**CEOS Working Group on Calibration and Validation – WGCV – 32**

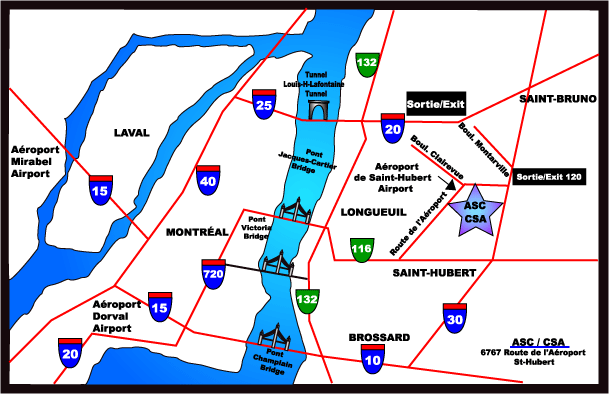
**CEOS Working Group on Information System & Services – WGISS – 30**

**Canadian Space Agency, Saint-Hubert, Québec, Canada**

**September 13 – 17, 2010**

The meeting will take place at the Canadian Space Agency (ASC-CSA) facility in Saint-Hubert from the 13th to the 17th of September 2010. Saint-Hubert is one of the suburbs located off the island of Montreal, commonly known as the South Shore.

|  |  |
| --- | --- |
| Meeting Venue:  Canadian Space Agency  6767 route de l’Aéroport  Saint-Hubert, Québec, Canada  J3Y 8Y9  CSA web site: <http://www.asc-csa.gc.ca>  Please note that “No host” lunches are  available at the full service cafeteria within  the CSA facility | Contact at CSA:  Darlene de la Fosse  Tel: 1-450-926-5081  Fax: 1-450-926-4433  E-mail: [darlene.delafosse@asc-csa.gc.ca](mailto:darlene.delafosse@asc-csa.gc.ca) |



**PLEASE BOOK YOUR ACCOMMODATIONS DIRECTLY WITH THE HOTEL OF YOUR CHOICE**

Hotel Accommodations - South Shore:

**Sandman Hotel**

999 rue de Serigny  
Longueuil, Québec, Canada  
J4K 2T1  
Tel: 1-450-670-3030 Fax: 1-450-670-5928  
Toll free: 1-800-SANDMAN

<http://www.sandmanhotels.com/en/hotel/quebec/montreal>

The Canadian Space Agency has reserved a block of rooms with this hotel which has free internet in each room. Rooms can be cancelled free of charge 24 hours prior to reservation date.

Preferred group rate: Standard room (breakfast not included)

Rate: $109.00Cdn. single occupancy. Additional person: $15.00Cdn. excluding taxes.

Preferred group rate: Executive room (includes buffet breakfast and several extra amenities)

Rate: $125.00Cdn. single occupancy. Additional person: $15.00Cdn. excluding taxes.

Reservation number # **263819** will be required in order to place a reservation. A credit card number will be required to guarantee the room upon arrival. This offer expires August 13, 2010.

Please reserve directly with Sandman reservation department:

Phone: 1-450-670-3030 or toll free 1-800-493-7303/1-800-SANDMAN

Fax: 1-450-670-5928

E-mail: [fom\_montreal@sandman.ca](mailto:fom_montreal@sandman.ca)

This hotel is also off the island of Montreal but is across the street from the STM Longueuil Metro station. Montreal night life and the Canadian Space Agency are easily accessible via metro and/or bus. Access to CSA from the Longueuil Metro station via car/taxi is an 18.5-km drive (approx. 20 min.), via RTL bus 28 (which runs approximately every 30 minutes) is a 45-minute ride. See below for public transport fees and schedules.

**ALT Hôtel Quartier DIX30**  
6500 boulevard de Rome

Brossard, Québec, Canada

J4Y 0B6  
Tel: 1-450-443-1030 Fax: 1-450-443-0040  
Toll free: 1-877-343-1030  
[reservations.dix30@althotels.ca](mailto:reservations.dix30@althotels.ca)

This hotel is located about 15 km from CSA. The hotel is situated in the heart of a shopping complex of about 180 businesses. For full details about Quartier Dix30 you can consult the interactive map at <http://www.quartierdix30.com>. Rush hour traffic from Dix30 to CSA would be minimal but beyond Quartier Dix30 there is little to explore.

Hotel Accommodations - Montreal Island:

**Le Saint Sulpice**

414 rue Saint-Sulpice

Montreal, Québec, Canada

H2Y 2V5

Tel: 1-877-785-7423

<http://www.lesaintsulpice.com>

Directions to CSA via metro and bus:

Walk to Place-d’Armes Metro station

Take the metro, Line 2 (orange) in the direction of Henri-Bourassa

Debark at stop Berri-UQAM, transfer to Line 4 (yellow) in the direction of Longueuil

Debark at stop Longueuil

Ascend to street level and take RTL bus 28

Trip duration: 1 hour +

**Auberge Bonaparte**

447 rue Saint-Francois-Xavier

Montreal, Québec, Canada

H2Y 2T1

Tel: 1-514-844-1448 Fax:1-514-844-0272

<http://www.bonaparte.com>

Directions to CSA via metro and bus:

Walk to Place-d’Armes Metro station

Take the metro, Line 2 (orange) in the direction of Henri-Bourassa

Debark at stop Berri-UQAM, transfer to Line 4 (yellow) in the direction of Longueuil

Debark at stop Longueuil

Ascend to street level and take RTL bus 28

Trip duration: 1 hour +

**Le Petit Hotel**

168 rue St-Paul Ouest

Montreal, Québec, Canada

H2Y 1Z7

Tel: 1-514-940-0360 Fax: 1-514-940-0363

Toll free: 1-877-530-0360

<http://www.petithotelmontreal.com>

Directions to CSA via metro and bus:

Walk to Place-d’Armes Metro station

Take the metro, Line 2 (orange) in the direction of Henri-Bourassa

Debark at stop Berri-UQAM, transfer to Line 4 (yellow) in the direction of Longueuil

Debark at stop Longueuil

Ascend to street level and take RTL bus 28

Trip duration: 1 hour +

**Hotel Nelligan**

106 Saint Paul St W.

Montreal, Québec, Canada

H2Y 1Z3

Tel: 1-514-788-2040 Fax: 1-514-788-2041

Toll free: 1-877-788-2040 (Canada and U.S. only)

<http://www.hotelnelligan.com>

Directions to CSA via metro and bus:

Walk to Place-d’Armes Metro station

Take the metro, Line 2 (orange) in the direction of Henri-Bourassa

Debark at stop Berri-UQAM, transfer to Line 4 (yellow) in the direction of Longueuil

Debark at stop Longueuil

Ascend to street level and take RTL bus 28

Trip duration: 1 hour +

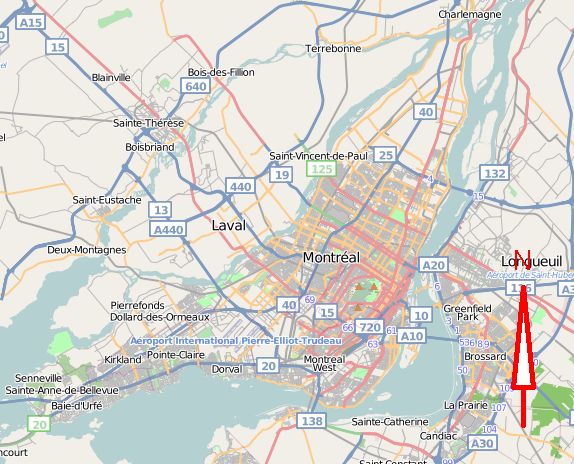
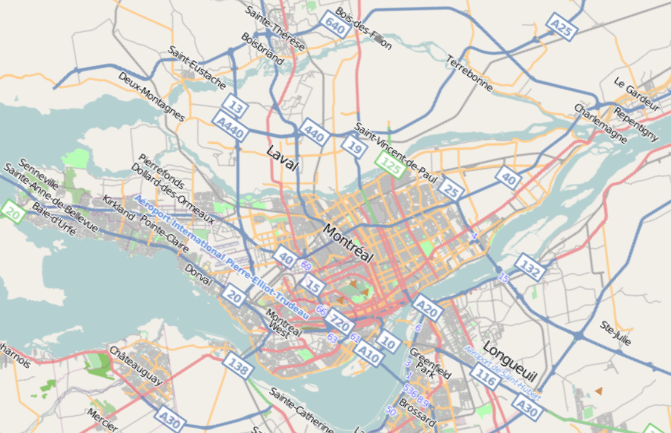
These hotels are located in “Old Montreal” on the island of Montreal. Transit to CSA can be made via STM metro and RTL bus, RTL bus or car, you will be going against rush hour traffic. Montreal taxi drivers are not familiar with the Canadian Space Agency and have a habit of getting lost. If you are taking a taxi it is advisable to have specific driving directions with you. Once hotel reservations have been made, CSA would be happy to supply the quickest driving instructions to the facility.

Montreal Geography:

Montreal is located in the southwest of the province of [Québec](http://en.wikipedia.org/wiki/Quebec). The city proper covers most of the [Island of Montreal](http://en.wikipedia.org/wiki/Island_of_Montreal) at the confluence of the [Saint Lawrence](http://en.wikipedia.org/wiki/Saint_Lawrence_River) and [Ottawa](http://en.wikipedia.org/wiki/Ottawa_River) Rivers. The port of Montreal lies at one end of the [Saint Lawrence Seaway](http://en.wikipedia.org/wiki/Saint_Lawrence_Seaway), which is the river gateway that stretches from the [Great Lakes](http://en.wikipedia.org/wiki/Great_Lakes) into the Atlantic Ocean. Montreal is defined by its location in between the Saint Lawrence River on its south, and by the [Rivière des Prairies](http://en.wikipedia.org/wiki/Rivi%C3%A8re_des_Prairies) on its north. The city is named after the most prominent geographical feature on the island, a three-head hill called Mount Royal, topped at 232 m above sea level.

Montreal is at the centre of the [Montreal Metropolitan Community](http://en.wikipedia.org/wiki/Greater_Montreal_Area), and is bordered by the city of [Laval](http://en.wikipedia.org/wiki/Laval,_Quebec) to the north, [Longueuil](http://en.wikipedia.org/wiki/Longueuil,_Quebec), [Saint-Lambert](http://en.wikipedia.org/wiki/St._Lambert,_Quebec), [Brossard](http://en.wikipedia.org/wiki/Brossard,_Quebec), and other municipalities to the south, [Repentigny](http://en.wikipedia.org/wiki/Repentigny,_Quebec) to the east and the [West Island municipalities](http://en.wikipedia.org/wiki/West_Island) to the west.

It has been said that Montreal is the only city in the world where the sun "rises in the south."   
Montrealers use an unconventional compass, using the river and the mountain as cardinal points. When you are downtown, the St Lawrence River is “south” and Mount Royal is “north”; making the West Island and the East End correct in both their names and orientations. This tends to confuse visitors because the “East” End is really north and the “West” Island is south, and the St Lawrence River runs almost north-south at this location.   
Most local maps use this convention as do the highways around the city. For example, Autoroute 15 north actually runs northwest and Autoroute 40 east runs northeast



As the world sees Montreal - Assuming north is up

As we see ourselves - Assuming north is up

Getting to and around Montreal:

Saint Hubert is served by Pierre Elliott Trudeau Airport (YUL) (formerly Dorval Airport) http://www.admtl.com/passager/home.aspx, the airport is well connected to the Montreal city center by car, taxi, STM bus. The airport is served by all major Canadian and U.S. airlines as well as some European airlines and is a major hub for Air Canada, Air Transat, and WestJet. There are multiple daily trans-Atlantic flights to and from (amongst others) London, Amsterdam, Paris, Geneva, Zurich, Athens, Frankfurt, Rome, Madrid, Lisbon, Munich, Moscow, Cairo, and Casablanca.

Car rental counters are within the Pierre Elliott Trudeau Airport terminal.

The travel time to/from the airport from Montreal can be as much as an hour, depending on traffic; to/from CSA Saint Hubert, travel time can be as much as two hours depending on the traffic.

The taxi fare to and from Montreal downtown to/from the airport is a fixed price of $38 (a sticker on the window behind the driver gives the boundaries of the zone where the flat fare applies; for origins and destinations outside this zone, you will have to pay a metered fare).

Most taxi drivers from the airport or Montreal downtown hotels are not familiar with CSA or the borough of Saint Hubert. It is best to have explicit driving instruction with you upon entering the taxi.

Information about the Montreal transit buses and metro can be found at <http://www.stm.info/English/a-somm.htm>

Information about the South Shore transit buses can be found at <http://www.rtl-longueuil.qc.ca/>

The Montreal region is also served by Burlington International Airport (BTV), in South Burlington, Vermont. Burlington is served by JetBlue, US Airways, Delta Airlines, Continental Airlines and United Airlines. Burlington International Airport is approximately 90 minutes' drive from Montreal. In addition, Plattsburgh International Airport (PBG), in Plattsburgh, New York, is about one hour away by car. Immigration and Custom checks are required at the border when entering Canada by road**.**

Visa:

Citizens of the following countries and territories require a Visa to **VISIT** or **TRANSIT** Canada:

**A**  
Afghanistan  
Albania  
Algeria  
Angola  
Argentina  
Armenia  
Azerbaijan

**B**  
Bahrain  
Bangladesh  
Belarus  
Belize  
Benin  
Bhutan  
Bolivia  
Bosnia-Herzegovina  
Brazil  
Bulgaria  
Burkina Faso  
Burundi

**C**  
Cambodia  
Republic of Cameroon  
Cape Verde  
Central African Republic  
Chad  
Chile  
China, People’s  
Republic of  
Colombia  
Comoros  
Congo, Democratic  
Republic of the  
Congo, Republic of the  
Costa Rica   
Cuba  
Czech Republic

**D**  
Djibouti  
Dominica  
Dominican Republic**E**  
East Timor  
Ecuador  
Egypt  
El Salvador  
Equatorial Guinea  
Eritrea  
Ethiopia

**F**  
Fiji

**G**  
Gabon  
Gambia  
Georgia  
Ghana  
Grenada  
Guatemala  
Guinea  
Guinea-Bissau  
Guyana

**H**  
Haiti  
Honduras

**I**  
India  
Indonesia  
Iran  
Iraq  
Israel (only Israeli citizens holding valid Israeli “Travel Document in lieu of National Passport”)  
Ivory Coast

**J**  
Jamaica  
Jordan

**K**  
Kazakhstan  
Kenya  
Kiribati  
Korea, North  
Kosovo  
Kuwait  
Kyrgyzstan

**L**  
Laos  
Lebanon  
Lesotho  
Liberia  
Libya  
Lithuania (holders of non-biometric passports only)

**M**  
Macao S.A.R.  
Macedonia  
Madagascar  
Malawi  
Malaysia  
Maldives Islands  
Mali  
Marshall Islands  
Mauritania  
Mauritius  
Mexico  
Micronesia, Fed. States  
Moldova  
Mongolia  
Montenegro  
Morocco  
Mozambique  
Myanmar (Burma)

**N**  
Nauru  
Nepal  
Nicaragua  
Niger  
Nigeria

**O**  
Oman

**P**  
Pakistan  
Palau  
Palestinian Authority  
Panama  
Paraguay  
Peru  
Philippines  
Poland (holders of non-biometric passports only)

**Q**  
Qatar

**R**  
Romania  
Russia  
Rwanda

**S**  
Sao Tomé e Principe  
Saudi Arabia, Kingdom of  
Senegal  
Serbia  
Seychelles  
Sierra Leone  
Somalia  
South Africa  
Sri Lanka  
Sudan  
Surinam  
Syria

**T**  
Taiwan  
Tajikistan  
Tanzania  
Thailand  
Togo  
Tonga  
Trinidad and Tobago  
Tunisia  
Turkey  
Turkmenistan  
Tuvalu

**U**  
Uganda  
Ukraine  
United Arab Emirates  
Uruguay  
Uzbekistan

**V**  
Vanuatu  
Venezuela  
Vietnam

**Y**  
Yemen

**Z**  
Zambia  
Zimbabwe

If you are from a country that requires a Visa to visit Canada, you must apply for a temporary resident Visa just like any other temporary visitor to Canada. **There is no separate application for business visitors.** The temporary resident Visa covers all visitors, including those in Canada on business.

Visitor Visa Exemptions:

Many people do not require a Visa to visit Canada. These include:

* citizens of Andorra, Antigua and Barbuda, Australia, Austria, Bahamas, Barbados, Belgium, Botswana, Brunei, Croatia, Cyprus, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Israel (National Passport holders only), Italy, Japan, Korea (Republic of), Latvia (Republic of), [Lithuania](http://www.cic.gc.ca/english/department/media/notices/notice-poland.asp) (e-passport required), Liechtenstein, Luxembourg, Malta, Monaco, Namibia, Netherlands, New Zealand, Norway, Papua New Guinea, [Poland](http://www.cic.gc.ca/english/department/media/notices/notice-poland.asp) (e-passport required), Portugal, St. Kitts and Nevis, St. Lucia, St. Vincent, San Marino, Singapore, Slovakia, Solomon Islands, Spain, Swaziland, Sweden, Slovenia, Switzerland, United States, and Western Samoa;
* persons lawfully admitted to the United States for permanent residence who are in possession of their alien registration card (Green card) or can provide other evidence of permanent residence;
* British citizens and British Overseas Citizens who are re-admissible to the United Kingdom;
* citizens of British dependent territories who derive their citizenship through birth, descent, registration or naturalization in one of the British dependent territories of Anguilla, Bermuda, British Virgin Islands, Cayman Islands, Falkland Islands, Gibraltar, Montserrat, Pitcairn, St. Helena or the Turks and Caicos Islands;
* persons holding a British National (Overseas) Passport issued by the Government of the United Kingdom to persons born, naturalized or registered in Hong Kong;
* persons holding a valid and subsisting Special Administrative Region passport issued by the Government of the Hong Kong Special Administrative Region of the People’s Republic of China;
* persons holding passports or travel documents issued by the Holy See.

Check list for Business visitors:

* Find out if you need a Visa.
* Locate the Visa office where you will apply.
* Find out the projected wait times for Visas.
* Gather **all** documents you need for the application.
* Pay the fee.
* Apply for your Visa with **all** required documents.

Complete Visa details can be found at <http://www.cic.gc.ca/english/index.asp>

**Obtaining a Visa takes time; please apply well in advance of your intended travel date.**

Letter of Invitation:

If you need a letter of invitation for a Visa application, please e-mail/fax the specific details to:

Darlene de la Fosse

Canadian Space Agency

6767 route de l’Aéroport

Saint-Hubert, Québec, Canada J3Y 8Y9

Tel: 1-450-926-8051 Fax: 1-450-926-4433

E-mail: [Darlene.delafosse@asc-csa.gc.ca](mailto:Darlene.delafosse@asc-csa.gc.ca)

Accessing CSA:

CSA security will run a security check on each participant based on the information supplied on the registration form. Upon entering the CSA facility you will be asked to show a photo I.D. each day which will be checked against the registration list for that day. Any changes to your registration form after submission should be reported immediately to:

Darlene de la Fosse

Canadian Space Agency

6767 route de l’Aéroport

Saint-Hubert, Québec, Canada J3Y 8Y9

Tel: 1-450-926-8051 Fax: 1-450-926-4433

E-mail: [Darlene.delafosse@asc-csa.gc.ca](mailto:Darlene.delafosse@asc-csa.gc.ca)

There is a cafeteria within CSA that participants will be able to access for no host lunches through-out the week.

Currency:

The unit of currency is the Canadian dollar. Coins are in denominations of 1, 5, 10 and 25 cents, $1 (a large gold-colored coin) and $2 (a large bimetallic coin). Bills in $5 (blue), $10 (purple) and $20 (green) are in common circulation and you can get $50s (red) and $100s (brown) from banks, though not from most automatic teller machines (ATMs). Some stores are cautious about accepting bills larger than $20 because of counterfeits.

Downtown stores are usually happy to accept U.S. currency. Major travellers' cheques are accepted in places that accept credit cards, but are not universally accepted as cash.

Most stores and restaurants accept Visa and MasterCard and some accept American Express credit cards. You usually get the most favourable exchange rate by using your credit card. Most ATMs are networked to Cirrus and Interac and accept major credit cards if you have a PIN to enter into the machine.

There are many currency exchange centers throughout the downtown area. They either charge a fee or take a couple of percentage points off the exchange rate for their services. Banks can usually handle U.S. funds without any problem but may not be prepared to handle other currencies. Bank branches are commonly open from 10 a.m. till 4 p.m. during the week, often with extended hours on Thursday or Friday, but all Canadian banks have reduced the number of their branches in recent years and, in some cases, reduced the hours of existing branches.

With the current exchange rate (May 31, 2010) one Canadian dollar equals $1.05 U.S. or 1.28 Euros.

Taxes:

Most goods and services in Québec are subject to two taxes, a federal Goods and Services Tax of 5% (usually listed as TPS on receipts – *Taxe sur les produits et services*) and a provincial sales tax of 7.5% (TVQ on receipts – *Taxe de vente du Québec*). A tax of 3% per night of hotel stay is also charged.

Books are not provincially taxed, and most groceries are not taxed at all unless something counts as ready-to-eat. Almost everything else is taxable.

Tipping:

A tip of 15% is customarily left for waiters and waitresses at the table, calculated on the pre-tax total of your bill. It will not be calculated for you – the additional charges on a restaurant bill are taxes, not service charges, and are not voluntary. You are free to leave more than a 15% tip if circumstances warrant. In bars, the tip tends to be offered as you pay for each drink or round. Taxi drivers also normally get a tip of 10 to 15% as do those who render personal services such as haircuts. Many counter service establishments have a tip jar: whether you drop in a bit of change is entirely up to you.

Time:

Montreal is in the Eastern time zone of North America, 4 hours behind Greenwich Mean Time during the summer (Eastern Daylight, EDT) and 5 hours during the winter (Eastern Standard, EST). Daylight Savings Time is observed from the second Sunday in March till the first Sunday in November.

Especially in French it is usual to see times quoted in 24-hour format, e.g. 20h30 is the same as 8:30 p.m. Keep this in mind for the times of events and for parking restrictions noted on official signs.

Climate:

Average September temperature: 15.6 °C / 60 °F

September average high: 20.6 °C / 69 °F

September average low: 9 °C/48 ° F

Electricity:

Electricity in Canada is 110V and the plugs are the same as in the U.S. If you come from a country that uses 220V electricity, you will have to bring a converter.

Weights and measures:

Officially, Canada is metric. Temperatures are given in Celsius (we really don't use Fahrenheit any more) and road distances and speed limits are in kilometres (km): cars are calibrated in km. That said, many Canadians will still give casual measures in feet, inches, pounds and ounces, depending on circumstances, and these are usually still well understood if you use them.

Language:

Montreal is a cosmopolitan city. Québec's language laws impose restrictions on outdoor signs in languages other than French so you will see few signs in English, but in the parts of Montreal where most travellers go, services are available in English as well as in French. French is heard throughout the city but in many neighbourhoods other languages will also be heard. Roughly half of Montreal's residents speak French at home.

Health and safety:

Ambulance, fire, police and health emergencies: **dial 911**. For non-emergency police matters, dial 1-514-280-2222. For health inquiries that are not emergency: dial 811.

Health care in Canada is of a high standard but it is advised that you get travellers' insurance before leaving home because it is not free for visitors. Keep the insurance documentation with you in case of emergency. You should bring any medications you need with you, especially sufficient quantities of prescription medicines. These should be kept in their original containers to avoid difficulties at borders.

Sanitation is equal to any developed country and our tap water is drinkable. You do not need any special immunizations to visit Canada and you do not need to drink bottled water while here.

Montreal has a relatively low crime rate. Nonetheless it is a large city and you should remain normally vigilant about your possessions and your person. There are a few sketchy parts of town but none that are categorically dangerous.

Driving:

Distances and speed limits are posted in kilometres throughout Canada. 60 mph roughly equals 100 km/h. Gasoline prices are in litres.

You can not turn right on red lights on the Island of Montreal; it is however permitted at many intersections off Montreal Island.

Montreal presents some hazards for drivers. Pedestrians are pretty blasé about crossing on red lights, and most road construction and repairs have to be done in the summer months so you are likely to run into occasional detours when driving around town in the summer.

Seatbelts are mandatory even in back seats. Helmets are required for motorcyclists. It is obligatory to stop when a school bus is stopping, regardless of the direction in which you are driving. On a few major streets, bus lanes are marked with a large white diamond shape and you should not use and absolutely must not stop or park in these lanes within the hours noted on the accompanying signs. Some streets have bike lanes: these will be marked.