



Canada Border  
Services Agency

Agence des services  
frontaliers du Canada

Canada Border Services Agency  
International Events and Convention Services Program  
140 Thad Johnson private  
Ottawa, Ontario  
K1V 0R4

June 6, 2016

File #OTT\_2016\_09163

International Program for Development Evaluation Training  
Faculty of Public Affairs  
Carleton University  
28CTTC, 1125 Colonel By Drive  
Ottawa, Ontario  
K1S 5B6

Dear Mary:

In response to your correspondence dated May 13, 2016, the Canada Border Services Agency (CBSA) - International Events and Convention Services Program (IECSP) officially recognizes the following event:

International Program for Development Evaluation Training  
June 6 – July 1, 2016  
Carleton University  
Ottaw, Ontario

The information provided to the CBSA states there will be approximately 200 attendees to which 9 % are foreign to Canada and that the event is closed to the general public with no sales.

CBSA requires everyone seeking admission into Canada to properly declare themselves to CBSA by providing accurate identification. CBSA will accept a valid passport as proof of citizenship.

Persons who have been convicted of any criminal offences may be inadmissible to Canada. For more information please visit: [www.cic.gc.ca/english/information/inadmissibility/index.asp](http://www.cic.gc.ca/english/information/inadmissibility/index.asp)

If you have attendees from visa-requiring countries ([www.cic.gc.ca/english/visit/visas.asp](http://www.cic.gc.ca/english/visit/visas.asp)), please contact the Special Events Unit of Citizenship and Immigration Canada (CIC) at [special.events@cic.gc.ca](mailto:special.events@cic.gc.ca) with the specifics of your event. They will assess the visa requirements of your event.

To facilitate border procedures it is recommended that attendees be provided a copy of this letter for presentation to a CBSA Border Services Officer upon their arrival to Canada.

In conjunction with the presentation of this Recognition Letter, an itemized list of goods including a description, country of origin, quantity and value is required for presentation to CBSA. If your event materials will be imported by a commercial carrier or courier service, a copy of this letter should also be attached to any shipping documents.

**Canada**<sup>+</sup>

Please do not hesitate to contact the undersigned if you have any questions or require additional information.

Sincerely,

Andrée Sirois-Fehr  
Regional Coordinator, International Events and Convention Services Program (IECSP)  
Canada Border Services Agency  
Tel: 613-991-1427 Fax: 613-991-6912  
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Government of Canada

*The information you provide in this document is collected under the authority of **Section 107(9) of the Customs Act** for the purpose of the facilitation of border coordination services for organizers of international events being held in Canada. The information may be disclosed to Other Government departments and/or Agencies (e.g. Citizenship and Immigration Canada) for the purposes of providing assistance with admissibility requirements.*

*Individuals have the right of access to, the protection and correction of their personal information under the **Privacy Act – Section 12**. The information collected is described under the **International Events Personal Information Bank CBSA PPU 040** which is detailed at [www.cbsa.gc.ca/agency-agence/reports-rapports/pia-efvp/atip-airp/infosource-eng.html](http://www.cbsa.gc.ca/agency-agence/reports-rapports/pia-efvp/atip-airp/infosource-eng.html)*