



Convention on Biological Diversity

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SUBSIDIARY BODY ON SCIENTIFIC,
TECHNICAL AND TECHNOLOGICAL ADVICE

Twenty-first meeting

Montreal, Canada, 11-14 December 2017






AD HOC OPEN-ENDED WORKING GROUP ON
ARTICLE 8(J) AND RELATED PROVISIONS OF
THE CONVENTION ON BIOLOGICAL DIVERSITY

Tenth meeting

Montreal, Canada, 13-16 December 2017

INFORMATION NOTE FOR PARTICIPANTS

QUICK LINKS (Control + click on icons for web page, click on page number to directly access text in document)

 <p>Visa Information (pages 5, 13)</p>
 <p>Meeting Documents (page 5)</p>
 <p>Hotel Information (pages 6, 14)</p>
 <p>Weather Information (page 9)</p>
 <p>Currency Information (page 10)</p>

INFORMATION HIGHLIGHTS

1.	OFFICIAL OPENINGS	2
2.	VENUE	2
	ANNEX A – MAP OF VENUE	11
3.	PRE-REGISTRATION	2
4.	ACCESS TO THE MEETING VENUE AND NAME BADGES	4
5.	MEETING ROOM ALLOCATIONS/ RESERVATIONS	4
6.	DOCUMENTS	5
7.	VISA AND HEALTH REQUIREMENTS	5
7.1	VISA REQUIREMENTS	5
	ANNEX B – COUNTRY LISTING	13
7.2	HEALTH REQUIREMENTS	6
8.	HOTEL INFORMATION	6
	ANNEX C – HOTEL LISTING	14
9.	GENERAL INFORMATION ON ACCESS TO MONTREAL	7
10.	SERVICES FOR PARTICIPANTS	7
11.	PROMOTIONAL MATERIAL	7
12.	SIDE-EVENTS	8
	ANNEX D – CATERING FORM	16
14.	OFFICIAL LANGUAGES	9
15.	WEATHER AND TIME ZONE INFORMATION	9

1. OFFICIAL OPENINGS

The official opening of the Twenty-first meeting of the Subsidiary Body on Scientific, Technical and Technological Advice (SBSTTA-21) will take place at **10:00 a.m. on Monday, 11 December 2017**. The official opening of the Tenth meeting of the Ad Hoc Open-ended Working Group on Article 8(j) and Related Provisions of the Convention on Biological Diversity (WG8J-10) will take place at **10:00 a.m. on Wednesday, 13 December 2017**. The formal sessions of the meetings will be held daily from Monday, 11 December 2017 onwards from **10:00 a.m. to 1:00 p.m.** and from **3:00 to 6:00 p.m.** according to the timetables in the annotated agendas.

A joint reception for SBSTTA-21 and WG8J-10 will be held on Wednesday, 13 December 2017 at 6:15 p.m. at the **Palais des Congrès de Montréal**. For more information on the programme of work for each of the meetings, please refer to the provisional annotated agendas for each meeting, which are available on the Secretariat's web site at the following links: <https://www.cbd.int/doc/?meeting=SBSTTA-21> and <https://www.cbd.int/doc/?meeting=WG8J-10>.

2. VENUE

All of the meetings listed above will be held at (venue map is in **Annex A** below):

Palais des Congrès de Montréal

Fifth Floor

Convention and Exhibition Center

1001 Place Jean Paul Riopelle (main entrance)

Montréal, Québec

Canada H2Z 2B3

Metro station Place-d'Armes, line no. 2 (Orange)

There are several other entrances to the building: metro station, St-Antoine West, Viger West, Jeanne-Mance, and St-Urbain streets.

3. PRE-REGISTRATION

3.1 CONTRACTING PARTIES

Registration of representatives from Contracting Parties is subject to the receipt by the Secretariat of an official letter of nomination for each of the meetings. The letter should indicate the names, titles and contacts of delegates attending the SBSTTA-21 and/or the WG8J-10 meeting and should be sent to the attention of the Executive Secretary at the address below, as soon as possible, preferably by 15 November 2017. Without an official notification from representatives of contracting Parties nominated to attend the meeting, indicating the names, titles and contacts of delegates and including the head of the delegation, registration will not be possible.

Pre-registration will facilitate the delivery of conference badges upon arrival on site, and the preparation of the list of participants. Participants who do not wish to have their coordinates

appear on the list of participants for each meeting should inform the registration desk upon their arrival at the venue.

Ms. Cristiana Paşca Palmer
Executive Secretary
Secretariat of the Convention on Biological Diversity
413 St. Jacques Street West, Suite 800
Montreal, Quebec
H2Y 1N9, Canada
Fax: + 1-514-288-6588
E-mail: secretariat@cbd.int

3.2 OBSERVERS

3.2.1 STATES NOT PARTY TO THE CONVENTION

The pre-registration of States not Party to the Convention is subject to the same procedure as outlined in paragraph 3.1 above.

3.2.2 THE UNITED NATIONS AND ITS SPECIALIZED AGENCIES

The pre-registration of representatives of the UN and its specialized agencies and the International Atomic Energy Agency is subject to the same procedure as outlined in paragraph 3.1 above.

3.2.3 GOVERNMENTAL AND NON-GOVERNMENTAL BODIES OR AGENCIES QUALIFIED IN THE FIELDS OF BIODIVERSITY CONSERVATION AND SUSTAINABLE USE

Rule 7.1 of the rules of procedure applies to bodies or agencies qualified in the fields of biodiversity conservation and sustainable use wishing to be represented as observers in the meeting. These observers may, upon invitation of the President of the meeting, participate without the right to vote in the proceedings of any meeting in matters of direct concern to the body or agency they represent unless at least one third of the Parties present at the meeting object (rule 7.2). Pursuant to Annex of COP decision IX/29, the organization's statutes/rules or terms of reference, membership, as well as any other relevant information about the organization, must also be included with the request to be represented as an observer at the meeting.

Registration of these representatives is subject to the receipt by the Secretariat of **an official letter and relevant documentation**. The letter must be on the organization's letterhead and signed by the organization's Chief Executive or President and not by the nominee. The letter should indicate the names, titles and contacts of delegates attending the SBSTTA-21 and/or the WG8J-10 meetings. The letter should be sent to the attention of the Executive Secretary at the address indicated in item 3.1 above. This information provided will facilitate the delivery of conference badges upon arrival on site, and preparation of the list of participants. Participants who do not wish to have their coordinates appear on the list of participants should inform the registration desk upon their arrival at the venue.

Please note that a Priority Pass will be issued by e-mail to all pre-registered participants. Please present the Priority Pass at the registration counter at the venue; this will accelerate the obtention of your conference badge.

4. ACCESS TO THE MEETING VENUE AND NAME BADGES

Access to the meeting venue is subject to the presentation of a valid conference badge. Conference badges with photographs will be issued at the registration counter located at Palais des Congrès de Montréal, foyer 5th floor, beginning on **Sunday, 10 December 2017 from 8:30 a.m. to 5:00 p.m.**

Please note that participants' attending **only the WG8J-10 meeting** may register as of 11 December 2017 (registration opening hours shown below).

Badges will be issued at the registration counter upon presentation of a Priority Pass, a valid passport or an identification card with a photograph, along with a copy of the nomination letter(s) referred to under heading 3 above.

- **11 – 15 December 2017** (Monday to Friday) **from 8:00 a.m. to 6:00 p.m.**
- **16 December 2017 from 8:00 a.m. to 12:00 p.m.**

For security reasons and to gain access to both meeting venue and meeting rooms, the display of conference badges is mandatory at all times. Any loss of a badge should be reported immediately to the registration counter.

Use of Headsets for Interpretation Equipment:

We ask that all participants bring an extra picture ID card to the meeting venue everyday as it will be required to obtain an Interpretation-Headset at the entrance of the Plenary. Please note that your utmost attention to this equipment would be very much appreciated as the Secretariat will be held liable for any lost headsets at the cost of \$480 dollars each.

5. MEETING ROOM ALLOCATIONS/RESERVATIONS

Information pertaining to rooms will be displayed within the meeting venue. Below is a listing of the meeting rooms for Plenary and all groups. Please note that all meeting rooms are on the 5th Floor of the Palais des Congrès de Montréal.

Meeting / Group Room Name	Room number
PLENARY	517D
Africa	518C
Asia and the Pacific	518B
Bureau meeting room	518A
Business	520A
CEE	520B
European Union	519B
GRULAC	519A
IGOs	520F
IPLCs	520D
JUSCANZ	520C
NGOs	520E

Meeting rooms are available for all groups starting on 10 December 2017 from 10:00 a.m. to 5:00 p.m. and continuing every day **from 8:00 a.m. to 9:45 a.m.** For any other use outside this slot, the access to the meeting rooms needs to be confirmed, on a daily basis. Requests, prior to the start of the meeting, can be submitted to CBD Secretariat (secretariat@cbd.int), and on site by contacting Lisa Pedicelli or Paulo Tagliari at the document distribution counter.

6. DOCUMENTS



Pre-session

Pre-session documents in all languages and information documents for both meetings can be retrieved from the Secretariat's web site:

SBSTTA-21: <https://www.cbd.int/doc/?meeting=SBSTTA-21>; and
WG8J-10: <https://www.cbd.int/doc/?meeting=WG8J-10>

Please note that these documents will not be printed on site and delegates are kindly requested to bring their own copies as necessary. Copies on USB keys will be available upon request.

In-session

The Secretariat will continue using the print smart initiative where all in-session documents will be posted online on our web site and that documents in hard copies will only be available for printing on demand. An area near the document distribution centre will be set-up for this purpose.

7. VISA AND HEALTH REQUIREMENTS

7.1 VISA REQUIREMENTS



Participants from countries listed in **annex B** 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 is recommended that you apply for a visa approximately 12 weeks prior to departure. **Please note 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 Immigration, Refugees and Citizenship Canada at: <http://www.cic.gc.ca/english/information/offices/apply-where.asp>.

A number of countries also require Biometrics (fingerprints and photos) in order to enter Canada on a visa, they are listed in annex B below with an asterisk. Information can be found at the following link: <http://www.cic.gc.ca/english/visit/biometrics.asp>.

On-line visa application:

Anyone can apply online for a visa to enter Canada. However individuals who are required to provide biometrics still need to present themselves at a Visa Application

Centre (VAC) to provide this information. An application will not go forward without the biometric information. The CIC will send you a biometric instruction letter by email through your MyCIC account when they receive your application. Read and print this letter and bring it, along with your passport or other travel document, to a visa application centre (VAC) to give your biometrics. Find your closest VAC.

Important: Please continuously check your MyCIC visa application account for any incoming e-mails, queries, requests for more information, and responses from the visa office.

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

Visa-exempt foreign nationals must obtain an Electronic Travel Authorization (eTA) to fly to or transit through Canada. Travellers are required to have an eTA before they can board a flight to Canada. Exceptions include U.S. citizens and travellers with a valid Canadian visa. Canadian citizens, including dual citizens, and Canadian permanent residents cannot apply for an eTA.

Applying for the eTA is an online process which takes only a few minutes to complete. The eTA will be valid for 5 years or upon expiry of your passport. There is a fee of CAN \$7.00 for the electronic travel authorization (eTA).

The eTA link is as follows: <http://www.cic.gc.ca/english/visit/visas.asp>

7.2 HEALTH REQUIREMENTS

There are no vaccination requirements for any international traveller.

8. HOTEL INFORMATION

Participants are kindly reminded that **they have to make their own hotel reservations as soon as possible.** Below is an indicative list of hotels (**Annex C**) located in the vicinity of the meeting venue and the CBD Secretariat or close to a Metro (subway) station. To benefit from the special room rates some hotels are offering please use the additional information or special links provided in the annex.

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

<http://www.tourisme-montreal.org/Accommodations>



9. GENERAL INFORMATION ON ACCESS TO MONTREAL



Montreal is serviced by Montreal-Trudeau International Airport (15 km from downtown). Taxis and a bus (No. 747) are available at the airport. The information on rates is as follows.

Bus:	One way trip
Montreal-Trudeau Airport/Downtown (several locations) STM Express bus No. 747 (runs 24 hrs a day)	CAD \$10 (Fares can be purchased from the automated dispensers at the international arrivals level. The \$10 fare can also be paid in cash with exact change in coins only on board the bus. More information: http://www.stm.info/en/info/networks/bus/shuttle/more- about-747-aeroport-p-e-trudeau-centre-ville-shuttle)
Taxis: Montreal-Trudeau /Downtown	CAD \$40 Fixed rate

10. SERVICES FOR PARTICIPANTS

The area the SBSTTA-21 and WG8J-10 meetings will be equipped with WIFI Internet access. Details will be provided on-site.

There is a private business centre near the conference venue for any needs for document reproduction /scanning / faxes, etc.

MP Photo
210 De la Gauchetière Street West
Montreal, Quebec
H2Z 2A2
Telephone: + 1-514-861-8541
E-mail: info@mprepro.com
Web site: <http://www.mprepro.com/>

11. PROMOTIONAL MATERIAL

11.1 DISPLAY TABLES

Display tables will be made available, free of charge, at the meeting venue for the display of promotional material and publications. Tables, clearly identified, are on a first come, first served basis.

11.2 SHIPPING OF PROMOTIONAL MATERIAL

Participants wishing to ship promotional material to the meetings venue should address their requests to the CBD Secretariat (secretariat@cbd.int), with a copy to Lisa Pedicelli (lisa.pedicelli@cbd.int). For any query on customs clearance, please **contact your courier service directly**.

All shipments of promotional materials must be sent directly to **your hotel**, or if you wish to send to CBD offices it must arrive by **4 December 2017** at the latest:

- Addressed to:
Secretariat of the Convention on Biological Diversity
Attention: SBSTTA-21 or WG8J-10 (add side-event number if applicable)
413 St. Jacques Street West, Suite 800
Montreal, Quebec
H2Y 1N9, Canada
Fax: + 1-514-288-6588
E-mail: secretariat@cbd.int
- Arriving in Montreal at your hotel when you wish or if sent to SCBD offices no later than 4 December;
- Arranged on a door-to-door basis, as SCBD or hotels will not deal with customs clearance and handling of the shipments, nor pay any shipment costs. The shipment must be in terms of delivery duty paid - DDP;
- Marked to the attention of and identified with the title of the meeting (i.e. SBSTTA-21 and/or WG8J-10);
- Communicated to the CBD Secretariat (secretariat@cbd.int) indicating the expected date of arrival in Montreal, the airway bill number and the number of boxes sent.

N.B. Boxes must be numbered in “1 of X format”. Whenever possible, a copy of the publication should be affixed to each box.

12. SIDE-EVENTS

The Secretariat invites side-events for SBSTTA-21 and WG8J-10 which further enrich the discussions on items on the agenda of these meetings. Requests should be made using the **online** side-event submission system available on the Secretariat’s web site at: <http://www.cbd.int/register/home.shtml>. The deadline for the receipt of requests is **25 October 2017**. Requests received after the deadline will not be considered.

Preference will be given to side-events which are of direct relevance to the issues that will be discussed at the SBSTTA-21 and WG8J-10 meetings. For your ease of reference, the provisional agenda and other relevant pre-session documents for both meetings are available at the following web site addresses: <https://www.cbd.int/doc/?meeting=SBSTTA-21> and <https://www.cbd.int/doc/?meeting=WG8J-10>.

If the number of applications exceeds the number of available slots, the number of side-event requests per Government or Observer Organization will be limited. Partners may be encouraged to co-organize events of a similar topic. Please note that on this occasion spaces for events will be extremely limited.

Subject to the availability of rooms and provided that side-event requests are received before the set deadline, the meeting rooms, equipped with LCD projectors and computers/laptops for PowerPoint presentations, will be provided at no cost to the side-event organizers. However, there may be a cost to the organizers when an event is scheduled in a room that does not already contain the required equipment. Should this be the case, organizers will be notified accordingly.

It should be noted that side-events may be rescheduled depending on official sessions of the meeting. Should such a situation occur, it is the responsibility of side-event organizers to advise the caterer accordingly.

The list of side-event requests, once processed by the Secretariat, will be made available on the SBSTTA-21 and WG8J-10 pages of the CBD's web site, at <https://www.cbd.int/doc/?meeting=SBSTTA-21> and <https://www.cbd.int/doc/?meeting=WG8J-10>.

Catering services for side-events are provided by the Capital Catering company which is the only company permitted to service events at the Palais des Congrès. Please find attached as Annex D the catering menu created for the SBSTTA-21 and WG8J-10 Meetings.

Capital Catering
Ms. Heather Schidlowsky
E-mail: heather.schidlowsky@capitaltraiteur.com
Fax: +1-514-875-1300

Please include your side-event number and room number in your catering requests.

13. PAYMENT OF THE DAILY SUBSISTENCE ALLOWANCES (DSA)

The DSA will be distributed on the first day of each meeting, the schedule will be posted on site.

14. OFFICIAL LANGUAGES

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

15. WEATHER AND TIME ZONE INFORMATION



In December average temperatures in Montreal usually range between a maximum of -4°C in the daytime and a minimum of -14°C at night. Please bring appropriate warm clothing for cold winter weather conditions. Current weather conditions in the area can be found at: <http://worldweather.wmo.int/en/city.html?cityId=634;>
<http://www.theweathernetwork.com/weather/canada/quebec/montreal>.

The standard time zone in Montreal is GMT/UTC -5 hours.

16. ELECTRICITY

The electrical currents are 120 volts, 60 Hertz as shown in the pictures below.



17. CURRENCY



The currency in Canada is the Canadian Dollar (CDN \$). The current exchange rate as at 9 November 2017 is US \$1 = CDN \$1.27 and € 1 = CDN \$1.48.

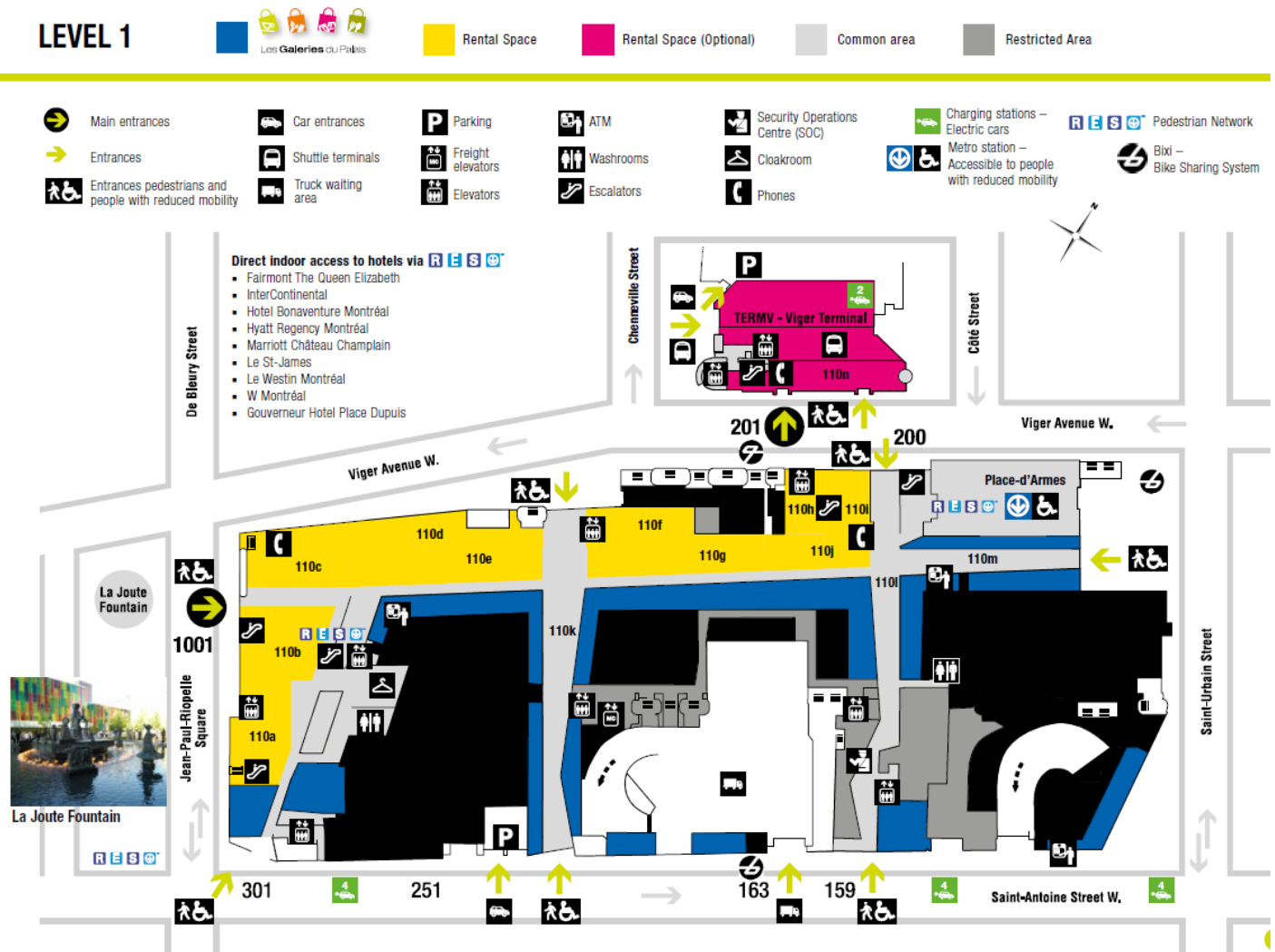
18. DISCLAIMER

The CBD Secretariat disclaims 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 A – Map of Venue



Main floor – entrance level

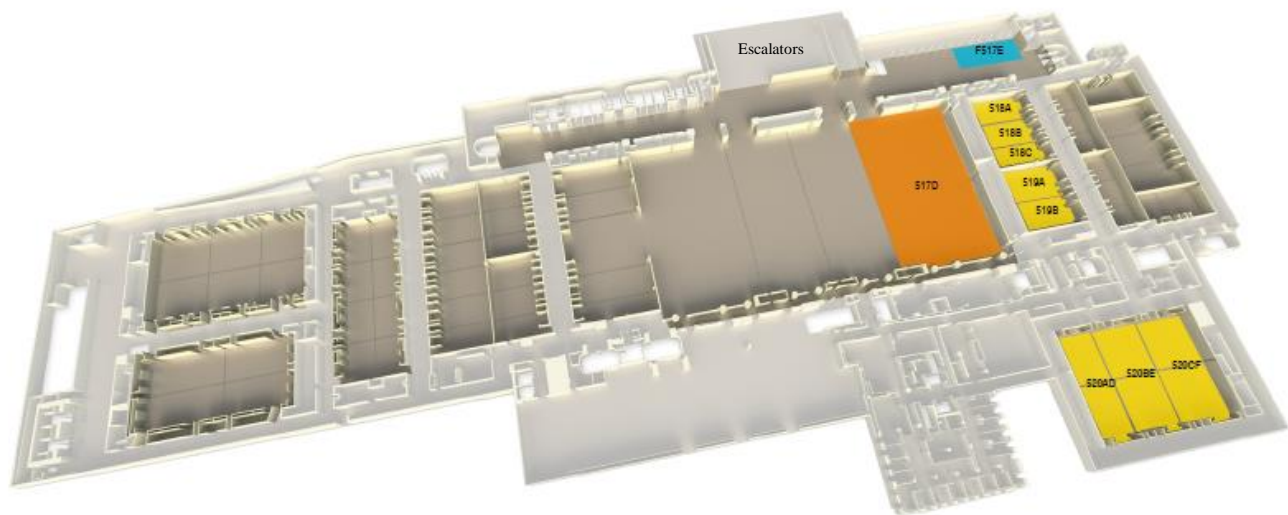


5th Floor – directional signs will be posted for meeting rooms.

**Convention on Biological Diversity | Secrétariat de la
Convention sur la diversité biologique**

Secrétariat de la Convention sur la diversité biologique

- REGISTRATION
- PLENARY
- MEETING



Level 5

Annex B – Country Listing

COUNTRIES AND TERRITORIES WHOSE CITIZENS REQUIRE VISAS IN ORDER TO ENTER CANADA AS VISITORS (AS LISTED ON THE WEB SITE OF IMMIGRATION AND CITIZENSHIP 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*	Madagascar	Saudi Arabia*
Albania*	Ethiopia	Malawi	Senegal
Algeria*		Malaysia	Serbia
Angola	F	Maldives	Seychelles
Argentina	Fiji	Mali	Sierra Leone
Armenia		Marshall Islands	Somalia*
Azerbaijan	G	Mauritania	South Africa
	Gabon	Mauritius	South Sudan*
B	Gambia, The	Micronesia, Fed. States of	Sri Lanka*
Bahrain	Georgia	Moldova	Sudan*
Bangladesh*	Ghana	Mongolia	Suriname
Belarus	Grenada	Montenegro	Swaziland
Belize	Guatemala	Morocco	Syrian Arab Republic*
Benin	Guinea	Mozambique	
Bhutan	Guinea-Bissau	Myanmar*	
Bolivia	Guyana		T
Bosnia and Herzegovina		N	Tajikistan
Botswana	H	Namibia	Tanzania, United Republic of
Brazil	Haiti*	Nauru	Thailand
Bulgaria	Honduras	Nepal	The former Yugoslav Republic of Macedonia
Burkina Faso		Nicaragua	Togo
Burundi	I	Niger	Tonga
	India	Nigeria*	Trinidad and Tobago
C	Indonesia	O	Tunisia*
Cabo Verde	Iran, Islamic Republic of *	Oman	Turkey
Cambodia*	Iraq*		Turkmenistan
Cameroon	Israel	P	Tuvalu
Central African Republic		Pakistan*	
Chad	J	Palau	U
China	Jamaica*	Palestinian Authority*	Uganda
Colombia*	Jordan*	Panama	Ukraine
Comoros		Paraguay	United Arab Emirates
Congo, Democratic Republic of the*	K	Peru	Uruguay
Congo, Republic of the	Kazakhstan	Philippines	Uzbekistan
Costa Rica	Kenya		
Cote d'Ivoire	Kiribati	Q	V
Cuba	Korea, Democratic People's Republic of	Qatar	Vanuatu
	Kuwait		Venezuela
D	Kyrgyzstan	R	Viet Nam*
Djibouti		Romania	
Dominica	L	Russian Federation	Y
Dominican Republic	Lao, People's Democratic Republic of*	Rwanda	Yemen*
	Lebanon*		
E	Lesotho	S	Z
East Timor	Liberia	Saint Kitts and Nevis	Zambia
Ecuador	Libya*	Saint Lucia	Zimbabwe
Egypt*	Lithuania	Saint Vincent and the Grenadines	
El Salvador		Sao Tomé e Príncipe	
Equatorial Guinea			

* : Countries requiring biometrics (fingerprints and photos).

Current rate of exchange:
US \$1 = CDN \$1.27 and €1 = CDN \$1.48

Annex C – Hotel Listing

LIST OF HOTELS WITH INDICATIVE ROOM RATES FOR 2017 IN CANADIAN DOLLARS
PRICES DO NOT INCLUDE THE APPLICABLE TAXES: GST 5% + PST 9.975% and accommodation tax 3.5%
RATES ARE INDICATIVE AND SUBJECT TO CHANGE

HOTELS	ROOM RATES IN CANADIAN DOLLARS (Rates on certain holidays / special events may not be available) Updated September 2017	DISTANCE TO THE MEETING VENUE (Walking)	REMARKS		
1. Hotel Inter-Continental Montreal 360 St. Antoine Street West, Montreal, Quebec Tel.: +1-514-847-8525 America toll free: 1-800-361-3600 Fax: +1-514-847-8730 E-mail: yulhb-reservations@ihg.com Reservation link: Hotel Intercontinental Montreal - ICAO / UNITED NATIONS HEADQUARTERS Web site: http://www.ichotelsgroup.com/intercontinental/en/gb/reservations/dates-preferences/montreal	Please request the <u>ICAO</u> Rates at the time of booking. <u>Standard Room</u> Jan 1 - Apr 10: \$180.00 Apr 11- Oct 27: \$211.00 Oct 28 - Dec 31: \$172.00 <u>Club Room</u> Jan 1 - Apr 10 : \$209.00 Apr 11- Oct 27 : \$261.00 Oct 28 - Dec 31 : \$215.00 Many room types and rates and are available, check web link.	5 minutes	Rates include: <ul style="list-style-type: none">High speed internet		
2. Hyatt Regency Montreal 1255 Jeanne-Mance Montreal, Quebec, H5B 1E5 Tel: +1-514- 982-1234 Fax: +1-514-841-2069 Web site: www.montreal.hyatt.com Reservation link: http://montreal.hyatt.com/en/hotel/home.html?corp_id=78642	Please request the <u>ICAO</u> rates at the time of booking or group code #78642 for online bookings. Jan – May \$160.00 June – Oct \$209.00 Nov – Dec \$160.00 Note: Rates are for standard single room only; other upgraded rooms types and suites are available for additional charges.	10 minutes	Rates include: <ul style="list-style-type: none">High speed internet		
3. Square Phillips (Hotel & Suites) 1193 Place Phillips Montreal, Quebec, H3B 3C9 Tel. +1-514-393-1193 Fax: +1-514-393-1192 E-mail: info@squarephillips.com Web site: www.squarephillips.com	Please request <u>SCBD</u> rates at the time of booking. Daily (D) and weekly (W) rates available (For single or double occupancy) <table><tr><td><u>Studio:</u> Jan–Apr (D \$134.00-W \$125.00) May-Oct (D \$159.00-W \$144.00) Nov-Dec (D \$136.00-W \$127.00)</td><td><u>Junior Suite (Queen):</u> Jan–Apr (D \$145.00-W \$132.00) May-Oct (D \$172.00-W \$155.00) Nov-Dec (D \$148.00-W \$134.00)</td></tr></table> Note: Rates for Loft Suite (King), One bedroom and Two bedroom suites are also available. Monthly rates available for all room types. Please contact hotel directly for details.	<u>Studio:</u> Jan–Apr (D \$134.00-W \$125.00) May-Oct (D \$159.00-W \$144.00) Nov-Dec (D \$136.00-W \$127.00)	<u>Junior Suite (Queen):</u> Jan–Apr (D \$145.00-W \$132.00) May-Oct (D \$172.00-W \$155.00) Nov-Dec (D \$148.00-W \$134.00)	15 minutes	Rates include: <ul style="list-style-type: none">Buffet BreakfastFree High Speed internetDaily newspaperLocal calls
<u>Studio:</u> Jan–Apr (D \$134.00-W \$125.00) May-Oct (D \$159.00-W \$144.00) Nov-Dec (D \$136.00-W \$127.00)	<u>Junior Suite (Queen):</u> Jan–Apr (D \$145.00-W \$132.00) May-Oct (D \$172.00-W \$155.00) Nov-Dec (D \$148.00-W \$134.00)				
4. Le Westin Montréal 270 St-Antoine West Montreal, Quebec Tel: +1-514-380-3333 Fax: +1-514-380-3332 E-mail: reservations@westinmontreal.com Web site: http://www.westinmontreal.com/	Please request <u>ICAO</u> rates at the time of booking. 1 Jan – 22 Apr: \$170.00 23 Apr – 18 Nov: \$215.00 19 Nov – 31 Dec: \$170.00 Note: Rates for standard room, other room types are available for additional charges.	5 minutes	Rates include: <ul style="list-style-type: none">High speed internet		
5. Hotel Le Dauphin 1025, De Bleury Montreal, Quebec Tel: +1-514-788-3888 Fax: + 1-514-788-3889 E-mail: mtl_centre@hoteldauphin.ca Web site: www.hoteldauphin.ca	Please request <u>CBD</u> or <u>ICAO</u> rates at the time of booking. Single: \$142.00 Double: \$152.00 Triple: \$162.00 Quadruple: \$172.00 Note: Rates for standard room.	5 minutes	Rates include: <ul style="list-style-type: none">BreakfastWIFI		

HOTELS	ROOM RATES IN CANADIAN DOLLARS (Rates on certain holidays / special events are not available) Updated September 2017	DISTANCE TO THE MEETING VENUE (Walking)	REMARKS		
6. L'Appartement Hotel 455 Sherbrooke Street West Montreal, Quebec Tel.: +1-514-284-3634 Fax: +1-514-287-1431 E-mail: info@appartementhotel.com Web site: www.appartementhotel.com	Please request <u>SCBD</u> or <u>ICAO</u> rates at the time of booking. Daily (D) and weekly (W) rates available. For single or double occupancy <table><tr><td><u>Studio (Queen):</u> Jan – Apr (D\$114.00-W\$103.00) May – Oct (D\$131.00-W\$112.00) Nov – Dec (D\$114.00-W\$103.00)</td><td><u>1 bedroom suite:</u> Jan – Apr (D\$134.00-W\$124.00) May – Oct (D\$144.00-W\$129.00) Nov – Dec (D\$134.00-W\$124.00)</td></tr></table> Note: Rates for two bedroom suites, studio with double beds are also available. Monthly rates available for all room types. Please contact hotel directly for details.	<u>Studio (Queen):</u> Jan – Apr (D\$114.00-W\$103.00) May – Oct (D\$131.00-W\$112.00) Nov – Dec (D\$114.00-W\$103.00)	<u>1 bedroom suite:</u> Jan – Apr (D\$134.00-W\$124.00) May – Oct (D\$144.00-W\$129.00) Nov – Dec (D\$134.00-W\$124.00)	15 minutes	Rates include: <ul style="list-style-type: none">• Buffet Breakfast• High speed internet• Daily newspaper• Local calls
<u>Studio (Queen):</u> Jan – Apr (D\$114.00-W\$103.00) May – Oct (D\$131.00-W\$112.00) Nov – Dec (D\$114.00-W\$103.00)	<u>1 bedroom suite:</u> Jan – Apr (D\$134.00-W\$124.00) May – Oct (D\$144.00-W\$129.00) Nov – Dec (D\$134.00-W\$124.00)				
7. Travelodge Montreal Centre 50, René-Lévesque Blvd. West Montreal, Quebec Tel.: +1-514-874-9090 Fax: +1-514-874-0907 Meeting link: https://www.wyndhamhotels.com/travelodge/montreal-quebec/hotel-travelodge-montreal-centre/overview?propId=TL09782&rate_code=LCIC Web site: http://www.travelodgemontrealcentre.com/	Please request <u>ICAO</u> rates at the time of booking. Jan – Apr: Standard single occupancy: \$84.00 May – Oct: Standard single occupancy \$114.00 Nov – Dec: Standard single occupancy \$84.00 Promotional code: LCIC Rates for corner rooms, triple and quadruple occupancy also available. Please contact hotel directly for details.	10 minutes	Rates include: <ul style="list-style-type: none">• Internet /WIFI• Continental buffet breakfast		
8. L'HOTEL 262 St Jacques West Montreal, Quebec, H2Y 1N1 Tel.: +1-514-985-0019 Fax.: +1-514-985-0059 Web site: http://www.lhotelmontreal.com/	Please request <u>ICAO</u> rate at the time of booking. Single or double occupancy Jan – Apr: Superior:\$149.00; Premier \$159.00; Executive: \$209 May-Oct : Superior:\$199.00; Premier \$209.00; Executive: \$259 Nov – Dec: Superior:\$155.00; Premier \$165.00; Executive: \$215 (Superior: 300 sq.ft. - Queen bed, Premier: 440 sq.ft - King bed, Executive: 480 sq.ft - King bed). Note: Some blackout dates apply, kindly check with hotel.	5 minutes	Rates include: <ul style="list-style-type: none">• Breakfast• High speed internet		
9. Le Nouvel Hotel 1740 Rene-Levesque West Montreal, Quebec, H3H 1R3 Tel: +1-514-931-8841 x 2600 US/Can toll free: 1-800-363-6063 Fax: +1-514-931-5581 Web site: http://www.lenouvelhotel.com/	Please request <u>ICAO</u> rate at the time of booking Jan – Apr: 1 – 6 nights - Executive room or Condo*: \$122 and 7 - 29 nights - Executive room or Condo*: \$118 Nov-Dec: 30 + nights - Executive room or Condo*: \$109 May-Oct : 1 – 6 nights - Executive room or Condo*: \$134 7 - 29 nights - Executive room or Condo*: \$124 30 + nights - Executive room or Condo*: \$115 (* Condo: Large room with Kitchenette) Note: For single occupancy and \$20 per extra person. Some rates are not available during blackout dates.	15 minutes	Rates include: <ul style="list-style-type: none">• American Breakfast• WIFI		
10. Holiday Inn Montréal Centre Ville 999 rue St-Urbain Montréal, Quebec H2Z 1K4 Tel: +514-878-4027 Fax: +514-878-6341 Reservations: +514-878-9888 US/Can toll free: 1-888-878-9888 E-mail: reservations@hicvmtl.com Web site: www.holidayinn downtownmontreal.com	Please request <u>UNITED NATIONS</u> rate at the time of booking Jan – Apr: Single:\$140.00; Double: \$150 May-Oct : Single:\$165.00; Double: \$175 Nov – Dec: Single:\$143.00; Double: \$153	5 minutes	Rates include: <ul style="list-style-type: none">• American Buffet Breakfast• High speed internet/WIFI		

Other hotels available at the following link from ICAO: <http://www.icao.int/Meetings/Pages/List-Of-Hotels.aspx>

Annex D – Catering form



SBSTTA – WG8J Meetings FOOD AND BEVERAGE ORDER FORM



Event:	Room / location :
Activity dates:	Telephone:
Company:	Fax:
Contact name:	Mobile number:
Address:	E-mail:
City: Prov./State:	Country: Postal/Zip Code:

FOOD AND BEVERAGE ORDER – PACKAGES (SEE DETAILS BELOW)			
	Number of persons	Date	Delivery time
Morning Break 1 - \$ 10.50			
Morning Break 2 - \$ 19			
Afternoon Break 1 - \$ 10.50			
Afternoon Break 2 - \$ 18			
Boxed Lunch (cold) - \$ 30			
Buffet Lunch (cold) - \$ 34			
Buffet Lunch (hot) - \$ 35			
Buffet Lunch (hot) - \$ 35			

Prices quoted per person, in Canadian dollars
All prices INCLUDE service charge but EXCLUDE applicable taxes (GST (5%) and PST (9.975%))

DESCRIPTION (the following menu options contain no pork)	
<p>Morning Break 1 - \$ 10.50 Assorted mini breakfast pastries (2 per person) Jams and butter Coffee, tea, herbal tea</p>	<p>Morning Break 2 - \$ 19.00 Assorted homestyle scones with jams and butter (<i>cranberry orange, lemon blueberry preserves, double chocolate</i>) Small seasonal fresh fruit brochettes Coffee, tea, herbal tea</p>
<p>Afternoon Break 1 - \$ 10.50 Assorted sweet bites (truffles, chocolate lollipops, fudge, etc.) Coffee, tea, herbal tea</p>	<p>Afternoon Break 2 - \$ 18.00 Assortment of small cookies and mini French pastries (2 per person) Sliced fresh fruit Coffee, tea, herbal tea</p>
<p>Boxed Lunch (COLD) - \$ 30.00 (<i>1 sandwich per box</i>) Montreal-style Turkey on cranberry baguettine Roast beef on rye and grain pan bagnat Provencal tuna salad in a colourful tortilla (<i>or vegetarian option</i>) Orzo salad with pesto, bell peppers, black olives, cherry tomatoes and parmesan Portion of herb Havarti cheese Brownie</p>	<p>Lunch buffet (COLD) - \$ 34.00 Fresh vegetables and dip Assorted sandwiches of the day (<i>including vegetarian option</i>) Chips Small homemade cookies Whole fresh fruit Water, coffee, tea, herbal tea</p>
<p>Lunch buffet (HOT) - \$ 35.00 Fresh vegetables and dip Pasta Duo (<i>Meat fazzoletti with rosée sauce / Pennine primavera</i>) Small homemade cookies Whole fresh fruit Water, coffee, tea, herbal tea</p>	<p>Lunch buffet (HOT) - \$ 35.00 Green salad Beef enchiladas with vegetarian chili Mexican rice with peppers and zucchini Small homemade cookies Whole fresh fruit Water, coffee, tea, herbal tea</p>

**** Minimum 20 people per order ****
Kindly send completed form to: Ms Heather Schidlowsky
by email at heather.schidlowsky@capitaltraiteur.com or fax at 514-875-1300
ALL ORDERS MUST BE RECEIVED PRIOR TO NOVEMBER 22, 2017