

2018 COP 14 Business and Biodiversity Forum
Investing in Biodiversity for People and Planet
Information Note

Please refer to www.cbd.int/business/meetings-events/2018/default.shtml

1. Meeting Dates

14-15 November 2018

2. VENUE

Sharm El Sheikh International Congress Center (SHICC)

Um Marikha Bay

Sharm El Sheikh, South Sinai, Egypt

Phone: +20 (0) 69 3603000

Fax: +20 (0) 69 3603-225

E-mail: info@sgr-maritim-jolieville.com

Website: <https://www.maritim.com/en/meetings-and-events/egypt/international-congress-center/meetings-celebrations>

3. LOCATION OF VENUE

<https://www.google.co.jp/maps/place/Conference+Hall/@27.9431049,34.3620752,787m/data=!3m1!1e3!4m12!1m6!3m5!1s0x1453382ddc339305:0xaf5922fd046dc0ed!2sInternational+Congress+Center+-+Maritim+Jolie+Ville!8m2!3d27.9131167!4d34.321509!3m4!1s0x1453482597e30105:0xdaad9b22a4738f44!8m2!3d27.9447791!4d34.3629666?hl=en>

4. HOW TO CONTACT US

For delegation's registration and inquiries, please write to the Secretariat at Businessforum-egypt@cbd.int,

Please include the Country and Organization name in the subject line.

5. RSVP AND PRE-REGISTRATION

Prior registration to the Business Forum is mandatory. To register, Please email the secretariat at Businessforum-egypt@cbd.int with the information below no later than **15 October**.

- Name of organization
- Name of delegate(s)
- Email address
- Phone Number
- Country and address

After the completion of the registration process, you will receive from the secretariat an Email that contain your (i) Priority Pass. (ii) visa assistance letter which need to be

attached to your visa application as outlined in the COP14 Info Note at the following link: <https://www.cbd.int/doc/meetings/cop/cop-14/other/cop-14-info-note-en.pdf>.

Please note that pre-registration for the “Business and Biodiversity Forum” is separate from the registration to “the Conference of the Parties” (COP14) meetings. Interested Parties and organization wishing to attend COP14 are requested to follow the registration procedure outlined in the information note for participants for COP 14, which can be found at the following link: <https://www.cbd.int/doc/meetings/cop/cop-14/other/cop-14-info-note-en.pdf>.

6. ACCESS TO VENUE

Access to the venue will be restricted to registered delegates only. In order to access the airport welcome desk, dedicated custom clearance, transport, and venue, please carry a copy of your priority pass and photo ID at all time until you badge is issued onsite.

7. ONSITE-REGISTRATION

Registration will be operational for the collection/issuance of the identification badges and access pins.

The counter will be operational as follows:

12 November 2018:	8:00am to 6:00pm
13 -15 November 2018:	7:00am to 6:00pm

Issuance of identification badges and access pins will be subject to the presentation of the Priority Pass and a valid passport or photo identification. Every member of every delegation, with the exception of the Ministers, Vice-Ministers or Deputy Ministers, have to register *in person* at the registration counter, as photos will be taken for the identification badges.

For the identification badges and access pins for Ministers, Vice-Minister and Deputy Ministers, delegations are encouraged to submit in advance electronic passport style photos for each Minister, Vice-Minister or Deputy Minister, along with the complete name, to Maria Crespo at maria.crespo@cbd.int. Their badges, pins and conference kits can be collected by an authorized member of their delegation at the registration counter during the operational days and hours abovementioned.

8. ADDITIONAL INFORMATION

For additional information about the meeting and the venue, including list of designated hotels, dedicated transport and visa procedures, please consult COP14 Information Note for participants.