



## CONVENTION ON BIOLOGICAL DIVERSITY

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ENGLISH ONLY

INDIGENOUS COMMUNITIES, TOURISM AND BIODIVERSITY  
WORKSHOP SERIES: NEW INFORMATION AND WEB-BASED  
TECHNOLOGIES  
ARCTIC WORKSHOP  
Quebec, 19–21 November 2007

### INFORMATION NOTE FOR PARTICIPANTS

#### 1. Venue

This first workshop will be held in Quebec City from Monday, 19 to Wednesday, 21 November 2007. The workshop will take place at:

Station touristique Duchesnay  
143, route Duchesnay  
Sainte-Catherine-de-la-Jacques-Cartier  
(Quebec) G0A 3M0  
Toll free: **1 866 683-2711** or (418) 875-2122  
Fax: (418) 875-2868  
E-mail: [duchesnay@sepaq.com](mailto:duchesnay@sepaq.com)  
Web: [www.aubergeduchesnay.com](http://www.aubergeduchesnay.com)

#### 2. Registration

Registration will take place at Duchesnay's Maïanthème conference room on Monday morning from 8h30. Based on the nominations received, badges will be handed over to participants upon presentation of ID cards with a photograph. For the purposes of our database, participants are also kindly invited to submit in advance to the Secretariat at [secretariat@cbd.int](mailto:secretariat@cbd.int) or by fax (+ 1514 288 65 88) their address and telephone and fax numbers, function and date of birth.

#### 3. Official opening and language of the workshop

The official opening of the workshop will take place at **9:00 a.m.** on **Monday, 19 November 2007**. For full schedule, please refer to the annotated agenda available on the Secretariat's web site at <http://www.cbd.int/meetings>. The workshop will be conducted in English only.

#### 4. Documents

Pre-session documents are (will be) made available on the Secretariat's web site (<http://www.cbd.int/doc/meeting.aspx?mtg=WSTOURIDG-01>) and electronic versions will be sent to participants directly. Participants are kindly reminded to bring their own copies of the documents for the workshop, including the Information documents.

#### 5. Services to Participants

For training purposes, computers will be made available by the Secretariat for the duration of the workshop. However, when possible, participants are encouraged to bring their own portable computers. Participants staying at Duchesnay and with wireless capabilities will have a free access to the Internet through a WiFi connection.

#### 6. Visa/customs

Participants from countries listed in **annex A** 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**. Please note that airlines will not allow participants to board without a visa.

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

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

#### 7. Hotel information

A block booking has been made by the Secretariat on behalf of all participants at a 4 stars Auberge Duchesnay, near Quebec City, Canada. For more information on location and services offered by Duchesnay please visit: [www.aubergeduchesnay.com](http://www.aubergeduchesnay.com)

All participants are asked to fill in and send the reservation form below (Annex B) no later than **7 November 2007** directly to Duchesne, by fax (+ 1 418-875-2868) or by email ([vallieres.kim@sepaq.com](mailto:vallieres.kim@sepaq.com)) as a pdf file.

As indicated on the reservation form, the negotiated **package rates** for workshop participants who **will be staying for four nights, including full pension (breakfast, lunch, dinner)\*** are:

- Single occupancy: 166.50\$ CAD /day
- Double occupancy: 112.05\$ CAD /day

The rates for participants arriving on Sunday night are adjusted, to include room + breakfast, at 120.50\$ CAD single or 65.70\$ CAD double. Please note that arrangements other than the ones mentioned above may entail different pricing-to be checked with the hotel directly.

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\* Prices do not include: lodging tax (3%), federal (6%) and provincial (7.5%) taxes.

Every room is equipped with air conditioning, television, mini-bar and coffee maker. All supplementary charges, such as room upgrade, use of mini-bar, phone, laundry services, etc.) will be at the expense of the participants.

Participants **who are not sponsored by the Secretariat of the CBD** will be asked to provide Duchesnay with a credit card number. In case of a <no show> the equivalent of the cost of the first night will be charged to the credit card.

Participants **who are sponsored by the Secretariat of the CBD** also have to fill in the reservation form and send it no later than **November 7<sup>th</sup> 2007**, as indicated under heading 7 above. The sponsored participants are responsible for the settlement of their hotel bills. In the absence of a credit card, sponsored participants will be asked to leave a passport at the hotel reception, upon arrival.

It should be noted that participants **must confirm directly** with the hotel their reservations no later than 7 November 2007. Past this deadline, rooms that have not been confirmed will be freed automatically and the hotel will not guarantee availability nor room rates.

Participants wishing to arrive to Quebec before November 19<sup>th</sup> and to stay after November 22, should **make their own hotel reservations as soon as possible**. Participants staying at Duchesnay after November 22 (night) will be offered to move from the Hotel to a Pavilion located on the Station. For more information, please contact Auberge Duchesnay at:

Telephone: 1-866-683-2711 ext. « 0 » toll free number or

Telephone: + 1 418-875-2122 ext. « 0 »

[Email: vallieres.kim@sepaq.com](mailto:vallieres.kim@sepaq.com)

Further information on hotels in and around Quebec City is available at:

<http://www.travelnow.com/hotels/hotnetlist.jsp?cid=54847&city=Quebec&stateProvince=PQ&country=CA>

## **8. Payment of the daily subsistence allowance (DSA)**

The sponsored participants by the CBD Secretariat will receive the relevant DSA on the first day of the workshop.

## **9. General information on access to Duchesnay**

Duchesnay is serviced by Quebec Jean Lesage International Airport. Participants will receive Terminal Expenses to cover the costs of traveling to and from Duchesnay Tourist Station.

### **Fares in Canadian dollars**

	<b>One way trip</b>
<b>Taxis:</b>	
Quebec International Airport / Duchesnay	(around) 55\$
<b>Taxis:</b>	
Sainte-Foy Bus Station / Duchesnay	(around) 55\$

## **10. Official languages in Canada**

There are two official languages in Canada: English and French. French is the official language of Quebec; however English is widely spoken in Quebec City.

## **11. Weather and time zone information**

In November, average temperatures in Quebec range between a maximum of 4.5°C in the daytime and a minimum of -3.6°C at night. The minimum temperature on any given day can, however, be substantially lower, especially with the wind-chill factor. There is also a distinct possibility of snow and/or freezing rain. Participants are therefore strongly advised to bring with them warm winter clothing. The standard time zone will be GMT – 5 hours. For more information on weather, go to: <http://www.worldweather.org/056/c00634.htm>

## **12. Electricity**

110 volts, 60 Hertz. [Two-pin, flat and vertical and round earth connection].

## **13. Currency**

The currency in Canada is the Canadian Dollar (Can\$). The current exchange rate is 1 US \$ = 0.95 \$ CAD.

## **14. 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 to secure prior to departure international medical insurance for the period of participation.

## Annex A

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

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

<b>A</b>	Bhutan	China	<b>E</b>
Afghanistan	Bolivia	Colombia	East Timor
Albania	Bosnia and Herzegovina	Comoros	Ecuador
Algeria	Brazil	Congo, Democratic Republic of the	Egypt
Angola	Bulgaria	Congo, Republic of the	El Salvador
Argentina	Burkina Faso	Costa Rica	Equatorial Guinea
Armenia	Burundi	Croatia	<b>E (cont'd)</b>
Azerbaijan	<b>C</b>	Cuba	Eritrea
<b>B</b>	Cambodia	Czech Republic	Estonia
Bahrain	Cameroon	<b>D</b>	Ethiopia
Bangladesh	Cape Verde	Djibouti	<b>F</b>
Belarus	Central African Republic	Dominica	Fiji
Belize	Chad	Dominican Republic	<b>G</b>
Benin	Chile		

Gabon	Iran, Islamic Republic of	<b>L</b>	Mauritania
Gambia	Iraq	Lao, People's Democratic Republic of	Mauritius
Georgia	Israel	Latvia	Micronesia, Fed. States of
Ghana	Ivory Coast	Lebanon	Moldova
Grenada		Lesotho	Mongolia
Guatemala	<b>J</b>	Liberia	Montenegro
Guinea	Jamaica	<b>L (Cont'd)</b>	Morocco
Guinea-Bissau	Jordan	Libyan Arab Jamahiriya	Mozambique
Guyana		Lithuania	Myanmar
	<b>K</b>		
<b>H</b>	Kazakhstan	<b>M</b>	<b>N</b>
Haiti	Kenya	Macao S.A.R.	Nauru
Honduras	Kiribati	Madagascar	Nepal
Hungary	Korea, Democratic People's Republic of	Malawi	Nicaragua
	Kuwait	Malaysia	Niger
<b>I</b>	Kyrgyzstan	Maldives	Nigeria
India		Mali	
Indonesia		Marshall Islands	<b>O</b>

Oman	Rwanda	Tajikistan	Uzbekistan
<b>P</b>	<b>S</b>	Tanzania,United Republic of	
Pakistan	Sao Tomé e Príncipe	Thailand	<b>V</b>
Palau	<b>S (Cont'd)</b>	The former Yugoslav Republic of Macedonia	Vanuatu
Palestinian Authority	Saudi Arabia	Togo	Venezuela
Panama	Senegal	Tonga	Viet Nam
Paraguay	Serbia	Trinidad and Tobago	<b>Y</b>
Peru	Seychelles	Tunisia	Yemen
Philippines	Sierra LeoneSlovak Rep.	Turkey	
Poland	Somalia	Turkmenistan	<b>Z</b>
<b>Q</b>	South Africa	Tuvalu	Zambia
Qatar	Sri Lanka	<b>U</b>	Zimbabwe
	Sudan	Uganda	
<b>R</b>	Suriname	Ukraine	
Romania	Syrian Arab Republic	United Arab Emirates	
Russian Federation	<b>T</b>	Uruguay	

## Annex B

## RESERVATION FORM

**INDIGENOUS COMMUNITIES, TOURISM AND BIODIVERSITY WORKSHOP SERIES: NEW  
INFORMATION AND WEB-BASED TECHNOLOGIES: ARTIC WORKSHOP  
19 - 22 NOVEMBER 2007 # 3804569**

**RÉSERVATIONS OF INDIVIDUAL ROOMS**

**Each participant must use this form to reserve a room for the duration of the workshop:**  
tel: 1-866-683-2711 ext « 0 » ou 418-875-2122 ext « 0 » - fax: 418-875-2868 – EMAIL: [vallieres.kim@sepaq.com](mailto:vallieres.kim@sepaq.com)

NAME (organization's): \_\_\_\_\_

NAME (participant's): \_\_\_\_\_

ADRESS (organization's): \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

CREDIT CARD number (to guarantee the reservation) \_\_\_\_\_ Expiry date: \_\_\_\_\_

To cancel a reservation, the participant must notify Station Duchesnay 72 hours prior to arrival otherwise the total amount of the reservation will be charged. A 3% lodging fee will be added to the price of the room/night, which is then subject to federal (6%) and provincial (7.5%) sales tax. Please note that the promotional rates below apply only to the four-day package. These rates will not apply to any other arrangement, and participants will bear any additional cost arising from changes to this package.

**FROM SUNDAY TO THURSDAY:****Arrival:**Sunday 18 November 2007 ☐**Departure:**Thursday 22 November 2007 ☐**Package including:****4 nights in Auberge Duchesnay****4 breakfasts (buffet)****3 lunches (table d'hôte 3 courses)****3 dinners (table d'hôte 4 courses)****Service fees.**

	<u>Single occupancy</u>	<u>Double occupancy</u>
Auberge Duchesnay	<b>620,00 CAN\$ per person</b>	<b>401,85 CAN\$ per person</b>

**EXTRA NIGHT:****Package including:****1 night in Auberge Duchesnay****1 breakfast (buffet)****Service fees.**

	<u>Single occupancy</u>	<u>Double occupancy</u>
Auberge Duchesnay	<b>120,50 CAN\$ per person</b>	<b>65,70 CAN\$ per person</b>

**RESERVATIONS HAVE TO BE MADE**  
**By NOVEMBER 7, 2007 -AT THE LATEST**