



# Planning Your Meeting in Canada

tourism  
**calgary**



# Visiting Canada

## Entering Canada

Visitors to Canada must have valid travel documentation, such as a passport. In certain cases, a visa or Electronic Travel Authorization (eTA) may also be required. Visitors must present this documentation upon arrival at a port of entry. For more information on visas, eTAs, visiting Canada for business, and travelling with minors, please visit the [Government of Canada](#) website.

Like most countries, Canada has restrictions on certain goods you can bring into the country, this includes items such as firearms, animals and plants. You must declare all goods when you first arrive at your port of entry. For more information, visit the [Canada Border Services Agency](#).

## Currency

The monetary system in Canada is comprised of Canadian dollars and cents. Although many businesses accept American currency, visitors are advised to exchange their traveller's cheques or homeland currency for Canadian currency. The best exchange rates can be found at chartered banks, credit unions, caisse populaires, and airport and border crossing exchange booths. Each financial institution sets its own exchange rate. Please note, some banks may charge a fee to cash travellers cheques.

## Tourism Levy & Fees

Alberta has a four per cent (4%) levy and a three per cent (3%) Destination Marketing Fee on hotel rooms.

## Goods and Services Tax (GST)

The five per cent (5%) federal goods and services tax (GST) is a value-added tax that applies to most goods and services. Similar systems of taxation are used in at least 48 other countries.

## GST Rebate for Foreign Conventions

The Canada Revenue Agency may be able to support your convention with a rebate of the GST paid on a convention facility and a related convention supply. To learn more about GST rebates and eligibility, visit the [Canada Revenue Agency](#).

## Your Event in Canada

### Register your event with the Canada Border Services Agency (CBSA)

Be sure to take advantage of Canada's International Events and Convention Services Program (IECSP). Developed by the federal government to encourage organizations to hold their events in Canada, this complimentary program facilitates the movement of goods and attendees in and out of the country. Registration of your event is easy and can be done with the [Canada Border Services Agency](#). You can contact the IECSP Regional Coordinator for Alberta by visiting the [IECSP Contact Page](#). Please register your event at least 30 days prior to the event start date.

### Register your event with Immigration, Refugees and Citizenship Canada's Special Events Unit

The Immigrations, Refugees and Citizenship Canada's Special Events Unit will provide you with information and support regarding Canada's visa and entry requirements and help to facilitate timely processing of visa applications. Registration can be completed with the [Government of Canada](#).

## Work Permits

Work permit requirements will be outlined in the Letter of Recognition provided by the IECSP Regional Coordinator. More information can be found at [Immigration and Citizenship Canada](#).

## Additional Resources

Our national partner, Business Events Canada (BEC), has created a guide outlining everything you need to know about planning an event in Canada. For more information, see the [BEC Planning Toolkit](#). To learn more about visiting Canada, visit [Canada Border Services Agency](#).



# International Events and Convention Services Program (IECSP)

If you are the organizer of a conference, convention, meeting, event, tradeshow or incentive travel trip, or if you are involved in promoting Canada as a destination for any of these, this information will be of special interest to you.

The Canada Border Services Agency (CBSA), in collaboration with other government departments and agencies, has developed the [International Events and Convention Services Program \(IECSP\)](#) as a complimentary, single-window Government of Canada service which provides guidance and specialized information on border-related requirements and tax exemptions that may apply to your specific event. By using this free CBSA service early in your event planning process, you will learn about relevant Canadian border-related requirements for your event, facilitating the arrival of your attendees and their accompanying goods.

The IECSP coordinator is able to access a broad network of Government of Canada agencies and departments on your behalf, and can offer the expert advice you need to bring your event to Canada, including information on:

- the CBSA Letter of Recognition - a letter of introduction, issued by the IECSP coordinator, which
- you may present to the CBSA upon your arrival in Canada to facilitate the entry process;
- border-related requirements, exemptions and services that may apply to your specific event;
- moving your goods from the Canadian border to your specific event;
- duties and taxes;
- Canada's Goods and Services Tax (GST) or Harmonized Sales Tax (HST);
- security deposits;
- work permit requirements; and,
- visitor visa requirements.

For further details please contact the IECSP General Mailbox and we will put you in touch with one of our [IECSP coordinators](#), who possess the requisite knowledge and expertise to answer your questions and provide guidance through the duration of your event (contact information is provided at the end of this document).

## Additional Information

To learn more about the International Events and Convention Services Program (IECSP) visit: [www.cbsa-asfc.gc.ca/services/ie-ei/menu-eng.html](http://www.cbsa-asfc.gc.ca/services/ie-ei/menu-eng.html)

You can register your event for this process by applying online at: [www.cbsa-asfc.gc.ca/services/ie-ei/notice-avis-eng.html](http://www.cbsa-asfc.gc.ca/services/ie-ei/notice-avis-eng.html)

## IECSP National Coordinator

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**This information was provided by:**



Canada Border  
Services Agency

Agence des services  
frontaliers du Canada



# Airlift & Transportation

## Calgary's International Airport

The Calgary International Airport (YYC) is Canada's fourth busiest airport and is consistently ranked as one of the best airports in North America for overall passenger convenience. YYC boasts more than 1,400 weekly departures and operates 24 hours a day, seven days a week, serving over 18 million passengers a year. More than 200 daily non-stop flights connect Calgary to the world through this modern, easy to navigate airport and Calgary is no more than one stop away from any major city in the world. YYC is just 20 minutes from downtown Calgary and is easily accessible from anywhere in the city.

Visit [yyc.fltmaps.com](http://yyc.fltmaps.com) to view current flight maps.

## Taxis, Limousines & Ride Sharing

Taxis charge a base rate of \$3.80 and an additional surcharge at the airport. Most services have online and mobile booking apps. Stands are located at YYC and at most downtown hotels.

Limousines and luxury sedans charge a fixed rate and are available for transportation from YYC as well as around the city from several organizations.

Ride sharing is a convenient mode of transportation with Uber offering the service in Calgary.

## Explore Calgary on Foot, by Bike or Scooter

Calgary has the most extensive urban pathway and cycle network in North America, with approximately 850 km of regional pathways and 95 km of trails. Exploring on foot is extremely easy, with plenty of wayfinding signage to help guide you to attractions, restaurants, and public art. The popular e-bike and e-scooter sharing program, Lime, is also available in Calgary. Users can download the mobile application, locate, and rent starting at \$1.00.

Calgary also has the world's largest elevated, climate-controlled pedestrian pathway - the +15 Skywalk System. At 18 km long, the +15 (pronounced "plus 15") links over 100 downtown buildings and shopping centres. In most buildings, the +15 can be accessed on the second floor, watch for the blue +15 signage.

## Public Transit

The backbone of Calgary's transit system is the C-Train, a light-rail train system that runs NW to SE and SW to NE. The downtown core is a Free Fare Zone, allowing passengers to travel between hotels, restaurants and events free of charge. Calgary also boasts an extensive bus system. Bus and C-Train tickets are purchased at YYC or paid by cash on the bus or at the station.

## Airline Offers for Group Travel



**AIR CANADA**

Air Canada's Meetings and Events Program is available for 10 or more people travelling from multiple points of origin to the same destination. They simplify the booking process for you and your clients and you can take advantage of their reduced rates and other valuable benefits when planning trips within their extensive North American and international network.

**WESTJET** 

WestJet's Groups and Conventions Program would be able to support your event by providing discounts for your attendees through their ever-expanding global network. For conventions with 25 or more delegates travelling from different locations to one destination, discounts would be available off their published fares, guaranteeing the lowest fare, as well as other great benefits.



# Direct Flights into Calgary

Calgary is easily reachable via a one-stop connection from almost anywhere worldwide. This destination list is based on 2019 activity prior to the COVID-19 pandemic and is subject to change.

## Canadian Destinations

**Alberta:** Edmonton, Fort McMurray, Grande Prairie, Lethbridge, Lloydminster, Medicine Hat

**British Columbia:** Abbotsford, Castlegar, Comox, Cranbrook, Fort St. John, Kamloops, Kelowna, Nanaimo, Penticton, Terrace, Vancouver, Victoria

**Manitoba:** Brandon, Winnipeg

**Northwest Territories:** Yellowknife

**Nova Scotia:** Halifax

**Ontario:** London, Ottawa, Toronto, Windsor

**Saskatchewan:** Regina, Saskatoon

**Yukon:** Whitehorse

## U.S Destinations

**Arizona:** Phoenix

**California:** Los Angeles, Palm Springs, San Diego, San Francisco

**Colorado:** Denver

**Florida:** Fort Lauderdale, Orlando

**Georgia:** Atlanta

**Hawaii:** Honolulu, Kahului

**Illinois:** Chicago

**Massachusetts:** Boston

**Minnesota:** Minneapolis/Saint Paul

**Nevada:** Las Vegas

**New Jersey:** Newark

**New York:** New York City

**Oregon:** Portland

**Tennessee:** Nashville

**Texas:** Austin, Houston, Dallas/Fort Worth

**Utah:** Salt Lake City

**Washington:** Seattle

## International Destinations

**China:** Beijing

**France:** Paris

**Germany:** Frankfurt

**Ireland:** Dublin

**Italy:** Rome

**Japan:** Tokyo

**Netherlands:** Amsterdam

**United Kingdom:** London

Additional seasonal flights available to sun destinations (Bahamas, Belize, Costa Rica, Cuba, Dominican Republic, Jamaica, Mexico)



## #FlyHealthyYYC

The YYC Calgary International Airport's commitment to safety remains their top priority. As travellers return to YYC, we want you to trust that they remain focused on delivering a safe and healthy airport to work at, to begin their journey or to welcome them home.

[Click here to learn more](#)





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