



Convention on Biological Diversity

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ENGLISH ONLY

AD HOC TECHNICAL EXPERT GROUP
ON INVASIVE ALIEN SPECIES
Montreal, Canada, 2-4 December 2019

INFORMATION NOTE FOR PARTICIPANTS

QUICK LINKS: (Control + click on icons for web page)

 Visa Information (pages 3, 6)
 Meeting Documents (page 2)
 Hotel Information (pages 4, 7)
 Weather Information (page 5)
 Currency Information (page 5)

INFORMATION HIGHLIGHTS

1.	OPENING AND REGISTRATION	2
2.	VENUE	2
4.	DOCUMENTS	2
5.	GENERAL INFORMATION ON ACCESS TO MONTREAL	2
6.	VISA INFORMATION	3
	ANNEX A – COUNTRY LISTING.....	6
7.	HOTEL INFORMATION	4
	ANNEX B – HOTEL LISTING	7
10.	WEATHER AND TIME ZONE INFORMATION	5

1. Opening and registration

The Ad Hoc Technical Expert Group on Invasive Alien Species will be held in Montreal, Canada, from Monday, 2 December to Wednesday, 4 December 2019.

The meeting will start at 9:30 a.m. on Monday, 2 December 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
8th Floor Conference Room (**Ms. Joke Waller-Hunter Room**)
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 8th floor is via the reception desk situated on the **6th floor (Suite 620)** or contact the staff member in front of the elevator on the ground floor between 8:45 am and 9:00 am.

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/IAS-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.

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 \$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.**

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 meeting 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 meeting. 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 December average temperatures in Montreal usually range between a maximum of -5°C in the daytime and a minimum of -15°C at night. Please bring a warm coat for cold winter 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 -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 of 1 October 2019 is US \$1 = CAD \$1.32 and € 1 = CAD \$1.45 (rates are subject to change, source: <https://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 BIOMETRICS¹** 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	E (cont'd)	M	S (Cont'd)
Afghanistan	Eritrea	Madagascar	Saudi Arabia
Albania	Eswatini	Malawi	Senegal
Algeria	Ethiopia	Malaysia	Serbia
Angola		Maldives	Seychelles
Antigua and Barbuda	F	Mali	Sierra Leone
Argentina	Fiji	Marshall Islands	Somalia
Armenia		Mauritania	South Africa
Azerbaijan	G	Mauritius	South Sudan
	Gabon	Micronesia, Fed. States of	Sri Lanka
B	Gambia, The	Moldova	Sudan
Bahrain	Georgia	Mongolia	Suriname
Bangladesh	Ghana	Montenegro	Syrian Arab Republic
Belarus	Grenada	Morocco	
Belize	Guatemala	Mozambique	T
Benin	Guinea	Myanmar	Tajikistan
Bhutan	Guinea-Bissau		Tanzania, United Republic of
Bolivia	Guyana	N	Thailand
Bosnia and Herzegovina		Namibia	The former Yugoslav Republic of Macedonia
Botswana	H	Nauru	Togo
Brazil	Haiti	Nepal	Tonga
Burkina Faso	Honduras	Nicaragua	Trinidad and Tobago
Burundi		Niger	Tunisia
C	I	Nigeria	Turkey
Cabo Verde	India		Turkmenistan
Cambodia	Indonesia	O	Tuvalu
Cameroon	Iran, Islamic Republic of	Oman	
Central African Republic	Iraq	P	U
Chad	Israel	Pakistan	Uganda
China		Palau	Ukraine
Colombia	J	Palestinian Authority	United Arab Emirates
Comoros	Jamaica	Panama	Uruguay
Congo, Democratic Republic of the	Jordan	Paraguay	Uzbekistan
Congo, Republic of the		Peru	
Costa Rica	K	Philippines	V
Cote d'Ivoire	Kazakhstan		Vanuatu
Cuba	Kenya	Q	Venezuela
	Kiribati	Qatar	Viet Nam
D	Korea, Democratic People's Republic of		
Djibouti	Kuwait	R	Y
Dominica	Kyrgyzstan	Russian Federation	Yemen
Dominican Republic		Rwanda	
E	L	S	Z
East Timor	Lao, People's Democratic Republic of	Saint Kitts and Nevis	Zambia
Ecuador	Lebanon	Saint Lucia	Zimbabwe
Egypt	Lesotho	Saint Vincent and the Grenadines	
El Salvador	Liberia	Sao Tomé e Príncipe	
Equatorial Guinea	Libya		

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

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 21: \$179.00 Apr 22- Oct 24: \$229.00 Oct 25 - Dec 31: \$179.00 Club Room Jan 1 - Apr 21: \$229.00 Apr 22- Oct 24: \$279.00 Oct 25 - Dec 31: \$229.00 Many room types and rates are available, check web link	5 minutes	Rates include: High speed internet								
2. Hyatt Regency Montreal 1255 Jeanne-Mance Montreal, Quebec, H5B 1E5 Tel: +1-514- 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 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) <table><tr><td>Studio: Jan–Apr (D \$138.00-W \$129.00) May–Oct (D \$165.00-W \$150.00) Nov–Dec (D \$141.00-W \$132.00)</td><td>Loft Suite (Queen): Jan–Apr (D \$150.00-W \$136.00) May–Oct (D \$179.00-W \$162.00) Nov–Dec (D \$153.00-W \$139.00)</td></tr><tr><td>Loft Suite (King): Jan–Apr (D \$167.00-W \$150.00) May–Oct (D \$190.00-W \$172.00) Nov–Dec (D \$171.00-W \$154.00)</td><td>One Bedroom Suite: Jan–Apr (D \$174.00-W \$158.00) May–Oct (D \$198.00-W \$179.00) Nov–Dec (D \$178.00-W \$162.00)</td></tr><tr><td colspan="2">Two Bedroom Suite: Jan–Apr (D \$231.00-W \$206.00) May–Oct (D \$259.00-W \$241.00) Nov–Dec (D \$237.00-W \$211.00)</td></tr><tr><td colspan="2">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.</td></tr></table>	Studio: Jan–Apr (D \$138.00-W \$129.00) May–Oct (D \$165.00-W \$150.00) Nov–Dec (D \$141.00-W \$132.00)	Loft Suite (Queen): Jan–Apr (D \$150.00-W \$136.00) May–Oct (D \$179.00-W \$162.00) Nov–Dec (D \$153.00-W \$139.00)	Loft Suite (King): Jan–Apr (D \$167.00-W \$150.00) May–Oct (D \$190.00-W \$172.00) Nov–Dec (D \$171.00-W \$154.00)	One Bedroom Suite: Jan–Apr (D \$174.00-W \$158.00) May–Oct (D \$198.00-W \$179.00) Nov–Dec (D \$178.00-W \$162.00)	Two Bedroom Suite: Jan–Apr (D \$231.00-W \$206.00) May–Oct (D \$259.00-W \$241.00) Nov–Dec (D \$237.00-W \$211.00)		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
Studio: Jan–Apr (D \$138.00-W \$129.00) May–Oct (D \$165.00-W \$150.00) Nov–Dec (D \$141.00-W \$132.00)	Loft Suite (Queen): Jan–Apr (D \$150.00-W \$136.00) May–Oct (D \$179.00-W \$162.00) Nov–Dec (D \$153.00-W \$139.00)										
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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.											
4. Le Westin Montreal 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 – Mar 31: \$189.00 1 Apr - 16 Nov: \$236.00 17 Nov - 31 Dec: \$189.00 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	5 minutes	Rates include: High speed internet								

HOTELS	ROOM RATES IN CANADIAN DOLLARS (Rates on certain holidays / special events are not available)	DISTANCE TO THE MEETING VENUE (Walking)	REMARKS				
5. Hotel Le Dauphin 1025, De Bleury Montreal, Quebec Tel: +1-514-788-3888 Fax: + 1-514-788-3889 E-mail: mtl@hoteldauphin.ca Web site: www.hoteldauphin.ca	Please request/mention these <u>ICAO/CBD</u> rates in your correspondence at the time of booking. Jan 1 - Apr 30: \$137.00 May 1 - Oct 31: \$147.00 Nov 1 - Dec 31: \$137.00 Note: Rates for standard room, \$10.00 extra for each additional person.	5 minutes	Rates include: • Breakfast • WIFI				
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 <u>SCBD</u> rates at the time of booking. Daily (D) and weekly (W) rates available (For single or double occupancy) <table><tr><td>Studio (Queen): 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>One bedroom suite: 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>Studio (2 Queen beds): 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>Two bedroom suite: 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> Note: Monthly rates available for all room types. Please contact hotel directly for details.	Studio (Queen): Jan – Apr (D\$116.00-W\$105.00) May –Oct (D\$136.00-W\$117.00) Nov – Dec (D\$119.00-W\$108.00)	One bedroom suite: Jan – Apr (D\$136.00-W\$126.00) May –Oct (D\$150.00-W\$134.00) Nov – Dec (D\$139.00-W\$129.00)	Studio (2 Queen beds): Jan – Apr (D\$125.00-W\$115.00) May –Oct (D\$147.00-W\$127.00) Nov – Dec (D\$128.00-W\$118.00)	Two bedroom suite: 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: • Continental Buffet Breakfast • High speed internet • Daily newspaper • Local calls
Studio (Queen): Jan – Apr (D\$116.00-W\$105.00) May –Oct (D\$136.00-W\$117.00) Nov – Dec (D\$119.00-W\$108.00)	One bedroom suite: Jan – Apr (D\$136.00-W\$126.00) May –Oct (D\$150.00-W\$134.00) Nov – Dec (D\$139.00-W\$129.00)						
Studio (2 Queen beds): Jan – Apr (D\$125.00-W\$115.00) May –Oct (D\$147.00-W\$127.00) Nov – Dec (D\$128.00-W\$118.00)	Two bedroom suite: Jan – Apr (D\$185.00-W\$175.00) May –Oct (D\$211.00-W\$193.00) Nov – Dec (D\$190.00-W\$179.00)						
7. Le Nouvel Hotel 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: http://www.lenouvelhotel.com/	Please request <u>ICAO</u> rate at the time of booking Jan – Apr: Executive room or Condo*: \$129 May-Oct: Executive room or Condo*: \$159 Nov-Dec: Executive room or Condo*: \$129 Note: Rates are for single occupancy.	15 minutes	Rates include: • American Breakfast • WIFI				
8. 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 Reservation link: https://www.holidayinn.com/redirect?path=h&d&brandCode=HI&localeCode=en&hotelCode=YULCA&rateCode=IPUNS&PMID=99502056&corpNum=100319583&viewfullsite=true E-mail: reservations@hivcmtl.com Web site: www.holidayinn downtownmontreal.com	Please request <u>UNITED NATIONS</u> rate at the time of booking Please use links below for reservations for the special rates WG8J- 20-22 Nov: \$159 Meeting Code CB4 Reservation link : CBD WG8J-11/Comms Expert/ SBSTTA - 25-29 Nov: \$219 Meeting Code CB5 Reservation link : CBD SBSTTA-23	7 minutes	Rates include: • American Buffet Breakfast • High speed internet/WIFI • Taxes				

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