

Preliminary useful information for CEOS Plenary participants

At the YUL Montréal-Trudeau airport

[The 747](#) runs 24 hours a day, 7 days a week, between the airport and [Berri-UQAM metro station \(Bus Terminus, downtown Montreal\)](#).

You can also get a ride with [Uber reserve](#) or a [cab](#).

Event venue, accommodation, and transportation

The Plenary will be held at the [John H. Chapman Space Center](#) located on the outskirts of the [MET – Montreal Metropolitan Airport](#), an industrial zone 20km from downtown Montréal, in Saint Hubert.

The hotel and venues chosen for our social activities program have different locations and traffic can be heavy.

The Sandman hotel – Longueuil (metro Station – access to city of Montreal)

The CSA has made appropriate arrangements with the [Sandman hotel](#), located near the [Longueuil-Université-de-Sherbrooke Metro station](#). (Line 4 - Yellow) and 15 km from the JHC Space Center.



Transportation will be offered every morning and at the end of the day during the Plenary only between the Sandman hotel and the JHC Space Center. In addition, transportation is offered between the Sandman hotel, the JHC Space Center, and the social activities venue.

A block of 45 double rooms and 40 king rooms, located on the 5 upper floors of this establishment, have been pre-reserved for this purpose [from 21 to 25 October 2024](#) - use the code [ASC2024](#) when making your reservation.

Please note that this code can be used for reservations made outside of the above dates but limited to October 17th - 30th and subject to room availability at the time of your booking.

The [Room rate is \\$150.00](#), single to quadruple occupancy. Prices are in Canadian currency, non-commissionable and subject to applicable taxes.

* Continental breakfast buffet is available daily between 6:30am – 9:30am. Cost is \$15.95

*Parking is free.

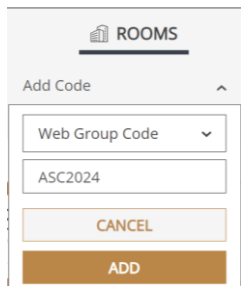
*Wireless high-speed Internet available throughout the establishment.

*It is not possible to accommodate more than 4 people in a room and there are no rollaway beds available.

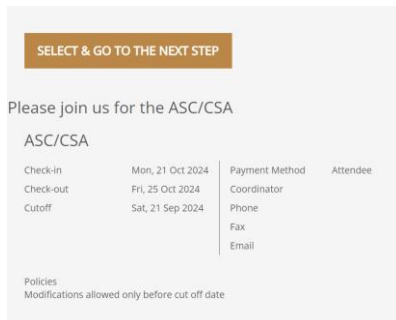
*The hotel does not guarantee connecting/adjoining rooms.

To make a reservation¹, please visit the [hotel's website](#). At the top right, click “Explore our hotels” and scroll down on this page:

- Click “book now” under “Sandman Hotel Montreal-Longueuil.”
- Go to October 2024 to select check-in and check-out dates.
- Select check-in/check-out dates from 21 to 25 October 2024 and click “CONFIRM DATES OF STAY”.
- List of Rooms will appear, click “ADD CODE”, scroll down, select “Web Groupe Code”, use the code [ASC2024](#) and click ADD:



- A pop-up window will appear, click “SELECT & GO TO THE NEXT STEP”



ASC/CSA			
Check-in	Mon, 21 Oct 2024	Payment Method	Attendee
Check-out	Fri, 25 Oct 2024	Coordinator	
Cutoff	Sat, 21 Sep 2024	Phone	
		Fax	
		Email	

Policies
Modifications allowed only before cut off date

- On the next page, your check-in/check-out dates will be selected, click “UPDATE DATES OF STAY” then book your preferred room, from the list.

As of [SEPTEMBER 21, 2024](#), unreserved rooms will be released.

Should you need assistance with your booking, please communicate with **Julie-Hanh Tran**, Sales Manager at Sandman - jhtran@sandman.ca

¹ A valid credit card number will be required to guarantee the room when booking.

-HOTEL PAYMENT METHOD:

Everyone pays for their room and incidentals.

-CANCELLATION POLICY:

Individual room cancellation must be made 24 hours before the arrival date. After this limit, first night cancellation fees will apply.

-ARRIVAL AND DEPARTURE TIMES:

Please note that check-in time is 4:00 p.m. and check-out time is 11:00 a.m. On request, the hotel can also store luggage in storage.

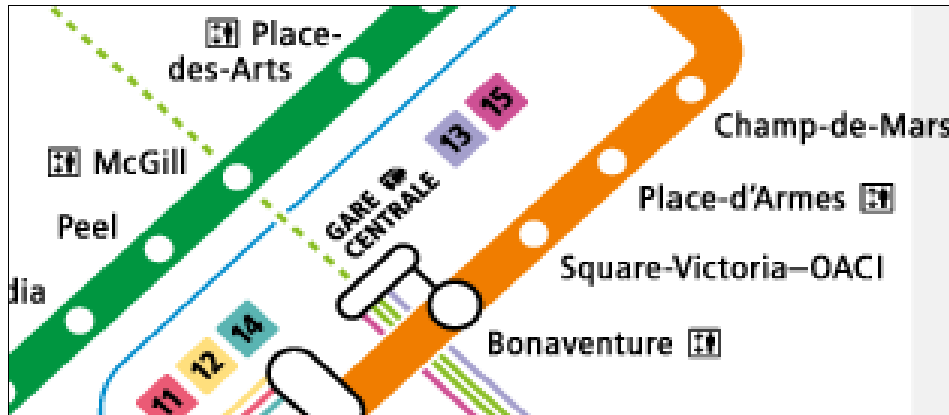
Because there is heavy traffic coming in and out of Montreal, we strongly recommend booking your room at the Sandman hotel. This will make your transfers to and from the CSA shorter.

Hotels in Montréal

The CSA CEOS Chair team has identified a list of hotels offering high standards with good reviews, and located in the old port of Montreal, to facilitate connection with the metro station and Line 4 -YELLOW, as follows:

Hotel	Location	Price
Embassy Suite Hilton	Old Montreal	+299\$/night + buffet
Hôtel St-Paul	Old Montreal	+277\$/night + buffet
Hôtel Place d'Armes	Old Montreal	+399\$/night
Hôtel Nelligan	Old Montreal	+359\$/night

Hotels in downtown Montreal are generally located along Line 1 – Green or Line 2 – Orange, as shown below. The time to commute between downtown Montreal and the Longueuil metro station is around 30 minutes, depending on the location of your hotel. The same applies using Uber or Taxi, depending on the traffic.



Participants choosing to stay in a downtown Montreal hotel can use transportation offered by the CSA to connect to the Sandman Hotel in the morning and at the end of the day, then travel to their hotel via the Longueuil metro or by using Uber or Taxi, from this metro station. Please note that this may extend your travel time.

The travel time between downtown Montreal to the JHC Space Center by Uber or Taxi can be around 1h, depending on the traffic.

Please note that no shuttle service will be offered to and from these locations, should you choose to stay at one of the hotels listed above.

[On-site registration and access²](#)

For security reasons, foreign visitors at the JHC Space Center are subject to additional checks if they are not able to identify themselves with a Canadian ID card.

The CSA CEOS Chair team is required to provide the full name, country of origin, date of birth and passport number of our participants ten (10) calendar days before the visit.

Passport is mandatory for registration and security check during the entire time schedule of the Plenary.

A passport is required for registration and security screening every day during your visit to the JHC Space Center.

² More details to be provided as we get closer to the event.

Visa information and process³

Participants are encouraged to begin making visa and travel arrangements as soon as possible.

In order to ensure that your participation will go smoothly, we suggest you verify if you require a visa or eTA to access Canada by visiting [this website](#) as soon as possible.

We invite you to read very carefully the information letter accompanying this guide. Please note that, after submitting your application, invitees who are required to complete biometrics will be issued a Biometric Instructions Letter (BIL) and will need to complete their biometrics before the Department can begin processing your application.

Should you need a [personal invitation letter](#) for your visa or travel application, please contact directly Carmen Marcu at [<carmen.marcu@asc-csa.gc.ca>](mailto:carmen.marcu@asc-csa.gc.ca), copy to [<csa-ceos-chair-2024@googlegroups.com>](mailto:csa-ceos-chair-2024@googlegroups.com). Additional information along with a Special Event Code will be provided for this purpose. If you have any questions on the importation of goods related to the event, please see the [International Events and Conventions Services Program](#) at the [Canada Border Services Agency](#)

Social program⁴

- ✦ Tuesday evening, 22 October - Welcome cocktail at “[La maison autochtone](#)”, located at the foot of the [Gault reserve](#), designated the first Canadian Biosphere Reserve as part of UNESCO's Man and the Biosphere Program, in 1978.
***Starting at 6 p.m.; participants will leave directly from the JHC Space Center to this site, at the end of the working day.

- ✦ Wednesday evening, 23 October - CEOS 40th Celebration at [Château Ramezay - Historic Site and Museum of Montréal](#), the first building classified as a historic monument in the province of Quebec.
***Starting at 7 p.m.; participants will be able to make a short stop at their hotel at the end of the working day, before transferring to Chateau Ramezay.

³ DISCLOSURE: Please note that the CSA will share the list of participants from visa required countries with Immigration, Refugees and Citizenship Canada (IRCC). Information collected as part of these participants list, such as full legal name, visa application number and passport country of issuance, will be used to identify and coordinate the processing of visa applications and, upon request, provide organizers updates of aggregate data on the status of visa applications of event participants, within the confines of the *Privacy Act* and at the discretion of the Special Events Unit/IRCC.

⁴ More details to be provided as we get closer to the event.