



Secretariat of the Convention on Biological Diversity



SIDE EVENT INFORMATION

The Secretariat is pleased to announce that the tentative programme of MOP-COP/4 side events is now available. Allocation of side events was determined by availability of rooms and date of receipt of submissions. To the extent possible, we have worked to allocate side event dates and times as requested. It should be noted that side events may be rescheduled in the interests of official sessions of the meeting. Should there be any difficulties with the date and time allocated to your side event, please contact the designated on-site CBD focal person, Ms. Lisa Pedicelli, at the following coordinates:

Ms. Lisa Pedicelli
Meeting Services Assistant
Secretariat of the Convention on Biological Diversity
World Trade Centre, 413 St. Jacques Street, Suite 800
Montreal, Quebec, Canada H2Y 1N9
Telephone (Direct line): +1 (514) 287-7058
Fax: + 1 (514) 288-6588
E- mail: lisa.pedicelli@cbd.int

In order that the Secretariat may publish a Compendium of side events held during the meeting, side event organizers are invited to send a short abstract on the objective, as well as a summary of the event, to Ms. Pedicelli by **no later than 30 June 2008**. Any submission received after the deadline will not be included in the Compendium.

Please take note of the following:

1. All meeting rooms for side-events are equipped for PowerPoint presentations (LCD projector with screen + computer), and are at no cost to the organizers;
2. It should be noted that Modern Times GmbH **should only be contacted** when equipment other than that indicated under 1 above is required. Any equipment ordered from Modern Times is **on a commercial basis**. Requests for special equipment received after the set deadline (**30 April 2008**) will not be considered;
3. Side-event organizers wishing to offer food are kindly requested to directly contact the (exclusive) in-house caterer **based at the venue** where their side-event is scheduled to take place. It is the responsibility of the side-events organizers to notify the caterer in the event of change of venue. List of caterers along with an indicative menu list can be found below;
4. It should be noted that **food and drinks are not allowed inside the meeting rooms**. The food and beverages ordered will be provided at the entrance of the meeting room;
5. Please book a slot for the testing of your presentation/equipment for your side-event prior its start, using the binder which will be made available within the meeting venue.



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COP 9 MOP 4 Bonn Germany 2008



Catering:

It should be noted that in-house caterers have the exclusivity to service the side-events held at their venue e.g. the Maritim hotel cannot provide food for an event taking place at a venue other than the Maritim and vice-versa..

Additional information on daily lunch menus can be found at the computer centre, located in room Beethoven on-site. The Catering proposed to participants during the meetings reflects the spirit of biodiversity, offers regional specialities as well as organic food.

Hotel Maritim – catering services

Nicole Valenta

Tel.: +49 228 8108 879

Fax : +49 228 8108 853

meeting.bon@maritim.de

Ministry of Environment (BMU) – catering services

Mr. Voussen/Mr. Esser

Tel.: +49 228 3089 0446/10

Fax : +49 228 3089 0445

helge.voussen@deutschepost.de

Ministry of Transport (BMVBS) – catering services

Monika Nipps

Tel.: +49 228 30086 91

Fax : +49 228 30086 92

bmvbs@lohmeier-deimel.de

Gustav-Stresemann-Institut e.V. (GSI) – catering services

Hildegard Döhmen/Michael Reifenberger

Tel.: +49 228 8107 222/221

Fax: +49 228 8107 198

reservierung@gsi-bonn.de

Interpretation and Equipment Rental:

For interpretation or equipment rental requirements associated with your side event, please contact Modern Times GmbH at:

Telephone: +49 (0) 6203 9304 322

Fax: +49 (0) 6203 9304 330

Should you wish to contract interpreters for your side event, please contact Professional Conference Interpreters Worldwide. Information on this international organization of professional interpreters is available on www.aiic.net.

Speisenvorschläge für Side Events / Internet

• Fair trade coffee	2,00 € per cup
• Fair trade tea	2,00 € per cup
• Soft drinks	2,50 € per 0,2l (0,25l)
• Pretzel with butter	2,50 € per piece
• Sandwiches	2,50 € per piece
• Open sandwiches on French white bread	2,50 € per piece
• Fair trade chocolate bar	3,00 € per piece
• Muffins	2,00 € per piece
• Doughnuts	2,00 € per piece
• Fresh cake	2,50 € per piece
• Fruit	1,00 € per piece
• Mini meatballs 2 pieces	2,50 € per portion
• Mini pizzas	1,50 € per piece
• Mini spring rolls 3 pieces	3,00 € per portion
• Mini wraps	2,00 € per piece
• Puff pastry	1,50 € per piece
• Soup	4,00 € per portion

Payment only accepted by credit card in advance or cash.