



Convention on Biological Diversity

Secretariat

Ref: SCBD/RMCS/AY/32970

8 January 2003

NOTIFICATION

Subject: Arrangements for side-events during the SBSTTA-8 meeting to be held in Montreal from 10-14 March 2003.

The purpose of the present notification is to advise all participants in the above-mentioned meeting who wish to organise side-events that they should direct their requests **no later than 28 February 2003**, with full details of requirements to the Secretariat's Meeting Services Officer whose co-ordinates are as follows:

Mr. Aballache YESLI
Meeting Services Officer
Secretariat, Convention on Biological Diversity
World Trade Center, Suite 300
393 St. Jacques Street
Montreal, Quebec, Canada H2Y 1N9
Tel. [Direct line] + 1 (514) 287 7043
Fax + 1 (514) 288 6588
E-mail aballache.yesli@biodiv.org

Side events organizers are kindly requested to provide the following information:

- a) Exact title of the side event;
- b) Full name + acronym of organizer (s);
- c) Expected number of attendees;
- d) Needs for audio-visual and other equipment (for example LCD projector, over head projector, etc);
- e) Preferred date and time giving first, second and third choice;
- f) Catering requirements.

NB. For catering requirements, please directly contact the catering services at the International Civil Aviation Organization (ICAO).

The contact person is Mr. Yannick Lancelot whose coordinates are as follows:

Tel.: + 1 (514) 954 8219 Ext. 7085
Fax: + 1 (514) 954 6134
E-mail: erya@colba.net

[Signed]
Hamdallah Zedan
Executive Secretary

To: National focal points of the CBD



United Nations
Environment
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