

Convention on Biological Diversity

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ENGLISH ONLY

**EXPERT WORKSHOP ON INVASIVE ALIEN SPECIES
IN PREPARATION FOR THE TWENTY-SECOND MEETING
OF THE SUBSIDIARY BODY ON SCIENTIFIC,
TECHNICAL AND TECHNOLOGICAL ADVICE
Montreal, Canada, 6-9 December 2017**

INFORMATION NOTE FOR PARTICIPANTS

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1. Opening and registration

The Expert Workshop on Invasive Alien Species in Preparation for the twenty-second meeting of the Subsidiary Body on Scientific, Technical and Technological Advice will be held in Montreal, Canada from Wednesday, 6 December to Saturday, 9 December 2017.

The workshop will start at 9:30 a.m. on Wednesday, 6 December and registration will take place at the venue of the workshop at 9:00 a.m. the same day.

2. Venue

The workshop will be held at:

Commission for Environmental Cooperation (CEC) Secretariat

393 St-Jacques Street West, Suite 200

Montreal (Quebec)

H2Y 1N9

Tel: +(514) 350-4300

(located a few steps away from the CBD Secretariat in the same building)

Metro station Square-Victoria, line no. 2 (Orange)

Please note that the workshop will be held from 6-8 December at the CEC Secretariat offices and on 9 December the workshop will be held at SCBD offices (413 St-Jacques Street West, 6th floor, suite 620).

3. Working language

The workshop will be held in English.

4. Documents

Participants are kindly reminded to bring their own copies of the documents for the workshop as there will be no extra copies made available on site. Documents are available on the following web page:



<https://www.cbd.int/doc/?meeting=IASSEM-2017-01>

5.

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

6. **Visa information**

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 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 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 A 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 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.

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>

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

7. Hotel information

Participants are kindly reminded that **they must make their own hotel reservations, and that they should do so as soon as possible.**

Below is an indicative list of hotels (**Annex B**) located in the vicinity of the CBD Secretariat or close to a Metro (subway) station. Note that hotels are offering special room rates. Please see the information provided in the annex.

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

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



8. Payment of the Daily Subsistence Allowance (DSA)

The DSA will be paid to participants during the workshop.

9. 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.

10. Weather and time zone information

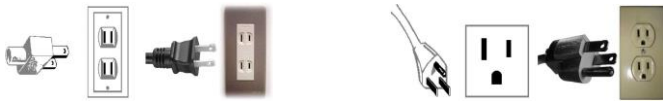


In December average temperatures in Montreal usually range between a maximum of -4°C in the daytime and a minimum of -14°C at night. Please bring warm clothing for winter conditions. Current weather conditions in the area can be found at: <http://worldweather.wmo.int/en/city.html?cityId=634>.

The standard time zone in Montreal is Eastern Standard Time and is equivalent to GMT/UTC -5 hours.

11. Electricity

The electrical currents are 120 volts, 60 Hertz and the plugs used are shown below.



12. Currency



The currency in Canada is the Canadian Dollar (CAD \$). The current exchange rate as at 15 November 2017 is US \$1 = CAD \$1.28 and € 1 = CAD \$1.51 (rates are subject to change, source: www.xe.com).

13. 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, accident and travel insurance for the period of participation prior to departure.

Annex A – 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 \$1.21 and €1 = CDN \$1.45

Annex B – 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.ihg.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.	1 minute	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 Breakfast• Free High Speed internet• Daily newspaper• Local 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.	1 minute	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.	1 minute	Rates include: <ul style="list-style-type: none">• Breakfast• WIFI		

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.	2 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	2 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>
