



Convention on Biological Diversity

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ENGLISH ONLY

EXPERT WORKSHOP ON SCIENTIFIC AND TECHNICAL GUIDANCE
ON THE USE OF BIOGEOGRAPHIC CLASSIFICATION SYSTEMS
AND IDENTIFICATION OF MARINE AREAS BEYOND NATIONAL
JURISDICTION IN NEED OF PROTECTION
Ottawa, Canada, 29 September - 2 October 2009

Information Note for Participants

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1. Opening and registration

The Expert Workshop on Scientific and Technical Guidance on the Use of Biogeographic Classification Systems and Identification of Marine Areas beyond National Jurisdiction in Need of Protection will be held in Ottawa from Tuesday, 29 September to Friday, 2 October 2009.

The Workshop will start at 9 a.m. on Tuesday, 29 September 2009, and registration will take place at the venue of the meeting at 8:30 a.m. on the same day.

2. Venue

The meeting will be held at:
Lord Elgin Hotel
100 Elgin Street
Ottawa, Ontario, Canada
K1P 5K8
Telephone: +1-613-235-3333
Fax: +1-613-235-3406
E-mail: reservations@lordelgin.ca
Web site: <http://www.lordelginhotel.ca/index.aspx>

3. Working language

The Workshop will be held in English.

4. Documents



Participants are kindly reminded to bring their own copies of the pre-session documents for the Workshop as there will be no extra copies made available on site. Pre-session documents are available on the Secretariat's web site at: <https://www.cbd.int/doc/?meeting=EWBCSIMA-01>.

5. General information on access to Ottawa

For participants travelling through the Montréal-Pierre Elliott Trudeau International Airport (Montreal-Trudeau) please see information provided below under item 5.4.

Ottawa is serviced by the Ottawa International Airport (about 10 km from downtown). Some international flights arrive at the Montreal-Trudeau International Airport and passengers are transferred to Ottawa by bus.

5.1 Taxi: The fare is approximately CAD \$25 to downtown (Tel: +1-613-523-1234).

5.2 Shuttle service: There is an airport shuttle bus, YOW Airporter, which **must be booked in advance**. The bus departs from post 10 located outside level 1 in the Arrivals area. Below please find the information on the YOW shuttle service:

Tel:	+1-613-260-2359
Web site:	www.yowshuttle.com
Fare (one way):	CAD \$14.00 (price decreases according to number of passengers)
Fare (return):	CAD \$24.00
Hours of Operation:	5:00 a.m. - 12:05 a.m.
Departs from airport:	Every 30 minutes, 5 and 35 minutes after the hour

5.3 Public Transit (OC Transpo): The Route 97 bus departs from post 14 outside the level 1 Arrivals area. Bus tickets are available at the Ground Transportation Desk located on level 1 at the centre door of the Arrivals area.

Tel:	+1-613-741-4390
Web site:	www.octranspo.com
Adults:	CAD \$3.00 or 2 tickets, day passes are available

5.4 Bus service from Montreal-Trudeau airport to Ottawa

The Greyhound bus company offers a shuttle service between Montréal–E. Trudeau Airport and Ottawa/Gatineau, including return. Tickets can be purchased on the bus at the passenger drop-off area at the international arrivals level. Ticket prices vary from CAD \$14 to CAD \$42 for one way and from CAD \$28.00 to CAD \$82.00 for a round trip, depending on time of reservation. **Please note that early reservation (21 days prior to arrival offers the best rates).** The link for reservations is as follows: <http://www.greyhound.ca/home/ticketcenter/en/step1.asp>. Please use the terms "Trudeau Airport" as the departure location on the reservation system.

6. Visa information

Participants from countries listed in the **annex** below require an entry visa for Canada and are strongly advised to contact the nearest Canadian diplomatic or consular mission **as soon as possible** in order to secure the required entry visa in a timely manner, prior to departure. It should be noted that airline companies will not allow boarding in the absence of a valid visa.

Information on visa procedures, including a list of relevant Canadian diplomatic/consular missions abroad, is available on the web site of the Canadian Citizenship and Immigration at: <http://www.cic.gc.ca/english/information/offices/index.asp#international>.

To facilitate the issuance of visas, the Secretariat will issue upon request invitation letters to be attached to the visa applications.

7. Hotel information



The department of Fisheries and Oceans of Canada, the host of Workshop, has made a block booking on behalf of all participants at the **Lord Elgin Hotel**, the venue for the Workshop.

The Government rate for a single/double room is CAD \$149, which is subject to the Ontario Accommodation tax of 5%, the Goods and Services Tax of 5%, and a 3% of Destination Marketing fee.

It should be noted that participants **should directly confirm their own bookings** with the Lord Elgin Hotel **no later than 4 September 2009**. Please indicate that you are attending a CBD meeting to benefit from the negotiated rates. Past the set deadline (**4 September 2009**), rooms which have not been confirmed will automatically revert back to the hotel for resale and consideration of requests will depend on space and on rate availability.

Further information on hotels in Ottawa is available at the following web site:

http://www.ottawatourism.ca/en/reserve-hotels-and-getaways?gclid=CMSBs_q5hZoCFRAhDQodIH5oFQ

8. **Payment of the Daily Subsistence Allowances (DSA)**

Sponsored participants will receive their DSA on the first day of the Workshop.

9. **Official languages Canada**

There are two official languages in Canada: English and French. English is the primary language in the Province of Ontario; however French is widely spoken in Ottawa.

10. **Weather and time zone information**



In September and October, temperatures in Ottawa usually range between a maximum of +19°C in the daytime and a minimum of +3°C at night. The general weather conditions for this time of year are cold and you are advised to bring warm clothing. The standard time zone will be GMT – 4 hours. Current weather conditions can be found at: <http://www.worldweather.org/056/c00265.htm>

11. **Electricity**

The electrical currents are 120 volts, 60 Hertz (two-pin, flat and vertical with ground connection).



12. Currency



The currency in Canada is the Canadian Dollar (CAD \$). The current exchange rate as of 30 July 2009 is US \$1 = CAD \$1.153 and (Euro) € 1 = CAD \$1.52.

13. Disclaimer

The CBD Secretariat and the Government of Canada disclaim all responsibility for medical, accident and travel insurance, for compensation for death or disability compensation, 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 to secure international medical insurance for the period of participation prior to departure.

ANNEX – VISA LISTING

COUNTRIES AND TERRITORIES WHOSE CITIZENS REQUIRE VISAS IN ORDER TO ENTER CANADA AS VISITORS (AS LISTED ON THE WEB SITE OF CITIZENSHIP AND IMMIGRATION CANADA)

Citizens of the following countries and territories require a visa to **visit** or **transit** Canada:

A	E (cont'd)	M	S (Cont'd)
Afghanistan	Eritrea	Macao	Somalia
Albania	Ethiopia	Madagascar	South Africa
Algeria		Malawi	Sri Lanka
Angola	F	Malaysia	Sudan
Argentina	Fiji	Maldives	Suriname
Armenia		Mali	Syrian Arab Republic
Azerbaijan	G	Marshall Islands	
	Gabon	Mauritania	T
B	Gambia	Mauritius	Tajikistan
Bahrain	Georgia	Mexico	Tanzania, United Republic of
Bangladesh	Ghana	Micronesia, Fed. States of	Thailand
Belarus	Grenada	Moldova	The former Yugoslav Republic of Macedonia
Belize	Guatemala	Mongolia	Togo
Benin	Guinea	Montenegro	Tonga
Bhutan	Guinea-Bissau	Morocco	Trinidad and Tobago
Bolivia	Guyana	Mozambique	Tunisia
Bosnia and Herzegovina		Myanmar	Turkey
Brazil	H		Turkmenistan
Bulgaria	Haiti	N	Tuvalu
Burkina Faso	Honduras	Nauru	
Burundi		Nepal	
	I	Nicaragua	U
C	India	Niger	Uganda
Cambodia	Indonesia	Nigeria	Ukraine
Cameroon	Iran, Islamic Republic of		United Arab Emirates
Cape Verde	Iraq	O	Uruguay
Central African Republic	Israel	Oman	Uzbekistan
Chad	Ivory Coast		
Chile		P	
China	J	Pakistan	V
Colombia	Jamaica	Palau	Vanuatu
Comoros	Jordan	Palestinian Authority	Venezuela
Congo, Democratic Republic of the		Panama	Viet Nam
Congo, Republic of the	K	Paraguay	
Costa Rica	Kazakhstan	Peru	Y
Cuba	Kenya	Philippines	Yemen
Czech Republic	Kiribati	Poland	
	Korea, Democratic People's Republic of	Q	Z
D	Kuwait	Qatar	Zambia
Djibouti	Kyrgyzstan		Zimbabwe
Dominica		R	
Dominican Republic	L	Romania	
	Lao, People's Democratic Republic of	Russian Federation	
E	Lebanon	Rwanda	
East Timor	Lesotho		
Ecuador	Liberia	S	
Egypt	Libyan Arab Jamahiriya	Sao Tomé e Príncipe	
El Salvador	Lithuania	Saudi Arabia	
Equatorial Guinea		Senegal	
		Serbia	
		Seychelles	
		Sierra Leone	

