

**Convention on  
Biological Diversity**

Distr.  
GENERAL






29 April 2019

ENGLISH ONLY

MEETING OF THE AD HOC TECHNICAL EXPERT  
GROUP ON SYNTHETIC BIOLOGY  
Montreal, Canada, 4-7 June 2019

**INFORMATION NOTE FOR PARTICIPANTS**

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## 1. Opening and registration

The Meeting of the Ad Hoc Technical Expert Group on Synthetic Biology will be held in Montreal, Canada, from Tuesday, 4 June, to Friday, 7 June 2019.

The meeting will start at 9:00 a.m. on Tuesday, 4 June and registration will take place at the venue of the meeting at 8:30 a.m. the same day.

## 2. Venue

The meeting will be held at:

### **The Secretariat of the Convention on Biological Diversity**

8<sup>th</sup> Floor Conference Room (Suite 800)

413 St-Jacques Street West

Montréal, Québec

Canada, H2Y 1N9

Tel: +1-514-288-2220

Fax: +1-514-288-6588

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

Please note that access to 8th floor is via the reception desk is on the **6th floor (Suite 620)**.

## 3. Working language

The meeting will be held in English.

## 4. Documents

In order to minimize the environmental footprint of the meeting and in line with the UN policy towards greener meetings, participants are kindly reminded to bring their own copies of the meeting documents, or to use paperless versions, as there will be no extra copies made available on site during the meeting. Documents are available on the following web page:



<https://www.cbd.int/meetings/SYNBIO-AHTEG-2019-01>

## 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.

<b>Bus:</b>	<b>One way trip</b>
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 <b>with exact change in coins only</b> on board the bus and is valid for bus and metro for 24 hours. More information: <a href="http://www.stm.info/en/info/networks/bus/shuttle/more-about-747-aeroport-p-e-trudeau-centre-ville-shuttle">http://www.stm.info/en/info/networks/bus/shuttle/more-about-747-aeroport-p-e-trudeau-centre-ville-shuttle</a> )
<b>Taxis:</b> Montreal-Trudeau to Downtown	CAD \$41 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>.

### **Electronic Travel Authorization (eTA) from visa exempt countries**

**Travellers from visa-exempt countries must obtain an Electronic Travel Authorization (eTA) to fly to or transit through Canada.** If you have a valid eTA, you will not be required to provide biometrics. Travelers are required to have an eTA before they can board a flight to Canada. Exceptions include U.S. citizens and travelers 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>

## **Countries requiring Visa and Biometrics**

Countries requiring visa and biometrics are listed in annex A below, information on Biometrics 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, you are required to provide biometrics and still need to present yourself 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.**

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.** Please note that there will be a large international event from 7-9 June 2019 (Canadian Grand Prix) rooms may be difficult to find or rates may be very high. Please reserve your room 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 disbursed to sponsored participants on the first day of the workshop in the form of a prepaid credit card. For identification purposes, these participants are kindly requested to bring their passports and boarding passes. These will be photocopied and returned to participants during the workshop. It is advisable that participants have some cash at hand to cover expenses that may occur between their arrival and the moment at which they are provided with the prepaid credit card from which they will access their DSA.

## 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 May average temperatures in Montreal usually range between a maximum of +19°C in the daytime and a minimum of +4°C at night. Please bring jacket for cold weather. 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 -4 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 29 April 2019 is US \$1 = CAD \$1.34 and € 1 = CAD \$1.50 (rates are subject to change, source: [www.xe.com](http://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 AND BIOMETRICS<sup>1</sup>** IN ORDER TO ENTER CANADA AS VISITORS (AS LISTED ON THE WEB SITE OF CITIZENSHIP AND IMMIGRATION CANADA)

Citizens of the following countries and territories require a visa to **visit** or **transit** Canada:

#### **A**

Afghanistan  
Albania  
Algeria  
Angola  
Antigua and Barbuda  
Argentina  
Armenia  
Azerbaijan

#### **B**

Bahrain  
Bangladesh  
Belarus  
Belize  
Benin  
Bhutan  
Bolivia  
Bosnia and Herzegovina  
Botswana  
Brazil  
Burkina Faso  
Burundi

#### **C**

Cabo Verde  
Cambodia  
Cameroon  
Central African Republic  
Chad  
China  
Colombia  
Comoros  
Congo, Democratic Republic of the  
Congo, Republic of the  
Costa Rica  
Cote d'Ivoire  
Cuba

#### **D**

Djibouti  
Dominica  
Dominican Republic

#### **E**

East Timor  
Ecuador  
Egypt  
El Salvador  
Equatorial Guinea

#### **E (cont'd)**

Eritrea  
Eswatini  
Ethiopia

#### **F**

Fiji

#### **G**

Gabon  
Gambia, The  
Georgia  
Ghana  
Grenada  
Guatemala  
Guinea  
Guinea-Bissau  
Guyana

#### **H**

Haiti  
Honduras

#### **I**

India  
Indonesia  
Iran, Islamic Republic of  
Iraq  
Israel

#### **J**

Jamaica  
Jordan

#### **K**

Kazakhstan  
Kenya  
Kiribati  
Korea, Democratic People's Republic of  
Kuwait  
Kyrgyzstan

#### **L**

Lao, People's Democratic Republic of  
Lebanon  
Lesotho  
Liberia  
Libya

#### **M**

Madagascar  
Malawi  
Malaysia  
Maldives  
Mali  
Marshall Islands  
Mauritania  
Mauritius  
Micronesia, Fed. States of  
Moldova  
Mongolia  
Montenegro  
Morocco  
Mozambique  
Myanmar

#### **N**

Namibia  
Nauru  
Nepal  
Nicaragua  
Niger  
Nigeria

#### **O**

Oman

#### **P**

Pakistan  
Palau  
Palestinian Authority  
Panama  
Paraguay  
Peru  
Philippines

#### **Q**

Qatar

#### **R**

Russian Federation  
Rwanda

#### **S**

Saint Kitts and Nevis  
Saint Lucia  
Saint Vincent and the Grenadines  
Sao Tomé e Príncipe

#### **S (Cont'd)**

Saudi Arabia  
Senegal  
Serbia  
Seychelles  
Sierra Leone  
Somalia  
South Africa  
South Sudan  
Sri Lanka  
Sudan  
Suriname  
Syrian Arab Republic

#### **T**

Tajikistan  
Tanzania, United Republic of  
Thailand  
The former Yugoslav Republic of Macedonia  
Togo  
Tonga  
Trinidad and Tobago  
Tunisia  
Turkey  
Turkmenistan  
Tuvalu

#### **U**

Uganda  
Ukraine  
United Arab Emirates  
Uruguay  
Uzbekistan

#### **V**

Vanuatu  
Venezuela  
Viet Nam

#### **Y**

Yemen

#### **Z**

Zambia  
Zimbabwe

<sup>1</sup> As of 31 December 2018, all countries requiring visas will require Biometrics for entry into Canada.

**Current rate of exchange:**  
US \$1 = CDN \$1.34 and €1 = CDN \$1.50

## Annex B – Hotel Listing

### LIST OF HOTELS WITH INDICATIVE ROOM RATES FOR 2018 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)	WALKING DISTANCE TO VENUE	REMARKS				
<p><b>1. Hotel InterContinental Montreal</b> 360 St. Antoine Street West, Montreal, Quebec Tel.: +1-514-847-8525 America toll free: 1-877-660-8550 Fax: +1-514-847-8730 E-mail: <a href="mailto:yulhb-reservations@ihg.com">yulhb-reservations@ihg.com</a> Reservation link: InterContinental Montreal - ICAO/UNITED NATIONS HQ reservation Link Web site: <a href="http://www.montreal.intercontinental.com">www.montreal.intercontinental.com</a></p>	<p><b>Please request these ICAO rates at the time of booking.</b></p> <p>Standard/Deluxe Room Jan 1 - Apr 21: \$179.00 Apr 22- Oct 24: \$229.00 Oct 25 - Dec 31: \$179.00</p> <p>Club Room Jan 1 - Apr 21: \$229.00 Apr 22- Oct 24: \$279.00 Oct 25 - Dec 31: \$229.00</p> <p>Many room types and rates are available, check web link</p>	5 minutes	<p>Rates include:</p> <ul style="list-style-type: none"> <li>High speed internet</li> </ul>				
<p><b>2. Hyatt Regency Montreal</b> 1255 Jeanne-Mance Montreal, Quebec, H5B 1E5 Tel: +1-514- 982-1234 Fax: +1-514-841-2069 Web site: <a href="http://www.montreal.hyatt.com">www.montreal.hyatt.com</a> Reservation link: <a href="http://montreal.hyatt.com/en/hotel/home.html?corp_id=78642">http://montreal.hyatt.com/en/hotel/home.html?corp_id=78642</a></p>	<p><b>Please request these ICAO rates at the time of booking or group code #78642 for online bookings.</b></p> <p>Jan – May: \$164.00 June – Oct: \$214.00 Nov – Dec: \$165.00</p> <p>Note: Rates are for standard single room only; other upgraded rooms types and suites are available for additional charges.</p>	10 minutes	<p>Rates include:</p> <ul style="list-style-type: none"> <li>High speed internet</li> </ul>				
<p><b>3. Square Phillips (Hotel &amp; Suites)</b> 1193 Place Phillips Montreal, Quebec, H3B 3C9 Tel. +1-514-393-1193 Fax: +1-514-393-1192 E-mail: <a href="mailto:info@squarephillips.com">info@squarephillips.com</a> Web site: <a href="http://www.squarephillips.com">www.squarephillips.com</a></p>	<p><b>Please request/mention these SCBD rates at the time of booking. Daily (D) and weekly (W) rates available (single or double)</b></p> <table border="1" data-bbox="591 1094 1230 1325"> <tr> <td data-bbox="591 1094 906 1213"> <p><b>Studio:</b> Jan–Apr (D \$138.00-W \$129.00) May-Oct (D \$165.00-W \$150.00) Nov-Dec (D \$141.00-W \$132.00)</p> </td> <td data-bbox="906 1094 1230 1213"> <p><b>Loft Suite (Queen):</b> Jan–Apr (D \$150.00-W \$136.00) May-Oct (D \$179.00-W \$162.00) Nov-Dec (D \$153.00-W \$139.00)</p> </td> </tr> <tr> <td data-bbox="591 1213 906 1325"> <p><b>Loft Suite (King):</b> Jan–Apr (D \$167.00-W \$150.00) May-Oct (D \$190.00-W \$172.00) Nov-Dec (D \$171.00-W \$154.00)</p> </td> <td data-bbox="906 1213 1230 1325"> <p><b>One Bedroom Suite:</b> Jan–Apr (D \$174.00-W \$158.00) May-Oct (D \$198.00-W \$179.00) Nov-Dec (D \$178.00-W \$162.00)</p> </td> </tr> </table> <p><b>Two Bedroom Suite:</b> Jan–Apr (D \$231.00-W \$206.00) May-Oct (D \$259.00-W \$241.00) Nov-Dec (D \$237.00-W \$211.00)</p> <p>Note: Additional charges apply for Studio or Loft Suite rooms with two beds). Monthly rates available for all room types. Please contact hotel directly for details.</p>	<p><b>Studio:</b> Jan–Apr (D \$138.00-W \$129.00) May-Oct (D \$165.00-W \$150.00) Nov-Dec (D \$141.00-W \$132.00)</p>	<p><b>Loft Suite (Queen):</b> Jan–Apr (D \$150.00-W \$136.00) May-Oct (D \$179.00-W \$162.00) Nov-Dec (D \$153.00-W \$139.00)</p>	<p><b>Loft Suite (King):</b> Jan–Apr (D \$167.00-W \$150.00) May-Oct (D \$190.00-W \$172.00) Nov-Dec (D \$171.00-W \$154.00)</p>	<p><b>One Bedroom Suite:</b> Jan–Apr (D \$174.00-W \$158.00) May-Oct (D \$198.00-W \$179.00) Nov-Dec (D \$178.00-W \$162.00)</p>	15 minutes	<p>Rates include:</p> <ul style="list-style-type: none"> <li>Continental Buffet Breakfast</li> <li>Free High Speed internet</li> <li>Daily newspaper</li> <li>Local calls</li> </ul>
<p><b>Studio:</b> Jan–Apr (D \$138.00-W \$129.00) May-Oct (D \$165.00-W \$150.00) Nov-Dec (D \$141.00-W \$132.00)</p>	<p><b>Loft Suite (Queen):</b> Jan–Apr (D \$150.00-W \$136.00) May-Oct (D \$179.00-W \$162.00) Nov-Dec (D \$153.00-W \$139.00)</p>						
<p><b>Loft Suite (King):</b> Jan–Apr (D \$167.00-W \$150.00) May-Oct (D \$190.00-W \$172.00) Nov-Dec (D \$171.00-W \$154.00)</p>	<p><b>One Bedroom Suite:</b> Jan–Apr (D \$174.00-W \$158.00) May-Oct (D \$198.00-W \$179.00) Nov-Dec (D \$178.00-W \$162.00)</p>						
<p><b>4. Le Westin Montreal</b> 270 St-Antoine West Montreal, Quebec Tel: +1-514-380-3333 Fax: +1-514-380-3332 E-mail: <a href="mailto:reservations@westinmontreal.com">reservations@westinmontreal.com</a> Web site: <a href="http://www.westinmontreal.com/">http://www.westinmontreal.com/</a></p>	<p><b>Please request/mention that these are ICAO rates in your correspondence at the time of booking.</b></p> <p>1 Jan – Mar 31: \$189.00 1 Apr - 16 Nov: \$236.00 17 Nov - 31 Dec: \$189.00</p> <p>Notes: - Rates for standard room, other room types are available for additional charges. - Rates for groups of 10 or more guests are available by contacting the hotel directly - Dates rate is not available (blackout dates): June 6 to 12 and Aug 2 to 4 2019</p>	5 minutes	<p>Rates include:</p> <ul style="list-style-type: none"> <li>High speed internet</li> </ul>				

HOTELS	ROOM RATES IN CANADIAN DOLLARS (Rates on certain holidays / special events are not available)	DISTANCE TO THE MEETING VENUE (Walking)	REMARKS				
<b>5. Hotel Le Dauphin</b> 1025, De Bleury Montreal, Quebec Tel: +1-514-788-3888 Fax: + 1-514-788-3889 E-mail: <a href="mailto:mtl@hoteldauphin.ca">mtl@hoteldauphin.ca</a> Web site: <a href="http://www.hoteldauphin.ca">www.hoteldauphin.ca</a>	<p><b>Please request/mention these ICAO/CBD rates in your correspondence at the time of booking.</b></p> <p>Jan 1 - Apr 30 : \$137.00            May 1 - Oct 31 : \$147.00            Nov 1 - Dec 31 : \$137.00</p> <p>Note: Rates for standard room, \$10.00 extra for each additional person.</p>	5 minutes	Rates include: <ul style="list-style-type: none"> <li>• Breakfast</li> <li>• WIFI</li> </ul>				
<b>6. L'Appartement Hotel</b> 455 Sherbrooke Street West Montreal, Quebec Tel.: +1-514-284-3634 Fax: +1-514-287-1431 E-mail: <a href="mailto:info@appartementhotel.com">info@appartementhotel.com</a> Web site: <a href="http://www.appartementhotel.com">www.appartementhotel.com</a>	<p><b>Please request/mention these SCBD rates at the time of booking. Daily (D) and weekly (W) rates available (For single or double occupancy)</b></p> <table border="1" data-bbox="570 583 1208 835"> <tr> <td data-bbox="570 583 894 709"> <b>Studio (Queen):</b>            Jan – Apr (D\$116.00-W\$105.00)            May –Oct (D\$136.00-W\$117.00)            Nov – Dec (D\$119.00-W\$108.00)         </td> <td data-bbox="894 583 1208 709"> <b>One bedroom suite:</b>            Jan – Apr (D\$136.00-W\$126.00)            May –Oct (D\$150.00-W\$134.00)            Nov – Dec (D\$139.00-W\$129.00)         </td> </tr> <tr> <td data-bbox="570 709 894 835"> <b>Studio (2 Queen beds):</b>            Jan – Apr (D\$125.00-W\$115.00)            May –Oct (D\$147.00-W\$127.00)            Nov – Dec (D\$128.00-W\$118.00)         </td> <td data-bbox="894 709 1208 835"> <b>Two bedroom suite:</b>            Jan – Apr (D\$185.00-W\$175.00)            May –Oct (D\$211.00-W\$193.00)            Nov – Dec (D\$190.00-W\$179.00)         </td> </tr> </table> <p>Note: Monthly rates available for all room types. Please contact hotel directly for details.</p>	<b>Studio (Queen):</b> Jan – Apr (D\$116.00-W\$105.00) May –Oct (D\$136.00-W\$117.00) Nov – Dec (D\$119.00-W\$108.00)	<b>One bedroom suite:</b> Jan – Apr (D\$136.00-W\$126.00) May –Oct (D\$150.00-W\$134.00) Nov – Dec (D\$139.00-W\$129.00)	<b>Studio (2 Queen beds):</b> Jan – Apr (D\$125.00-W\$115.00) May –Oct (D\$147.00-W\$127.00) Nov – Dec (D\$128.00-W\$118.00)	<b>Two bedroom suite:</b> Jan – Apr (D\$185.00-W\$175.00) May –Oct (D\$211.00-W\$193.00) Nov – Dec (D\$190.00-W\$179.00)	15 minutes	Rates include: <ul style="list-style-type: none"> <li>• Continental Buffet Breakfast</li> <li>• High speed internet</li> <li>• Daily newspaper</li> <li>• Local calls</li> </ul>
<b>Studio (Queen):</b> Jan – Apr (D\$116.00-W\$105.00) May –Oct (D\$136.00-W\$117.00) Nov – Dec (D\$119.00-W\$108.00)	<b>One bedroom suite:</b> Jan – Apr (D\$136.00-W\$126.00) May –Oct (D\$150.00-W\$134.00) Nov – Dec (D\$139.00-W\$129.00)						
<b>Studio (2 Queen beds):</b> Jan – Apr (D\$125.00-W\$115.00) May –Oct (D\$147.00-W\$127.00) Nov – Dec (D\$128.00-W\$118.00)	<b>Two bedroom suite:</b> Jan – Apr (D\$185.00-W\$175.00) May –Oct (D\$211.00-W\$193.00) Nov – Dec (D\$190.00-W\$179.00)						
<b>7. Le Nouvel Hotel</b> 1740 Rene-Levesque West Montreal, Quebec, H3H 1R3 Tel: +1-514-931-8841 Ext: 2683 US/Can toll free: 1-800-363-6063 Fax: +1-514-931-5581 Web site: <a href="http://www.lenouvelhotel.com/">http://www.lenouvelhotel.com/</a>	<p><b>Please request ICAO rate at the time of booking</b></p> <p>Jan – Apr:: Executive room or Condo*: \$129            May-Oct : Executive room or Condo*: \$159            Nov-Dec: Executive room or Condo*: \$129</p> <p>Note: Rates are for single occupancy.</p>	15 minutes	Rates include: <ul style="list-style-type: none"> <li>• American Breakfast</li> <li>• WIFI</li> </ul>				
<b>8. Holiday Inn Montréal Centre Ville</b> 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 Reservation link: <a href="https://www.holidayinn.com/redirect?path=hd&amp;brandCode=HI&amp;localeCode=en&amp;hotelCode=YULCA&amp;rateCode=IPUNS&amp;PMID=99502056&amp;corpNum=100319583&amp;viewfullsite=true">https://www.holidayinn.com/redirect?path=hd&amp;brandCode=HI&amp;localeCode=en&amp;hotelCode=YULCA&amp;rateCode=IPUNS&amp;PMID=99502056&amp;corpNum=100319583&amp;viewfullsite=true</a> E-mail: <a href="mailto:reservations@hicvmtl.com">reservations@hicvmtl.com</a> Web site: <a href="http://www.holidayinndowntownmontreal.com">www.holidayinndowntownmontreal.com</a>	<p><b>Please request UNITED NATIONS rate at the time of booking</b></p> <p>May: \$219.00            4-7 June: Prices range from:\$229.00.00-\$499.00*            20-22 Nov: \$159            25-29 Nov: \$219</p>	7 minutes	Rates include: <ul style="list-style-type: none"> <li>• American Buffet Breakfast</li> <li>• High speed internet/WIFI</li> <li>• Taxes</li> </ul>				

Other hotels rates available through ICAO's link: <http://www.icao.int/Meetings/Pages/List-Of-Hotels.aspx>

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