



**CONVENTION ON
BIOLOGICAL DIVERSITY**

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ENGLISH ONLY

WORKSHOP ON CAPACITY-BUILDING AND EXCHANGE
OF EXPERIENCES AS RELATED TO THE
IMPLEMENTATION OF PARAGRAPH 2 OF ARTICLE 18
OF THE BIOSAFETY PROTOCOL
Bonn, Germany 1-3 November 2004

INFORMATION FOR PARTICIPANTS

1. Opening and registration

The Workshop on Capacity-building and Exchange of Experiences as related to the Implementation of Paragraph 2 of Article 18 of the Biosafety Protocol will be held in Bonn, Germany, from **Monday, 1 November to Wednesday, 3 November 2004**.

The Workshop will start at 10 a.m. on Monday, 1 November, and registration will take place at the venue of the Workshop at 8 a.m. the same day.

2. Venue

The Workshop will be held at:

The Internationales Kongresszentrum Bundeshaus Bonn (IKBB)

Wasserwerk

Görresstraße 15

53113 Bonn

Telephone: +49 (0) 228-9267-0

Fax: +49 (0) 228-9267-110

email: info@ikbb.de

3. Working language of the Workshop

¹ Deadline 20 October 2004 now extended to 25 October 2004 (Annex II)

The Workshop will be held in English only.

4. Documents

Participants are kindly reminded to bring their copies of the documents prepared for the Workshop, as they will be available in Bonn only in very limited quantities.

5. Visas

Attached, as an **annex I**, is a list of countries whose citizens **require or do not require** an entry visa to Germany.

Information on visa procedure, including a list of relevant German consular missions abroad is available on the following websites of the German Federal Ministry of Foreign Affairs:

a) Visa requirements

[http://www.auswaertiges-
amt.de/www/en/willkommen/einreisebestimmungen/liste_html](http://www.auswaertiges-amt.de/www/en/willkommen/einreisebestimmungen/liste_html)

b) German missions abroad: [http://www.auswaertiges-
amt.de/www/en/adressen_html](http://www.auswaertiges-amt.de/www/en/adressen_html)

Participants requiring an entry visa to Germany are strongly advised to contact, as early as possible, the consular authorities of the Government of the Federal Republic of Germany to allow sufficient time for a visa to be issued as appropriate prior to departure.

To facilitate and expedite the issuance of visas, free of charge, a copy of the letter of nomination/funding or of invitation should be attached to the visa request.

For any difficulty or query on visa-related issues, participants should contact directly:

Dr. Volker Matzeit
Rochusstrasse
53123 Bonn, 1
Germany
Telephone: +49 1888 529 4489
Fax: +49 1888 529 3743
E-mail: Volker.matzeit@bmvel.bund.de

6. Services to Participants

Participants will be able to access their e-mails, free of charge, at work stations situated on the premises of the meeting venue. Other services e.g. public telephones, bank, travel agency, etc. are available nearby the meeting venue.

Lunch meals will be available within the meeting venue on a commercial basis. Coffee breaks twice a day will be provided, free of charge, by the host country, and a reception will be hosted by the City of Bonn on Tuesday evening in the foyer of the Museum of Art.

7. Access to Bonn

Bonn is serviced by the Cologne/Bonn airport (20 km from downtown). Taxis are available at the airport and there is also a shuttle-bus service.

Bus and taxi fares are as follows:

Bus shuttles Airport / Downtown	One way ticket Euro 5 (approx. US\$ 6)
Taxis Airport / Downtown	Euro 40 (approx. US\$ 49)

The bus-stop (line 670) is sign-posted in front of the airport building. The bus departs every 30 and 20 minutes during peak hours. Information outside peak hours, is available at: <http://www.koeln-bonn-airport.de/main.php?id=122&lang=2> or under annex III attached hereto. Bus tickets can be bought on the bus, from the driver, or from a vending machine. The end of the bus line is the main railway station in Bonn.

Nb. Participants who make their hotel bookings through Tourismus & Congress GmbH will receive, free of charge, via e-mail, fax or mail, vouchers for public transportation from airport to hotels and from hotels to meeting venue. Vouchers are only valid upon presentation of an ID card. The original of the voucher will be handed over at your hotel upon arrival.

8. Access to the meeting venue

From the main railway station in Bonn, the Internationales Kongresszentrum Bundeshaus Bonn (IKBB) Wasserwerk –, Görresstraße 15, 53113 can be reached by Underground (U-Bahn), lines 16, 63 and 67, travelling in the direction of Bonn-Bad Godesberg, and get off at the Heussalle/Museumsmeile station.

Tickets for the Underground can be bought in advance in the Underground precinct at the main railway station and from vending machines at the stops or in the trams. For vending machines, coins are required.

Underground fares, in Euro, are as follows:

- Single - € 2 (about US\$ 2.50);
- 4 Trips - € 6.80 (about US\$ 8);
- 1 Day Ticket - € 5.50 (weekdays after 9:00) (about US\$ 6.50);
- Weekly Pass - € 15.50 (about US\$ 19)

It should be noted that Monday, 1 November 2004 is holiday in Bonn. To be on time for the official opening of the Workshop, please check at the reception of your hotel the public transportation operating hours.

9. Hotel accommodation

Participants are responsible for making their own hotel reservations. Online booking is available at <http://www.tcbonn.de/con/html/3178-41.html>. Participants may also use the Reservation Form attached hereto, as Annex II. For assistance or any queries about hotel accommodation and public transportation vouchers, participants are requested to contact directly:

Ms. Susanne Humann
Head of reservation unit
Tourismus & Congress GmbH
Region Bonn / Rhein-Sieg / Ahrweiler
Adenauerallee 131
53113 Bonn
Telephone: +49 (0)228/91041-33
Fax: +49 (0) 228/91041-77
mail: reservierung@bonn-region.de

10. Time zone

Bonn in November will be 1 hour ahead of GMT.

11. Weather

During the month of November in Bonn, the average temperature is 7°C and can reach a minimum of 4°C. More information on weather is available on the following site: <http://www.weatheronline.co.uk/>

12. Voltage

220 volts, 50 Hertz. The plugs are a two-pin round type.

13. Credit Cards

Major credit cards are accepted in most hotels and restaurants in Bonn.

Attached: Annex I: Visa requirements.
 Annex II: List of hotels
 Annex III: Timetable for bus line 670

HOTEL RESERVATION/CONFIRMATION FORM

PLEASE SEND THIS REGISTRATION/CONFIRMATION FORM NO LATER THAN 25
OCTOBER 2004 DULY COMPLETED AND SIGNED TO:

Tourismus & Congress GmbH
Adenauerallee 131 D-53113 Bonn, Germany
Fax: + 49-(0) 228-9 10 41 77
Telephone: + 49-(0) 228-9 10 41 33
E-mail: reservierung@bonn-region.de

Rate of exchange: 1 Euro= 1,23 United States dollar
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HOTEL RESERVATION/CONFIRMATION FORM (Please use capital letters)					
Reference: CBD meeting 1-3 November 2004			Today's Date:		
Last Name:		First Name:			
Address: _____ _____ _____					
Government/Organization:		Tel: (Work): _____ Tel: (Home): _____ Credit card (e.g. visa, MasterCard): _____ Expiry date: _____			
Fax: +		E-mail:			
Name of participant and/or guest name, if any	Hotel (e.g. 1)	Single or double room	Arrival date and time	Departure Date	Number of nights

Room rates per night and per person, including breakfast. The following room rates **are not guaranteed for bookings made after 25 October 2004:**

#	Name of hotel	Room rates in Euros €	
		SINGLE	DOUBLE
1	Best Western Hotel Domicil	€ 113,60	Unavailable
2	Günnewig Hotel Bristol	€ 119,60	€ 146,20
3	Stern hotel	€ 96,60	€ 138,20
4	Hotel Consul	€ 100,60	Unavailable
5	Günnewig Hotel Residence	€ 117.60	€ 145.20
6	Hotel Hilton	€ 146.60	€ 168.20

NB. Your room will be kept free for you the whole night, regardless of your arrival time. For non-arrival or in the event of a late cancellation, you will remain liable for payment!

Cancellation fee: 7-0 days prior to arrival 80%. No show 100% of the total amount.

Signature: _____

