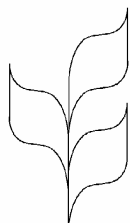




CBD



**CONVENTION ON
BIOLOGICAL
DIVERSITY**

Distr.
GENERAL

17 September 2003

ENGLISH ONLY

CONFERENCE OF THE PARTIES TO THE CONVENTION
ON BIOLOGICAL DIVERSITY

Seventh meeting and first meeting serving as the meeting of the
Parties to the Cartagena Protocol on Biosafety

9-27 February 2004, Kuala Lumpur, Malaysia

Information for Participants

1. Venue

The seventh meeting of the Conference of the Parties to the Convention on Biological Diversity (COP-7) and the first meeting of the Conference of the Parties serving as the meeting of the Parties to the Cartagena Protocol on Biosafety (COP/MOP-1) will be held back-to-back in Kuala Lumpur, Malaysia.

The COP-7 will meet from Monday, 9 to Friday 20 February 2004 and will reconvene on Friday, 27 February 2004 to consider certain matters arising from COP/MOP-1, which is to meet from Monday, 23 to Friday, 27 February 2004. Both meetings will be held at:

Putra World Trade Centre (PWTC)
41 Jalan Tun Ismail
50480 Kuala Lumpur
Malaysia
Telephone: + 603-40433999
Fax: + 603-40433777
E-mail: june@pwtc.com.my
Website: <http://www.pwtc.com.my/pwtc>

2. Registration and Identification Name Badges

Registration for **COP-7** will commence on **Saturday, 7 February 2004** from **10 a.m. to 6 p.m.** and will continue on **Sunday, 8 February 2004** from **10 a.m. to 3 p.m.** and on **Monday, 9 February 2004**, from **8 a.m.**

COP-7 delegates who are also participating in COP/MOP-1 meeting are encouraged to collect their name badges for COP/MOP-1 on Thursday, 19 February and Friday, 20 February 2004.

Registration for **COP/MOP-1 meeting** shall commence on **Sunday, 22 February 2004**, from **12 noon to 6 p.m.** and continue on **Monday, 23 February 2004** from **8 a.m.**

Delegates should pre-register using the attached forms (**Annex A**, for COP-7 meeting and **Annex B** for COP/MOP-1 meeting) to minimize delays on site. Based on the pre-registration forms received by the Secretariat, name badges will be prepared and handed over at the registration desk **only** upon the presentation of a valid identification card with a photograph.

Delegates are kindly reminded that for security reasons the display of name badges is necessary for admission to the Putra World Trade Centre (PWTC) as well as the meeting rooms. In addition delegates are requested to have their personal identification documents (passport or other official documents with photograph) for entry into the conference centre.

Information pertaining to room allocations for the plenary and the two working groups as well as regional group meeting rooms will be made available upon registration at the PWTC.

3. Official Opening

The official opening for COP-7 meeting will take place at 9 a.m. on Monday, 9 February 2004 at the main plenary hall of the PWTC. More information on this event will be made available via a separate Notification to be issued in due course.

The official opening of the COP/MOP-1 meeting will take place on Monday, 23 February 2004 at 10 a.m.

4. Documents

Delegates are kindly reminded to bring their own copies of the pre-session documents for both COP-7 and COP/MOP-1 meetings, including the information documents. For reasons of economy, only Parties and Governments shall be provided with one set of documents per delegation.

CD-ROMs containing pre-session in the six United Nations official languages and information documents shall also be available to delegates and other participating organizations who wish to reproduce additional copies of documents. These CD-ROMs could be obtained from the Documentation Counter at the PWTC and the copies could be made on commercial basis at the Business Centre at the PWTC.

5. Services to Delegates

The PWTC offers a variety of services, such as a delegates' lounge, a restaurant, a cafeteria, medical unit facilities, a bank, a post office and a Business Centre. The Business Centre will provide, on commercial basis, the following services: photocopying, facsimile and the sale of stamps and pre-paid telephone cards, etc.

Delegates may also access their e-mail, free of charge, at the Cyber Café situated within the PWTC.

6. Arrival/Departure at/from Kuala Lumpur International Airport (KLIA)

The Government of Malaysia will establish a Help Desk at the Kuala Lumpur International Airport (KLIA).

On Saturday, 7 February and Sunday, 8 February 2004, the Government of Malaysia will provide delegates attending COP-7 meeting with a shuttle service from the Airport to the hotels. A shuttle service will also be provided for departing COP-7 delegates and arriving COP/MOP-1 delegates on Saturday, 21 February and Sunday, 22 February 2004 as well as on Saturday, 28 February and Sunday, 29 February 2004 for departing delegates.

In order to facilitate transport arrangements, delegates are strongly advised to duly complete and submit the attached **Annex C** to the Malaysian COP-7/COP/MOP-1 Secretariat.

To facilitate baggage clearance delegates are kindly requested to attach clearly marked labels on their luggage with the words "**COP-7 KL**" and/or "**COP/MOP-1 KL**".

The timetable for the shuttle service will be available at both the Help Desk at the airport and the Information Desk at the PWTC.

7. General Information on Access to Kuala Lumpur

The Government of Malaysia will set up a COP-7 **Help Desk** in the KLIA terminal to assist delegates upon arrival on 7 and 8 February 2004 and on 21 and 22 February 2004.

Delegates wishing to make their own transportation arrangements may use either:

a) Taxis and limousines, which are readily available for hire from KLIA terminal to Kuala Lumpur city centre. Delegates are required to purchase a pre-paid coupon for the fare at the Taxi/Limousine Counter situated in the Arrival Hall before proceeding to the taxi stand. Fares depend on the destination and start from RM 60 (approximately US\$ 16) for taxis. Limousines charge much higher fares.

OR

b) The fast track train (ERL) service (fare RM 35.00 – approximately US\$ 9) which is available from KLIA to down town city terminal called "KL Sentral" from where taxis are readily available to the hotels. Delegates have to purchase a pre-paid coupon for the fare at the

taxi counter situated inside the KL Sentral terminal and the fare ranges from RM 8 onwards. Information on the ERL train service can be obtained from the COP-7 **Help Desk** at the KLIA terminal.

8. Transportation to the Conference Centre

The Government of Malaysia will provide delegates with a daily shuttle service from the designated hotels to the PWTC and back. A timetable for the shuttle service will be available at the Information Desk located at the PWTC as well as at the respective reception desks of the designated hotels. For a list of designated hotels, please see **Annex D** hereto.

Shuttle services shall **not** be provided for hotels within walking distance from the PWTC.

9. Hotel Information

Delegates are responsible for making their own hotel bookings. Delegates who choose to stay at hotels other than those listed in **Annex D** should make their own transportation arrangements to the PWTC and back or alternately avail themselves of the provided shuttle service from the nearest hotels.

Credit cards or cash deposits are required for hotel reservations. However this requirement may be waived for non-credit card holders upon the provision of an official letter issued by the respective government confirming that the participant(s) is/are the country's official delegate(s) to COP-7 and COP/MOP-1 meetings. Delegates should ensure that the said official letter is provided at the time the hotel reservation is made.

The Government has negotiated special room rates for COP-7 and COP/MOP-1 meetings. In order to benefit from these favourable rates, delegates must advise the hotels, upon making their reservations, that they are attending COP-7 and /or COP/MOP-1 meetings of the CBD.

It is recommended that delegates arrange their hotel accommodation as early as possible to secure rooms at the designated hotels from which daily shuttles will be operated to the PWTC and back.

10. Official Language

The official language in Malaysia is Bahasa Malaysia. However, English and some Chinese dialects are widely spoken and understood in hotels and restaurants.

11. Excursions

The Government of Malaysia will organize excursions to places of interest in and around Kuala Lumpur for official delegates attending COP-7 meeting on Saturday, 14 or Sunday, 15 February 2004. Delegates are kindly requested to contact the Information Desk located at the lobby of the PWTC for details and reservations.

12. Promotional Materials and Side Events

Space shall be made available at the PWTC for side events, exhibitions stands and publications displays. Requests for side events should be made preferably on-line at <http://www.biodiv.org/register/side-cop-07.asp> or by completing the attached forms (**Annex E** for COP-7 and **Annex F** for COP/MOP-1). The deadline for receipt of requests is **31 December 2003**. Side events requests shall be processed on a first-come, first served basis. **An updated calendar of side events will be accessible at the Secretariat's web site at <http://www.biodiv.org/doc/meeting.asp?wg=COP-07&tab=2>**

Requests should be addressed to the attention of Mr. Aballache Yesli, CBD Meetings Service Officer, whose coordinates are as follows:

Mr. Aballache Yesli
Secretariat of the Convention on Biological Diversity
World Trade Center
393 St Jacques Street, Suite 300
Montreal, Quebec, Canada H2Y 1N9
Telephone (Direct line): +1 514 287 7043
Fax: +1 514 288 65 88
E- mail: aballache.Yesli@biodiv.org

Rooms for side events shall be equipped with LCD projectors (for PowerPoint presentation) and overhead projectors (for transparency presentations). Organizers of side events requiring additional technical equipment should address their requests to the PWTC as indicated below regarding availability and cost.

Please note that given the limited available space, the number of side events shall be restricted to five (5) per day over lunch hour and on exceptional basis two (2) in the evening after the closing of the afternoon session.

Delegates wishing to rent exhibition stands (the area of a standard stand is 3mx3m) or storage space for their promotional material, equipment or to use catering services should address their detailed requests directly to:

Ms. June Hussin
Putra World Trade Centre (PWTC)
41 Jalan Tun Ismail
50480 Kuala Lumpur, Malaysia
Tel: 603-40433999
Fax: 603-40433777
E- mail: june@pwtc.com.my
Website: <http://www.pwtc.com.my/pwtc>

Prior to shipping promotional material to the PWTC, interested delegates and organizations should contact the PWTC (at the address indicated above) to enquire about the local customs regulations, space availability, costs, etc.

13. Weather and Time Zone Information

As Malaysia is situated in the tropics, the daytime temperatures range between 30-36 °C. The standard time zone is GMT + 8 hours.

14. Electricity

220 volts, 50 Hertz

15. Currency

The currency in Malaysia is the Malaysian Ringgit (RM). The current exchange rate is RM 3.80 to 1 US Dollar.

16. Visa/Customs

Delegates from countries listed in **Annex G** attached hereto require an entry visa for Malaysia and are **strongly advised** to approach the nearest Malaysian diplomatic mission in order to secure the required entry visa prior to departure.

Visas will be issued free of charge to delegates upon submission of an official letter from their respective Government nominating them as official representatives to COP-7 or COP/MOP-1 meetings.

Information on visa procedures, including a list of relevant Malaysian diplomatic missions abroad, is available on the website of the Ministry of Foreign Affairs of Malaysia at www.kln.gov.my.

Delegates experiencing difficulties to access this web site and /or require any visa-related assistance are requested to directly contact the designated Malaysian Government focal point at the following coordinates:

Malaysian COP-7/MOP-1 Secretariat
E-mail: seccop7@moste.my
Telephone: + 603-88858838/+ 603-88858845
Fax: + 603-88892973

17. Health Requirements

Yellow fever vaccination certification is required for nationals and participants residing in the countries listed below:

Africa

Angola
Benin
Burkina Faso
Burundi
Cameroon
Central African Republic
Chad
Congo
Ethiopia
Gabon
Gambia
Guinea
Guinea Bissau
Ivory Coast
Kenya
Liberia
Mali
Nigeria
Rwanda
Sao Tome & Principe
Senegal

Africa (Cont'd)

Sierra Leone
Somalia
Sudan
Togo
Tanzania, United Republic of
Uganda
Zambia

South America

Bolivia
Brazil
Colombia
Ecuador
French Guiana
Guyana
Panama
Peru
Suriname
Venezuela

Annex A

**SEVENTH MEETING OF THE CONFERENCE OF THE PARTIES (COP-7)
KUALA LUMPUR, MALAYSIA – 9 – 20 FEBRUARY 2004
Pre-Registration Form (Please print)**

Due to the number of forms involved, the Secretariat will not be able to acknowledge receipt of individual applications. Pre-registered participants will only be contacted in cases where further information is needed.

Mr. / Mrs. / Ms. / Amb. / Dr. / Prof. Female Male

FAMILY NAME: _____

FIRST NAME: _____

FUNCTION/TITLE:: _____

Have you attended CBD meeting(s) before?: Yes No

Representing:

GOVERNMENT: _____

Ministry/department/agency: _____

OR

ORGANIZATION: _____

(SHORT NAME / ACCRONYM): _____

(Check one) UN/ Specialized Agency Inter-governmental organization Non-governmental organization
 Indigenous community organization Media Industry? Other

Official Address: _____

Telephone: + (_____) _____

Fax: + (_____) _____

Telex: + (_____) _____

E-Mail: _____

URL: _____

Signature: _____ Date: _____

Please return duly completed by 31 December 2003 to:

Secretariat of the Convention on Biological Diversity
World Trade Center
393 Saint-Jacques St., Suite 300
Montreal, Quebec, Canada
H2Y 1N9
Fax : + 1 (514) 288-6588
E-mail: secretariat@biodiv.org

Preferred languages :

- ? English
- ? French
- ? Spanish
- ? Russian
- ? Arabic
- ? Chinese

Annex B

FIRST MEETING OF THE CONFERENCE OF THE PARTIES SERVING AS THE MEETING OF PARTIES TO
THE CARTAGENA PROTOCOL ON BIOSAFETY (COP/MOP-1)
KUALA LUMPUR, MALAYSIA – 23 – 27 FEBRUARY 2004
Pre-Registration Form (Please print)

Due to the number of forms involved, the Secretariat will not be able to acknowledge receipt of individual applications. Pre-registered participants will only be contacted in cases where further information is needed.

Mr. / Mrs. / Ms. / Amb. / Dr. / Prof. Female Male

FAMILY NAME: _____

FIRST NAME: _____

FUNCTION/TITLE: : _____

Have you attended CBD meeting(s) before?: Yes No

Representing:

GOVERNMENT: _____

Ministry/department/agency: _____

OR

ORGANIZATION: _____

(SHORT NAME / ACCRONYM): _____

(Check one) UN/ Specialized Agency Inter-governmental organization Non-governmental organization
 Indigenous community organization Media Industry? Other

Official Address: _____

Telephone: + (_____) _____

Fax: + (_____) _____

Telex: + (_____) _____

E-Mail: _____

URL: _____

Signature: _____ Date: _____

Please return duly completed by 31 December 2003 to:

Secretariat of the Convention on Biological Diversity
World Trade Center
393 Saint-Jacques St., Suite 300
Montreal, Quebec, Canada
H2Y 1N9
Fax : + 1 (514) 288-6588
E-mail: secretariat@biodiv.org

Preferred languages:

- ? English
- ? French
- ? Spanish
- ? Russian
- ? Arabic
- ? Chinese

ANNEX C

SEVENTH MEETING OF THE CONFERENCE OF PARTIES (COP-7)

KUALA LUMPUR, MALAYSIA, 9-20 FEBRUARY 2004

AND

THE FIRST MEETING OF THE CONFERENCE OF THE PARTIES SERVING AS THE MEETING OF
PARTIES

TO THE CARTAGENA PROTOCL ON BIOSAFTY (COP/MOP-1) KUALA LUMPUR - MALAYSIA –
23 TO 27 FEBRUARY 2004

FLIGHT AND ACCOMMODATION DATA (Please print)

☐ Mr. / ☐ Mrs. / ☐ Ms. / ☐ Amb. / ☐ Dr. / ☐ Prof. ☐ Female ☐ Male

FAMILY NAME: _____

FIRST NAME: _____

FUNCTION/TITLE: : _____

GOVERNMENT/ORGANISATION : _____

OFFICIAL ADDRESS : _____

Fax : + (____) _____

E-MAIL : _____

FLIGHT DETAILS:

Date of Arrival: _____ ETA: _____ Flight Number _____

Date of Departure: _____ ETD: _____ Flight Number _____

ACCOMMODATION: Name of Hotel: _____

Signature : _____ Date: _____

Please return duly completed by 15 January 2004 to:

Ministry of Science, Technology and the Environment

COP-7/MOP-1 Secretariat

Level 5, Block C5

Federal Government Administrative Centre

62662 Putra Jaya

Malaysia

Fax : 603- 88892973

E-mail: seccop7@moste.gov.my

Annex D

LIST OF HOTELS

The rates quoted are inclusive of the service charge of 10%. The Government tax of 5% which is currently waived might apply next year.

*** Shuttle services shall not be provided for hotels within walking distance from the Putra World Trade Center (PWTC).**

I. FIVE-STAR HOTELS

Equatorial Hotel

Jalan Sultan Ismail
50250 Kuala Lumpur
Tel: 603-21617777
Fax: 603-21619020
E-mail: info@kul.equatorial.com
Website: www.equatorial.com

Number of Rooms: 270
Room Rates: From RM 220 net onwards with breakfast
Approx. distance from conference centre: 4 km

Mutiara Kuala Lumpur

Jalan Sultan Ismail
PO Box 10577
50718 Kuala Lumpur
Tel: 603-21482322
Fax: 603-21442157
Website: www.mutiarahotels.com

Number of Rooms: 100
Room Rates: From RM 335 net onward with breakfast
Approx. distance from conference centre: 4 km

Renaissance Hotel KL

Corner of Jalan Ampang & Jalan Sultan Ismail
50450 Kuala Lumpur
Tel: 603-21636888
Fax: 603-21631888
E-mail: pr@renaissance-kul.com
Website: www.shangri-la.com

Number of Rooms: 900
Room Rates: From RM 225 net onwards with breakfast
Approx. distance from conference centre: 4 km

Shangri-La KL

11 Jin Sultan Ismail
50250 Kuala Lumpur
Tel: 603-20322388
Fax: 603-20701514
E-mail: slklgm@po.jaring.my
Website: www.shangri-la.com

Number of Rooms: 701
Room Rates: From RM 280 net onwards with breakfast
Approx. distance from conference centre: 4 km

Sheraton Imperial Kuala Lumpur ITT

Sheraton – Luxury Collection
Jalan Sultan Ismail
50250 Kuala Lumpur
Tel: 603-27179900
Fax: 603-27179999
E-mail: neil.palmer@luxurycollection.com
Website:
www.starwood.com/sheraton/index.html

Number of Rooms: 398
Room Rates: From RM 368 net onwards with breakfast
Approx. distance from conference centre: 3-4 km

The Legend Hotel

Putra Place, 100, Jalan Putra
50300 Kuala Lumpur
Tel: 603-40429888
Fax: 603-40430700
E-mail: tlegend@po.jaring.my
Website: www.legendsgroup.com

Number of Rooms: 620
Room Rates: From RM 190 net with breakfast

* Situated within the vicinity of PWTC

The Pan Pacific Hotel KL

Jin Putra
PO Box 11468
Kuala Lumpur
Tel: 603-40425555
Fax: 603-40417236
E-mail: bc@ppkl.po.my
Website: www.panpac.com

Number of Rooms: 351
Room Rates: From RM 250 net onwards with breakfast
* Situated within the vicinity of PWTC

II. Four-Star Hotels**Concorde Hotel**

2 Jin Sultan Ismail
50250 Kuala Lumpur
Tel: 603-21442200
Fax: 603-21441628
E-mail: chkl@ppp.nasionet.net
Website: www.dynasty.com.my

Number of Rooms: 570
Room Rates: From RM 190 net with breakfast
Approx. distance from conference centre: 4 km

Dynasty Hotel

218 Jalan Ipoh
51200 Kuala Lumpur
Tel: 603-40437777
Fax: 603-40436868
E-mail: resvn@dynasty.com.my
Website: www.dynasty.com.my

Number of Rooms: 788
Room Rates: From RM 160 net onwards with breakfast
* Within walking distance from PWTC

Quality Hotel City Centre

12 Jalan Raja Laut
50350 Kuala Lumpur
Tel: 603-26939233
Fax: 603-26981646/26939634
E-mail: ghconce@tm.net.my
Website: www.quality.com.my

Number of Rooms: 250
Room Rates: From RM 145 net onwards with breakfast
Approx distance from conference centre: 3km

Vistana Hotel Kuala Lumpur

9 Jalan Lumut, off Jalan Ipoh
50400 Kuala Lumpur
Tel: 603-40428000
Fax: 603-40440225
E-mail: rchong@ytlhotels.com.my
Website: www.ytlhotels.com

Number of Rooms: 364
Room Rates: From RM 110 net onwards with breakfast
Approx. distance from conference centre: 1 km

III. Three-Star Hotels**Hotel Grand Central**

63 Jin Putra, Off Jalan Raja Laut
50350 Kuala Lumpur
Tel: 603-40413011
Fax: 603-40424758
E-mail:
central@grandhotelinternational.com.my

Number of Rooms: 136
Room Rates: From RM 75 net onwards with breakfast
Approx. distance from conference centre 0.5 km

Grand Continental Hotel

Jalan Belia/Jalan Raja Laut
50350 Kuala Lumpur
Tel: 603-26939333
Fax: 603-26939732
E-mail: hgckl@grandhotelinternational.com.my

Number of Rooms: 328
Room Rates: From RM 90 net onwards
Approx. distance from conference centre: 0.5 km

Grand Pacific Hotel

52-56 Jalan Tun Ismail
50480 Kuala Lumpur
Tel: 603-40422177
Fax: 603-40426078
E-mail: grandcm@tm.net.my

Number of Rooms: 111
Room Rates: From RM 65 net onwards with breakfast
* Within walking distance from conference centre: 0.25km

The Plaza Hotel

Jalan Raja Laut
50350 Kuala Lumpur
Tel: 603-26982255
Fax: 603-26920959/26929822
E-mail: plazakl@po.jaring.my

Number of Rooms: 158
Room Rates: From RM 155 net onwards with breakfast
Approx. distance from conference centre: 1.5 km

Stanford Hotel Kuala Lumpur

449 Jalan Tuanku Abdul Rahman

50100 Kuala Lumpur

Tel: 603-27119839

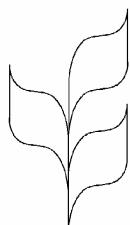
Fax: 603-26913103/26936482

E-mail: stanfordhotel@po.jaring.my

Number of Rooms: 153

Room Rates: From RM 110 net onwards

Approx. distance from conference
centre:1.5km



**CONVENTION ON
BIOLOGICAL DIVERSITY**

SER/# ---

Side-Events Request Form

Seventh Meeting of the Conference of the Parties (COP-7)

Kuala Lumpur, Malaysia, 9-20 February 2004

Side event requests are processed on a **first-come, first-served basis**

Please ensure that the information below (1 to 6) is provided

For on-line requests, please click [here http://www.biodiv.org/register/side-cop-07.asp](http://www.biodiv.org/register/side-cop-07.asp)

1. **Event Title:** _____

2. **Full name + acronym of organizer(s):** _____

3. **Expected number of Participants:** _____

4. **Preferred date and time:**

- First Choice: DD/02/2004 time: 13:15- 14:45
- Second choice: DD/02/2004 time: 13:15- 14:45
- Third choice: DD/02/2004 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 specify):

6. **Date of submission: DD/02/2004**

7. **Message (optional):**

* For additional technical equipment and catering requirements, please refer to heading 12. Promotional Materials and Side Events of the «Information for Participant» document.

Annex G

COUNTRIES WHOSE CITIZENS REQUIRE A VISA TO ENTER MALAYSIA (as provided by the Government of Malaysia)

A Afghanistan Andorra Angola	M Mali Marshall Islands Micronesia, Federated States of Mozambique Myanmar	T Tanzania, United Republic of Togo Trinidad & Tobago
B Bangladesh Burkina Faso Burundi	N Nepal Niger Nigeria Niue	V Vanuatu
C Cameroon Central African Republic China Congo, Republic of Congo, Democratic Republic of Cote d'Ivoire	P Pakistan Palau Papua New Guinea	W Western Samoa
D Djibouti Dominican Republic	R Republic of Moldova Rwanda	Y Yugoslavia
E Equatorial Guinea Eritrea Ethiopia	S Serbia & Montenegro Seychelles Sierra Leone Solomon Islands Somalia	Z Zambia Zimbabwe
G Ghana Guinea Bissau		
H Holy See	Sri Lanka St. Kitts & Nevis St. Lucia St. Vincent & The Grenadines Swaziland Syrian Arab Republic	
I India Iran (Islamic Republic of) Iraq Israel		
L Liberia Libya		
