

INFORMATION FOR PARTICIPANTS

1. VENUE

The Biosafety Clearing-House (BCH) Training Workshop will be held in Bonn, Germany, from Friday, 9 to Saturday, 10 May 2008 just prior to the fourth meeting of the COP-MOP at:

Maritim Hotel Bonn
Godesberger Allee
53175 Bonn, Germany
Telephone +49 (0) 228 8108-0
Fax +49 (0) 228 8108-811
Email: info.bon@maritim.de
Website: <http://www.maritim.de/typo3/index.php?id=677>

It will take place in the Salon Lenné, Salon Haber and Salon Mann conference rooms

2. Times

The Workshop will begin on **Friday, 9 May 2008 at 9 a.m.** and end on **Saturday, 10 May 2008 at 5:00 p.m.**

3. DOCUMENTS

All training materials will be provided on site.

4. PREPARATION FOR THE WORKSHOP

All Workshop participants are asked to ensure that they are able to log onto the Management Centre of the BCH (at <https://bch.cbd.int/member/signin.shtml?returnurl=%2fdatabase%2frecord.shtml%3fid%3d8662>) using their registered email address and password. Any login difficulties should be reported to the Secretariat prior to the Workshop.

Participants are also encouraged to practice creating and managing BCH records on the BCH's Training Site (at <https://bchtraining.cbd.int/member/training-signin.aspx?returnurl=%2fdefault.shtml>). Note that the same registered email address and password that is used to log on to the regular BCH is also used to log onto the Training Site.

5. REGISTRATION

The registration, at the counter located outside the Maritim Hotel Bonn, will commence on **Friday, 9 May at 8 a.m.**

Based on the notifications received by the Secretariat, name badges with photographs and barcodes will be issued at the registration counter upon presentation of a valid passport or an identification card with a photograph, along with a copy of the notifications referred to above.

For security reasons, and to gain access to both meeting venue and meeting rooms, the display of name badges is mandatory at all times. Any loss of a name badge should be reported in a timely manner to the registration counter.

6. SERVICES TO PARTICIPANTS

A variety of services will be available within the meeting venue. These include catering facilities (restaurants, cafeterias, snack bars and food quarters), a medical unit, a bank, a cash machine, a post office, a kiosk, a travel agency, car rental service (Sixt), hotel reservation service, a tourist information service, coin and card-operated telephones, a Cyber Café, a delegates lounge and a Business Centre.

The Business Centre will provide, **on a commercial basis**, the following services: photocopying, facsimile (incoming and outgoing), scanning, rental of cellular phones, sale of pre-paid telephone cards, sale of a small range of office supplies, sale of USB sticks and plug adaptors, etc. Upon request, Business Centre users may obtain a receipt for services rendered.

Participants may also have access to their e-mails, **free of charge**, at the Cyber Café at the meeting venue. Access through WIFI will also be available in the meeting rooms of the main conference centre.

7. TRAVEL AND DAILY SUBSISTENCE ALLOWANCE ARRANGEMENTS

For any query related to travel and daily subsistence allowance (DSA), sponsored participants are invited to contact directly the designated focal persons indicated below:

10.1 Travel

Mr. Nader Ibrahim
MKI Travel & Conference Management Inc.
2121 Carling Ave, Suite 202
Carlingwood Mall, 2nd floor
Ottawa, Ontario K2A 1H2
Telephone: + 1: 613-234-6797
Toll free number: 1 800 267 9676
Fax: + 1 613-233-7813
Email: nibrahim@mkitravel.com

10.2 Daily Subsistence Allowance

Mr. Ide Ahmed
Fund Management Officer
Secretariat of the Convention on Biological Diversity
413 St. Jacques St., Suite 800
Montreal, Quebec
H2Y 1N9 Canada
Telephone: + 1 514-287-7024
Fax: + 1 514-288-6588
Email: ide.ahmed@cbd.int

12.1 Catering

There will be free coffee breaks in the morning and afternoon of both days of the Workshop. Food services for lunch will be made available **on a commercial basis** by the Maritim Hotel.

8. HOTEL ACCOMMODATION

Participants **are responsible for making their own hotel reservations**. It should be noted that credit cards or other booking guarantees may be required for hotel reservations.

Hotel reservations are handled by Tourismus & Congress GmbH on a first come, first served basis. It is strongly recommended to make hotel reservations **by 1 April 2008**, either online (<http://www.tcbonn.de/con/html/3285-196.html>) or by fax, using the Reservation form attached as **Annex B bis**.

For online reservations, please go to: <http://www.tcbonn.de/con/html/3285-196.html>

Reservations can also be made by Phone (+49 (0) 228 91041-227) +49 (0) 228 91041-78, by Facsimile (+49 (0) 228 91041-77) **or** by email (cbd-hotels@bonn-region.de).

A hotel reservation service will be available at the meeting venue.

9. TRANSPORTATION BETWEEN HOTELS AND MEETING VENUE

The German Government will provide, **free of charge**, public transportation within Bonn's city limits. It should be noted that use of the public transportation services requires the display (at all times) of the name badges with photographs issued to COP-MOP/4 participants upon registration. The name badges are valid from 9 May 2008 to 1 June 2008.

10. ORGANIZATION OFFICE

The Government of Germany has set up an organization office including a hotline in order to assist participants with any query they may have. The coordinates are as follows:

Organization Office

Bonn; Germany

Telephone: +49 (0) 228 99 305 4410 or +49 (0) 228 99 305 4411

Fax: +49 (0) 228 99 305 4419

E-mail: cop9mop4@bmu.bund.de

The opening hours are from 7 a.m. to 5 p.m. CET. Queries will be answered in English and German. However, queries sent in a written format could be answered in the following languages: English, French, Spanish, Russian, and German.

Outside these opening hours, an answering machine will indicate the fax number and e-mail address of the Organization Office.

11. CURRENCY AND RATE OF EXCHANGE

The German currency is the Euro. The current exchange rate (December 2007) is approximately 1 Euro = 1.47 US \$ and 1 US \$ = 0, 68 Euro. Currency exchange facilities are readily available in banks, hotels and within the meeting venue.

12. OFFICIAL LANGUAGE

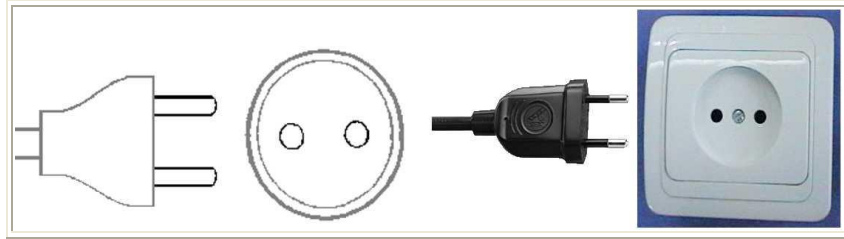
The official language in Germany is German. However, English is generally spoken and understood in hotels and restaurants.

13. WEATHER AND TIME ZONE INFORMATION

In May, temperatures in Bonn range between a maximum of 20°C in the daytime and a minimum of 8°C at night. The time zone is two hours ahead of GMT.

14. ELECTRICITY

The voltage and frequency in Germany is 230 volts, 50 Hertz.



15. DISCLAIMER

The CBD Secretariat disclaims all responsibility for medical, accident and travel insurance, for compensation for death or disability, for loss of or damage to personal property and for any other loss that may be incurred during travel time or the period of participation. In this context, it is strongly recommended that participants secure prior to departure international medical insurance for the period of participation.