**Information for participants in the Biosafety Clearing-House training workshop**

**Montreal, Canada, 5-6 December 2022**

1. **Venue**

The Biosafety Clearing House (BCH) training workshop will take place on 5-6 December 2022 at the following location:

**Palais des Congrès de Montréal** (Convention and Exhibition Centre)

1001 Place Jean Paul Riopelle (main entrance)

**Hall 220C** (2nd floor)

The room number for the workshop will also be projected on the *electronic screens* available throughout the convention centre.

1. **Registration and Access**

Participants can access the workshop with their **COP/MOP conference badge** which they must obtain at the conference Registration counter. This badge is obtained once and is valid for the whole duration of the meetings.

**How to obtain a badge:**

For information on how to obtain the badge and registration schedule, please see ***Access to Venue - Badge Issuance*** of the Information Note for Participants at: <https://www.cbd.int/conferences/2021-2022/info-note>.

**Important Note: In the Registration area, delegates will be required to show their Priority Pass, proof of vaccination, Photo-ID and take a COVID test. In this respect, w**e encourage delegates to obtain their conference badge/register on 4December or early on 5 December. Registration hours are:

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| --- | --- | --- |
| **Date** | **Opening** | **Closing** |
| 29 Nov | 10:00 | 20:00 |
| 30 Nov | 10:00 | 20:00 |
| 1 Dec | 15:00 | 18:00 |
| 2 Dec | 08:00 | 18:00 |
| 3 Dec | 08:00 | 18:00 |
| 4 Dec | 08:00 | 18:00 |
| 5 Dec | 08:00 | 20:00 |
| 6 Dec | 08:00 | 20:00 |

1. **Preparation for the workshop**
2. Make sure to bring your laptops to the workshop.
3. BCH III Project has a website that hosts a Virtual Learning Environment (VLE) tool. Please pre-register to the VLE at: <https://bch3-vle.unep.org/>

A website page will be created on the VLE, which will be used to share useful resources and training materials such as presentations and case studies. A forum will be also made available to pose questions and for sharing announcements.

1. Please create your profile, including indicate your expectations from the workshop using this link: <https://forms.gle/o7p8hPXuanNT9Fn3A>
2. **General contacts**

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| For registration and logistical support: | Ms. Anastasia Beliaeva  [anastasia.beliaeva@un.org](mailto:anastasia.beliaeva@un.org)  Mr. Zakir Jafry  [zakir.jafry@un.org](mailto:zakir.jafry@un.org) |
| For overall workshop coordination and VLE support: | Mr. Ossama Abdelkawy, BCH Regional Advisor  [elkawyo@gmail.com](mailto:elkawyo@gmail.com)  Mr. Ruel Maningas, BCH Regional Advisor  [rvmconsult@yahoo.com](mailto:rvmconsult@yahoo.com)  Mr. Mohamed Elyes Kchouk, BCH Regional Advisor  [mohamedelyes@gmail.com](mailto:mohamedelyes@gmail.com)  Mr. Zakir Jafry  [zakir.jafry@un.org](mailto:zakir.jafry@un.org)  Ms. Anastasia Beliaeva  [anastasia.beliaeva@un.org](mailto:anastasia.beliaeva@un.org) |

1. **Lunch and coffee break**

Lunch, coffee/tea will be provided for both days during the course of the workshop.

1. **Participants**

The participants include BCH National Focal Points and National Authorized Users, stakeholder representatives, BCH Regional Advisors and SCBD staff (approximately 75 people).

1. **Daily Subsistence Allowance (DSA)**

Eligible participants will receive their DSA from designated SCBD staff located in the designated DSA distribution room.

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