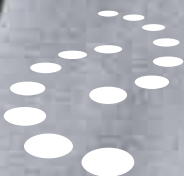


# Canadian Intergovernmental Conference Secretariat



Canadian  
Intergovernmental  
Conference  
Secretariat

Secrétariat  
des conférences  
intergouvernementales  
canadiennes

# What we do

Along with advance planning, the CICS provides an on-site conference manager and a range of services, including:

- Complete set-up of conference rooms and on-site administration office;
- Delegate registration;
- Simultaneous interpretation of proceedings and translation of conference documents;
- Audio-visual services;
- Videoconferencing and teleconferencing;
- Distribution, cataloguing and secure storage of conference documents;
- Arrangements for press conferences; and
- Security of main conference room and protection of information.

# Our Agency

The Canadian Intergovernmental Conference Secretariat (CICS) is an impartial agency funded and staffed by the federal and provincial governments. Established by First Ministers in 1973, it provides professional planning and support services to meetings and conferences of First Ministers, Ministers and Deputy Ministers. The CICS supports the consultation, coordination, negotiation and agreement among federal, provincial and territorial governments that is central to Canadian federalism.

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## Cost of CICS Services

Under an intergovernmental cost-sharing agreement, the CICS covers the costs of most of its services. The host government is responsible for the costs of conference rooms and hospitality events.

Any federal, provincial or territorial government department proposing to convene an intergovernmental meeting of First Ministers, Ministers or Deputy Ministers can request CICS services.

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## Innovation, Collaboration, Efficiency

The CICS constantly strives to improve the services it delivers in support of conferences. Recent additions to our service offering include: advance online registration, online document retrieval, secure on-site WiFi (wireless Internet) and videoconferencing.

CICS services help governments across Canada meet increasing demands to improve intergovernmental collaboration, realize efficiency gains and reduce deficits.

# 40 Years of Canadians Serving Canadians

The CICS serves conferences in every province and territory. A significant percentage of our staff is seconded from provincial and territorial governments.



## Contact us

To learn more about our services please contact the CICS Director of Conference Services at: 613.995.4328.

### Mailing Address

P.O. Box 488, Station A  
Ottawa, Ontario K1N 8V5

### Street Address

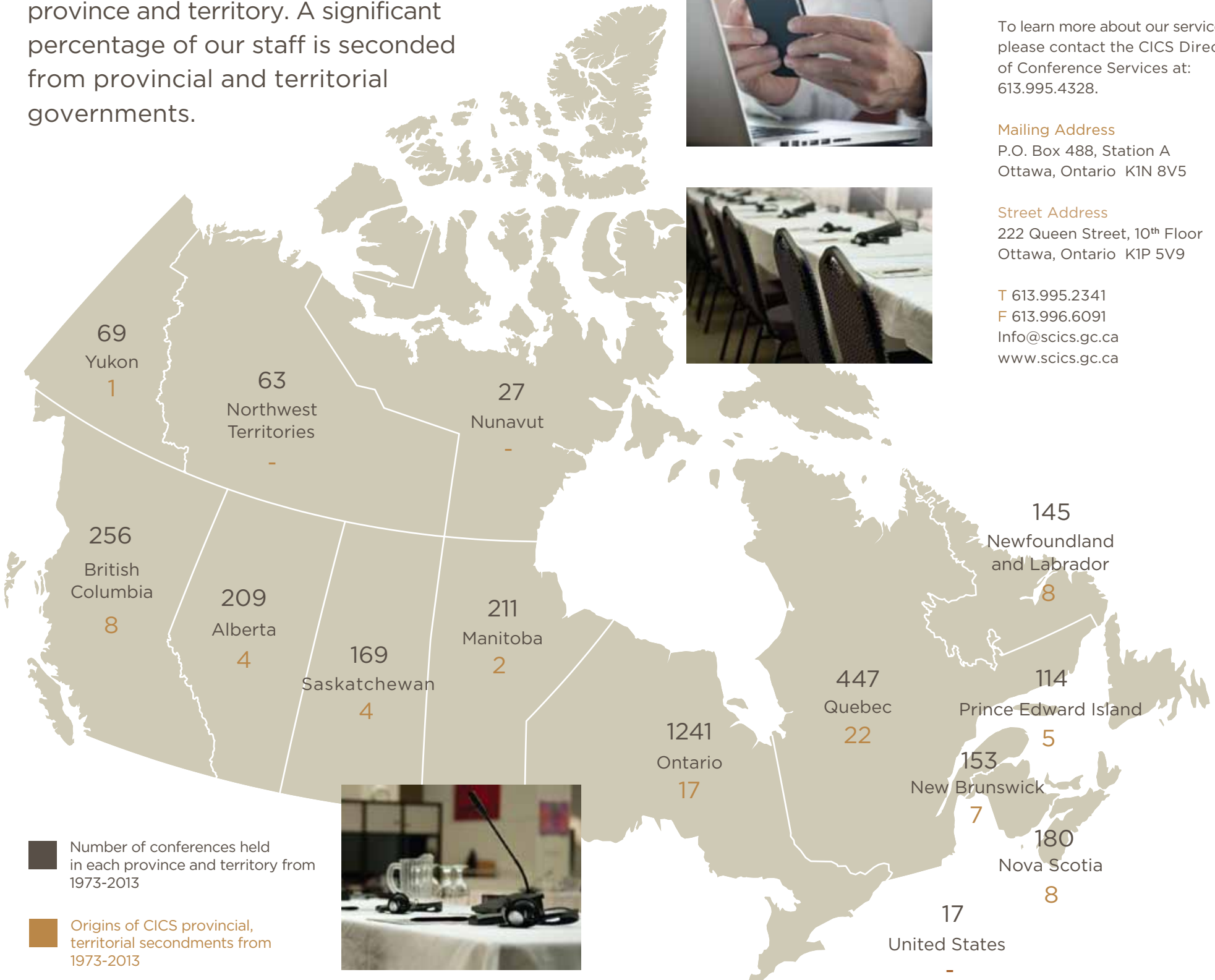
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■ Number of conferences held in each province and territory from 1973-2013

■ Origins of CICS provincial, territorial secondments from 1973-2013

