



Convention on Biological Diversity

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ENGLISH ONLY

AD HOC TECHNICAL EXPERT GROUP ON RISK ASSESSMENT AND RISK MANAGEMENT






Second Meeting

19 - 23 April 2010, Ljubljana, Slovenia

NOTE: Preparatory meetings will be held 17 - 18 April 2010, Ljubljana, Slovenia.

Information Note for Participants

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1. Opening

The Second Meeting of the Ad hoc Technical Expert Group (AHTEG) on Risk Assessment and Risk Management will be held in Ljubljana, Slovenia from 19 to 23 April 2010.

Preparatory meetings of the AHTEG Sub-working Groups will be held from 17 to 18 April 2010 in Ljubljana, Slovenia.

The preparatory meetings of the AHTEG Sub-working Groups will start at 9:00 a.m. on Saturday, 17 April. The Second Meeting of the AHTEG will start at 9:00 a.m. on Monday, 19 April 2010. The venues for the meetings are indicated below.

Registration for the meetings will take place at the venue of the preparatory meetings at 8:30 a.m. on Saturday, 17 April.

2. Venues

The Preparatory Meetings of the AHTEG Sub-working Groups (17-18 April) will be held at:

Grand Hotel Union Executive

Miklosieceva 1
1000 Ljubljana, Slovenia
Tel.: +386-(0)1-308-1270
Fax: +386-(0)1-308-1015
E-mail: hotel.union@gh-union.si
Web site: <http://www.gh-union.si/>

The Second Meeting of the AHTEG on Risk Assessment and Risk Management (19-23 April) will be held at:

Central Hotel

Miklosieceva 9
1000 Ljubljana, Slovenia
Tel.: +386-(0)1-308-4301
Fax: ++386-(0)1-230-1181
E-mail: central.hotel@gh-union.si
Web site: <http://www.gh-union.si/>

3. Working language of the meeting

The meeting will be held in English.

4. Documents

Participants are kindly reminded to bring their own copies of the pre-session documents for the meetings as there will be no extra copies made available on site during the meetings. Pre-session documents will be available on the Secretariat's web site at:



<http://www.cbd.int/doc/?meeting=BSRARM-02>

5. General information on access to Ljubljana, Slovenia



At the time of the meeting Ljubljana, Slovenia will be serviced by the Trieste Airport - Aeroporto Friuli-Venezia Giulia, in Trieste, Italy, as the main airport in the capital city of Slovenia will be closed for renovations. The Trieste airport is located about 122 kilometres from Ljubljana's city centre.

Bus transfer from Trieste airport to hotels in Ljubljana, Slovenia has been provided by the Government of Slovenia for all participants on 16 April 2010 at 11:30 P.M. Also, the return trip to Trieste airport will depart on 23 April 2010 at 7:00 P.M.

6. Visa information



Participants certain countries require a Schengen visa for Slovenia and are strongly advised to contact the nearest Slovenian 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 airlines will not allow boarding without a valid visa.

Information on visa procedures for entry into Slovenia can be found at the following link:
http://www.mzz.gov.si/en/visa_information/pogosta_vprasanja/visa_general_information/#c2038

A list of relevant Slovenian diplomatic/consular missions abroad, is available on the website of the Slovenian Ministry of Foreign Affairs at:
http://www.mzz.gov.si/en/representations_abroad_and_information_on_countries/

A Visa application form can be found at the following link:
http://www.mzz.gov.si/fileadmin/pageuploads/konzulara/Obrazci/Novi_obrazec-EU_-_angleski_-_MZZ.pdf

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 have to make their own hotel reservations as soon as possible**.

A block booking has been made on behalf of all AHTEG members at the Union Hotels Group (see Annex A). To benefit from the discount rates at these hotels, please feel out the form in Annex B and follow the instructions therein.

Please note that hotels of the meeting venues are part of the same hotel chain (Union Hotels Group) and are 5 minutes walking distance from each other and the venues.

Further information on hotels can be found on the web site of the Slovenian Tourist Board at the following link: <http://www.slovenia.info/>



8. Payment of the Daily Subsistence Allowances (DSA)

Sponsored participants will receive the relevant portion of their DSA on the first day of the meeting.

9. Official language in Slovenia

The official language in Slovenia is Slovene. English is understood in hotels and restaurants.

10. Weather and time zone information



In April, temperatures in Ljubljana, Slovenia range between a maximum of 14°C in the daytime and a minimum of 5°C at night. Current weather conditions can be found at: <http://www.worldweather.org/015/c00054.htm>.

The standard time zone will be GMT/ UTC +2 hours.

11. Electricity

The electrical currents in Slovenia are 230 Volts, 50 Hertz, the plugs are as shown in the illustration below.



12. Currency



The currency in Slovenia is the Euro (€). The current exchange rate as at 2 March 2010 is US \$1 = €0.74 and € 1 = US \$1.35.

13. Disclaimer

The CBD Secretariat disclaims all responsibilities for medical, accident and travel insurances, for compensation for death or disability compensation, for loss of or damage to personal property and for any other losses that may be incurred during travel time or the period of participation. In this context, it is strongly recommended that participants will secure international medical, accident and travel insurances for the period of participation prior to departure.

Annex A

Rates of exchange
 US \$1.00 = € 0.74 and
 € 1.00 = US \$1.35.

List of hotels with indicative room rates in Euros Rates are quoted in Euros, are approximate and are subject to change

HOTELS	Approximate room rates	Remarks
1. Grand Hotel Union Executive Miklosieceva 1 1000 Ljubljana, Slovenia Tel.: +386-(0)1-308-1270 Fax: +386-(0)1-308-1015 E-mail: hotel.union@gh-union.si Web sites: http://www.gh-union.si/ , http://www.gh-union.si/	<ul style="list-style-type: none"> Single room from 97.30 Euros to 135.80 Euros (prices vary according to room size and hotel) 	Hotels are 5 minute walking distance to the meeting venues
2. Central Hotel Miklosieceva 9 1000 Ljubljana, Slovenia Tel.: +386-(0)1-308-4301 Fax: ++386-(0)1-230-1181 E-mail: central.hotel@gh-union.si Web sites: http://www.gh-union.si/ , http://www.gh-union.si/	<ul style="list-style-type: none"> Single room from 97.30 Euros to 135.80 Euros (prices vary according to room size and hotel) 	Hotels are 5 minute walking distance to the meeting venues
3. Grand Hotel Union Business Miklošičeva 3 1000 Ljubljana, Slovenija Tel: +386-(0)1-308-1270 Fax: +386-(0)1-308-1914 E-mail: hotel.business@gh-union.si Web site: http://www.gh-union.si/	<ul style="list-style-type: none"> Single room from 97.30 Euros to 135.80 Euros (prices vary according to room size and hotel) 	Hotels are 5 minute walking distance to the meeting venues

Annex B

In order to reserve a room, please return the form by 30th March 2010 by:
Fax: +386 1 230 1181 or e-mail: sabina.klakocer@gh-union.si,
tel. +386 1 308 4301

»AHTEG MEETING«, 16 - 23 April 2010

PARTICIPANT & CONTACT ADDRESS	
<input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Mrs	
Family Name	First Name
Company	Company Address
Phone	Fax
E-mail	
Name of accompanying person sharing a double/twin room:	

HOTEL ACCOMMODATION	DEADLINE FOR HOTEL ACCOMMODATION: 30th March 2010
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Arrival:

Departure:

Type of room (please indicate your choice):

- ☐ **Grand Hotel Union Executive ****, Miklošičeva 1**
☐ 135,80 € Single room ☐ 156,80 € Double room
- ☐ **Grand Hotel Union Business****, Miklošičeva 3**
☐ 124,60 € Single room ☐ 145,60 € Double room
- ☐ **Central hotel****, Miklošičeva 9**
☐ 97,30 € Single room ☐ 118,30 € Double room

Above rates include breakfast and VAT. City tax is **EUR 1,00** per person per day and is not included in the price of the room.

Special room rates for attendees of the »AHTEG MEETING« have been negotiated. To take advantage of this rates and to ensure your accommodation please return the booking form directly to the **Grand Hotel Union**** by 30th March 2010**

Please note that after that date rooms will be upon availability. Accommodation is booked on a "First come first served" basis and delegates are encouraged to book early.

Check in after 2 p.m. on arrival date; check out until 10 a.m. on departure date., late check out available until 6 p.m.: - surcharge 100 €.

☐ I would like to have late check out (100 €)

REMARKS:

AIRPORT TRANSFERS

Reservation of shuttle transfer (Ljubljana Airport / hotel and vice-versa) can be done by internet: <http://www.orbita.si>

PAYMENTS

Hotel accommodation is to be paid directly at the hotel when checking out. A deposit of one night or valid credit card is required to guarantee your hotel reservation.

☐ Eurocard/Mastercard ☐ Visa ☐ American Express ☐ Diners

Credit card number:

Expiry date

Security code (CVC)

Card in name of:

Signature

CANCELLATION CONDITIONS

Only written cancellation and changes addressed to Grand hotel Union will be accepted.

Cancellations up to 3 days prior to check in – no cancellation fee

Cancellation within 3 days prior to check in – 1 overnight cancellation fee

Name changes possible at no surcharge.

In case of no show or cancellation within the cancellation period stated above hotel will charge the credit card submitted with hotel reservation form.

I accept the above mentioned cancellation terms:

Signature

Place and date

In order to reserve a room, please return the form by 30th March 2010 by:
fax: +386 1 230 1181 or e-mail: sabina.klakocer@gh-union.si,
tel. +386 1 308 4301