

GLOBAL CONFERENCE
**RESPONSIBLE AI
AND ELECTIONS**

CONFÉRENCE MONDIALE
**L'IA RESPONSABLE
ET LES ÉLECTIONS**

 OTTAWA, CANADA

 SEPT 9-11, 2026

**GLOBAL CONFERENCE
ON RESPONSIBLE AI AND ELECTIONS**

**PRACTICAL INFORMATION NOTE
FOR SELF-FUNDED PARTICIPANTS**

General information

UNDP and Elections Canada are pleased to welcome you to the **Global Conference on Responsible AI and Elections**, taking place in Ottawa, Canada, from **9 to 11 September 2026**.

The Conference will provide a global platform for EMBs and other electoral stakeholders to exchange experiences, share practical solutions, and strengthen international cooperation on the responsible use of AI in elections.

It will bring together representatives from EMBs, electoral tribunals, governments, international organizations, technology companies, digital platforms, civil society, academia, and independent experts from around the world.

This note provides practical information to assist participants in preparing for their travel and participation.

- **About the venue**

The Conference will take place at:

Rogers Centre Ottawa. 55 Colonel by Drive. Ottawa, Ontario K1N 9J2. Canada. **Trillium Room (4th floor)**



Located in the heart of downtown Ottawa, Rogers Centre Ottawa (formerly the Shaw Centre) overlooks the Rideau Canal, a UNESCO World Heritage Site. The venue is connected to the Rideau Centre shopping complex and is within walking distance of Parliament Hill, ByWard Market, numerous hotels, restaurants, museums and other attractions.

Upon Arrival

- Enter through the main entrance of Rogers Centre Ottawa, located facing Daly Avenue. (All the Uber/taxi drop-off points will be the main entrance)
- Proceed to the main lobby and follow conference signage located facing all the access points.
- Take the elevator or escalator to the 4th Floor.
- Conference registration will be in the Trillium Room, where delegates can collect their badge and conference materials.

• **Schedule of conference**

The Conference will take place from **Wednesday, 9 September to Friday, 11 September 2026.**

The programme will include:

- Opening ceremony and high-level plenary
- Plenary discussions
- Interactive panel discussions
- Practical workshops
- Country experience exchanges

- Networking opportunities
- Closing session and presentation of conference recommendations

Participants are encouraged to attend the full Conference programme.

A detailed agenda will be shared with registered participants prior to the Conference.

• Languages

Simultaneous interpretation will be available in:

- Arabic
- English
- French
- Spanish

Conference documentation will be circulated electronically before the event.

About your participation

Participation is by invitation only.

Participants include representatives from:

- Electoral Management Bodies (EMBs)
- Electoral tribunals
- Governments
- International and regional organizations
- Civil society organizations
- Technology companies and digital platforms
- Academia
- Independent experts

Participants are encouraged to actively contribute to discussions and share their experiences throughout the Conference.

• Lunch

Coffee breaks and buffet lunches will be provided during the three Conference days in accordance with the official programme.

• Reception

A networking reception will be held in the Trillium Room (4th floor) at the Rogers Centre on 9 September at 4:30 pm, immediately following the conclusion of the first day's programme.

- **Costs**

As a self-funded participant, you are responsible for all travel-related arrangements and associated costs, including:

- Return international and domestic flights
- Hotel accommodation
- Airport transfers
- Local transportation
- Visa or Electronic Travel Authorization (eTA), where applicable
- Travel and medical insurance
- Meals not included in the Conference programme
- Personal expenses, including telephone charges, laundry, room service and minibar

The organizers will provide:

- Participation in all Conference sessions
- Conference materials
- Simultaneous interpretation
- Coffee breaks
- Lunches during the Conference

Travel information

- **Visa and Entry Requirements**

Participants are responsible for ensuring they meet Canada's immigration and entry requirements.

Depending on your nationality, you may require either:

- a **Temporary Resident Visa (TRV)**, or
- an **Electronic Travel Authorization (eTA)**.

Participants requiring a visa are strongly encouraged to submit their applications as early as possible, as processing times may vary.

Invitation letters have been issued by the organizers to support visa applications where required.

Participants should ensure that their passport remains valid for the duration of their travel.

- **Flights**

Participants are responsible for arranging and purchasing their own flights.

To facilitate participation in the full programme, participants are encouraged to:

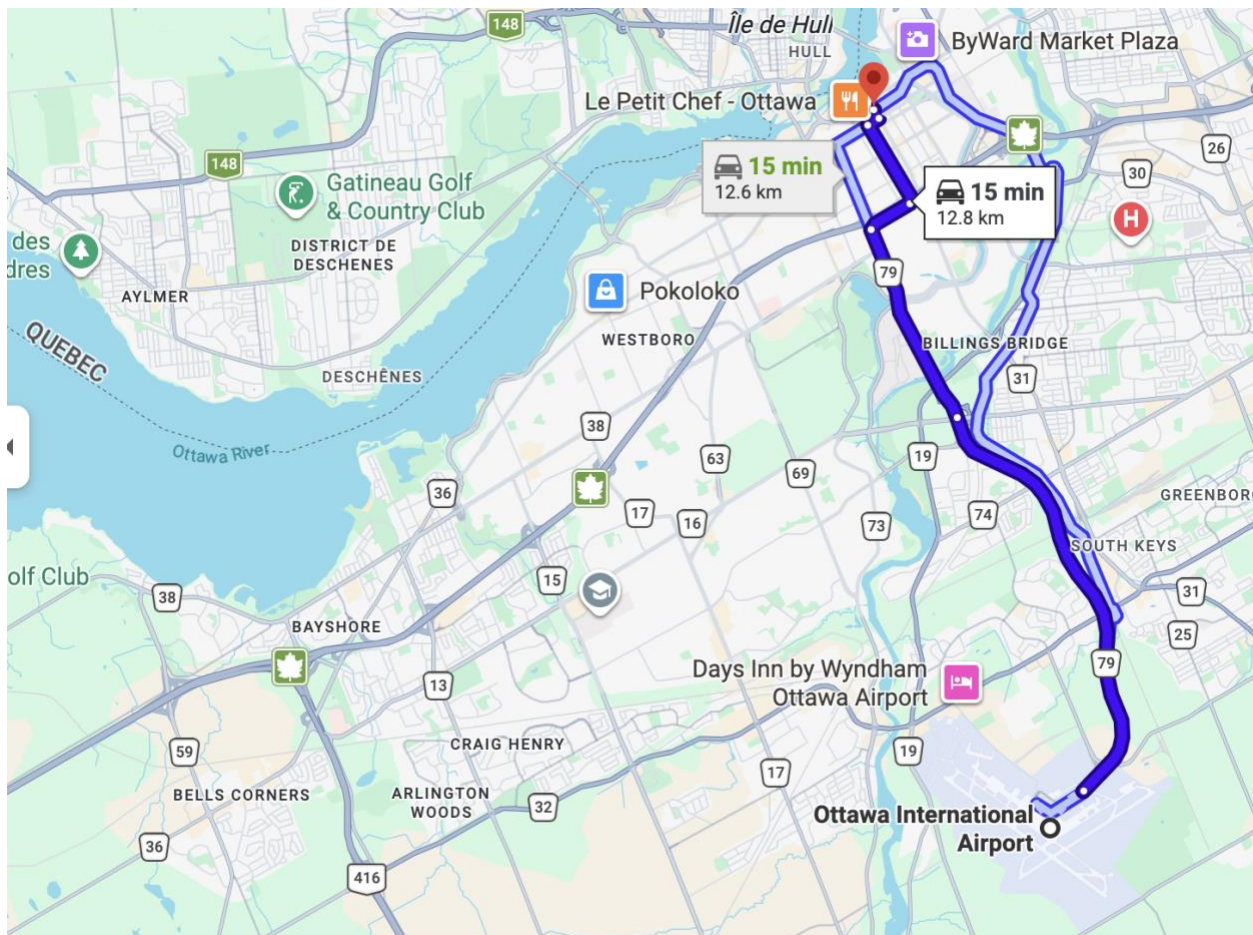
- **Arrive in Ottawa on Tuesday, 8 September 2026**
- **Depart on Saturday, 12 September 2026**

Participants should notify the organizers if travel arrangements will result in late arrival or early departure.

- **Arriving in Ottawa**

The nearest airport is:

Ottawa Macdonald–Cartier International Airport (YOW)



The airport is approximately 15 kilometres from downtown Ottawa.

Approximate travel times:

- Taxi/Uber/Lyft: 15-20 minutes
- OC Transpo public transport: approximately 35-45 minutes

Taxi fares to downtown Ottawa generally range around CAD \$50, depending on traffic conditions.

Uber and Lyft services are widely available from the airport.

- **Accommodation**

Participants are responsible for booking and paying for their own accommodation.

The organizers recommend staying in downtown Ottawa within walking distance of Rogers Centre Ottawa.

Recommended hotels (walking distance)	
Hotel	Approximate distance
The Westin Ottawa	2-minute walk (direct indoor access)
Fairmont Château Laurier	5-minute walk
DoubleTree by Hilton Ottawa Downtown	5-minute walk
Les Suites Hotel Ottawa	7-minute walk
Lord Elgin Hotel	8-minute walk
Courtyard by Marriott Ottawa Downtown	10-minute walk
Novotel Ottawa City Centre	10-minute walk
Days Inn by Wyndham Ottawa	12-minute walk

Additional hotels	
Hotel	Approximate distance
Delta Hotels Ottawa City Centre	5-minute drive
Alt Hotel Ottawa Downtown	8-minute drive
Homewood Suites by Hilton Ottawa Downtown	8-minute drive
Hilton Garden Inn Ottawa Downtown	8–10-minute drive
Hampton Inn by Hilton Ottawa	10-minute drive

Participants are encouraged to make hotel reservations well in advance, as hotel availability in downtown Ottawa may be limited during September.

- **Local transportation**

Ottawa has a reliable public transportation network operated by **OC Transpo**, including buses and light rail.

Other transportation options include:

- Taxi
- Uber
- Lyft

Many hotels, restaurants and attractions are within walking distance of the Conference venue.

About your stay in Canada

- **Currency**

The official currency of Canada is the **Canadian Dollar (CAD)**.

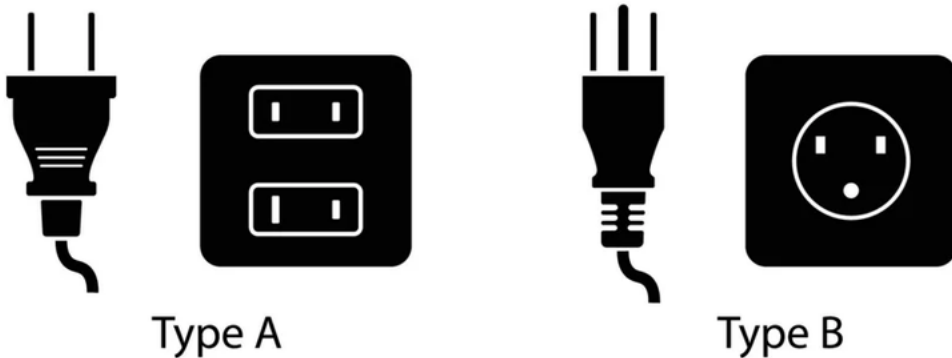
Credit and debit cards are widely accepted throughout the country.

Currency exchange services are available at the airport, banks and exchange offices.

- **Electricity**

Canada uses:

- Voltage: **120V / 60Hz**
- Plug types: **Type A and Type B**



Participants travelling from outside North America may require a travel adapter.

- **Weather**

September is generally mild and comfortable in Ottawa.

Average daytime temperatures range between **18°C and 23°C**, while evenings can be cooler.

Participants are advised to bring:

- A light jacket or sweater
- Comfortable walking shoes

- **Internet**

Complimentary Wi-Fi will be available throughout the Conference venue.

Most hotels also provide complimentary wireless internet access.

Additional information

- **Registration**

Registration will take place at Rogers Centre Ottawa before the opening session on **9 September 2026**.

Participants will receive:

- Conference badge
- Programme
- Conference materials

- **Code of conduct**

The organizers are committed to providing a respectful, inclusive and professional environment for all participants.

Participants are expected to demonstrate courtesy, professionalism and mutual respect throughout the Conference.

- **Pre-travel checklist**

Before departing for Canada, participants are encouraged to ensure they have:

- ✓ Passport
- ✓ Visa or eTA (if required)
- ✓ Flight itinerary
- ✓ Hotel reservation
- ✓ Invitation letter
- ✓ Travel insurance

Contact

- **Emergency information**

Emergency services in Canada can be reached by dialling:

911

- **Key contacts**

For overall conference and programme-related enquiries:

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For logistical enquiries:

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We look forward to welcoming you to Ottawa, Canada, for the **Global Conference on Responsible AI and Elections**, and wish you a pleasant journey.

