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Convention on Biological Diversity

MEETING OF THE AD HOC TECHNICAL EXPERT GROUP
ON DIGITAL SEQUENCE INFORMATION ON GENETIC RESOURCES
Montreal, Canada, 13-16 February 2018

INFORMATION NOTE FOR PARTICIPANTS

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1. Opening and registration

The Meeting of the Ad Hoc Technical Expert Group on Digital Sequence Information on Genetic Resources will be held in Montreal, Canada from Tuesday, 13 February to Friday, 16 February 2018. Following the usual practice for ad hoc technical expert groups, the meeting is not open to observers, only the selected experts may participate in the meeting.

The meeting will start at 9:30 a.m. on Tuesday, 13 February and registration will take place at the venue of the meeting at 9:00 a.m. the same day.

2. Venue

The meeting will be held at:

The Secretariat of the Convention on Biological Diversity
6th Floor Conference Room (Suite 620)
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 the recpetion desk is on the 6th floor (Suite 620).

3. Working language

The meeting will be held in English.

4. Documents

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

https://www.cbd.int/meetings/DSI-AHTEG-2018-01

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 and is valid for bus and metro for 24 hours. More information: http://www.stm.info/en/info/networks/bus/shuttle/more-about-747-aeroport-p-e-trudeau-centre-ville-shuttle)
Taxis: Montreal-Trudeau to 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 meeting.

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 February average temperatures in Montreal usually range between a maximum of -15C in the daytime and a minimum of -5°C at night. Please bring warm clothing and boots for winter weather temperatures. 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 January2018 is US $1 = CAD $1.24 and € 1 = CAD $1.52 (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
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*
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
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 Principe
Saudi Arabia*

Senegal

S (Cont'd)
Serbia
Seychelles
Sierra Leone
Somalia*
South Africa
South Sudan*
Sri Lanka*
Sudan*
Suriname
Swaziland
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

*** : Countries requiring biometrics (fingerprints and photos).**

Current rate of exchange:
US $1 = CDN $1.24 and €1 = CDN $1.52

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
1. Hotel InterContinental Montreal 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: yulhb-reservations@ihg.com Reservation link: InterContinental Montreal - ICAO/UNITED NATIONS HQ reservation Link Web site: www.montreal.intercontinental.com	**Please request these ICAO rates at the time of booking.** Standard/Deluxe Room Jan 1 - Apr 22: $174.00 Apr 23- Oct 25: $219.00 Oct 26 - Dec 31: $174.00 Club Room Jan 1 - Apr 22 : $224.00 Apr 23- Oct 25 : $269.00 Oct 26 - Dec 31 : $224.00 Many room types and rates and are available, check web link	5 minutes	Rates include: • High speed internet
2. Hyatt Regency Montreal 1255 Jeanne-Mance Montreal, Quebec, H5B 1E5 Tel: +1-1514- 982-1234 Fax: +1-514-841-2069 Web site: www.montreal.hyatt.com Reservation link: http://montreal.hyatt.com/en/hotel/home.html?corpid=78642	**Please request these ICAO rates at the time of booking or group code #78642 for online bookings.** Jan – May $164.00 June – Oct $214.00 Nov – Dec $165.00 Note: Rates are for standard single room only; other upgraded rooms types and suites are available for additional charges.	10 minutes	Rates include: • 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/mention these SCBD rates at the time of booking. Daily (D) and weekly (W) rates available** (single or double) Studio: Jan–Apr (D $136.00-W $127.00) May-Oct (D $161.00-W $146.00) Nov-Dec (D $138.00-W $129.00) Loft Suite (Queen): Jan–Apr (D $148.00-W $134.00) May-Oct (D $174.00-W $157.00) Nov-Dec (D $150.00-W $136.00) Loft Suite (King): Jan–Apr (D $164.00-W $147.00) May-Oct (D $185.00-W $167.00) Nov-Dec (D $167.00-W $150.00) One Bedroom Suite: Jan–Apr (D $171.00-W $155.00) May-Oct (D $192.00-W $174.00) Nov-Dec (D $174.00-W $158.00) Two Bedroom Suite: Jan–Apr (D $227.00-W $202.00) May-Oct (D $251.00-W $234.00) Nov-Dec (D $231.00-W $206.00) 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.	15 minutes	Rates include: • Continental Buffet Breakfast • Free High Speed internet • Daily newspaper • Local calls
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/mention that these are ICAO rates in your correspondence at the time of booking.** 1 Jan – 22 Apr: $179.00 23 Apr – 8 Nov: $225.00 9 Nov – 31 Dec: $179.00 Note: Rates for standard room, other room types are available for additional charges.	5 minutes	Rates include: • 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/mention these ICAO/CBD rates in your correspondence at the time of booking.** Jan 1 - Apr 30 : $135.00 May 1 - Oct 31 : $145.00 Nov 1 - Dec 31 : $135.00 Note: Rates for standard room, $10.00 extra for each additional person.	5 minutes	Rates include: • Breakfast • WIFI

HOTELS	ROOM RATES IN CANADIAN DOLLARS (Rates on certain holidays / special events are not available)	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/mention these SCBD rates at the time of booking. Daily (D) and weekly (W) rates available** (For single or double occupancy) Studio (Queen): Jan – Apr (D$114.00-W$103.00) May –Oct (D$133.00-W$114.00) Nov – Dec (D$116.00-W$105.00) One bedroom suite: Jan – Apr (D$134.00-W$124.00) May –Oct (D$146.00-W$131.00) Nov – Dec (D$136.00-W$126.00) Studio (2 double beds): Jan – Apr (D$123.00-W$113.00) May –Oct (D$143.00-W$124.00) Nov – Dec (D$125.00-W$115.00) Two bedroom suite: Jan – Apr (D$134.00-W$124.00) May –Oct (D$144.00-W$129.00) Nov – Dec (D$134.00-W$124.00) Note: Monthly rates available for all room types. Please contact hotel directly for details.	15 minutes	Rates include: • Continental Buffet Breakfast • High speed internet • Daily newspaper • Local calls
7. Travelodge Montreal Centre 50, René-Lévesque Blvd. West Montreal, Quebec Tel.: +1-514-874-9090 Fax: +1-514-874-0907 Meeting link (dedicated link for CBD meetings): https://www.wyndhamhotels.com/travelodge/montreal-quebec/hotel-travelodge-montreal-centre/overview?propId=TL09782&rate_code=LKCB Web site: http://www.travelodgemontrealcentre.com/	**Please request CBD rates at the time of booking.** Jan – Apr: Standard single occupancy: $89.00 May – Oct: Standard single occupancy $119.00 Nov – Dec: Standard single occupancy $89.00 (18.5% taxes are not included) Promotional rate code: LKCB Rates for corner rooms, triple and quadruple occupancy also available. Please contact hotel directly for details.	10 minutes	Rates include: • Internet /WIFI • Continental buffet breakfast • Single/Double occupancy
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 "Convention on Biological Diversity" rates at the time of booking.** Single or double occupancy Jan 1 – Apr 30: Single:$155.00; Double $175.00 May 1 – Oct 31: Single:$219.00; Double $239.00 Nov 1 – Dec 31: Single:$161.00; Double $181.00 Note: Additional occupants $40 per room per night. Some blackout dates apply, kindly check with hotel.	5 minutes	Rates include: • 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 ICAO rate at the time of booking** Jan – Apr: 1 – 7 nights - Executive room or Condo*: $126 and 8 + nights - Executive room or Condo*: $122 May-Oct : 1 – 7 nights - Executive room or Condo*: $144 and 8 + nights - Executive room or Condo*: $133 Nov-Dec: 1 – 7 nights - Executive room or Condo*: $126 and 8 + nights - Executive room or Condo*: $133 Note: Rates are for single occupancy.	15 minutes	Rates include: • American Breakfast • WIFI

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

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