



CBD



**CONVENTION ON
BIOLOGICAL DIVERSITY**

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JOINT LATIN AMERICA AND CARIBBEAN REGIONAL MEETING
ON THE CLEARING-HOUSE MECHANISM AND THE INTER-
AMERICAN BIODIVERSITY INFORMATION NETWORK:
BUILDING PARTNERSHIPS THROUGH EFFECTIVE
NETWORKING

Cancun, 12-14 August 2003

Information for Participants

1. Opening and registration

The joint clearing-house mechanism and Inter-American Biodiversity Information Network (IABIN) regional meeting will be held in Cancun from Tuesday, 12 to Thursday, 14 August 2003.

The meeting will start at 9:00 a.m. on Tuesday, 12 August, and registration will commence at the venue of the meeting at 8:30 a.m. the same day. A preliminary registration will be set up in the lobby of the hotel from 5:00 p.m. to 8:00 p.m. the preceding evening for the convenience of early arrivals.

2. Venue

Camino Real Hotel
Punta Cancún S/N,
Cancún, Q . Roo 77500,
Telephone:(01 52998)848-7000
Fax: (01 52 998) 848-7003
e-mail: cun@caminoreal.com

3. Working languages

The meeting will be conducted in English and Spanish.



4. Documents

Participants are kindly reminded to bring their copies of the documents, as they will only be available in Cancun in limited quantities for reasons of economy.

5. Access to Cancun

The Cancun International Airport is located on the south side of Cancun, 20 minutes from the city centre. There are two means of transportation from the airport:

- a) Special van service (colectivos), operating from a service desk within the airport and offering service from the airport to the city centre, is readily available for hire. Prices range from \$15 to 25 (US), to the Camino Real Hotel, **or**
- b) Official Taxi Company that provides service from the airport to the Camino Real Hotel at an approx. cost of \$45 (US). It is recommended to share a taxi with others, thereby reducing individual costs. It is also recommended to agree on a rate beforehand.

It should be noted that the Van service **does not operate** from Cancun city and the hotel zone to the airport, but taxis are available for hire at the rate noted above (\$45 US for one individual).

6. Services to Delegates

The Camino Real Cancun hotel offers a variety of services to participants, such as restaurants, a business centre, hospitality desk, and all meals. Participants may also access, on commercial basis, their e-mails at the business centre located in the hotel. An Internet line is also planned for access, free of charge, from the meeting room during lunch and breaks.

7. Hotel Information

Hotel accommodation will be reserved and paid for on behalf of all participants by the Company providing logistical support for this meeting, *Information International Associates Inc. (Iia Inc.*, acting on behalf of IABIN.

The CBD Secretariat's sponsored delegates will receive upon arrival 20% in cash of the daily subsistence allowance to cover the incidental expenses.

It should be noted that a bulk pre-booking has already been made by the Iia Inc with the Camino Real Cancun Hotel, the venue of the meeting, based on the expected number of participants.

As the option on the pre-booking expires on **Friday, 1 August 2003**, participants **must forward** the attached registration form duly completed to the Iia, Inc., **no later than Thursday, 31 July 2003**. For on line registration, please use the following link:

<http://www2.infointl.com/registration/iabin3cm.html>

For assistance or any queries about hotel accommodation, participants are requested to contact directly Ms. Kathryn Johnson at:

Kathryn Johnson
Project Administration Specialist
Information International Associates, Inc.
1009 Commerce Park Drive, Suite 150 / P.O. Box 4219
Oak Ridge, TN 37831-4219
Telephone: + 865-481-0388, ext. 109
Facsimile: + 865-481-0390
kjohanson@infointl.com

8. Time Zone

Cancun is 5 hours behind GMT.

9. Weather

During the month of August in Cancun, the temperature vary little between the daytime and nighttimes hours. It is expected to be between 28-32°C with high humidity and possibility of late afternoon showers.

10. Electricity

120 volts.

11. Visas / Customs

Early contact with the consular authorities of the Government of Mexico is advised to allow sufficient time for a visa, to be issued as appropriate prior to departure.

To facilitate the issuance of a visa, a copy of this notification or of the funding letter should be attached to the visa request. Information on visa procedure including a list of relevant Mexican missions abroad is available on the website of the Mexican Foreign Office www.sre.gob.mx.

Participants travelling to Cancun via the United States of America should note that, effective 2 August 2003, they require a transit visa, even when they do not need to leave the confines of the airport security while waiting for their connecting flights (notice issued on 2 August 2003 by the United States Secretary of Homeland Security and the Department of State refers).

12. Official Language

The official language in Mexico is Spanish. However, English is widely spoken in hotels and restaurants.

13. Currency

The current exchange rate vis à vis the United States dollar stands at approximately 10.50

PLEASE SEND COMPLETED AND SIGNED REGISTRATION FORM TO Information International Associates, Inc., Attention: Kathryn (865-481-0390) IN ORDER TO RESERVE YOUR ROOM.