



International Association  
of  
Administrative Professionals

**RE:Documentation for travel to EFAM in Montreal**

- ✧ From: Sharron Buttler
- ✧ To: 2011 EFAM Attendees
- ✧ Posted: 04-01-2011 05:33:00 PM
- ✧ Message: American citizens do not need a visa to enter Canada. IAAP members who are not American citizens might need a visa if they are nationals of countries listed at <http://www.cic.gc.ca/english/visit/visas.asp> and might need more formal documentation to enter Canada, but more specifically to re-enter the US.

You will need the name and address of the hotel you are staying at. To be honest, this question is asked of me as I am travelling to the US but I suspect it is the same coming north of the border too. Best to have this handy at check in.

Folks I have talked to, who bring business associates to Canada for various reasons including conferences, trade shows, etc. - including the Husband of Excellence who worked for IBM for 40+ years and often had reps from Head Office in New York come and attend meetings with him - offer the following advice:

1. You are not coming to Canada on business. EFAM is a conference. It is an education event. It is a meeting. It is not what is considered "business" by the Customs folks. HQ employees who are coming to EFAM to run the event are coming on business; our speakers from the US are coming on business; but attendees of the event are not coming on business.
2. When you fill out the customs form and it asks if you are travelling on business or for personal reasons, check the box that says you are travelling for personal reasons. If the customs agent asks why you are coming to Canada, tell them you are on personal travel or you are attending a meeting or you are attending a conference. Do not tell them you are in Canada on business.
3. It is not a bad idea to have a copy of the EFAM brochure in your carry-on luggage - perhaps tucked in with your travel documents - so you can explain to the customs agent what IAAP is and what the conference is all about. I always have a bit of difficulty explaining "IAAP" to the customs agents when going into the US. (Husband of Excellence usually pipes in: It's a conference for the folks who really do run the world.) You may be asked if you are bringing anything that will be left in Canada. They are thinking about things like give-aways for the entire conference or sales brochures. They are not asking about some little item you might have for your division dinner, etc.
4. You will need your US passport and, if you are not a US citizen, your national passport and documents that prove you are a resident of the US and will have no trouble returning to the US after the conference. The last thing the Canada Customs folks want is for you to get into Canada and then have US Customs refuse to let you go home!

I hope this information eases some concerns about travelling across the border. Canadian members have been fielding these questions for many years when we attend EFAM and none of us have had any trouble at the border, coming or going. My only personal observation is no to try and joke with a customs agent unless he/she tells the first joke. Be serious, answer honestly and you will have no problems.

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Sharron Buttler



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**Travel to Canada- No Letter Needed**

- ✦ From: Heather Chatlos
- ✦ To: Intl EFAM General Discussion
- ✦ Posted: 04-05-2011 10:54:00 AM
- ✦ Message:

Getting ready to travel to Montreal? I wanted to reassure you that you will not need a business letter to travel into Canada. At customs you simply tell them that you are attending a conference.

Our event is registered in Canada with a legal letter. This letter is with the Canada Border Services Agency and is sent to ALL points of entry so the agents are aware of our conference. So have confidence that you are not conducting "business" in their way of thinking and therefore will NOT need a letter.

Can't wait to see you at EFAM!

Thank you,  
Heather

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Heather Chatlos  
Conference & Events Specialist  
IAAP Headquarters  
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