I. WORK SESSION

1. The work session will take place at Statistics Canada, 120 Parkdale Avenue (Tunney’s Pasture), R.H. Coats building, Ottawa.

II. ACCOMMODATION

2. All participants are responsible for their hotel and travel costs. Participants are asked to make their own hotel reservations. Statistics Canada has reserved a number of rooms in four hotels: (a) Les Suites Hôtel, (b) Hotel Novotel, (c) Delta Ottawa Hotel and (d) The Business Inn.

Hotel information:

3. If you decide to use these hotels, please confirm your reservation directly with the hotel by April 1, 2005. All the hotels are located near downtown Ottawa (about 10 minutes bus ride from Statistics Canada). The prices of Ottawa hotels do not vary very much. Their quality is likewise relatively stable and can be considered very good. Most do not include breakfast. Les Suites Hôtel is a more upscale hotel, located close to shopping and restaurants in a touristy part of downtown Ottawa. Hotel Novotel is located across the street form Les Suites Hôtel at a more reasonable rate. Delta Ottawa Hotel is comparable to Hotel Novotel in both quality and price. It is located closer to Statistics Canada, in the business section of downtown Ottawa. The Business Inn is a converted apartment building. It is somewhat cheaper, but not located on direct bus routes to Statistics Canada (adding about a 10 minute walk). Taxes and applicable fees are extra in all cases (about 15%).

4. Contact information is as follows:

Les Suites Hôtel Ottawa

130 Besserer Street, Ottawa, Ontario K1N 9M9
Tel. (613) 232-2000
Fax. (613) 232-1242

Rates: $169 one bedroom suite, single occupancy;
$189 executive office suite, single occupancy;
$219 two bedroom suite, single or double occupancy
Breakfast not included.

To reserve: You need to quote ‘DATA EDITING WORKSHOP’

Cutoff date for this hotel: April 1, 2005.
5. Description: All accommodations at **Les Suites Hotel, Ottawa** include a fully equipped kitchen, a separate living/dining area as well as an ensuite laundry room. Executive Suites offer a private study area and our Executive Office Suites provide a multi-purpose Brother 7550 fax/printer, halogen lamp, ergonomic chair, and standard office supplies. Our two bedroom suites, in most cases, offer two separate bathrooms and may be used by two guests without infringing on personal privacy. All suites offer guests the convenience of guest voicemail, dual dedicated data ports, free local and credit card access calls, iron and ironing board, hair dryer, alarm clock-radio, two remote control televisions with pay per view movies and Nintendo, individual climate control, and private balcony. Many of the suites and all of the meeting rooms are equipped with high speed internet access, and wireless access is available in the lobby of the hotel.

6. Les Suites Hotel, Ottawa is ideally located in downtown Ottawa, close to many business complexes, government offices, shopping and tourist areas. Our facilities also include a health club with selected exercise equipment, indoor pool, whirlpool, sauna and steam rooms. The Presse Café offers a varied menu throughout the day and provides evening room service. The Presse Café also carries convenience and gift shop items. Ample parking is also available adjacent to Les Suites Hotel, Ottawa.

**Shuttle:** They are one of the main stops for the Airport Shuttle bus

**Hotel Novotel Ottawa**
33 Nicholas Street
Ottawa, Ontario  K1N 9M7
Ph: 613-230-3033
Fx: 613-760-4765
[http://www.novotelottawa.com/home/novotelottawahotels.html](http://www.novotelottawa.com/home/novotelottawahotels.html)

Rates:  $135 single or double occupancy room

7. To reserve: You can reserve by email at novotelottawa@novotelottawa.com or call the hotel directly, (613) 230-3033. You need to quote **'DATA EDITING WORKSHOP'** and the person doing the booking will be able to locate the block of rooms immediately.

Cutoff date for this hotel: **April 1, 2005.**

8. Description: The **Hotel Novotel Ottawa** is conveniently located within direct proximity to the Ottawa Congress Centre, and Rideau Shopping Centre Complex. They are also within a 5 minute walk to the Byward Market, Parliament Buildings, Rideau Canal and the downtown business district. All of our 281 modern guestrooms feature such conveniences as a colour TV with remote, computer dual-data ports, high speed internet access, individual climate control, hair dryers, coffee makers, irons and ironing boards, AM/FM radios with alarm clocks and windows that open to provide you with fresh air. Café Nicole Restaurant located in the historical Albion Building (1844) provides you with a gallery-like atmosphere and a most tasteful experience for both body and mind. Remember to join us for Breakfast, Lunch or Dinner. Our gallery Bar with Mediterranean décor offers cocktails and finger food and our Java Bar can provide a quick cup of coffee in the morning for those travelers on the GO!

**Shuttle:** An airport shuttle is available to all downtown hotels at a current cost of $14.00 one way and $20.00 return - prices subject to change.

**Delta Ottawa Hotel & Suites**
361 Queen Street
Ottawa, Ontario K1R 5B2
Tel: 613-238-6000
Fax: 613-238-2290
Rates: $139 single or double occupancy, breakfast not included

9. To reserve: Please call the Reservations Department at 613-238-6000 or toll-free number: 1-800-268-1133. Alternately, email the Reservations Manager, Sarah Fogarty at sfogarty@deltahotels.com. Callers must identify themselves as being with the ‘DATA EDITING GROUP’ and quoting Reservation ID code GMDATA.

Cutoff date for this hotel: **April 14, 2005**.

10. Description: Why is it when people ask about your travel plans they say ‘Business’ or ‘Pleasure’? At Delta Ottawa, they’ve made room for both. So whether you are traveling alone, with a companion or with kids, they have superb accommodation that will suit all your needs. The guest rooms offer all the luxuries of a first class hotel including in-room movies and video games, luxurious bathroom amenities, laundry and valet service, as well as hotel indoor parking.

Shuttle: The Airport Shuttle stops at the Delta but they do not have their own service.

**The Business Inn**
180 MacLaren Street
Ottawa, Ontario K2P 0L3
Tel: (613) 232-1121
Fax: (613) 232-8143
[http://www.thebusinessinn.com](http://www.thebusinessinn.com)

Rates: $99.00 single or double occupancy suites including continental breakfast

11. To reserve: You should call the reservation desk at 613-232-1121 and ask one of the rooms blocked under the reservation numbers 39842 or 39843.

Cutoff date for this hotel: **April 1, 2005**.

12. Description: Your satisfaction is our foremost concern. If you are not completely satisfied after your first night's stay at **The Business Inn**, your money will be cheerfully refunded - no questions asked. Located in the heart of Canada's capital, dealing exclusively with business and government agencies, in-house restaurant and complete catering services available, a complimentary HIGH SPEED INTERNET ACCESS in every suite! No surcharges on local, 800/888 and calling card calls. Complimentary continental breakfast, down duvets, down pillows, and VCR's available. In-house exercise & laundry facilities, with same day dry cleaning service. A fully-equipped kitchens including coffee makers, microwaves and kettles. They offer ironing boards, cribs, playpens and ample indoor and outdoor parking. Our philosophy ... They believe in the fine European tradition of an owner managed establishment where personalized service and attention to detail ensure comfort and enjoyment at no extra cost. Our Promise ... More than the rest. More value, comfort, enjoyment, convenience & extras. Our Goal ... Extra attention, thoughtfulness and hospitality that will ensure your return. Our Establishment ... A haven of value and traditional elegance. The convenience of your office and the comfort of your home

Shuttle: If you require transportation to the airport, please contact the Front Desk (Dial 0) to have taxi or airport shuttle arrangements made. A taxi to the airport is approx. $25.00; the airport shuttle is $9 one way, $14 round trip.

**III. TRANSPORTATION**

13. Visitors can travel from the Ottawa International Airport to downtown Ottawa:

   **By taxi:** The average cost is $25.00 to downtown.
By bus: For $2.60, the bus route 97 will bring you from the Level 1 curb outside the terminal (in the arrivals area) to downtown. There are 2 to 5 departures every hour, from 5:00 a.m. to 2:00 a.m. every day. For more details, access OC Transpo at http://www.octranspo.com.

VI. LOCAL INFORMATION

14. The UN/ECE work session will be hosted by Statistics Canada and will take place in the Simon Goldberg Conference Center of the R.H.Coats building at Statistics Canada’s headquarters, starting at 9:00 a.m. every morning. Note that you will need a pictured ID card to get into the building. You can travel from downtown Ottawa to the Statistics Canada complex, 120 Parkdave Avenue, Tunney’s Pasture:

   By taxi: The average cost is $10.00 from downtown to Tunney’s Pasture.

   By bus: For $2.60, the bus routes 95 or 97 (or many others) will bring you from downtown to Tunney’s Pasture station every 5 minutes in the mornings and the afternoons. For more details, access OC Transpo at http://www.octranspo.com.

V. TOURISM INFORMATION

Ottawa City Guide Information:

15. Nestled on the banks of the majestic Ottawa, Rideau and Gatineau Rivers, Ottawa is one of the most beautiful G8 capitals in the world. Whether you’re here for business or for pleasure, this vibrant and colourful city will welcome you day and night with a wonderful array of activities and entertainment for all ages, and all interests. Whether your interest is culture, history or simply natural outdoor attractions, Canada’s Capital region offers a unique combination of both. 30 museums, 50 galleries and theatres, night clubs, fine dining, world-class shopping, heritage sites, stunning architecture, Foreign Embassies, festivals, cultural activities, attractions, tours, natural wonder, sports, friendly people. Come, experience one of the greatest Capitals of the world!

General Information:

16. Currency: Canada uses the Canadian dollar ($). As of December 2004, its exchange rate is
   1 US$ = 1.22 $
   1 Euro = 1.63 $

   Time: Local time in Ottawa is GMT -5 hours

   Climate: The average temperature in May is about 18°C during the day and 7°C overnight.

17. The following sites may be of assistance to you in discovering what Ottawa, Gatineau and the National Capital Region of Canada have to offer. The following links will provide updates about current events and activities in the area.

   City of Ottawa http://www.ottawa.ca/visitors/index_en.html
   Ottawa tourist web site http://www.ottawatourism.ca/english/home.cfm
   Ottawa public transportation http://www.octranspo.com
   Ontario travel information http://www.ontariotravel.net
   Tulip festival http://www.tulipfestival.ca
   City of Gatineau http://www.ville.gatineau.qc.ca/gatineau/english/tourisme/index.htm
   Quebec travel information http://www.bonjourquebec.com/anglais/index.html
   Environment Canada http://weatheroffice.ec.gc.ca/canada_e.html
   National Capital Commission http://www.capitaleducanada.qc.ca/index_e.asp
   Ottawa International Airport http://www.ottawa-airport.ca
VI. ADDITIONAL INFORMATION

18. Correspondence regarding the programme and organization of the Work Session should be addressed to:

Mr. Juraj Riecan
UNECE Statistical Division
Palais des Nations
CH-1211 GENEVA 10
Switzerland
Tel: +41 22 917 3328
Fax: +41 22 917 0040
E-mail: editing.stat@unece.org

19. Correspondence concerning the practical arrangements in Ottawa should be addressed to:

Mr. Claude Poirier
Business Survey Methods Division
Statistics Canada
120 Parkdale Avenue
Ottawa, Canada
K1A 0T6
Tel: +1 613 951 1491
Fax: +1 613 951 5711
E-mail: claude.poirier@statcan.ca