

JOINING INSTRUCTIONS FOR PARTICIPANTS CIOR/CIOMR SUMMER CONGRESS 2018 (CIOR-SC18), QUEBEC CITY

INTRODUCTION

1. Under the CIOR and CIOMR Executive Councils, the 2018 Summer Congress will be held in Quebec City, Canada. This annual gathering will contribute to the continuing purpose of CIOR/CIOMR by forging links between reserve officers, sharing best practices, developing viewpoints on reserve issues in support of the NATO alliance, and fostering reserve officer professional development. General information on Quebec City may be found at <https://www.quebecoriginal.com/en-ca/where-to-go/regions-cities/quebec-city> and <https://www.quebecregion.com/en/>.

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2. These instructions will serve as a general guide to all participants of the various committees, working groups, and activities occurring at the CIOR-SC18. This instruction is not intended for those members of the Canadian Armed Forces (CAF) who are in a support role for the congress, nor is it intended to provide detailed information about the various committees' working sessions, workshops, the symposium, the Civil-Military Cooperation Exercise (CIMEX) or the Military Competition (MILCOMP). That detailed information may be requested from the various officials associated with those activities.

GENERAL INFORMATION

3. Congress activities will be conducted at two main locations - Quebec City and 2 Canadian Division Support Base Valcartier (Valcartier). Quebec City, the capital city of the Province of Quebec, will be the site of committee working sessions, workshops, the symposium, the CIMEX and the major ceremonial, and social activities. Valcartier will be the site of the MILCOMP. Valcartier is located approximately 35 kilometres or a 40 minute drive from Quebec City. Committees' working sessions, workshops and the Symposium will generally operate in a self-sufficient manner under the overall direction of the Executive Council in accordance with the Master Events List, available on [CIOR-SC18](#) website. A supporting organisation of the CAF will provide operational and logistical assistance to all facets of the congress.

ADMINISTRATIVE AND LOGISTICAL SUPPORT

4. Participants are to carefully consider the following information when making travel plans and personal preparations. Further information can be obtained by contacting congress organisers as required.

- a. Arrival. International participants, including United States personnel, must consult the following website to ensure they have the proper entry documentation: <https://www.canada.ca/en/immigration-refugees-citizenship/services/visit-canada/entry-requirements-country.html> . All participants are to provide their travel and contact information when registering. A group transport will be organized on

August 3rd and 4th for MILCOMP participants only. Details will be published on the website at a later date. The purpose of group transport is to shuttle MILCOMP personnel from the airport to Valcartier and is not intended to be a taxi service to the Quebec City downtown core. All other participants heading to downtown Quebec will have to coordinate their own transport. MILCOMP participants who will not be arriving at their expected time are to make alternate personal arrangements to Valcartier.

- (1) Air. Air travellers are to arrange for arrival at the Quebec City Jean Lesage International Airport (YQB). For MILCOMP participants, a CAF official will be located at the arrivals area to guide them to the designated transport venue for onward movement to Valcartier. Follow-on movement for all other CIOR-SC18 participants can be planned by consulting <https://www.aeroportdequebec.com/en/airport-access/taxis-and-public-transportation>.
 - (2) Rail. Rail travellers proceeding to a downtown venue are to arrange for arrival at the Gare du Palais (450 rue de la Gare du Palais). The hotels are located a short distance via city bus or taxi from the train station. Those proceeding to Valcartier may disembark at the Sainte-Foy Viarail station (3255, chemin de la Gare).
 - (3) Commercial Bus. Bus travellers from outside of Quebec are to arrange for arrival at the Gare du Palais (450 rue de la Gare du Palais). The hotels are located a short distance via city bus or taxi from the train station. Those proceeding to Valcartier may disembark at the Sainte-Foy bus terminal (3001 chemin des Quatre-Bourgeois).
 - (4) Other Ground Transport. Members arriving by other means, such as private vehicle or charter bus, are to make their own way to the appropriate reception location or accommodations. These travellers are still required to provide their travel and contact information when registering.
- b. Reception. Participants will confirm their arrival and receive a CIOR identification card at one of the four following reception locations prior to the opening ceremony. CIOR reception locations are not to be confused with hotel or other facility reception desks. Look for signage or ask facility staff.
- (1) Marriott Delta Hotel. The hotel is located at 690 boulevard René Lévesque (east) and will be the main venue for most events and meetings. Participants of the following organisations will use this site as their reception and working location:
 - (a) Executive Council (EXEC);
 - (b) Civil and Military Cooperation Committee (CIMIC);

- (c) Defence and Security Issues Committee (DEFSEC);
 - (d) Legal Committee (Legal);
 - (e) Partnership for Peace and Outreach Committee (PFP&O);
 - (f) Language Academy Committee (Language);
 - (g) Winter Seminar Committee (WSC);
 - (h) Public Affairs Committee (PAff);
 - (i) CIOMR;
 - (j) Delegate at Large (DAL)/Observers; and
 - (k) Symposium (August 8th)
- (2) Hotel Le Concorde. Participants to the Young Reserve Officers Workshop (YROW) will report to and work at Hotel Le Concorde, located at 1225 Cours du Général de Montcalm (place Montcalm).
 - (3) Point-à-Carcy. Located at 112 rue Dalhousie in Old-Quebec, the reception desk will be open 24 hours a day. Only participants of the CIMEX will report to this location.
 - (4) Valcartier. This base is located approximately 35km to the northwest of Quebec City on Autoroute de la Bravoure (highway 573), near Shannon, Quebec. The reception desk will be located at the Centre des sports (see [map](#) on website). Military barracks will be allocated at the reception desk. Only team members and staff in the military competition will report to this location.
 - (5) Short-Term Guests, Speakers, and Others. Members who are not formal CIOR/CIOMR participants are not required to report to a reception desk. They are to contact their sponsor for reporting information.

c. Accommodations:

- (1) Quebec City - Hotels. A block booking at a special rate for the CIOR-SC18 participants has been made for both the Marriott Delta and Le Concorde Hotels. Participants are responsible to book their own rooms directly with the hotel through the [CIOR-SC18 website](#). Participants are responsible for the cost of any and all hotel services including accommodation as they not covered through conference fees nor by the CAF. The deadline to book hotel

rooms with applicable CIOR-SC18 rates is May 15th, at which point, all remaining rooms will be released from the block booking.

- (2) Old-Quebec – Pointe-à-Carcy. Military barracks of varying degrees of size and comfort are available at this location for members of CIMEX only, and solely for the duration of the CIMEX. Individuals wishing to extend their stay for personal reasons will not be permitted to use Pointe-à-Carcy facilities, so they must seek arrangement with other commercial lodging sites. CIMEX participants are responsible to book their own rooms through the [CIOR-SC18 website](#). Participants are responsible for the cost of accommodations as they are not covered through conference fees nor by the CAF.
- (3) Valcartier. Military barracks will be allocated to members and staff of the MILCOMP teams upon arrival at the reception desk. Cost of quarters will be covered by the conference fees paid during registration. Participants should bring their own towels and toiletries. Bed linen will be provided. Individuals wishing to extend their stay for personal reasons will not be permitted to use Valcartier facilities, so they must seek arrangement with other commercial lodging sites.

d. Social Activities / Rations:

- (1) Welcome Reception. This activity will be held at the Citadelle de Québec (1 Côte de la Citadelle) following the Opening Ceremony on August 5th and is open to all participants and accompanying person. The cost is covered by conference fees paid during registration.
- (2) President's Dinner. This user-pay activity is hosted by the President CIOR gathering Heads of Delegation and select guests. The dinner will take place at the Quebec Garrison Club (97 Rue St-Louis) on August 7th. Participants must confirm their attendance in advance and pay directly the Club upon arrival for the dinner.
- (3) Symposium. All participants of the CIOR-SC18, except for MILCOMP, will attend the Symposium on August 8th at the Marriott Delta Hotel (690 boulevard René Lévesque Est). Refreshments and lunch buffet will be provided onsite. The cost is covered by conference fees paid during registration.
- (4) Gala Dinner. The dinner and the Closing Ceremony will occur simultaneously on August 10th at the *Manège Militaire des Voltigeurs du Québec* (MMVQ – 805 Wilfred-Laurier Ave) and are open to all participants and accompanying person. The cost is covered by conference fees paid during registration.
- (5) Quebec City – Hôtels. The cost of bedroom in both the Marriot Delta and Le Concorde Hotels is inclusive of a buffet breakfast each morning. Participants are responsible for purchasing all meals not included in the hotel fee. Except for the

participation on social activities, all other costs not covered by conference fees are the responsibility of participants.

- (6) Old Quebec – Pointe-à-Carcy. For CIMEX participants, all breakfasts, lunches, refreshments and the Icebreaker on August 2nd will be provided from their conference fees paid in advance. Remaining dinners are the responsibility of participants.
 - (7) Valcartier. All meals and refreshments will be provided on location for members and staff of MILCOMP teams only. These costs will be covered by the conference fees paid during registration.
- e. Refreshments. Coffee and light snacks will be available on all mid-morning and mid-afternoon health breaks. These costs will be covered by the conference fees paid during registration.
- f. Local transportation. In addition to the group transportation between the airport and Valcartier for MILCOMP participants, the following will be provided:
- (1) Transport MILCOMP participants to and from the Citadelle de Québec for the Opening Ceremony & Welcome Reception on August 5th.
 - (2) Transport Legal and CIOMR personnel in support of the MILCOMP to and from Valcartier.
 - (3) Transport MILCOMP participants to and from MMVQ for the Closing Ceremony & Gala Dinner on 10th of August.
- g. Dress. Non-Canadian participants are to bring the uniforms which most closely equate to the Canadian standard as follows:
- (1) Opening Ceremony. CAF service dress 1A. This includes a jacket, tie, kilt if appropriate, and medals. It does not include higher-order ceremonial items such as swords. This is an appropriate walking-out dress. For further clarification on dress equivalent, use the general enquiries [contact e-mail](#) on the CIOR-SC18 website.
 - (2) Routine Activities – Quebec City. CAF service dress 3B. This includes short sleeved collared shirt with ribbons, no tie. This is an appropriate walking-out dress.
 - (3) President's and Gala Dinners. CAF mess dress 2, 2A, 2B, or 2D. These include a formal dinner jacket with bow tie, ceremonial trousers, dress, or kilt. If a participant does not possess a formal dinner jacket and ceremonial trousers, service dress with white shirt, bow tie, and ribbons on the jacket is appropriate. This is an appropriate walking-out dress. Use the general enquiries [contact e-mail](#) on the CIOR-SC18 website for further clarification if

required.

- (4) Valcartier. For all activities - CAF operational dress which is CadPat (battle dress or fatigues). For Canadians, both a field cap (when in the field) and a beret or regimental equivalent (when in garrison) are required. This distinction between field and garrison headdress is applicable to international participants as appropriate. International participants will be provided with a helmet and a tactical vest if they are unable to bring their own due to baggage constraints. Ballistic eyewear is a mandatory safety requirement on Canadian firing ranges. A supply will be made available for international participants. International teams may bring their own government-issue glasses if they contact the general enquiries contact e-mail ahead of time for pre-approval. Personally-owned ballistic eyewear will not be permitted on firing ranges. Operational dress with garrison headdress (without tactical equipment) is an acceptable walking-out dress.

- h. Weapons and Ammunition. Canadian and international MILCOMP participants will be provided the CAF C7A2 assault rifle which uses a NATO standard 5.56mm cartridge when in Valcartier. Weapons will be in a secure base-controlled vault when not in use. Bringing personal or military-issue weapons, ammunition, and accessories including but not limited to magazines into Canada is a serious criminal offence.

- i. Security. To allow for ease of movement within and between CIOR locations, it is imperative that participants have both their home nation military identification card and their CIOR identification card on their person at all times. CIOR identification cards will be issued upon reporting to a CIOR reception location.

- j. Medical and Dental Services. In Quebec City, international participants will use civilian medical services at their own expense. The telephone number for emergency services is 911. Participants using 911 for non-emergency situations are subject to fines from local authorities. It is strongly encouraged that participants are fully insured using either private or their government's insurance systems. In Valcartier, CAF medical assets will be available to treat emergency injuries of international participants sustained on duty. Follow-up care is available using civilian medical services at the expense of participants.

- k. Laundry. Military laundry facilities are available only at Pointe-à-Carcy and Valcartier. Members not at these locations will have to use private services.

- l. Currency. Only the Canadian dollar is accepted at most military and civilian establishments. A limited number of establishments may accept the US dollar, but at an inflated rate of exchange. Most military and civilian establishments will accept VISA and MASTERCARD – a lesser number may accept AMERICAN EXPRESS and other brands of credit and debit cards (Interac, PLUS).

- m. Language. The two official CIOR languages of French and English will be used during CIOR activities. The language of local military and civilian support personnel and businesses is predominantly French, however, a significant number of businesses are able to operate in English.
- n. Departure. As with arrival, all participants must provide their departure information during registration. A group transport will be organized on the 11th of August for MILCOMP participants only. The purpose of group transport is to shuttle MILCOMP personnel from Valcartier to the airport. All other participants leaving downtown Quebec must coordinate their own transport to the appropriate departure venue.

POINTS OF CONTACT

5. Participants are encouraged to contact their national or committee representatives for further information or clarification. If required, queries can be addressed by using the general queries e-mail available on the [CIOR-SC18](#) website.