

Banff, Alberta, Canada

15 – 16 May 2008

# VIII Conference of Defence Ministers of the Americas



Preparatory Meeting Delegates Handbook

[www.cdma2008.ca](http://www.cdma2008.ca)

Canada



## WELCOMING MESSAGE

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Dear colleague:

On behalf of the Minister of National Defence, I am pleased to welcome you to Banff for the VIII Conference of Defence Ministers of the Americas (CDMA) Preparatory Meeting. I am sure that you will enjoy the majesty and hospitality of the Fairmount Banff Springs Hotel, which is a Canadian icon.

Canada has long considered the CDMA an excellent opportunity for the nations of our hemisphere to exchange ideas, share experiences, and increase co-operation on defence and security-related issues. We are honoured to act as host in 2008.

The Preparatory Meeting is key to the overall success of the CDMA 2008, where delegates from CDMA participating

countries will discuss and approve several key documents, including the draft Banff Declaration and the Thematic Agenda.

I encourage your active and open participation. Your contribution will help to build upon the tremendous progress that has been made to enhance defence and security relations in the hemisphere.

I look forward to meeting each of you.

**Colonel (Ret) J. Michael Snell**  
*Executive Director*

## OBJECTIVES OF THE PREPARATORY MEETING

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**The objectives of the Preparatory Meeting are:**

- To define and approve the thematic agenda for the VIII Conference
- To designate the Moderators, Rapporteurs and Co-Rapporteurs
- To approve the list of Observers to be invited to the VIII Conference
- To review proposals for updating the Conference Regulations
- To discuss the proposed Banff Declaration
- To receive candidacies for Host for the IX Conference
- To discuss the Lessons Learned Project
- To present programming and administrative instructions for the VIII Conference



## CANADIAN HOSTS

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**Vincent Rigby**  
*Assistant Deputy Minister (Policy)*  
National Defence Headquarters



**J. Michael Snell**  
*Colonel (Retired)*  
Executive Director—VIII CDMA

## BANFF AND SURROUNDINGS

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Banff National Park is set in the heart of the Canadian Rockies. It attracts roughly 4 million visitors each year. It is also a UNESCO World Heritage Site.

The largest community within Banff National Park is the Town of Banff. We are a unique destination, and we take pride in accommodating visitors and providing tourism services, without losing the charm of a small mountain community.

The Town of Banff is in the province of Alberta in the southwestern corner of Banff National Park, and west of Calgary.

The townsite is about 90 minutes from Calgary via the Trans Canada Highway, and less than two hours from Calgary International Airport. The Hamlet of Lake Louise is 50 minutes further west, also within Banff National Park.

Because the Town of Banff is less than 4 km square in size and surrounded by

mountain parkland and wilderness, the community really does share its space with the wildlife. Some say that a local on their way to work is as likely to see a deer as a neighbourhood dog. Elk, sheep and bear sightings are not uncommon near this town filled with trees, parks and trails.

Our town also abounds with opportunities to experience... everything: from the most rugged of outdoor activities to world-class arts and culture displays

The Town of Banff plays an important and leading role in today's environmentally concerned society.

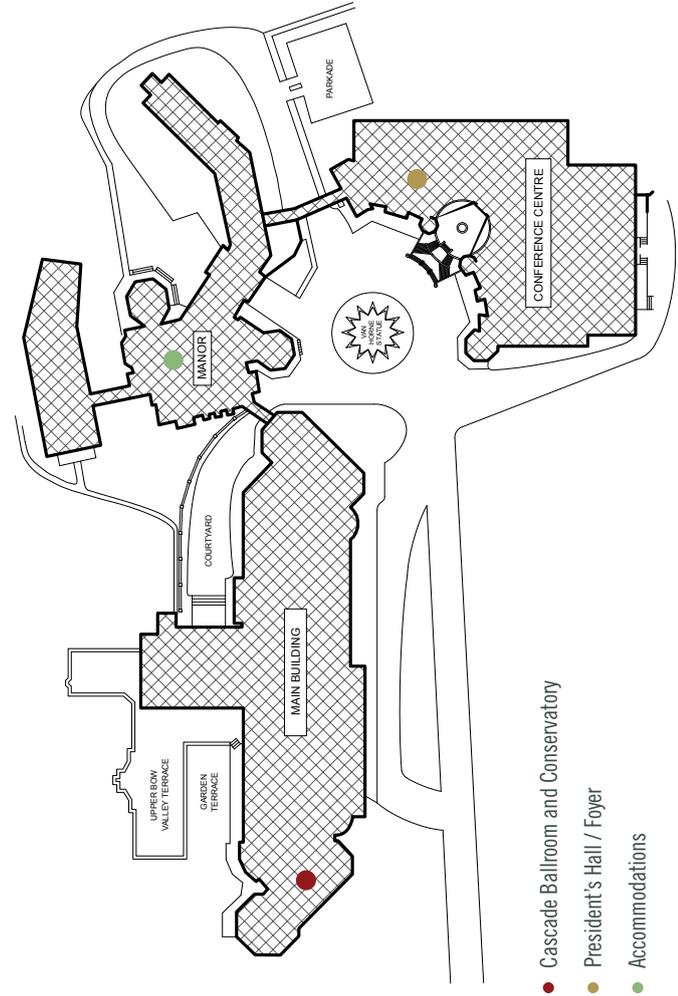
Banff is one of only two incorporated municipalities in a Canadian national park. In keeping with this special role, we make great efforts to foster appreciation and respect for nature and mountain culture; and to meet the responsibilities of being a national park community.



## ACCOMMODATION AND CONFERENCE FACILITIES

- All delegates will be accommodated in the Stanley Thompson wing of the Fairmont Banff Springs Hotel. These rooms are directly across the courtyard from the Conference Centre and as such make for easy access.
- Accommodation and meals will be provided by Canada for up to two (2) delegates per attending nation from the evening of 14 May 2008 to the morning of 17 May 2008. Delegates are advised that any room, meal, beverage, in room amenities (movies, phone, mini bar, etc.), or other charges outside those specifically included, are the individual's responsibility and will be charged to your credit card.
- The Welcome Reception and most meals will be provided in the Cascade Ballroom located in the Hotel.
- On 16 May 2008, the evening meal will consist of a progressive tour of local restaurants. Transportation will be provided for this event and all delegates are invited. Dress for this occasion will be relaxed.
- All Plenary Sessions will take place in the President's Hall (Conference Centre).
- An Internet café will be available to delegates in the foyer of the President's Hall.
- Limited local transportation for official delegate requirements can be arranged with the Transportation Coordinator.
- Please see diagrams of the hotel and conference centre on the following page.
- Dress for all meeting sessions will be business attire (jacket and tie).

## HOTEL AND CONFERENCE FACILITIES



# OFFICIAL PROGRAM

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## Wednesday 14 May 2008

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<b>19:00</b>	Cascade Ballroom and Conservatory	<i>Welcome Reception</i>
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## Thursday 15 May 2008

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<b>07:00–08:30</b>	Cascade Ballroom	<i>Breakfast</i>
<b>09:00–09:30</b>	President's Hall	<i>Introductory Remarks/ Administration</i>
<b>09:30–09:45</b>	President's Hall	<i>Opening Address</i>
<b>09:45–10:00</b>	President's Hall Foyer	<i>Coffee Break</i>
<b>10:00–12:00</b>	President's Hall	<i>Plenary Session</i>
<b>12:00–13:30</b>	Cascade Ballroom	<i>Lunch</i>
<b>13:30–17:30</b>	President's Hall	<i>Plenary Session (with tea break)</i>
<b>19:00–21:00</b>	Cascade Ballroom	<i>Dinner</i>

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## Friday 16 May 2008

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<b>06:00–07:30</b>	Cascade Ballroom	<i>Breakfast</i>
<b>08:00–12:00</b>	President's Hall	<i>Plenary Session (with coffee break)</i>
<b>12:00–13:30</b>	Cascade Ballroom	<i>Lunch</i>
<b>13:30–15:30</b>	President's Hall	<i>Plenary Session (with tea break)</i>
<b>15:30–16:45</b>	President's Hall	<i>Concluding Remarks and Administrative Briefing</i>
<b>19:30–22:00</b>	Progressive Tour Restaurants and Banff	<i>Dinner Tour</i>

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## Saturday 17 May 2008

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<b>06:30–08:00</b>	Cascade Ballroom	<i>Breakfast</i>
<b>Various times</b>	Banff to Calgary	<i>Departure of delegates</i> (Ground transport to be provided by the CDMA Secretariat)