INFORMATION NOTE FOR PARTICIPANTS

1. Venue

The fifth meeting of the Ad Hoc Open-ended Working Group on Access and Benefit-sharing will be held in Montreal from Monday, 8 to Friday, 12 October 2007, back-to-back with the fifth meeting of the Ad Hoc Open-ended Working Group on Article 8(j) and related provisions. The meeting will be held at:

The International Civil Aviation Organization (ICAO)
999 University Street (between Viger and St-Antoine)
Montreal, Quebec
Canada
Metro, line 2 – Orange - station Square-Victoria

2. Nominations

Nominations to attend the meeting for representatives of Governments, international and intergovernmental organizations, and non-governmental organizations and Indigenous and Local Communities should be submitted through official letters to be addressed to the Executive Secretary by fax (+ 1 514 288 6588) or as PDF e-mail attachments (secretariat@cbd.int) no later than 24 September 2007.

3. Registration

Registration, at the counter located at the lower Atrium of the ICAO Conference building, will start on Sunday, 7 October 2007 from 9 a.m. to 6 p.m. and will continue on Monday, 8 October 2007 at 8 a.m. Upon registration, participants will receive a Photo-ID valid for the duration of the meeting.

Participants are encouraged to register on Sunday to avoid congestion on Monday morning so that the official opening can start on time. To facilitate the registration, delegates are kindly invited to present a copy of the official letter referred to under heading 2 above along with
an identification card with a photograph. Delegates are also kindly invited to submit in advance to the Secretariat at secretariat@cbd.int or by fax (+ 1514 288 65 88) their date of birth, function, address and telephone and fax numbers.

The display of Photo-IDs is mandatory for admission to the ICAO Conference building as well as to the meeting rooms. In addition, participants are requested to have their identification cards with a photograph for entry into the ICAO Conference building.

4. **Official opening**

The official opening for the meeting of the Ad Hoc Open-ended Working Group on Access and Benefit-sharing will take place at **10 a.m.** on **Monday, 8 October 2007** in the Assembly Hall, located on level 4 of the ICAO Conference building. The formal sessions of the meeting will be held daily from **10 a.m. to 1 p.m.** and from **3 to 6 p.m.** For full schedule, please refer to the annotated agenda.

5. **Documents**

Delegates are kindly reminded to bring their own copies of the pre-session documents for the meeting, including the Information documents. One set of documents only will be provided per country delegation. CD-ROMs containing the pre-session documents, in the six United Nations official languages, as well as the information documents of the meeting shall also be made available to participants, upon request, at the documentation counter.


6. **Services to Participants**

Participants will have access to their e-mails at a Cyber café located within the ICAO Conference building. The ICAO conference building is also equipped for Internet access via wifi. The access code will be made available on site.

Participants wishing to avail themselves to the reproduction (and publication) facilities of the ICAO printshop are requested to contact Mr. Jacques Daoust, Chief Reproduction Unit, directly for cost estimates and other relevant information, as appropriate. During the meeting, Mr. Daoust can be reached on his extension 8205. Mr. Daoust’s coordinates are as follows:

999 University Street  
Montreal, Quebec  
H3C 5H7 - Canada  
Telephone: + 1 514 954-8219 - Ext 8205  
Fax: + 1 514 954-8206  
E-mail: jdaoust@icao.int

7. **Visa/customs**

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.
Information on visa procedures, including a list of relevant Canadian diplomatic/consular missions abroad, is available on the website of the Canadian Citizenship and Immigration at: http://www.cic.gc.ca/english/information/offices/index.asp.

To facilitate the issuance of visas, the Secretariat will issue upon request invitation letters to be attached to the visa applications.

8. **Hotel information**

Below is an indicative list of hotels ([annex B](#)) located in the vicinity of the meeting venue building and the CBD Secretariat or next to a Metro (subway) station. Further information on hotels in Montreal is available at:


Participants are kindly reminded that **they have to make their own hotel reservations as soon as possible**. To benefit from the special room rates some hotels are offering, please indicate that you will be attending a CBD meeting.

9. **General information on access to Montreal**

Montreal is serviced by Montreal-Trudeau International Airport (15 km from downtown). Taxis are available at the airport and there is a shuttle-bus service every 30 minutes.

**Fares in Canadian dollars**

<table>
<thead>
<tr>
<th>Service</th>
<th>One way trip</th>
<th>Round trip</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus / Shuttles</td>
<td>$14</td>
<td>$24</td>
</tr>
<tr>
<td>Montreal-Trudeau /Downtown</td>
<td>$14</td>
<td>$24</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Taxis:</th>
<th>Fixed rate</th>
<th>N.A.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Montreal-Trudeau /Downtown</td>
<td>$35</td>
<td>N.A.</td>
</tr>
</tbody>
</table>

10. **Side-events**

Requests for side-events should be made using the [online](#) system available on the Secretariat’s web site at: https://www.cbd.int/register/home.shtml. The deadline for the receipt of requests is **24 September 2007**.


Subject to availability of rooms and provided that side-event requests are received before the set deadline of **24 September 2007**, meeting rooms will be assigned, to the extent possible, on the indicated dates and time slots. It should be noted that there may be a cost when an event has to be scheduled in a room that does not already contain the required equipment. Should this be the case, side-event organizers will be notified accordingly.

Organizers of side-events wishing to enquire about costs for catering or technical equipment should contact the following focal persons directly with a copy, for information purposes, to Mr. Mike Baiao (MBaiao@icao.int) and to Mr. Aballache Yesli (aballache.yesli@cbd.int).
(a) **Technical equipment**

Mr. Michael Thomas  
E-mail: Continentalcs@yahoo.ca  
Fax: +1 514 486 4970

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(b) **Catering**

Mr. Matthew Chang  
Address: 999 University Street  
Montreal, Quebec Canada H3C 5H7  
Telephone: +1 (514) 954-8219 ext.7085  
Facsimile: +1 (514) 954-6134  
E-mail: 43068@compass-canada.com

Side-event organizers without Internet access or experiencing difficulties using the online system mentioned above, could address the duly completed form (annex C) to the attention of:

Mr. Aballache Yesli  
Conference Officer  
Secretariat of the Convention on Biological Diversity  
World Trade Center  
413 St Jacques Street, Suite 800  
Montreal, Quebec, Canada H2Y IN9  
Telephone (Direct line): +1 514 287 7043  
Fax: +1 514 288 65 88  
E-mail: aballache.yesli@cbd.int

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11. **Promotional material**

Display tables will be made available at the meeting venue for the display of promotional material and publications. Display tables are on a first come, first served basis.

Participants wishing to enquire about space availability regarding storage of promotional material at the meeting venue (ICAO Conference building) should address their requests to the CBD Secretariat (secretariat@cbd.int), with a copy, for information purposes to Mr. Mike Baiao, ICAO Conference Assistant, (Mbaiao@icao.int). For any query on customs clearance, please contact your courier service.

All shipments of promotional materials must be:

- Addressed to: **The International Civil Aviation Organization (ICAO)**  
  999 University Street (corner Viger)  
  Montreal, Quebec  
  Canada  
  H3C 5H7

- Arranged to arrive in Montreal no earlier than one week prior to the start of the meeting;

- Arranged on a door-to-door basis, as ICAO does not deal with customs clearance and handling of the shipments nor pay any shipment costs;
• Marked to the attention of Mr. Aballache Yesli;
• Identified with the title of the meeting (i.e. ABSWG-5);
• Communicated to the CBD Secretariat, with a copy to Mr. Mike Baiao (Mbaiao@icao.int), indicating the expected date of arrival in Montreal, the airway bill number and the number of boxes sent.

N.B. Boxes must be numbered in “1 of X format”. When possible, a copy of the publication should be affixed to each box.

12. **Official languages in Canada**

   There are two official languages in Canada: English and French. French is the official language of Quebec; however English is widely spoken in Montreal.

13. **Weather and time zone information**

   In October, temperatures in Montreal usually range between a maximum of 12°C in the daytime and a minimum of 2°C at night. The standard time zone will be GMT – 4 hours. [http://www.worldweather.org/056/c00634.htm](http://www.worldweather.org/056/c00634.htm)

14. **Electricity**

   110 volts, 60 Hertz. [Two-pin, flat and vertical and round earth connection].

15. **Currency**

   The currency in Canada is the Canadian Dollar (Can$). The current exchange rate is 1 US $ = 1.05 CAD.

16. **Disclaimer**

   The CBD Secretariat disclaims all responsibility for medical, accident and travel insurance, for compensation for death or disability, 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 prior to departure international medical insurance for the period of participation.
Annex A

COUNTRIES AND TERRITORIES WHOSE CITIZENS REQUIRE VISAS IN ORDER TO ENTER CANADA AS VISITORS (AS LISTED ON THE WEBSITE 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
Argentina
Armenia
Azerbaijan

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

C
Cambodia
Cameroon
Cape Verde
Central African Republic
Chad
Chile
China
Colombia
Comoros
Congo, Democratic Republic of
Congo, Republic of the
Costa Rica
Croatia
Cuba
Czech Republic

D
Djibouti
Dominica
Dominican Republic

E
East Timor
Ecuador
Egypt
El Salvador
Equatorial Guinea

E (cont’d)
Eritrea
Estonia
Ethiopia

F
Fiji

G
Gabon
Gambia
Georgia
Ghana
Grenada
Guatemala
Guinea
Guinea-Bissau
Guyana

H
Haiti
Honduras
Hungary

I
India
Indonesia
Iran, Islamic Republic of
Iraq
Israel
Ivory Coast

J
Jamaica
Jordan

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

L
Lao, People’s Democratic Republic of
Latvia
Lebanon
Lesotho
Liberia

L (Cont’d)
Libyan Arab Jamahiriya
Lithuania

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

N
Nauru
Nepal
Nicaragua
Niger
Nigeria

O
Oman

P
Pakistan
Palau
Palestinian Authority
Panama
Paraguay
Peru
Philippines
Poland

Q
Qatar

R
Romania
Russian Federation
Rwanda

S
Sao Tomé e Príncipe

S (Cont’d)
Saudi Arabia
Senegal
Serbia
Seychelles
Sierra Leone
Slovak Rep.
Somalia
South Africa
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
Annex B

LIST OF HOTELS WITH INDICATIVE ROOM RATES IN CANADIAN DOLLARS
PRICES DO NOT INCLUDE THE FOLLOWING TAXES: GST 6% + QST 7.5% = 13.95%

RATES ARE INDICATIVE AND SUBJECT TO CHANGE

<table>
<thead>
<tr>
<th>A. FIVE STAR HOTELS</th>
<th>Number of rooms</th>
<th>Approximate room rates</th>
<th>Distance to the meeting venue</th>
<th>Remarks</th>
</tr>
</thead>
</table>
| 1. Hotel Inter-Continental Montreal | N/A | • Superior and Deluxe rooms: $162  
• Business and Club rooms: $225 | About 5 minutes’ walk | Same building as the SCBD office |

360 St. Antoine Street West, Montreal
Tel.: +1-514847-8525
America toll free: +1-800 327-0200/3613600
Fax: +1-514 847-8730
E-mail: montreal@interconti.com
www.montreal.interconti.com

<table>
<thead>
<tr>
<th>A. FOUR-STAR HOTELS</th>
<th>Number of rooms</th>
<th>Approximate room rates</th>
<th>Distance to the meeting venue</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Delta Centre Ville</td>
<td>712</td>
<td>• Single: $149</td>
<td>Across the street</td>
<td></td>
</tr>
</tbody>
</table>

777 University Street
Montreal
Tel.: +1-514-879-1370
Fax: +1-514-879-1761
www.deltahotels.com/bg3

3. Best Western | 171 | • Single: $129  
• Deluxe: $144  
• Junior Suite: $169 | About 20 minutes’ walk | Room rates are inclusive of breakfast |

3407 Peel Street (corner of Peel and Sherbrooke Street)
Montreal
Tel: +1-514-288-4141 or toll-free: +1-800-528-1234
Fax: +1-514-288-3021
www.hotelvillemarie.com

4. Holiday Inn Select | N/A | • Single or double: $139 | About 10 minutes’ walk | |

99 Viger Street West
Montreal
Tel.: +1-514-878-9888
Fax: +1-514-878-6341
www.ichotelsgroup.com

Rate of exchange: US $1 = 1.05 CAD

43
<table>
<thead>
<tr>
<th>A. FOUR STAR HOTELS (Cont’d)</th>
<th>Number of rooms</th>
<th>Approximate room rates</th>
<th>Distance to the meeting venue</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>5. Hôtel de la Montagne</td>
<td>N/A</td>
<td>• Deluxe KSB: $155</td>
<td>About 20 minutes’ walk</td>
<td></td>
</tr>
<tr>
<td>1430 de la Montagne Street</td>
<td></td>
<td>• Deluxe 2QSB: $175</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Montreal</td>
<td></td>
<td>• Suite: $225</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tel.: +1-514288-5656 Toll free in North America: +1(800) 361-6262 Fax: +1-514-288-9658</td>
<td></td>
<td></td>
<td></td>
<td><a href="http://www.hoteldelamontagne.com">www.hoteldelamontagne.com</a></td>
</tr>
<tr>
<td>6. Hotel Courtyard Marriott Montreal</td>
<td>181</td>
<td>• Single or double occupancy: $159</td>
<td>About 15 minutes’ walk</td>
<td></td>
</tr>
<tr>
<td>410, Sherbrooke Street West</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Montreal</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tel.: +1-514-844-8851</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fax: +1-514-844-0912</td>
<td></td>
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</tr>
<tr>
<td><a href="http://www.courtyardmontreal.com">www.courtyardmontreal.com</a></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Fairmont the Queen Elizabeth</td>
<td>1039</td>
<td>• Fairmont: $185</td>
<td>About 10 minutes’ walk</td>
<td>The double room includes breakfast</td>
</tr>
<tr>
<td>900 Rene Levesque Blvd. W.</td>
<td></td>
<td>• Fairmont junior suite: $265</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Montreal</td>
<td></td>
<td>• Fairmont gold: $285</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tel: +1-514-861-3511 (ask for reservations)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Global reservation Centre: 1 800 441 1414 Fax: +1-514-954-2258 E-mail: <a href="mailto:queenelizabethhotel@fairmont.com">queenelizabethhotel@fairmont.com</a></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Web site: <a href="http://www.fairmont.com">www.fairmont.com</a></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>8. Square Phillips (Hotel &amp; Suites)</td>
<td>160</td>
<td>• Studios: $125</td>
<td>About 5 minutes walk</td>
<td></td>
</tr>
<tr>
<td>1193 Place Phillips</td>
<td></td>
<td>• Junior suite 1 DB: $135</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Montreal H3B 3C9</td>
<td></td>
<td>• Junior suite 1 KSB: $151</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tel. + 1 (514) 393 1193</td>
<td></td>
<td>• 1 BR suite: $158</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fax: + 1 (514) 393 1192</td>
<td></td>
<td>• 2 BR suite: $206</td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="http://www.squarephillips.com">www.squarephillips.com</a></td>
<td></td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>C. THREE-STAR HOTELS</th>
<th>Number of rooms</th>
<th>Approximate room rates</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>9. La Tour Centre-Ville</td>
<td>N/A</td>
<td>Studio:</td>
<td>About 15 minutes walk</td>
<td></td>
</tr>
<tr>
<td>400 René-Lévesque Blvd. W.</td>
<td></td>
<td>Single: $88</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Montreal</td>
<td></td>
<td>Small suite:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tel.: + 1 (514) 866-8861</td>
<td></td>
<td>Single: $99</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fax: + 1 (514) 866-7257</td>
<td></td>
<td>Large suite:</td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="http://www.hotelcentreville.com">www.hotelcentreville.com</a></td>
<td></td>
<td>Single: $107</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. THREE-STAR HOTELS (Cont’d)</td>
<td>Number of rooms</td>
<td>Approximate room rates</td>
<td>Distance to the meeting venue</td>
<td>Remarks</td>
</tr>
<tr>
<td>-------------------------------</td>
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</tr>
</tbody>
</table>
| **10. Holiday Inn & Express Suites EX Hotel suites le Faubourg**  
155 René-Lévesque Blvd. East Montreal  
Tel.: +1-514-448-7100  
Toll free: +1-800-398-7100  
Fax: +1-514-448-7101  
E-mail: info@hotelfaubourg.com  
[www.hiemontreal.com](http://www.hiemontreal.com) | 161 | • Single or double occupancy: $134 | About 20 minutes’ walk | |
| **11. Hôtel Manoir des Alpes**  
1245 St. André Street Montreal  
Tel.: +1-514-845-9803  
Fax: +1-514845-9886  
[www.hotelmanoirdesalpes.qc.ca](http://www.hotelmanoirdesalpes.qc.ca) | 30 | • Rooms: $70 | About 15 minutes’ walk | Including breakfast |
| **12. Travelodge**  
50, René-Lévesque Blvd. West Montreal  
Tel.: +1-514-874-9090  
Fax: +1-514-874-0907  
E-mail: reserve@travellodgemontreal.ca  
[www.travelodge.com](http://www.travelodge.com) | N/A | • Single DB: $89  
• Single QB: $99 | About 20 minutes’ walk | Including continental breakfast |
| **13. L’Appartement-in-Montréal**  
455 Sherbrooke Street West Montreal  
Tel.: +1-514-284-3634  
Fax: +1-514-287-1431  
[www.appartementhotel.com](http://www.appartementhotel.com) | 126 | • Studio: $108  
• 1 BR suite: $128  
• 2 BR suite: $173 | About 20 minutes’ walk | |
| **14. Hotel Le Dauphin**  
1025, De Bleury Montreal  
Tel: +1-514-788-3888  
Fax: +1-514-788-3889  
E-mail: mtl_centre@hoteldauphin.ca  
[www.hoteldauphin.ca](http://www.hoteldauphin.ca) | 72 | • Single or double occupancy: $129 | About 10 minutes’ walk | Including continental breakfast |
**SIDE-EVENTS REQUEST FORM**

Fifth meeting of the Ad Hoc Open-ended Working Group on Access and Benefits-sharing
Montreal, 8–12 October 2007

Please ensure that the information below (1 to 7) is provided
For on-line requests, please click here: http://www.cbd.int/register/

1. Event Title: __________________________________________
   ______________________________________________________________________
2. Full name + acronym of organizer(s): __________________________
   ______________________________________________________________________
3. Expected number of Participants: _____
4. Preferred date and time:
   - First choice: /10/2007 time: 13:15- 14:45 ( )
   - Second choice: /10/2007 time: 13:15- 14:45 ( )
   - Third choice: /10/2007 time: 13:15- 14:45 ( )
5. Requirements * (Please check the boxes as appropriate)
   - LCD Projector (for PowerPoint presentations)
   - PC
   - Overhead Projector (for transparencies)
   - Other * (please see note below):
     ______________________________________________________________________
6. Date of submission: DD /MM/YY
7. Short description of the event:________________________________________________________________________
   ______________________________________________________________________

* For technical equipment and catering requirements, please refer to pages 3, 4 and 5 under headings 10 and 11. “Side Events and promotional materials” above.