PRACTICAL INFORMATION

The G7 Employment Preparatory meeting will take place in English.

LOCAL TIME & CLIMATE

The local time in Ottawa is Eastern Standard Time (EST), GMT -5 hours.

Delegates can expect cold weather in Ottawa, Ontario, in January. The average temperature is typically -10.7 °C (12.74 °F). Overnight temperatures are generally colder with an average low of -15.1 °C (4.8 °F). However, it can be expected that some winter nights may have temperatures in the minus-twenties Celsius (below -3 °F).

DRESS CODE

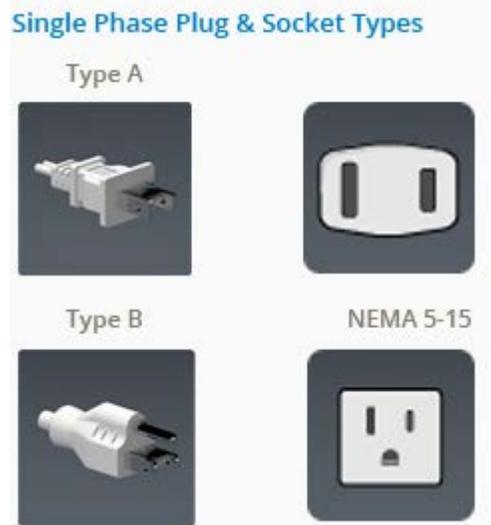
The dress code for the G7 Employment Preparatory meeting is business casual. Due to cold temperatures in Ottawa in January, it is highly recommended that delegates dress in layers, including warm jackets and boots. The meeting venue is accessible indoors through the Westin Hotel and the Rideau Centre.

WI-FI

Wi-Fi will be accessible at the meeting venue.

ELECTRICAL SUPPLY

Canada's electrical supply and electrical outlets (sockets, wall plugs) are the same as those found in the United States. The electrical supply is 120 Volts and 60 Hertz (cycles per second).



INTERNATIONAL DIALING CODES

011 is the international prefix used to dial outside of Canada.

EMERGENCY NUMBER

For any emergency, please dial 9-1-1.

CURRENCY AND ATMS

The Canadian Dollar is the currency of Canada.

Top CAD Exchange Rates

	<u>USD</u>	<u>EUR</u>	<u>GBP</u>	<u>CNY</u>	<u>PHP</u>	<u>AUD</u>	<u>JPY</u>
1 CAD	<u>0.79811</u>	<u>0.66408</u>	<u>0.59057</u>	<u>5.18865</u>	<u>39.7784</u>	<u>1.01790</u>	<u>89.7714</u>
Inverse:	<u>1.25295</u>	<u>1.50584</u>	<u>1.69329</u>	<u>0.19273</u>	<u>0.02514</u>	<u>0.98242</u>	<u>0.01114</u>

2018-01-03 20:17 UTC

You may find ATMs at banks and in pharmacies, drugstores, supermarkets and shopping malls.

CONTACT INFORMATION

For any questions regarding the logistical arrangements or in case of difficulties with the booking procedures or accreditation, please do not hesitate to contact:

Email Address: G7CANADAEMPLOYMENT@hrsdc-rhdcc.gc.ca

ATTRACTIONS

BYWARD MARKET



**NINE-MINUTE WALK |
0.5KM / 0.3MI (From
Westin Hotel)**

Open year-round, the ByWard Market features locally grown produce, specialty foods, buskers, and more. The surrounding neighbourhood is home to a variety of popular bars and restaurants.

RIDEAU CENTRE



Address: 50 Rideau St #300,
Ottawa, ON K1N 9J7

Hours:

Sunday	11AM–6PM
Monday	9:30AM–9PM
Tuesday	9:30AM–9PM
Wednesday	9:30AM–9PM
Thursday	9:30AM–9PM
Friday	9:30AM–9PM
Saturday	9:30AM–9PM

The Rideau Centre is located adjacent to the Shaw Centre and can be accessed directly from the Westin Hotel. The Rideau Centre features 180 retailers and specialty boutiques.

OTTAWA MUSEUMS

There are a number of museums you may wish to visit in Ottawa during your stay. Some of the most popular museums include:

- National Gallery of Canada - 11-minute walk | 1.0km / 0.6mi
- Canadian Museum of Civilization - Five-minute drive | 3.0km / 1.9mi
- Canadian War Museum - Nine-minute drive | 4.0km / 2.5mi
- Canada Aviation Museum - 12-minute drive | 4.8km / 3.0mi

PARLIAMENT HILL



**NINE-MINUTE
WALK | 0.5KM /
0.3MI**

Parliament Hill is home to Canada's national government and the setting for national celebrations all-year round.

RIDEAU CANAL



Each winter, the historic Rideau Canal, a UNESCO World Heritage Site, becomes the Rideau Canal Skateway, the world's largest skating rink. The Skateway winds its way through the heart of Ottawa, over a total length of 7.8 kilometres, stretching from downtown to Dows Lake. Typically, the skating season runs from January until late February.