

**XXI Annual Trilateral Committee Meeting
Ottawa, Ontario, Canada
General Meeting Information**

TIME AND LOCATION:

The XXI Trilateral Committee meeting will be held from May 16-19, 2016 at the Lord Elgin Hotel, located at 100 Elgin Street, Ottawa, Ontario, K1P 5K8.

ROOM RESERVATIONS:

A block of **50** rooms has been reserved for our group at a preferred rate. Once the 50 rooms have been booked, rooms will be available at market rate. There are two options for booking rooms as follows:

LODGING – RATE OPTION 1	
Room Type	Cost
Single Room	\$189 CAD
Double Room	\$189 CAD
LODGING – RATE OPTION 2 (based on single occupancy)	
Room Type	Cost
Single Room with Breakfast and Lunch included	\$250 CAD

NOTE: In addition to the quoted room rate all guests are required to pay Harmonized Sales Tax (13%), the Domestic Marketing Program fee (3%), and any other applicable fees or charges.

Participants are responsible for securing lodging in one of the following ways:

- Phone: 613-235-3333 or 1-800-267-4298
- Email: reservations@lordelgin.ca
- Website: www.lordelgin.ca using the booking code **150508ECEC**. Please note that online bookings can only be made for the guestroom only rate. The meal inclusive rate reservation must be made via phone or email only.

Please note room reservations must be made **no later than April 15, 2016**. Otherwise, we cannot guarantee that rooms will be available at this site and accommodations may have to be made off-site. The hotel accepts the following credit cards as method of payment: American Express, Master Card, and Visa. Smoking is **not** permitted in the room.

Check in time: Any time after 3:00 PM.

Check out time: 12:00 PM.

Cancellation: Individual reservations may be cancelled or modified without penalty until 7 days prior to the date of arrival. If the reservation is cancelled within 7 days of arrival or in the case of a no show, the full price of the reservation will be charged. Any modifications made within 7 days of arrival that shorten the length of stay will result in full charge. As well, if the reservation is moved to a date with a lower rate, the guest will be responsible to pay the difference.

AIRPORTS/TRANSPORTATION:

Ottawa International Airport (YOW)

[Taxis](#) are available onsite at the Transportation Plazas. The estimated cost is \$ 30.00 CAD.

REGISTRATION OF PARTICIPANTS ON THE WEBSITE:

In addition to making hotel reservations, participants must also register for the Trilateral Committee meeting. If you have not registered, please do so as soon as possible via the following website:

- www.trilat.org
- Select the “2016 Annual Meeting” link
- Select the “Meeting Registration Form” link
- Complete the form and submit it to Janis LeBlanc (janis.leblanc@canada.ca) **no later than April 15, 2016**.

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PARTICIPANTS' REGISTRATION ON-SITE:

Participants will complete the registration process upon arrival (e.g. obtain ID badges and information packages). Registration will take place on Sunday, May 15th (3:00pm - 6:00pm) Monday, May 16th (8:00am - 5:00pm) and Tuesday, May 17th (8:00am - 8:45 am) in the designated area.

DRESS CODE:

Casual business attire is recommended. Before departing, you may wish to check the weather for Ottawa at: https://weather.gc.ca/city/pages/on-118_metric_e.html

DOCUMENTATION:

Agendas, Schedule of Events and other documentation will be available prior to the meeting on the Trilateral Committee website at www.trilat.org. Materials will also be sent through the respective representatives of the Trilateral Coordinating Committee. It is important to consider that it is the responsibility of each participant to print his/her materials in advance and bring them to the meeting.

QUERIES:

Should you require further information with respect to the Trilateral Committee annual meeting, please contact:

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