Fourth session of the Intergovernmental Negotiating Committee to develop an international legally binding instrument on plastic pollution, including in the marine environment (INC-4)
Between 21-30 April 2024, at the Shaw Centre in Ottawa, Ontario, Canada.

Information note to participants

This note provides practical information for participants attending the fourth session of the Intergovernmental Negotiating Committee to develop an international legally binding instrument on plastic pollution, including in the marine environment (INC-4) to be held within the period of 21 to 30 April 2024 at the Shaw Centre in Ottawa, Canada, inclusive of one day for regional consultations.

This note will be continuously updated with the necessary practical and logistical information. Updated text will be highlighted in blue, and revisions will be dated.

All information regarding the meeting will be regularly updated in the INC-4 webpage.
# TABLE OF CONTENTS

1. VENUE .......................................................................................................................... 3
2. REGISTRATION ............................................................................................................. 3
   a) Access to the registration portal ............................................................................ 3
   b) Registration requirements .................................................................................... 4
3. ISSUANCE OF INC-4 BADGES .................................................................................. 4
4. CREDENTIALS ............................................................................................................ 5
5. LIST OF PARTICIPANTS ............................................................................................... 5
6. TRAVEL SUPPORT FOR MEMBER STATES DELEGATES ...................................... 5
7. TRAVEL SUPPORT FOR OBSERVERS FROM NON-GOVERNMENTAL ORGANIZATIONS ....... 6
8. ORGANIZATION OF WORK AND SEATING ARRANGEMENTS .................................. 7
9. DOCUMENTATION ..................................................................................................... 7
10. INTERVENTIONS .......................................................................................................... 7
11. REGIONAL CONSULTATIONS .................................................................................. 8
12. INTERPRETATION ...................................................................................................... 8
13. OTHER MEETING ROOMS ......................................................................................... 8
14. EVENTS ....................................................................................................................... 9
15. MEDIA ARRANGEMENTS AND SERVICES ............................................................. 9
16. SECURITY ................................................................................................................... 9
17. PLASTIC FREE MEETING .......................................................................................... 9
18. MEDICAL SERVICES ................................................................................................. 9
19. INTERNET SERVICES ............................................................................................... 10
20. TRANSPORTATION FROM THE AIRPORT ............................................................ 10
21. ACCOMODATION IN OTTAWA ............................................................................... 10
22. MEDICAL AND TRAVEL INSURANCE .................................................................... 10
23. VISA .......................................................................................................................... 11
   a) CANADIAN ENTRY REQUIREMENTS ................................................................. 11
   b) TEMPORARY RESIDENT VISA APPLICATION (TRV) ......................................... 12
   c) ELECTRONIC TRAVEL AUTHORIZATION (eTA) ............................................... 13
   d) PASSPORTS AND OTHER TRAVEL DOCUMENTS ........................................ 13
   e) ARRIVING IN CANADA ..................................................................................... 14
24. TIME ZONE ........................................................................................................................................14
25. WEATHER ........................................................................................................................................14
26. ELECTRICITY ....................................................................................................................................14
27. BANKING, CURRENCY, TIPPING .....................................................................................................14

Annex A: List of Recommended Hotels and Rates in National Capital Region (NCR) ............16
1. VENUE

The INC-4 meeting will take place at the Shaw Centre, Ottawa, Ontario, Canada, located at 55 Colonel By Drive, Ottawa, Ontario, Canada, K1N 9J2.

The Shaw Centre is centrally located in downtown Ottawa, nestled between the Rideau Centre and MacKenzie King Bridge. It is also located walking distance from many embassies. Participants can reach the venue by public transportation using the tram to station Rideau (line 1) or by bus. Access to the building by vehicles is via Daly Avenue. The nearest parking is located on Daly Avenue and Nicholas Street South, a 2-storey underground facility providing 730 spaces.

All participants must be registered and approved prior to the meeting to be allowed access. Registered participants will be screened upon entry. Any form of weapons, ammunition, flammable items, or sharp objects is strictly forbidden. To facilitate security screening, delegates are kindly discouraged from bringing luggage into the center. There will also be no facilities to store luggage.

The Shaw Centre is a non-smoking venue. There will be no smoking within a 9 m perimeter of the Shaw Centre. This is consistent with the Ottawa City Bylaw which prohibits smoking in public indoor spaces as well as outdoor restaurants and patios.

2. REGISTRATION

All information regarding registration and accreditation procedures is detailed under the Registration tab in the INC-4 webpage.

Registration is currently open and will close on 26 February 2024. However, we urge all participants to register well in advance to allow sufficient time for visa processing (at least 8 weeks before their expected departure).

Please note that each participant needs to be registered individually.

Registration for the INC sessions is free of charge.

a) Access to the registration portal

Official delegations of State Members of the United Nations, members of United Nations specialized agencies and regional economic integration organizations, can register through the link provided in the Annex A of the invitation letter from the Executive Secretary, dated 20 October 2023. The letter was circulated by the INC Secretariat to nominated INC Focal Points, Permanent Missions accredited to UNEP and Ministries of Environment.

For member States, there is no limitation on the number of representatives that can be registered. The registration for Members of the Committee is not in the public domain, but was shared with
the invitation letter to Members of the Committee.

For all other registration categories, the online registration links are available directly on the registration page, under each specific category of participation. **It is crucial that participants register under the appropriate category and comply with the maximum number of delegates per organisation for approval of their registration.** Please be reminded that participants must register individually through the online registration system INDICO.

For observers, including intergovernmental organizations (IGOs), United Nations system, and non-governmental organizations, each can register up to 5 representatives.

### b) Registration requirements

**No registrations can be processed via email.**

Registrants must register on the Indico platform for the session, and in this process upload a standard passport-size color photo, to facilitate on-site confirmation of registration status and badge issuance. Please ensure that your passport is valid when uploading.

**Representatives from States Members of the United Nations must submit the Note Verbale or formal letter** from their Ministry (including inter alia, their Ministry of Foreign Affairs or Environment), or from their Embassy or Permanent Mission addressed to the Secretariat, with the indication of the meeting and with the composition of the national delegation, containing all the names and functional titles of the nominated members of the delegation. The online submission of the documentation will suffice.

**For observers**, including intergovernmental organizations, United Nations entities and non-governmental organizations, **registrants must upload a Nomination Letter** in the organization’s letterhead, containing the full names and functional titles of the maximum 5 representatives, with the hand-written signature of the person responsible for the organization.

**Once the registration has been processed by the INC Secretariat, an automatic INDICO email will be sent to the email provided upon registration.** Registrants must therefore submit the right e-mail address for correspondence when registering on INDICO, which will also be used to relay other important information regarding INC-4 preparations.

Queries related to registration should be addressed to unep-incplastic.registration@un.org.

### 3. ISSUANCE OF INC-4 BADGES

Access to the INC-4 venue is subject to the presentation of a valid meeting badge.

Once pre-registered online participants will receive a UN EVENT PASS via the email address with which they registered. This pass will be used to finalize the registration on-site and to collect the badges at the registration desk on the designated days. The meeting badge will be issued at
venue, located in the Shaw Centre in Ottawa, upon presentation of the attached UN EVENT PASS
and the QR code.

Please have the following ready on arrival:
- Printed copy of your UN event pass.
- Valid passport or identification card with a photograph.

More information on the location, dates and working hours of the badging centre will be made
available in due course.

Delegates are strongly encouraged to carry their own lanyards from previous INC sessions to
promote reuse, in the spirit of the UNEA resolution 5/14.

For security reasons, the display of badges is mandatory at all times to access the venue and
meeting rooms. Loss of a badge should be reported immediately to the badging centre.

4. CREDENTIALS

The presentation of credentials by representatives from States Members of the United Nations,
members of United Nations specialized agencies and regional economic integration
organizations is not required for the fourth session of the Intergovernmental Negotiating
Committee.

5. LIST OF PARTICIPANTS

To facilitate the compilation of the list of participants, delegations are requested to submit a
comprehensive list of the members of their respective delegations to the Secretariat, with the
functional titles and designations of the delegates.

As per general practice, the provisional List of Participants will be circulated to delegations on
the first day of the session. The final List of Participants will be made available on the meeting
page after the closing of the session and will reflect those who attended INC-4.

The List of Participants will include the information provided during registration by Members and
Observer organizations.

6. TRAVEL SUPPORT FOR MEMBER STATES DELEGATES

To facilitate the participation of representatives from States Members of the United Nations and
members of United Nations specialized agencies to INC-4, funding will be available from the
voluntary contributions made by donors to support the participation of a maximum of two (2)
delegates from developing countries and countries with economies in transition, with priority
given to Least Developed Countries and Small Island Developing States.

The funding will cover economy-class round-trip air tickets, as well as daily subsistence
allowances and terminal expenses in accordance with the United Nations rules and regulations:

- The round-trip air tickets will be processed and issued directly by the UNEP INC Secretariat. The normal route for all official travel shall be the most economical route available for the travel dates.

- The daily subsistence allowance (DSA) comprises the total contribution of the UNEP INC Secretariat towards such charges as lodging, meals and other such payments made for services rendered during official travel. **Funded delegates are thus responsible for making their own hotel bookings.**

Disbursement of the DSA will be made on-site, at the meeting venue, via physical prepaid cards for INC-4 meeting participants (in USD). The schedule and venue for DSA disbursement will be announced upon arrival at the venue. Sponsored participants will be requested to present to the designated staff, the original arrival boarding ticket and the physical travel identification document used to enter Canada.

**Application process and timeline**

Please be informed that the registration for INC-4 and the application for travel support are two separate processes. Therefore, **delegates designated to receive financial support are requested to submit an additional online form through the registration link communicated to all delegations in Annex A of the invitation letter from the Executive Secretary, dated 20 October 2023.** The application link is sent directly to Member States and not publicly available on the website.

Applications for travel support will only be approved after registration for INC-4 is approved.

Please note that the application for travel support has been extended to a **final deadline of 12 January 2024, 23:59 East Africa Time.**

For the necessary travel arrangements to comply with the United Nations rules and regulations, **no requests after the deadline of 12 January 2024 will be accommodated** (updated on 8 December).

Please be kindly reminded that the Secretariat is also not in a position to accommodate last minute changes or cancellations after a ticket has been issued as this results in financial loss.

Delegations are encouraged to nominate the INC focal points to receive funding support, when considered appropriate.

7. TRAVEL SUPPORT FOR OBSERVERS FROM NON-GOVERNMENTAL ORGANIZATIONS
To facilitate the participation of accredited observers from non-governmental organizations to INC-4, the INC Secretariat is in the position to provide travel support for the participation of a maximum of 20 observers from non-governmental organizations.

For more information on the application process and requirements please consult: Application for travel support for representatives from non-governmental organizations. Please carefully read the guidelines before applying.

Only duly registered participants that meet the funding criteria will be eligible to apply for travel support.

Please note that the application for travel support has been extended to a final deadline of 12 January 2024, 23:59 East Africa Time.

For the necessary travel arrangements to comply with the United Nations rules and regulations, no requests after the deadline of 12 January 2024 will be accommodated (updated on 8 December).

8. ORGANIZATION OF WORK AND SEATING ARRANGEMENTS

The proposed organization of work of the session will be shared in due time in the INC-4 webpage.

At the plenary meetings, the delegations of State Members of the United Nations, members of United Nations specialized agencies and regional economic integration organizations will be seated in English alphabetical order.

Seating will also be available for the representatives of accredited observers from intergovernmental organizations, United Nations entities, and non-governmental organisations.

9. DOCUMENTATION

Participants will be able to access the working documents for INC-4, including the provisional agenda and other working documents, on the INC-4 webpage.

The official documentation of the INC-4 will be issued in all the United Nations official languages: Arabic, Chinese, English, French, Russian and Spanish.

To minimize the negative environmental impact, the meeting will be held paperless and there will be no hard copies of documents available at the venue.

10. INTERVENTIONS

As per UN practice, representatives from States Members of the United Nations, speaking on behalf of a group of States or in national capacity will be invited to provide statements. More
information will be made available in due course.

Oral statements from observers are at the discretion of the Chair, time permitting.

To assist with the interpretation process, delegates wishing to make interventions during official sessions of the meeting are strongly urged to submit their statement at least 1 hour in advance of delivery to unep-incplastic.statements@un.org.

The statement should include the following information in its header and file name:
   a) Name of State or organization.
   b) Session when the intervention was made.
   c) Date and time of intervention.
   d) Agenda item number.

11. REGIONAL CONSULTATIONS

A full day of regional consultations will take place 1 day prior to the opening of the session, at the same venue. The secretariat will reserve rooms for the meetings of the five regional groups of United Nations and the SIDS. In addition, there will be an opportunity for regional meetings to be held every morning throughout the week.

The regional consultations are to be convened and organized by the groups themselves. The groups are encouraged to inform the secretariat on the planned timing for their meetings.

Allocation of meeting rooms will be announced upon arrival at the venue.

One room for observers will also be made available for their meetings.

12. INTERPRETATION

Interpretation will be provided in all the six official languages of the United Nations – Arabic, Chinese, English, French, Russian and Spanish - during all plenary meetings of INC-4.

Any speaker may also make a statement in a language other than the official languages. In such cases, the delegation in question must provide an interpreter from the non-official language into an official language. However, there will be limited facilities to accommodate non-official language interpreters on site. Delegations seeking to provide their own interpreters for non-official languages are requested to inform the INC Secretariat well in advance by email at unep-incplastic.secretariat@un.org.

13. OTHER MEETING ROOMS

No delegation rooms will be provided.

A small number of closed bilateral meeting rooms will be available upon request. Priority will be
given to member states’ delegations.

14. EVENTS

There will be no space availability to host non-official side events and/or receptions at the venue.

Delegations and organizations wishing to host self-organized events are highly encouraged to look for alternative venues (updated on 6 November 2023).

15. MEDIA ARRANGEMENTS AND SERVICES

The secretariat of the INC will provide live-streaming coverage of the plenary meetings via UN Web TV. This will be done in all 6 official languages of the United Nations. The links will be made available prior to the meeting in the INC-4 webpage.

Press releases, official documents, statements and other information materials will be made available on the INC-4 webpage.

Media accreditation

The accreditation of media representatives, including official photographers and videographers of delegations, is handled by the Media Accreditation Unit of UNEP. For details, please consult the registration tab in the INC-4 webpage.

Questions on media accreditation should be referred to the UNEP News and Media Unit: unep-newsdesk@un.org

16. SECURITY

Access to the venue premises will be strictly limited to persons registered to INC-4.

Personal conference badges for all government delegations and observers will be issued at the badge collection centre. Badges and passes must be worn visibly at all times in the venue.

17. PLASTIC FREE MEETING

This meeting is plastic-free. Delegates are invited to bring their own water bottles to the meeting. Water dispensers for refilling will be provided. Tap water is also safe to drink in Ottawa.

Participants are also encouraged to bring their own lanyards for the meeting badges to promote multiple use.

18. MEDICAL SERVICES
Medical costs incurred in Canada will be directly borne by the participant. It is therefore strongly recommended that participants arrange for their own travel health insurance that covers both health and accident, prior to departure from the country of residence. The organizer will not be responsible for travel or health insurance coverage.

The local emergency number is 911.

There are a number of hospitals located close to the venue, including the Ottawa Hospital Civic Campus, which is a 14-minute drive away and open 24/7.

19. INTERNET SERVICES

Free Wi-Fi will be available in the Shaw Centre and all meeting rooms. However, delegates are strongly recommended to limit the number of personal devices that require constant connection to the internet, to allow for efficient and accessible internet for all participants.

20. TRANSPORTATION FROM THE AIRPORT

Ottawa Macdonald-Cartier International Airport is about 25 minutes’ drive in ideal road and traffic conditions from downtown Ottawa, which located 10km from the airport. Many transportation options are available to leave the Airport. These include:

- Public transportation (OC Transpo)
- Car rental
- Taxi (Queue forms at centre door of Level 1. The average cost to take a taxi downtown is $37.00)
- Private Transportation Company (PTC) and Ridesharing (e.g., Uber).

21. ACCOMODATION IN OTTAWA

Participants are kindly requested to make their own hotel reservations for their stay in Ottawa. A non-exhaustive list of hotels and guest houses in the National Capital Region (NCR) can be found in Annex A.

22. MEDICAL AND TRAVEL INSURANCE

Participants attending INC-4 are not covered by insurance for any illness or injury resulting from any situation or action not connected to their participation at INC-4. All participants are strongly encouraged to ensure that they have appropriate medical insurance coverage for the full stay in Canada.

Travel Insurance is not provided by the United Nations and all participants are encouraged to arrange for their own travel health insurance, that covers both health and accident, prior to
departure from the country of residence. The organizer will not be responsible for travel or health insurance coverage.

23. VISA

We urge all participants requiring a visa for INC-4 to submit their visa applications as soon as possible. Participants are highly encouraged to follow the steps described in the Visa Application Guide available here (updated 11 December 2023).

The secretariat and the host country remain ready to support delegates in case of any questions that may arise in relation to the application process. However, delegates are responsible for all aspects related to their visa application and the secretariat is not in a position to provide financial support for travel related to visa applications in light of the applicable rules and regulations for provision of travel support by the UN.

Due to visa processing time, we kindly urge delegates who will require an entry visa to submit their nomination letter to the Secretariat and complete the online registration well in advance to allow sufficient time for visa processing.

Once a delegate’s registration has been approved, they will receive a dedicated UN EVENT PASS and confirmation letter from the INC Secretariat. Thereafter, the delegate should initiate their online application for a visa to enter Canada. It is strongly recommended that visa applications be submitted as soon as possible and at least 12 weeks prior to the meeting. (updated 20 December 2023)

The UN-Event-Pass will include “the Immigration, Refugees and Citizenship Canada (IRCC) Special Event code for INC-4” that identifies you as an approved delegate and waives visa and biometrics fees. This code MUST be entered correctly in your E-application. Without the Special Event code for INC-4 included in your application, further delays may be experienced. This special event code will ensure that delegates are considered for prioritization in the visa application process.

Please note that the submission of an itinerary/air ticket is not required for the visa application process.

To this end, the following procedures must be observed by participants:

a) CANADIAN ENTRY REQUIREMENTS

- Those travelling to Canada must apply to obtain either a Temporary Resident Visa (TRV) or an electronic Travel Authorization (eTA) - **not both**.
To find out whether you need a TRV or an eTA for Canada, please visit the IRCC website: Find out if you need a visa to travel to Canada.

If you require a TRV, please ensure your TRV application is submitted as soon as possible but no later than 12 weeks in advance of your arrival date to allow enough processing time. Your purpose for travel should be to visit rather than to work.

Ensure that you upload the “UN Event Pass” issued in your name by the INC Secretariat to your application and that you add the IRCC Special Event Code.

In certain cases, TRV applicants are also required to give their biometrics (fingerprints and photos), more information on which is available at: Facts about biometrics.

The following individuals are exempt from biometric enrolment: (i) Heads of State and Heads of Government; and (ii) designated delegates, alternates and advisers of Member States who qualify for or hold a diplomatic or official visa.

Click on the following link to Find out if you need to give biometrics.

b) TEMPORARY RESIDENT VISA APPLICATION (TRV)

Unless you are a visa-exempt visitor, you are required to apply online for your Temporary resident Visa (TRV).

We encourage participants to use the following method to apply for the visa to enter Canada:

Step 1: Connect to Immigration, Refugee and Citizenship Canada (IRCC) secure network through this link: Sign in to your IRCC secure account - Canada.ca

Step 2: Register for an account (GCKey), either sign up or use existing one if applicable.

Step 3: Click on “Apply to come to Canada’.

Step 4: In the "I do not have a personal reference code" section, please click on "Visitor visa, study and/or work permit” button.

Step 5: Follow the online questionnaire to identify yourself and to determine eligibility to apply for visa.

Step 6: Once eligibility to apply for visa has been confirmed, please click on the “Continue” to proceed to the next process.

Step 7: When asked whether you will be paying fees with your application or whether you meet and exemption, please select “No, I am exempt from paying fees for this application”. Note that you must still obtain a visa and provide biometrics (if applicable) but you will not be charged any fees.

Step 8: You will need to answer a series of questions, which includes details about your travel. Please make sure to answer all required fields.

Step 9: You will be prompted to complete the “Application for Visitor Visa (Temporary Resident Visa) Made Outside of Canada (IMM5257)” form. Under the ‘Details of visit to
Canada’ section of the form, select “Other” from the “Purpose of my visit” dropdown and in the free text box, type “INC-4” and the **Special Event Code** (6-digit code found on the visa letter).

You will then be prompted to provide various supporting documents, including proof of how you meet the fee exemption. The ‘proof’ you must upload is the registration confirmation letter received from the Secretariat which contains the Special Event Code assigned by Canadian authorities.

**STEP 10: Once** your application has been submitted, please use the Secretariat portal for visa information whose link was made available upon confirmation of your registration. It is important that delegates provide the INC Secretariat with their visa application number and some personal data to assist in speeding up the process.

**NOTE:** If you need to provide biometrics, you will be issued a Biometric Instruction Letter (BIL) after you submit your Temporary Resident Visa application and are required to report to the nearest [Visa Application Centre](https://www.canada.ca/en/immigration-refugees-citizenship/services/consular/visa-application-centres.html) to provide this information in person. You cannot make an appointment for biometrics until you receive a BIL.

The processing of your visa application will not begin until biometrics are provided.

General visa information and user guide can be found at: [Visit Canada - Canada.ca](https://www.canada.ca/en/immigration-refugees-citizenship/services/consular/visa-application-centres.html)

Please note that you will not be able to board your flight to Canada in the absence of a valid visa, and that you will not be able to obtain a visa upon your arrival in Canada.

c) **ELECTRONIC TRAVEL AUTHORIZATION (eTA)**

- **Visa-exempt foreign nationals** travelling to or transiting through Canada by air must have an eTA. Applying for the eTA is an online process which takes only a few minutes to complete.
- The eTA will be valid for 5 years or upon expiry of your passport whichever comes first. **There is a fee of CAD 7.00 for the eTA.**
- You are encouraged to apply for your eTA well in advance of flying to Canada. To find out more or to apply for an eTA, visit the IRCC website: [Electronic Travel Authorization (eTA)](https://www.canada.ca/en/immigration-refugees-citizenship/services/consular/visa-application-centres.html).

Please note that you will be required to have your eTA **before** you can board your flight to Canada.

d) **PASSPORTS AND OTHER TRAVEL DOCUMENTS**

Applicants are required to have a valid passport that does not expire within six months of the stay. Immigration, Refugees and Citizenship Canada (IRCC) strongly recommends participants to take the necessary steps to renew their travel documents if it expires within 6 months from the day of arrival.

e) ARRIVING IN CANADA

To facilitate entry formalities upon arrival in Canada, bring a copy of the documentation reflecting that you are an INC-4 participant by presenting your UN event Pass, and to identify yourself as such to the Canadian authorities.

Should you require assistance on visa, please kindly inform us through the secretariat portal. The link will be made available in the message the approval of your registration.

The Secretariat will work closely with Immigration, Refugees and Citizenship Canada (IRCC) to provide assistance on any visa-related issues, as appropriate.

If you need to send us an e-mail regarding visas, please ensure to indicate the following information:

▪ Applicant name in full:
▪ Name of Organisation and Country:
▪ Passport number:
▪ Visa application number:

For general visa inquiries, please contact your nearest Canadian Embassy/Consular office.

24. TIME ZONE

Ottawa is located in the Eastern Standard Time (GMT -5 hours) time zone.

25. WEATHER

Participants should come prepared for all weather conditions.

The average maximum daytime temperature in Ottawa in April lies at 11.1°C (51.98°F). During the night it can cool down to temperatures below zero. The average minimum temperature goes down to around 0.4°C (32.72°F).

Rainfall during April is moderate with an average of 80mm (3.2 inches).

26. ELECTRICITY

Outlets and voltage (110 volts) are the same as in the United States. Small appliances such as hair dryers, irons, and razors can be used in Canada. For those from other countries, adapters are required for electrical appliances. The frequency of electrical current in Canada is 60 Hz.

27. BANKING, CURRENCY, TIPPING
Banking hours differ by bank and branch but are generally the same as common working hours (9am to 5pm). Some banks are open later or on weekends or Thursday evenings. Most businesses accept debit cards as a form of payment. Most major credit cards are accepted in Ottawa. WeChat Pay and Alipay is accepted at select businesses.

Automated Teller Machines (ATMs) are located in banks and in various other locations throughout the city. They are usually available during and outside of regular banking hours, although often with an additional service fee.

Currency can be exchanged at banks or at currency exchange stations. Some hotels and other merchants accept foreign currency, but it is recommended that visitors exchange currency before they arrive.

For good service at a restaurant, a tip of 15% of the pre-tax bill is customary. Some restaurants add a service charge to the bill, especially in large groups, in which case further tipping is not expected. Tipping is also customary in bars, salons/spas, and taxis.
### Annex A: List of Recommended Hotels and Rates in National Capital Region (NCR)

#### List of Hotels with Preferred Rates

<table>
<thead>
<tr>
<th>Hotel</th>
<th>Address</th>
<th>Tel:</th>
<th>Email:</th>
<th>Cost per night:</th>
<th>Link to preferred rate:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Les Suites</td>
<td>130 Besserer St, Ottawa, ON K1N 9M9 (450 m. from venue)</td>
<td>+1 (613) 232-2000 / Toll Free + 1 (866) 682-0879</td>
<td><a href="mailto:iv411.rescoor@innvesthotels.com">iv411.rescoor@innvesthotels.com</a></td>
<td>$225-335 (CAD)</td>
<td>Reservations</td>
</tr>
<tr>
<td>Westin Hotel</td>
<td>11 Colonel By Dr, Ottawa, ON, K1N 9H4 (240 m. from venue)</td>
<td>1 (613) 560-7000</td>
<td>N/A</td>
<td>$325 (CAD)</td>
<td>Book your group rate for Intergovernmental Negotiating Committee on Plastic Pollution Room Block</td>
</tr>
<tr>
<td>Novotel</td>
<td>33 Nicholas St, Ottawa, ON K1N 9M7 (300 m. from venue)</td>
<td>+1 (613) 230-3033 / Toll Free: 1-855-677-3033</td>
<td><a href="mailto:novotelottawa@novotelottawa.com">novotelottawa@novotelottawa.com</a></td>
<td>$199 + tax (CAD)</td>
<td>To be provided at a later date</td>
</tr>
<tr>
<td>Le Germain</td>
<td>30 Daly Ave, Ottawa, ON K1N 6E2 (400m. from venue)</td>
<td>+1 (613) 691-3230 / Toll Free: 1 (833) 503-0030</td>
<td><a href="mailto:reservations.legermainottawa@germainhotels.com">reservations.legermainottawa@germainhotels.com</a></td>
<td>$265 (CAD)</td>
<td>INC-4 Le Germain Hotel</td>
</tr>
<tr>
<td>Fairmont Chateau Laurier</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hotel Name</td>
<td>Address</td>
<td>Tel</td>
<td>Email</td>
<td>Cost per night</td>
<td>Link to preferred rate</td>
</tr>
<tr>
<td>----------------------</td>
<td>----------------------------------------------</td>
<td>------------------------------</td>
<td>----------------------------</td>
<td>----------------------</td>
<td>-------------------------------------------------------------</td>
</tr>
<tr>
<td>Chateau Laurier</td>
<td>1 Rideau St, Ottawa, ON K1N 8S7 (400m. from venue)</td>
<td>+1 (613) 241 1414/ Toll Free + 1 (866) 540 4410</td>
<td><a href="mailto:chateaulaurier@fairmont.com">chateaulaurier@fairmont.com</a></td>
<td>$399 (CAD)</td>
<td><a href="https://book.passkey.com/e/50670965">https://book.passkey.com/e/50670965</a></td>
</tr>
<tr>
<td>Courtyard Marriott</td>
<td>350 Dalhousie St, Ottawa, ON K1N 7E9 (700 m. from venue)</td>
<td>+1 (613) 241-1000</td>
<td>N/A</td>
<td>$189 - $209 (CAD)</td>
<td><a href="https://www.marriott.com/event-reservations/reservation-link.mi?id=1693488885960&amp;key=GRP&amp;app=resvlink">https://www.marriott.com/event-reservations/reservation-link.mi?id=1693488885960&amp;key=GRP&amp;app=resvlink</a></td>
</tr>
<tr>
<td>Lord Elgin Hotel</td>
<td>100 Elgin St, Ottawa, Ontario, K1P 5K8 (800 m. from venue)</td>
<td>+1 (613) 235-3333 I +1 (800) 267-4298</td>
<td><a href="mailto:groups@lordelgin.ca">groups@lordelgin.ca</a></td>
<td>$299 + taxes (CAD)</td>
<td><a href="https://reservations.travelclick.com/12200?groupId=4113662">https://reservations.travelclick.com/12200?groupId=4113662</a></td>
</tr>
<tr>
<td>reStays Hotel</td>
<td>101 Queen St, Ottawa, ON K1P 5C7 (1km. from venue)</td>
<td>+1 ((613) 688-6200 / Toll-Free 1-833-996-6200</td>
<td><a href="mailto:hello@restays.com">hello@restays.com</a></td>
<td>$245 (CAD)</td>
<td><a href="https://reservations.travelclick.com/110014?RatePlanId=8071998">https://reservations.travelclick.com/110014?RatePlanId=8071998</a></td>
</tr>
<tr>
<td>Sheraton Hotel</td>
<td>150 Albert St, Ottawa, ON K1P 5G2 (1km. from venue)</td>
<td>+1 (613) 238-1500</td>
<td>N/A</td>
<td>$309 + 17.52 tax (CAD)</td>
<td><a href="https://reservations.travelclick.com/110014?RatePlanId=8071998">Book your group rate for Intergovernmental Negotiating Commitee on Plastic Pollution Room Block-Apr2024</a></td>
</tr>
<tr>
<td>Alt Hotel</td>
<td>185 Slater St., Ottawa, ON K0C 0C8 (1.2 km. from venue)</td>
<td>+1 (613) 238-1500 / Toll-Free: +1 (844) 258-6882</td>
<td>N/A</td>
<td>$189 - $209 (CAD)</td>
<td><a href="https://www.marriott.com/event-reservations/reservation-link.mi?id=1693488885960&amp;key=GRP&amp;app=resvlink">https://www.marriott.com/event-reservations/reservation-link.mi?id=1693488885960&amp;key=GRP&amp;app=resvlink</a></td>
</tr>
</tbody>
</table>
### Byward Blue Inn

**Address:** 157 Clarence Street, Ottawa, Ontario, K1N 5P7 (950 m. from venue)
**Tel:** 1 (800) 620-8810

**Cost per night:** $244 (CAD)
**Link to preferred rate:** [Booking Link](#)

### Ottawa Marriott

**Address:** 100 Kent St, Ottawa, ON K1P 5R7 (1.4 km from venue)
**Tel:** +1 (613) 238-1122
**Email:** N/A

**Cost per night:** $219 (CAD)
**Link to preferred rate:** [Book your group rate for Intergovernmental Negotiating Committee on Plastic Pollution Room Block Apr2024](#)

### Homewood Suites by Hilton Ottawa Downtown

**Address:** 361 Queen St, Ottawa, ON K1R 0C7 (1.6 km from venue)
**Tel:** +1 613-234-6363
**Email:** YOWQS_DS@hilton.com

**Cost per night:** $249 (CAD) includes breakfast buffet daily
**Link to preferred rate:** [https://group.homewood-suites.com/nu9idg](https://group.homewood-suites.com/nu9idg)

### Hilton Garden Inn Ottawa Downtown

**Address:** 361 Queen St, Ottawa, ON K1R 0C7 (1.6 km from venue)
**Tel:** +1 613-234-6363
**Email:** YOWCD-SALESADM@hilton.com

**Cost per night:** $229 (CAD)
**Link to preferred rate:** [https://group.hiltongardeninn.com/r2lv8q](https://group.hiltongardeninn.com/r2lv8q)

### Sheraton Hotel Gatineau

**Address:** 35 Laurier St, Gatineau, Quebec J8X 4E9 (2.2 km from the venue)
**Tel:** +1 (819) 778-6111
**Email:** N/A

**Cost per night:** $189 (CAD)
**Link to preferred rate:** [Book your group rate for INC4 - April 2024](#)

---

### Other Hotels in NCR for Consideration within a 10 km radius

*Prices based on October 2023 rates*

**Byward Blue Inn**

**Address:** 157 Clarence Street, Ottawa, Ontario, K1N 5P7 (950 m. from venue)
**Tel:** 1 (800) 620-8810
<table>
<thead>
<tr>
<th><strong>Email</strong></th>
<th><strong>Cost per night</strong></th>
<th><strong>Link to Website</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:frontdesk@bywardblue.com">frontdesk@bywardblue.com</a></td>
<td>$171 (CAD)</td>
<td><a href="https://www.bywardblueinn.ca/">https://www.bywardblueinn.ca/</a></td>
</tr>
</tbody>
</table>

**Days Inn by Wyndham Ottawa Rideau**

**Address**: 319 Rue Rideau, Ottawa, Ontario, K1N 5Y4 (950 m. from venue)
**Tel**: 1 (613) 789-5555
**Email**: N/A
**Cost per night**: $131 (CAD)
**Link to Website**: Days Inn by Wyndham Ottawa | Ottawa, ON Hotels (wyndhamhotels.com)

<table>
<thead>
<tr>
<th><strong>Email</strong></th>
<th><strong>Cost per night</strong></th>
<th><strong>Link to Website</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:info@ottawahostel.com">info@ottawahostel.com</a></td>
<td>$62 (CAD)</td>
<td>Ottawa Backpackers Inn - Official Website. (613) 241-3402 (ottawahostel.com)</td>
</tr>
</tbody>
</table>

**Ottawa Backpackers Inn**

**Address**: 203 York Street, Ottawa, Ontario K1N 5T7 (1.0 km from venue)
**Tel**: 1 (613) 241-3402
**Email**: info@ottawahostel.com
**Cost per night**: $186 (CAD)
**Link to Website**: https://www.arcthehotel.com

<table>
<thead>
<tr>
<th><strong>Email</strong></th>
<th><strong>Cost per night</strong></th>
<th><strong>Link to Website</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:guestservices@arcthehotel.com">guestservices@arcthehotel.com</a></td>
<td>$272 (CAD)</td>
<td><a href="https://www.arcthehotel.com">https://www.arcthehotel.com</a></td>
</tr>
</tbody>
</table>

**Arc the Hotel**

**Address**: 140 Slater Street, Ottawa, Ontario K1P 5H6 (1.1 km from venue)
**Tel**: 1 (800) 699-2516
**Email**: guestservices@arcthehotel.com
**Cost per night**: $272 (CAD)
**Link to Website**: https://themetcalfehotel.com/?_ga=2.10104304.494168561.1697834861-1792915630.1697834861&_gl=1%2As8qqib%2A_ga%2AMTc5MjgxNTYzMC4xNjk3ODM0ODYx%2A_ga_4R6SGMPB9V%2AMTY5NzgzNDg2MS4xLjEuMTY5NzgzNDg2NC41Ny4wLjA |

<table>
<thead>
<tr>
<th><strong>Email</strong></th>
<th><strong>Cost per night</strong></th>
<th><strong>Link to Website</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:reservations@themetcalfehotel.com">reservations@themetcalfehotel.com</a></td>
<td>$209 (CAD)</td>
<td>Embassy Hotel &amp; Suites Ottawa - Hotels Near US Embassy (ottawaembassy.com)</td>
</tr>
</tbody>
</table>

**Ottawa Embassy Hotel and Suites**

**Address**: 25 Cartier Street Ottawa, Ontario, K2P 1J2 (1.3 km from venue)
**Tel**: 1 (800) 661-5495
**Email**: reservations@ottawaembassy.com
**Cost per night**: $209 (CAD)
**Link to Website**: Embassy Hotel & Suites Ottawa - Hotels Near US Embassy (ottawaembassy.com)
<table>
<thead>
<tr>
<th>Hotel Name</th>
<th>Address</th>
<th>Tel</th>
<th>Email</th>
<th>Cost per night</th>
<th>Link to Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cartier Place Suite Hotel</td>
<td>180 Cooper Street, Ottawa, ON K2P 2L5 (1.3 km from venue)</td>
<td>1 (613) 236-5000</td>
<td><a href="mailto:reservations@suitedreams.com">reservations@suitedreams.com</a></td>
<td>$195 (CAD)</td>
<td>Downtown Ottawa Hotels - Cartier Place Suite Hotel (suitedreams.com)</td>
</tr>
<tr>
<td>Holiday Inn Express &amp; Suites Downtown Ottawa East</td>
<td>235 King Edward Avenue, Ottawa, ON, K1N 7L8 (1.4 km from venue)</td>
<td>1 (877) 660-8550</td>
<td>N/A</td>
<td>$193 (CAD)</td>
<td>Ottawa Suites Hotels Downtown</td>
</tr>
<tr>
<td>The Business Inn and Suites</td>
<td>180 Maclaren Street, Ottawa, Ontario K2P 0L3 (1.4 km from venue)</td>
<td>1 (613) 232-1121</td>
<td>N/A</td>
<td>$148 (CAD)</td>
<td>The Business Inn &amp; Suites</td>
</tr>
<tr>
<td>Econo Lodge Downtown Ottawa</td>
<td>475 Rideau St, Ottawa, Ontario, K1N5Z3 (1.4 km from venue)</td>
<td>1 (855) 516-1090</td>
<td>N/A</td>
<td>$109 (CAD)</td>
<td>Econo Lodge Downtown Ottawa Ottawa, Ontario, CA - Reservations.com</td>
</tr>
<tr>
<td>Delta Hotels</td>
<td></td>
<td>1 (613) 237-3600</td>
<td>101 Lyon St. N, Ottawa, Ontarion, K1R 5T9 (1.6 km from venue)</td>
<td>$269 (CAD)</td>
<td><a href="https://www.marriott.com/en-us/hotels/yowdm-delta-hotels-ottawa-city-centre/overview/">https://www.marriott.com/en-us/hotels/yowdm-delta-hotels-ottawa-city-centre/overview/</a></td>
</tr>
<tr>
<td>Rideau Inn</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td>Tel</td>
<td>Email</td>
<td>Cost per night</td>
<td>Link to Website</td>
<td></td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>------------------</td>
<td>---------------------------------</td>
<td>----------------</td>
<td>---------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>77 Frank St. Ottawa, Ontario, K2P 0X4</td>
<td>1 (613) 688-2753</td>
<td><a href="mailto:reservations@rideauinn.com">reservations@rideauinn.com</a></td>
<td>$161 (CAD)</td>
<td><a href="https://www.rideauinn.com/">https://www.rideauinn.com/</a></td>
<td></td>
</tr>
<tr>
<td>(1.7 km from venue)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address: 450 Laurier Ave E, Ottawa, ON K1R 0A2</td>
<td>1 (613) 890-6022</td>
<td>N/A</td>
<td>$245 (CAD)</td>
<td><a href="http://ambassador-bb.ontariocahotel.com/en/">http://ambassador-bb.ontariocahotel.com/en/</a></td>
<td></td>
</tr>
<tr>
<td>(1.7 km from venue)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address: 402 Queen Street, Ottawa, ON K1R5A7</td>
<td>1 (613) 236-1133</td>
<td>N/A</td>
<td>$345 (CAD)</td>
<td>Downtown Ottawa Hotels Near Parliament Hill</td>
<td>Holiday Inn Ottawa Dwtn - Parliament Hill (ihg.com)</td>
</tr>
<tr>
<td>(1.8 km from venue)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address: 377 Rue O'Connor Street, Ottawa, ON K2P 2M2</td>
<td>1 (617) 300-0956</td>
<td>N/A</td>
<td>$164 (CAD)</td>
<td>Sonder The O'Connor - permanecer en Ottawa, CA</td>
<td></td>
</tr>
<tr>
<td>(2.1 km from venue)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address: 100 Chem. Coventry, Ottawa, ON K1K 4S3</td>
<td>1 (613) 741-2300</td>
<td>N/A</td>
<td>$220 (CAD)</td>
<td>Hampton Inn by Hilton Ottawa - Canada Hotels</td>
<td></td>
</tr>
<tr>
<td>(3.8 km from venue)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address: 1220 Michael Street, Ottawa, ON, K1J 7T1</td>
<td>1 (866) 266-3306</td>
<td>N/A</td>
<td>$149 (CAD)</td>
<td>WelcomINNs Ottawa - Guest Reservations</td>
<td></td>
</tr>
<tr>
<td>(5.7 km from venue)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hotel Name</td>
<td>Address</td>
<td>Tel</td>
<td>Email</td>
<td>Cost per night</td>
<td>Link to Website</td>
</tr>
<tr>
<td>------------------------------------</td>
<td>----------------------------------------------</td>
<td>----------</td>
<td>-------</td>
<td>----------------</td>
<td>----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Comfort Inn Ottawa East</td>
<td>1252 Michael St., Ottawa, ON, K1J 7T1, CA</td>
<td>1 (613) 744-2900</td>
<td>N/A</td>
<td>$175 (CAD)</td>
<td><a href="https://www.choicehotels.com/ontario/ottawa/comfort-inn-hotels/cn302?mc=lrscncn&amp;pmf=canada">https://www.choicehotels.com/ontario/ottawa/comfort-inn-hotels/cn302?mc=lrscncn&amp;pmf=canada</a></td>
</tr>
<tr>
<td>Best Western Plus Gatineau</td>
<td>131 Rue Laurier, Gatineau, Quebec J8X 3W3</td>
<td>1 (819) 770-8550</td>
<td>N/A</td>
<td>$200 (CAD)</td>
<td>[Hotel Gatineau</td>
</tr>
<tr>
<td>Best Western Plus Ottawa City Centre</td>
<td>1274 Carling Avenue, Ottawa, Ontario K1Z 7K8</td>
<td>1 (613) 728-1951</td>
<td>N/A</td>
<td>$160 (CAD)</td>
<td>[Best Western Plus Ottawa City Centre</td>
</tr>
<tr>
<td>Travel Lodge Ottawa East</td>
<td>1486 Chem. Innes, Ottawa, ON K1B 3V5</td>
<td>1 (613) 702-0719</td>
<td>N/A</td>
<td>$144 (CAD)</td>
<td>[Travelodge by Wyndham Ottawa East</td>
</tr>
<tr>
<td>Ramada Plaza Gatineau</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Ramada Plaza Manoir du Casino - Tourisme Outaouais

**Address:** 75 Rue d'Edmonton, Gatineau, QC J8Y 6W9 (6.8 km from venue)
**Tel:** 1 (800) 854-9517
**Email:** N/A
**Cost per night:** $162 (CAD)
**Link to website:** Ramada Plaza Manoir du Casino - Tourisme Outaouais

### Chateau Cartier

**Address:** 1170 Chem. d'Aylmer, Gatineau, QC J9H 7L3 (8.7 km from venue)
**Tel:** +1 (819) 777-8870
**Email:** golf@chateaucartier.com
**Cost per night:** $195 (CAD)
**Link to Website:** Ascent Hotel Collection - Château Cartier Hôtel & Resort - Gatineau Hotel Spa (chateaucartierhotelresort.com)

### Hotel V

**Address:** 585 Bd de la Gappe, Gatineau, QC J8T 8N7 (9.7 km from venue)
**Tel:** +1 (888) 916-5226 our +1 (888) 916-5226
**Email:** info@hotely.ca
**Cost per night:** $288 (CAD)
**Link to Website:** https://www.hotelv.ca/en?gclid=Cj0KCQjwhL6pBhDjARIsAGx8D586wLSIoPQ0e_DHCWIARCIBEVoh3stU680caajlcBdGC2U3n5MlmMAAsDwEALw_wcB

### Quality Inn

**Address:** 111 Rue Bellehumeur, Gatineau, QC J8T 6K5 (9.6 km from venue)
**Tel:** 1(819) 568-5252
**Email:** N/A
**Cost per night:** $158 (CAD)
**Link to Website:** Rates & Available Rooms - Quality Inn & Suites (choicehotels.com)

---

### A more comprehensive list can be found at
- Where to stay | Ottawa Tourism