

## 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** (2<sup>nd</sup> floor)

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

### 2. 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, we encourage delegates to obtain their conference badge/register on 4 December or early on 5 December. Registration hours are:

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

### 3. Preparation for the workshop

- 1) Make sure to bring your laptops to the workshop.
- 2) 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.

- 3) Please create your profile, including indicate your expectations from the workshop using this link: <https://forms.gle/o7p8hPXuanNT9Fn3A>

#### 4. General contacts

For registration and logistical support:	<p>Ms. Anastasia Beliaeva <a href="mailto:anastasia.beliaeva@un.org">anastasia.beliaeva@un.org</a></p> <p>Mr. Zakir Jafry <a href="mailto:zakir.jafry@un.org">zakir.jafry@un.org</a></p>
For overall workshop coordination and VLE support:	<p>Mr. Ossama Abdelkawy, BCH Regional Advisor <a href="mailto:elkawyo@gmail.com">elkawyo@gmail.com</a></p> <p>Mr. Ruel Maningas, BCH Regional Advisor <a href="mailto:rvmconsult@yahoo.com">rvmconsult@yahoo.com</a></p> <p>Mr. Mohamed Elyes Kchouk, BCH Regional Advisor <a href="mailto:mohamedelyes@gmail.com">mohamedelyes@gmail.com</a></p> <p>Mr. Zakir Jafry <a href="mailto:zakir.jafry@un.org">zakir.jafry@un.org</a></p> <p>Ms. Anastasia Beliaeva <a href="mailto:anastasia.beliaeva@un.org">anastasia.beliaeva@un.org</a></p>

#### 5. Lunch and coffee break

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

#### 6. Participants

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

#### 7. Daily Subsistence Allowance (DSA)

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