



Convention on Biological Diversity

CONFERENCE OF THE
PARTIES TO THE
CONVENTION ON
BIOLOGICAL
DIVERSITY
Fifteenth meeting

CONFERENCE OF THE PARTIES
SERVING AS THE MEETING OF THE
PARTIES TO THE CARTAGENA
PROTOCOL ON BIOSAFETY
Tenth meeting

CONFERENCE OF THE PARTIES
SERVING AS THE MEETING OF THE
PARTIES TO THE NAGOYA PROTOCOL
ON ACCESS TO GENETIC RESOURCES
AND THE FAIR AND EQUITABLE
SHARING OF BENEFITS ARISING FROM
THEIR UTILIZATION
Fourth meeting

Distr.
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Part I: Kunming, Yunnan Province, People's Republic of China, 11-15 October 2021

INFORMATION NOTE FOR ON-SITE PARTICIPANTS

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1. VENUE AND DATES

The **Part I** of the Fifteenth meeting of the Conference of the Parties to the Convention on Biological Diversity (COP-15), the Tenth meeting of the Conference of the Parties serving as the meeting of the Parties to Cartagena Protocol on Biosafety (CP-MOP-10) and the Fourth meeting of the Conference of the Parties serving as the meeting of the Parties to the Nagoya Protocol on Access to Genetic Resources and the Fair and Equitable Sharing of Benefits Arising from their Utilization (NP-MOP-4), (hereinafter “the Meetings”) will be held at the Kunming Dianchi International Convention and Exhibition Center from 11-15 October 2021. **The Part One of the High Level Segment will take place during the Meetings from 12-13 October 2021.**

The meetings will be held at:

Kunming Dianchi International Convention and Exhibition Center (DCEC)

Huanhu East Road, Guandu District

Kunming, Yunnan Province, Postal Code: 650228

P. R. China

Tel: +86-(0) 871-6355-5483

Website of the Venue: <http://en.oucekm.com/intro/6.html>

(see map and floor plan in annex A below)

PLEASE NOTE THAT THIS INFORMATION NOTE IS INTENDED FOR ON-SITE PARTICIPATION OF DELEGATES FROM EMBASSIES, ORGANIZATIONS AND GROUPS LOCATED WITHIN CHINA.

Due to the ongoing pandemic and in-line with the COVID-19 protocols in place worldwide, physical participation from outside China for Part I will not be possible. China is committed to protect the health and safety of all participants wishing to attend the COP meetings and looks forward to welcoming the world next year.

ALL SESSIONS WILL BE CONDUCTED IN HYBRID MODE, FOR DELEGATES LOCATED OUTSIDE CHINA, A SEPARATE INFORMATION NOTE WILL BE POSTED ON THE CBD MEETING HOME PAGE.

Host Country COP-15, CP-MOP-10 and NP-MOP-4 web site:

<https://news.cop15-china.com.cn/api-content/cms/homeen>

CBD home page: <https://www.cbd.int/conferences/2021-2022> .

Please note that all times listed in this document refer to China Standard Time/ Beijing time (UTC/GMT +8 hours)

2. OFFICIAL OPENING

The official opening of Part 1 of the meetings will take place in Pavilion 7 of the Kunming Dianchi International Convention and Exhibition Center (DCEC) on 11 October 2021. The formal sessions of Part I of the Meetings will cover items 1, 2, 3, 4, 6, 7, 28, 29 and 30 of COP-15, and respective items in the CP-MOP-10 and NP-MOP-4 agendas. For detailed information, please refer to the proposed organization of work for **Part I** in documents UNEP/CBD/COP/15/1/Add.2, UNEP/CBD/CP/MOP/10/1/Add.2 and UNEP/CBD/NP/MOP/4/1/Add.2 which will be made available at: <https://www.cbd.int/conferences/2021-2022>.

The daily calendar will be available on Host country site and on CBD meeting page listed above.

The official reception (buffet reception) will be hosted by the Government of the People's Republic of China and will take place in the exterior open space around the fountain on the ground floor of the DCEC (subject to the weather conditions), or indoors in Pavilion 9 of the venue from 19:00 to 21:00 on 11 October 2021.

3. HIGH-LEVEL MINISTERIAL SEGMENT

The High-Level Segment of the first part of the 2021-22 UN Biodiversity Conference, including the fifteenth meeting of the Conference of the Parties to the Convention on Biological Diversity (COP-15) as well as the concurrent meetings of the Parties of the Cartagena Protocol on Biosafety and the Nagoya Protocol on Access to Genetic Resources and the Fair and Equitable Sharing of Benefits Arising from their Utilization, will be hosted by the People's Republic of China and will take place virtually on 12-13 October 2021.

The HLS information note providing details on the programme of the HLS prepared by the host Government is available on the Secretariat's web site at: <https://www.cbd.int/conferences/2021-2022/cop-15-hls/documents/>

The Secretariat's focal point for all issues related to the HLS is Mr. David Cooper (see item 17 below for contact details).

4. REGISTRATION

4.1 Registration and accreditation of Parties

Registration of representatives from Contracting Parties is subject to the receipt by the Secretariat of an official letter of nomination. The official letter of nomination shall be sent through diplomatic channels and must be received as soon as possible but **no later than 6 October 2021**¹. Earlier registration is encouraged. Please note that on-site participation for Part 1 is limited in number and to accredited delegates from embassies, organizations and groups located in and based in China.

The letter, which must indicate the names, titles and contact details and, when possible, passport number, of delegates nominated to attend the Meetings, should be sent to the attention of the Executive Secretary at the address below:

Ms. Elizabeth Maruma Mrema
Executive Secretary
Secretariat of the Convention on Biological Diversity
World Trade Centre
413 St. Jacques Street, Suite 800
Montreal, Quebec
H2Y 1N9, Canada
Fax: + 1-514-288-6588
E-mail: secretariat@cbd.int

The nomination letter should clearly indicate the meeting that each delegate is officially designated to attend i.e. COP-15, CP-MOP-10 of the Cartagena Protocol or NP-MOP-4 of the Nagoya Protocol or all the three meetings.

¹ The deadline for registration of 1 October has been extended to 6 October.

In accordance with rule 18 of the rules of procedure for meetings of the COP, which also applies, *mutatis mutandis*, to the MOPs of the Cartagena and Nagoya Protocols, credentials of representatives of States Parties to the Convention and the Cartagena and Nagoya Protocols, as well as the names of alternate representatives and advisers, must be submitted to the Secretariat **no later than twenty-four hours** after the opening of the meetings in order to confirm that delegates have been duly appointed, authorized and empowered to represent their country at the meetings. Any later change in the composition of the delegation shall also be communicated to the Secretariat.

The credentials must be issued either by the Head of State or Government or by the Minister of Foreign Affairs or, in the case of a regional economic integration organization, by a competent authority of that organization. A credential should indicate the date and place where it was issued, be signed by the competent authority and indicate the title of the signatory. In the case of a person acting ad interim, as the Head of State or Government or as the Minister of Foreign Affairs, the title must indicate that the person is exercising such powers ad interim. In this respect, the Secretariat will accept the following formulations: Acting President, Acting Prime Minister, Acting Minister of Foreign Affairs, President ad interim, Prime Minister ad interim and Minister of Foreign Affairs ad interim.

Parties to the Convention that are also Parties to Cartagena Protocol and/or Nagoya Protocol may submit one set of credentials covering the participation of their representatives in COP-15 and/or CP-MOP-10 of the Cartagena Protocol and/or NP-MOP-4 of the Nagoya Protocol.

Original credentials, duly signed as indicated above, and prepared in one of the six official languages of the United Nations (Arabic, Chinese, English, French, Russian or Spanish) should be scanned and sent to the Secretariat by e-mail prior to the meeting on an exceptional basis, with the originals sent by courier or mail to the Secretariat office in Montreal or deposited during COP-15 with the staff of the Secretariat at the Registration area of the DCEC conference venue in Kunming. If the credentials have been executed in another language, a courtesy translation in English would be appreciated to facilitate the examination of credentials. A list of valid credentials will be posted on the Secretariat's website at: <https://www.cbd.int/meetings/COP-15>. The Secretariat strongly recommends to Parties to verify that their credentials have been listed on the official site of the Secretariat.

In accordance with rule 19 of the rules of procedure, the Bureau will examine the credentials and submit its report to the COP and the COP-MOPs.

States that are not Parties to the Convention or to any of the Protocols are not required to provide their representatives with credentials.

Sample formats of credentials for each and all of the above-mentioned meetings are provided in **Annex B**.

Questions regarding the credentials should be directed to Mr. Worku Damena Yifru (see item 17 below for contact details).

4.2 Observers

4.2.1 Observer States

Rule 6.1 of the rules of procedure applies to States not Party to the Convention that wish to be represented as observers in the meeting.

The registration of these representatives is subject to the receipt by the Secretariat of an official letter of nomination. The official letter of nomination must be received as soon as possible, but no later

than 6 October2021², and must indicate the names, titles and contact details of the delegates to the meeting. The letter should also clearly indicate the meeting or meetings that each nominee is designated to attend, i.e. COP-15, CP-MOP-10 of the Cartagena Protocol or NP-MOP-4 of the Nagoya Protocol or all the three meetings.

The letter should be addressed to the Executive Secretary at the address indicated in item 4.1, above.

4.2.2 Observers from the United Nations and its specialized agencies

Rule 6.1 of the rules of procedure also applies to the United Nations, its specialized agencies and the International Atomic Energy Agency, that wish to be represented as observers in the meeting.

The registration of these representatives is subject to the receipt by the Secretariat of an official letter of nomination. The official letter of nomination must be received as soon as possible, but **no later than 6 October2021³**, and must indicate the names, titles and contact details of the delegates to the meeting, and the meeting or meetings that each delegate is officially designated to attend.

The letter should be sent to the attention of the Executive Secretary at the address indicated in item 4.1, above.

Please note that pursuant to rule 6.2 of the rules of procedure, these observers may participate in the meeting, without the right to vote, unless at least one third of the Parties present at the meeting object.

4.2.3 Bodies or agencies qualified in the fields of biodiversity conservation and sustainable use

Rule 7.1 of the rules of procedure applies to bodies or agencies qualified in the fields of biodiversity conservation and sustainable use wishing to be represented as observers in the meeting.

The registration of these representatives is subject to the receipt by the Secretariat of an official letter of nomination. The official letter of nomination must be received as soon as possible, but **no later than 6 October2021⁴**.

The letter, to be sent to the attention of the Executive Secretary at the address indicated in item 4.1 above, must take the form of an official letter from the Chief Executive or Head of the organization, and must indicate the names, titles and contact details of the delegates to the meeting. The letter should also indicate the meeting or meetings that each nominee is officially designated to attend.

Please note that pursuant to rule 7.2 of the rules of procedure, these observers may participate, without the right to vote, in the proceedings of any meeting in matters of direct concern to the body or agency they represent unless at least one third of the Parties present at the meeting object.

5. ON-SITE REGISTRATION

Access to the venue of the Meetings is subject to the presentation of a valid conference badge. Badges with photographs will be issued at the Registration area located at the main entrance upon the presentation of a valid passport or an identification card with a photograph, Priority Pass along with a copy of the letter of nomination or credential referred to in 4.1, above. Registration will start on 8 October and

² The deadline for registration of 1 October has been extended to 6 October.

³ Ibid.

⁴ Ibid.

continue until 15 October 2021. We highly recommend that you obtain your conference badge in advance of the meetings on 9 and 10 October and before 11:00 on 11 October to reduce line ups.

- 8 October 8:00 to 18:00 (Media only)
- 9 and 10 October: 9:00 to 18:00
- 11 October: 9:00 to 18:00 (please obtain your badge before 13:00)
- 12 and 13 October: 9:00 – 19:00
- 14 October 8:00 – 18:00
- 15 October 8:00 – 15:00

All onsite participants shall arrive at the Conference Registration Centre at least 1 hour in advance of the start of the sessions.

For security reasons, the display of conference badges is mandatory at all times to gain access to the venue and meeting rooms. Any loss of a conference badge should be reported immediately to the staff at the registration counter.

6. PROCEDURES FOR MEDIA ACCREDITATION

Media participation at CBD meetings is subject to accreditation by the CBD Secretariat. Media accreditation is strictly reserved for members of the press - print, photo, radio, TV, film, news agencies and online media - who represent a bona fide media organization.

For Phase One of the meeting, please follow the following instructions.

For media organizations with staff already based in China, who may be in a position to physically attend the meeting in Kunming, please find media procedures at:
<https://news.cop15-china.com.cn/api-content/cms/contentmediainvitationen>

Please note that due to public health restrictions and limitations of the venue, not all requests for in person accreditation can be granted.

Other media organizations not located in China, can be accorded accreditation that will grant online participation. To register, please email the following information to secretariat@cbd.int (subject line: Online Media Accreditation):

First Name
Family Name
Media Outlet
Email address
Country
Position
Telephone number
Mobile number
Type of medium
Gender
Twitter ID

Working language(s) of your organization

Attach a scan of a valid press card or letter of assignment on company stationery. If you do not have a press card (e.g. a regular blogger but not a formal media employee), please instead submit a recent sample of your work in a subject area related to the work of the CBD.

Please also note the following:

- Independent broadcast or film production companies are required to provide a letter from a broadcast organization or film distributor which has committed to air or distribute the work or from the UN partner organization that supports the production.
- Print media representatives may be required to submit two bylined articles within the past four months and a copy of the publications.
- Radio and TV media representatives may be asked to submit two recordings of reports within the past six months.
- Photographers are required to submit original tear sheets or photos with credits of the issuing organization.
- Online media must meet the following requirements, in addition to those above:
 - o The web publication must belong to a registered company, such as a media organization, and have a specific, verifiable non-web address and a telephone number.
 - o The online journal requesting accreditation for its correspondent must have a substantial amount of original news content or commentary or analysis on international issues.
 - o If the web site is new, the applicant seeking accreditation must provide the latest data on the site's visitors or other relevant material (press citations, etc.) about the outlet's audience. The applicant must have an established record of having written extensively on international issues and must present copies of three recently published articles published in the last six months with his/her byline.
- Online publications which are communications outreach or advocacy publications of non-governmental or non-profit organizations do not qualify for media accreditation.
- Freelance Journalists: Freelance journalists can only obtain accreditation for a specific event or time period. Freelance journalists, including photographers, must provide clear evidence they are on assignment from a specific news organization or publication. A valid assignment letter from that news organization, or publication, is required.

For Phase one of the UN Biodiversity Conference it is not possible to register on-site. Note that double accreditation is not permitted (e.g. as press and delegate, or as press and NGO).

Once accreditation is confirmed, press passes for the meeting, can be picked up at the registration counter onsite upon presentation of two forms of photo ID (passport, official national press pass, driver's license, work ID, etc.) or of a photo press pass from the United Nations in New York, Paris, Geneva, Vienna, or Nairobi.

Please note that journalists accredited to cover the meeting should make their own travel and hotel bookings.

Note that access to the Blue Zone is subject to further restrictions depending on available space in the venue, and security provisions that can change without notice. Information will be made available to all on-site journalists.

For press releases and other information, please reach to the "Media Information Desk" located in pavilion 19, or Contact:

Mr. David Ainsworth
Information Officer
Secretariat of the Convention on Biological Diversity
413 St. Jacques Street, Suite 800
Montreal, Quebec, H2Y 1N9 Canada
Tel: + 1-514-287 7025
Fax: + 1-514-288-6588
E-mail: david.ainsworth@cbd.int

Information regarding media guidelines and Press Conferences, and other relevant information will be made available on CBD COP-15 and Host Country COP-15 Home page and shared by E-mail and SMS to accredited Journalists.

7. DOCUMENTS

In order to minimize the negative environmental impact of the Meetings, the Part I meetings will be held paperless (there will be no hard copies of documents available at the venue).

Pre-session and information documents for each of the meetings are available on the Secretariat's web site as follows:

Part I - COP-15

<https://www.cbd.int/meetings/COP-15>

Part I - CP-MOP-10

<https://www.cbd.int/meetings/CP-MOP-10>

Part I - NP-MOP-4

<https://www.cbd.int/meetings/NP-MOP-04>

In-session documents will be available on the above web sites under the “in-session” tab.

8. OFFICIAL STATEMENTS

To assist with the interpretation process, delegates wishing to make interventions during official sessions of the Meetings are strongly urged upload their statement at **least 1 hour in advance**.

The statement should include the following information in its header and filename:

- 1- Party/organization name;
- 2- Identify session of intervention: Plenary, HLS;
- 3- Date and time of intervention;
- 4- Agenda item number.

Statement uploading

Please select the meeting from the COP-15, CP-MOP-10 and NP-MOP-4 home page:

<https://www.cbd.int/conferences/2021-2022>

Click on the “upload statements” tab

You may upload your statement in several languages and if necessary, revised statements. Please upload each file separately.

When Parties are submitting a Regional Statement, please check the box ‘Regional Group’ statement, then select your region in the drop-down menu.

9. LIST OF DELEGATIONS

A list of delegations attending each of the Meetings will be prepared by the Secretariat and made available on its web site the day of the closing of the Part I COP-15, CP-MOP-10 and NP-MOP-4 meetings at the following link: www.cbd.int/pre-registered-Part-I-COP15-LoP.pdf. Participants not wishing to have their full coordinates appear on the list of participants should notify the Secretariat staff at the registration counter.

10. SERVICES FOR ON-SITE PARTICIPANTS

A variety of commercial services will be available at the venue, including conference information desk, a lounge for delegates, conference buffet area, coffee/tea bar, post office, bank, travel desk, business center, convenience store, etc. available on a commercial basis. A medical first-aid point and an isolated observation area will also be available on site for emergencies.

- 1. Catering services and restaurants.** During the conference, catering services and restaurants will be provided for both Chinese and foreign participants with different types of catering taking into account the customs of Chinese and foreign guests and reflecting local characteristics.

- Focal point for catering and restaurants in the venue:
Name: Kuang Shan
Reservations and consultation operating hours: 09:00-21:00
Tel: +86-(0) 871-63555483
E-mail for reservation: cop15_ouckm@163.com

2. Post office

- Service provider: Kunming Branch of China Post Group Co., Ltd.
- Post office: Kunming Dianchi International Convention and Exhibition Center Post Office
- Post office address: No.7 Lobby, Kunming Dianchi International Convention and Exhibition Center
- Operating hours: 09:00-21:00
- Information Tel.: +86 871 63133749
- On-site postal services:

Displaying and selling of books, newspapers, international and domestic stamped envelopes, postcards, commemorative stamps, postage covers and products and commemorative postmark stamping service as well as international and domestic letter delivery services.;

Other services offered:

Express logistics: EMS and logistics consulting services;
Parcel express: Domestic and international parcel delivery service;
Communication service: Communication fee payment service;
Business travel ticketing: Domestic business travel tickets booking service;
Consulting services: Other postal service consultations.

3. Bank

Instructions for ATM of the Bank of China:

Credit cards (MasterCard, VISA, AMEX, Diners Club and JCB) issued by domestic commercial banks and major international banks, can be used for cash withdrawal at ATM.

The maximum single withdrawal amount for international credit cards at the ATM is 3,000 CNY. The limit of daily accumulative withdrawal amount and times of overseas cards is set by the issuing banks or the issuing organizations. So, you need to ask the issuing banks. When a customer withdraws CNY from an ATM, the relevant exchange rate is determined by the card-issuing bank or the card-issuing organization.

- Instructions for the currency exchange machines provided by the Bank of China
Currency exchange machines will accept US dollars, Euros, Australian dollars, Canadian dollars and Japanese yen, and would disburse only Chinese Yuan (CNY). The exchange rate is updated daily according to the Bank of China's official exchange rate published at foreign currency

exchange points at 9:00 every morning. The self-service exchange machine cannot exchange more than 2,500 CNY per transaction, and the amount shall be limited to 5,000 CNY per person per day.

- Bank counter service instructions
Bank counter operates currency exchange in cash and other services, where the convertible currency is the quoted currency. Customers must provide a valid identity document (ID) to use the exchange counter.
- Special reminder
Please keep the original bank receipt(s) when exchanging foreign currency into CNY upon entering the country. Should you need exchange unused CNY cash back into foreign currency, the valid ID and the original exchange receipt will be requested. Should you wish to exchange remaining CNY into original currency, you will be required to make an appointment by phone with the branch or at the counter two working days in advance.

4. Travel consultation/ Tourism

Tourism service provider at the venue: Kunming China International Travel Service Co., Ltd. (KMCITS)

- Focal point:
Ms. Huang Chunli (English name: Lily)
Tel.: 18213848013
E-mail: chunli.huang1@ctg.cn
English website of KMCITS: www.greatyunnan.com

5. Business center

A business center is available to provide the following commercial services for participants: photocopying, copying/printing, fax machine rental, selling of prepaid phone cards, selling of small office supplies, selling of USB keys and adapter plugs, etc.

- Focal point:
Zhang Mei
Consulting tel.: +86-(0) 871-63555483
Office hours: 09:00-23:00
E-mail: copbusinesscenter@163.com

11. HEALTH REQUIREMENTS - EPIDEMIC PREVENTION AND CONTROL MEASURES

Precautions for in-country personnel in epidemic prevention and control:

Everyone must wear disposable surgical masks at all times: at the venue during the meetings and maintain a social distance of more than 1 meter as well as wash hands frequently.

Everyone must obey and comply with the epidemic prevention and control requirements and adjust to epidemic prevention and control measures according to instructions given in response to any changes in the epidemic situation.

Prior to the meeting

- All participants must be fully vaccinated with COVID-19 vaccine prior to the meeting.
- All personnel shall begin self-monitoring of temperature and symptoms 14 days before the opening of COP-15. Patients with symptoms such as fever, fatigue, sore throat, cough, diarrhea, vomiting, and decreased smell or taste should see a doctor immediately. Those who have not ruled out infectious diseases shall not attend or participate in COP-15 events on-site.

- All personnel shall attend the meeting with IT big data travel card and Yunnan health code "Green Code". Participants coming from high-risk areas in China or have travel or residence history abroad within 14 days of the meetings cannot attend COP-15 on-site.
- After checking into the hotels, check your temperature in the hotel room every morning and night. If any abnormal temperature or suspected symptoms occur such as cough, fatigue, sore throat, diarrhea, vomiting, decreased smell or taste are found, please report to or contact the medical team or focal point immediately and follow their instructions and regulations.

During the meeting

- All personnel can attend/participate in COP-15 events only with two valid negative nucleic acid tests of COVID-19 within 48 hours (24-hour interval) prior to participation. People from other areas of China can only go to Kunming after they have completed their first COVID-19 nucleic acid test and with a negative report. Upon arrival in Kunming, they shall be transported to their hotels by "point-to-point" direct transportation in accordance with the whole-chain closed-loop management. After the second collection of nucleic acid samples at the designated hotels, they will undergo closed management, and only if the test results are negative can they participate in COP-15 and related activities.
- Once you have been at the venue, we strongly encourage you to be extremely vigilant and limit your exposure to people unrelated to the meetings in order to protect yourself and all COP-15 meeting participants from exposure to COVID-19.
- Anyone being in close contact with COVID-19 infected patients (confirmed cases and asymptomatic carriers) as well as close contacts of close contacts, including confirmed cases that have been cured and discharged from hospital, and the asymptomatic carriers released from medical observation in centralized isolation, any of the above whom have not completed the 14-day follow-up and medical observation period shall not attend COP-15 on-site events.

12. GREENING OF THE MEETINGS

The Government of the People's Republic of China aims to create a setting that meets the requirements of environmental protection in general.

12.1 Green accommodation

- Room linen need not be changed daily if not necessary.
- Hotels will not have disposable toiletries in rooms. Participants are encouraged to bring their own toiletries. If necessary, you can ask for them at the front desk.

12.2 Green venue

- Stationery made from recycled materials, such as recycled paper and pencils, will be provided.
- The printer, copier and other equipment provided by the business center are set to electricity-saving mode. At the same time, recycled paper is provided, and double-sided copying and printing services are advocated to reduce the consumption of paper in meetings.
- The venue will be equipped with drinking fountains, bottled drinking water, glasses or ceramic cups, and participants are encouraged to bring their own water cups to minimize the consumption of disposable plastic water bottles and disposable paper cups.
- Locally sourced food ingredients will be served during the meetings.

12.3 Green transportation

This conference will provide commuting services and choose new energy or clean-energy vehicle models to guarantee the transportation capacity. This conference will provide special-line commuting service between airport, designated hotels, conference venue, Kunming Railway

Station and Kunmingnan Railway Station.

12.4 Carbon neutrality

The Conference will take actions to minimize its carbon emissions and achieve carbon neutrality.

13. TRANSPORTATION

13.1 Overview of transfer and transportation arrangements

The Kunming Changshui International Airport (IATA: KMG; ICAO: ZPPP) (web site: <https://km.ynairport.com>) is located about 40 km from designated hotels and venue. Both the Kunming Railway Station and Kunmingnan Railway Station are about 10km and 30km respectively from the designated hotels and venue. The Government of the People's Republic of China is generously offering participants free commuting services between the airport, Kunming Railway Station, Kunmingnan Railway Station, designated hotels and the venue.

Reception desks to assist participants from 7-18 October:

- Reception desks with COP-15 signs will be set-up at:
The Airport at Gate 3, exit of arrival hall on floor B1;
Kunming and Kunmingnan Railway Stations in the halls.
- Upon arrival in Kunming, participants will be assisted by the reception desks and be directed to the shuttle buses to the designated hotels.
- Participants must present Priority Pass issued by CBD Secretariat at the reception desks.

13.2 From Kunming Changshui International Airport, Kunming Railway Station, Kunmingnan Railway Station to designated hotels from 7 – 15 October

Shuttle busses will depart every half hour for all three locations listed below

From airport to the designated hotels between 06:00-3:00+1 (Beijing time)

From Kunming Railway Station to the designated hotels between 4:30-00:30+1 (Beijing time).

From Kunmingnan Railway Station to the designated hotels between 10:00-00:00+1 (Beijing time)

Please note that arrivals on the last flight or if there are any train delays, the departure time of the last shuttle bus will be extended.

13.3 From the designated hotels to the venue from 9-15 October 2021

The daily shuttle schedules will be published on the COP-15 host country website <https://news.cop15-china.com.cn/api-content/cms/homeen>, the CBD website <https://www.cbd.int/conferences/cop15> and is also available at each hotels' reception desk.

A limited number of shuttles will be operating on 9 and 10 October as participants are encouraged to obtain their conference badges in advance of the opening of the meetings.

From 11 to 15 October, delegates should arrive at the entrance of the conference venue at least 1 hour in advance of the start of the meetings.

13.4 From the designated hotels to Kunming Changshui International Airport, Kunming Railway Station, and Kunmingnan Railway Station from 15-18 October 2021

Shuttle busses will depart every half hour for all three locations listed below

From the designated hotels to airport between 04:00-22:00 (Beijing time)

From the designated hotels to Kunming Railway Station between 05:30-22:30 (Beijing time)

From the designated hotels to Kunmingnan Railway Station between 6:00-19:00 (Beijing time)

13.5 Customized/private transportation service (paid service) – we do not think this will be needed

The conference offers customized transportation services to individuals or groups participating in the conference and are subject to payment of fare(s). Four-passenger cars, six-passenger commercial vehicles, as well as 9-passenger, 32-passenger and 47-passenger vehicles can be provided.

Customized transportation service is required to be booked 24 hours in advance, with detailed date, destination and related information provided; the deposit shall be paid upon confirmation of the reservation to ensure reservation of the vehicle. (The customized transportation service reservation is available in both Chinese and English, and the fare will be settled in RMB before leaving Kunming).

Contact information for customized transportation service:

Mr. Liu Ke

Tel: 13608866501

E-mail: 498092623@qq.com

Operating hours: 00:00-24:00

Payment method: To be agreed at the time of booking.

14. HOTEL ACCOMMODATION

A list of Designated hotels is provided in **Annex D** below for all participants of the Part I of COP-15, CP-MOP-10 and NP-MOP-4 meetings. Please note that the complimentary shuttle bus services will only be available from the Designated hotels.

Please note that all participants must make their own hotel reservations.

15. PROMOTIONAL MATERIAL

Dedicated web site for promotional material - Virtual Display table for Part 1 of the meetings

For Part 1 of the COP-15 and related meetings, participants wishing to have promotional materials posted on-line on the Virtual Display Table at <https://www.cbd.int/conferences/cop15/virtual-tables/publications>. Participants are encouraged to send their promotional material, with a brief description, including the full name and coordinates of their government or organization. The focal point for the Virtual Display Table is Mr. Neil Pratt (see item 17 below for contact details).

16. ECOLOGICAL CIVILIZATION FORUM

The Ecological Civilization Forum will be held on 14-15 October 2021 in Pavilion 7 of the Kunming Dianchi International Convention & Exhibition Center, Kunming city, Yunnan Province. The forum will start at 9:00 (Beijing time) on 14 October 2021, and close at 12:00 (noon) on 15 October 2021.

The forum is planned to be held both online and in-person, representatives from abroad and other areas may attend this forum via the Interactio platform and the forum's results will be shared on live webcast.

Further details of the activities will be provided through the CBD website and notifications in due course.

17. LIST OF CBD FOCAL POINTS

In order to enhance relations between representatives of major groups and other stakeholders and the CBD Secretariat, the following focal points have been designated for Part I of the COP-15, CP-MOP-10 and NP-MOP-4 meetings:

- **Focal point for the High Level Segment**
Mr. David Cooper
Deputy Executive Secretary
Secretariat of the Convention on Biological Diversity
413 Saint-Jacques Street, Suite 800
Montreal, Quebec, Canada H2Y 1N9
Fax: +1-514-288-6588
Tel: +1 514 288 2220
E-mail : david.cooper@un.org
- **Focal point for Credentials**
Mr. Worku Damena Yifru
Senior Legal Officer
Secretariat of the Convention on Biological Diversity
World Trade Centre
413 St. Jacques Street, Suite 800
Montreal, Quebec
H2Y 1N9, Canada
Tel: +1-514-287-7006
Fax: +1-514-288-6588
E-mail: worku.yifru@un.org
- **Focal point for Media Accreditation**
Mr. Johan Hedlund
Associate Information Officer
Secretariat of the Convention on Biological Diversity
413 St. Jacques Street, Suite 800
Montreal, Quebec
H2Y 1N9 Canada
Tel: + 1-514-287-6670
Fax: + 1-514-288-6588
E-mail : johan.hedlund@un.org
- **Focal point for Press Releases and other Media Information**
Mr. David Ainsworth
Information Officer
Secretariat of the Convention on Biological Diversity
413 St. Jacques Street, Suite 800
Montreal, Quebec
H2Y 1N9 Canada

Tel: +1-514-561-2720
Fax: +1-514-287-7025
E-mail: david.ainsworth@un.org

- **Focal point of contact for Indigenous Peoples and Local Communities**
Mr. Antonio Q'Apaj Conde Choque
Programme Officer, Traditional Knowledge
Secretariat of the Convention on Biological Diversity
World Trade Centre
413 St. Jacques Street, Suite 800
Montreal, Quebec,
H2Y 1N9 Canada
Tel.: +1-514-287-7033
Fax : +1-514-288-6588
E-mail : qapaj.conde@un.org
- **Focal point of contact for United Nations, other Intergovernmental Organizations and Non-Governmental Organizations**
Mr. Neil Pratt
Senior Environmental Affairs Officer
Secretariat of the Convention on Biological Diversity
World Trade Centre
413 St. Jacques Street, Suite 800
Montreal, Quebec,
H2Y 1N9 Canada
Tel.: +1-514-287-7007
Fax: +1-514-288-6588
E-mail: neil.pratt@un.org
- **Focal point of contact for Youth**
Ms. Chantal Robichaud
Secretariat of the Convention on Biological Diversity
World Trade Centre
413 St. Jacques Street, Suite 800
Montreal, Quebec,
H2Y 1N9 Canada
E-mail: chantal.robichaud@un.org
- **Focal point of contact for Gender and Women's Caucus**
Ms. Tanya McGregor
Secretariat of the Convention on Biological Diversity
World Trade Centre
413 St. Jacques Street, Suite 800
Montreal, Quebec,
H2Y 1N9 Canada
E-mail: tanya.mcgregor@un.org

- **Focal point of contact for Business**
Ms. Bianca Brasil
Programme Management Officer, Business and Biodiversity
Secretariat of the Convention on Biological Diversity
World Trade Centre
413 St. Jacques Street, Suite 800
Montreal, Quebec,
H2Y 1N9 Canada
Tel.: +1-514-764-6366
Fax: +1-514-288-6588
E-mail: bianca.brasil@un.org
- **Focal point of contact for Cities and Local Authorities**
Mr. Oliver Hillel
Programme Officer, Subnational implementation/ Technical and Scientific
Cooperation/Tourism/Islands
Secretariat of the Convention on Biological Diversity
World Trade Centre
413 St. Jacques Street, Suite 800
Montreal, Quebec,
H2Y 1N9 Canada
Tel.: +1-514-287-7009
Fax: +1-514-288-6588
E-mail: oliver.hillel@un.org
- **Focal point for Meeting Services**
Mr. Nader Ibrahim and Ms. Lisa Pedicelli
Conference Services
Secretariat of the Convention on Biological Diversity
World Trade Centre
413 St. Jacques Street, Suite 800
Montreal, Quebec,
H2Y 1N9 Canada
Tel.: +1-514-287-8724 / 7058
Fax : +1-514-288-6588
E-mails: nader.ibrahim@un.org; lisa.pedicelli@un.org

18. WEATHER AND TIME ZONE INFORMATION

In October, daily average temperature in Kunming is 16.4°C and varies widely during the day and night. Please bring appropriate clothing for cold weather conditions. The time zone in Kunming is CST (China Standard Time) which is equivalent to GMT/UTC +8 hours. More information can be found at: <http://worldweather.wmo.int/en/city.html?cityId=238> and <http://en.weather.com.cn/>

19. 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 that participants secure, prior to departure, international medical insurance for the period of participation.

Annex A Map to venue



昆明滇池国际会展中心
Kunming Dianchi International
Convention & Exhibition Center



云南省政府
People's Government of Yunnan province



汽车客运站
Passenger Transport Station



昆明长水国际机场
Kunming Changshui International Airport



昆明市政府
Kunming Municipal People's Government



生态公园
Eco-Park



昆明火车站
Kunming Railway Station



昆明轨道交通
Kunming Rail Transit

Annex B

SAMPLE CREDENTIAL FOR THE FIFTEENTH MEETING OF THE CONFERENCE OF THE PARTIES TO THE CONVENTION ON BIOLOGICAL DIVERSITY (COP-15)

CREDENTIALS

I, the undersigned [*Head of State or Government or Minister of Foreign Affairs*], hereby make known that the following delegation has been duly appointed, authorized and empowered to represent [*Country*] at the **fifteenth meeting of the Conference of the Parties to the Convention on Biological Diversity** to be held from the eleventh to the fifteenth of October, in the year two thousand and twenty-one (first Part) and from the twenty-fifth of April to the eighth of May, in the year two thousand and twenty-two (second Part).

Head of Delegation [*Name of Head of Delegation*]

Alternate Head of Delegation [*Name of Alternate Head of Delegation*]

Representative(s) [*Name of Representative(s)*]

DONE in [*City*] on the [*Day*] of [*Month*] in the [*Year*]

Seal and Signature

**SAMPLE CREDENTIAL FOR THE
TENTH MEETING OF THE CONFERENCE OF THE PARTIES SERVING AS THE
MEETING OF THE PARTIES TO THE
CARTAGENA PROTOCOL ON BIOSAFETY (CP-MOP 10)**

CREDENTIALS

I, the undersigned [*Head of State or Government or Minister of Foreign Affairs*], hereby make known that the following delegation has been duly appointed, authorized and empowered to represent [*Country*] at the **tenth meeting of the Conference of the Parties serving as the meeting of the Parties to the Cartagena Protocol on Biosafety** to be held from the eleventh to the fifteenth of October, in the year two thousand and twenty-one (first Part) and from the twenty-fifth of April to the eighth of May, in the year two thousand and twenty-two (second Part).

Head of Delegation [*Name of Head of Delegation*]

Alternate Head of Delegation [*Name of Alternate Head of Delegation*]

Representative(s) [*Name of Representative(s)*]

DONE in [*City*] on the [*Day*] of [*Month*] in the [*Year*]

Seal and Signature

**SAMPLE CREDENTIAL FOR THE
FOURTH MEETING OF THE CONFERENCE OF THE PARTIES SERVING AS THE
MEETING OF THE PARTIES TO THE NAGOYA PROTOCOL ON ACCESS TO GENETIC
RESOURCES AND THE FAIR AND EQUITABLE SHARING OF BENEFITS
ARISING FROM THEIR UTILIZATION (NP-MOP 4)**

CREDENTIALS

I, the undersigned [*Head of State or Government or Minister of Foreign Affairs*], hereby make known that the following delegation has been duly appointed, authorized and empowered to represent [*Country*] at the **fourth meeting of the Conference of the Parties serving as the meeting of the Parties to the Nagoya Protocol on Access to Genetic Resources and the Fair and Equitable Sharing of Benefits Arising from their Utilization** to be held from the eleventh to the fifteenth of October, in the year two thousand and twenty-one (first Part) and from the twenty-fifth of April to the eighth of May, in the year two thousand twenty-two (second Part).

Head of Delegation [*Name of Head of Delegation*]

Alternate Head of Delegation [*Name of Alternate Head of Delegation*]

Representative(s) [*Name of Representative(s)*]

DONE in [*City*] on the [*Day*] of [*Month*] in the [*Year*]

Seal and Signature

**SAMPLE CREDENTIAL FOR
FIFTEENTH MEETING OF THE CONFERENCE OF THE PARTIES TO THE CONVENTION ON
BIOLOGICAL DIVERSITY (COP 15)**

AND

**TENTH MEETING OF THE CONFERENCE OF THE PARTIES SERVING AS THE MEETING OF
THE PARTIES TO THE
CARTAGENA PROTOCOL ON BIOSAFETY (CP-MOP 10)**

CREDENTIAL

I, the undersigned [*Head of State or Government or Minister of Foreign Affairs*], hereby make known that the following delegation has been duly appointed, authorized and empowered to represent [*Country*] at the **fifteenth meeting of the Conference of the Parties to the Convention on Biological Diversity and the tenth meeting of the Conference of the Parties serving as the meeting of the Parties to the Cartagena Protocol on Biosafety** to be held from the eleventh to the fifteenth of October, in the year two thousand and twenty-one (first Part) and from the twenty-fifth of April to the eighth of May, in the year two thousand and twenty-two (second Part).

Head of Delegation [*Name of Head of Delegation*]

Alternate Head of Delegation [*Name of Alternate Head of Delegation*]

Representative(s) [*Name of Representative(s)*]

DONE in [*City*] on the [*Day*] of [*Month*] in the [*Year*]

Seal and Signature

**SAMPLE CREDENTIAL FOR
FIFTEENTH MEETING OF THE CONFERENCE OF THE PARTIES TO THE CONVENTION ON
BIOLOGICAL DIVERSITY (COP 15)**

AND

**FOURTH MEETING OF THE CONFERENCE OF THE PARTIES SERVING AS THE
MEETING OF THE PARTIES TO THE NAGOYA PROTOCOL ON ACCESS TO GENETIC
RESOURCES AND THE FAIR AND EQUITABLE SHARING OF BENEFITS
ARISING FROM THEIR UTILIZATION (NP-MOP 4)**

CREDENTIAL

I, the undersigned [*Head of State or Government or Minister of Foreign Affairs*], hereby make known that the following delegation has been duly appointed, authorized and empowered to represent [*Country*] at the **fifteenth meeting of the Conference of the Parties to the Convention on Biological Diversity and the fourth meeting of the Conference of the Parties serving as the meeting of the Parties to the Nagoya Protocol on Access to Genetic Resources and the Fair and Equitable Sharing of Benefits Arising from their Utilization** to be held from the eleventh to the fifteenth of October, in the year two thousand and twenty-one (first Part) and from the twenty-fifth of April to the eighth of May, in the year two thousand and twenty-two (second Part).

Head of Delegation [*Name of Head of Delegation*]

Alternate Head of Delegation [*Name of Alternate Head of Delegation*]

Representative(s) [*Name of Representative(s)*]

DONE in [*City*] on the [*Day*] of [*Month*] in the [*Year*]

Seal and Signature

SAMPLE CREDENTIAL FOR

**FIFTEENTH MEETING OF THE CONFERENCE OF THE PARTIES TO THE CONVENTION ON
BIOLOGICAL DIVERSITY (COP 15),**

**TENTH MEETING OF THE CONFERENCE OF THE PARTIES SERVING AS THE MEETING OF
THE PARTIES TO THE
CARTAGENA PROTOCOL ON BIOSAFETY (CP-MOP 10),**

AND

**FOURTH MEETING OF THE CONFERENCE OF THE PARTIES SERVING AS THE MEETING OF
THE PARTIES TO THE NAGOYA PROTOCOL ON ACCESS TO GENETIC RESOURCES AND
THE FAIR AND EQUITABLE SHARING OF BENEFITS ARISING FROM THEIR UTILIZATION
(NP-MOP 4)**

CREDENTIAL

I, the undersigned [*Head of State or Government or Minister of Foreign Affairs*], hereby make known that the following delegation has been duly appointed, authorized and empowered to represent [*Country*] at the **fifteenth meeting of the Conference of the Parties to the Convention on Biological Diversity, the tenth meeting of the Conference of the Parties serving as the meeting of the Parties to the Cartagena Protocol on Biosafety, and the fourth meeting of the Conference of the Parties serving as the meeting of the Parties to the Nagoya Protocol on Access to Genetic Resources and the Fair and Equitable Sharing of Benefits Arising from their Utilization** to be held from the eleventh to the fifteenth of October, in the year two thousand and twenty-one (first Part) and from the twenty-fifth of April to the eighth of May, in the year two thousand and twenty-two (second Part).

Head of Delegation [*Name of Head of Delegation*]

Alternate Head of Delegation [*Name of Alternate Head of Delegation*]

Representative(s) [*Name of Representative(s)*]

DONE in [*City*] on the [*Day*] of [*Month*] in the [*Year*]

Seal and Signature

Annex C – Media Accreditation Form

Media Accreditation Form

REQUEST FOR ACCREDITATION OF MEDIA REPRESENTATIVES			
PERSONAL DATA <i>(Please type or print clearly)</i>			
1. Name: _____ <div style="display: flex; justify-content: space-around; font-size: small;"> (Family name) (First name) </div>			
2. Date of birth: _____		3. Place of birth: _____	
4. Nationality: _____		5. Passport number: _____	
6. Permanent office address (if different from your organization's headquarters): _____ _____			
7. Tel.: (____) _____		8. Fax: (____) _____	
9. E-mail: _____			
10. Contact address during the Conference: _____			
11. Tel.: (____) _____		12. Fax: (____) _____	
13. E-mail: _____			
DATA ON THE MEDIA ORGANIZATION YOU REPRESENT			
14. Name of organization: _____			
15. Contact person and title: _____			
16. Headquarters' mailing address: _____ _____			
17. Tel.: (____) _____		18. Fax: (____) _____	
19. E-mail: _____			
20. Status/Ownership:			
Educational/Public <input type="checkbox"/>		Government/State <input type="checkbox"/>	
Private <input type="checkbox"/>		Other (specify): _____	
21. Type of medium (check as many as necessary):			
Daily newspaper <input type="checkbox"/>		Photo/visual <input type="checkbox"/>	
News agency/service <input type="checkbox"/>		Radio <input type="checkbox"/>	
		Television <input type="checkbox"/>	
		Weekly publication <input type="checkbox"/>	
Other (specify): _____			
22. Position:			
Cameraperson <input type="checkbox"/>		Director <input type="checkbox"/>	
Photographer <input type="checkbox"/>		Reporter <input type="checkbox"/>	
Correspondent <input type="checkbox"/>		Editor <input type="checkbox"/>	
Producer <input type="checkbox"/>		Technician <input type="checkbox"/>	
Other (specify): _____			
23. Working language(s) of your media organization: _____			
24. Your main news topic(s) or field(s) of coverage (if applicable): _____ _____			
Date: _____		Signature: _____	

(double click on form to complete)

Frequently Asked Questions – FAQ

I have covered previous CBD meetings; do I have to apply again?

Yes. Press badges issued at previous CBD meetings do not remain valid. Members of the press must be accredited for each meeting. A new accreditation form and all supporting documentation are also required.

What is the deadline for accreditation?

For Phase one of the UN Biodiversity Conference, the deadline is 22 September 2021. Onsite accreditation is permitted only in exceptional circumstances.

What must I do to become accredited at the meeting?

If you are submitting request directly to the Secretariat:

1. Complete the accreditation form
2. Send a letter of assignment on official letterhead of a media organization. The letter must be signed by the Publisher/Assignment Editor, Editor-in-chief or Bureau Chief, specifying the name and functional title of the journalist. Unsigned letters or e-mails will not be accepted
3. Submit a photocopy of a valid press card/work pass and a photocopy of passport or national ID card
4. You may also be asked to submit additional materials, in line with the United Nations criteria
5. Applications are considered on a case-by-case basis, so you will be advised if any additional materials are required.
6. You will be informed of your acceptance by email.

What do you mean by “additional materials”? What is required?

If you are asked to submit additional materials, the following may be requested:

- Print media representatives may be required to submit two bylined articles within the past four months and a copy of the publication.
- Radio and TV media representatives may be asked to submit two recordings of reports within the past four months.
- Photographers are required to submit original tear sheets or photos with credits of the issuing organization.
- Online media (including “bloggers”) must meet the following requirements:
 - o The web publication must belong to a registered media organization, and have a specific, verifiable non-web address and a telephone number. The online journal requesting accreditation for its correspondent must have a substantial amount of original news content or commentary or analysis on international issues
 - o If the website is new, the applicant seeking accreditation must provide the latest data on the site’s visitors or other relevant material (press citations, etc.) about the outlet’s audience. The applicant must have an established record of having written extensively on international or biodiversity issues and must present copies of three recently published articles with his/her byline
 - o Please note that online publications which are communications outreach or advocacy publications of non-governmental or non-profit organizations do not qualify for media accreditation
 - o Work samples must demonstrate active engagement in covering the activities of the United Nations, and specifically the biodiversity process. Samples must be unaltered clippings or media products of the bona fide organization with bylines of the individual requesting accreditation.

Do I need to send a photo?

Your photo will be taken at the registration station; it is not necessary to send a photo in advance.

To whom do I address the letter of assignment?

To the CBD Press Office, attn. Johan Hedlund.

What should the letter of assignment contain?

If you are submitting request directly to the Secretariat:

The letter of assignment must be on letterhead and be addressed to the CBD Press Office. It must be signed by an authorized official (e.g., the Publisher, Assignment Editor or Bureau Chief), of the media organization seeking accreditation. Unsigned letters or emails will not be accepted. Letters of assignment must specify the type of coverage, event or project assigned; the period of time for which accreditation is required; and the name and professional function(s) of the individual(s) to be assigned.

How can I send my materials and accreditation documents to you?

If you are submitting directly to the Secretariat:

All materials must be sent by email to johan.hedlund@cbd.int with a cc to wan.xialin@fecomee.org.cn. You can send copies by fax to +1 514 288 6588 or send scanned copies in an image format (bmp, gif, tif, jpg, png) or PDF to secretariat@cbd.int.

If you are submitting through Host Country:

Zhang Han (Domestic Media): 914229011@qq.com; Cai Xiaowei (Hong Kong, Macao and Taiwan media): 46717764@qq.com; Wang Yingyi (Resident offices of international media), 675413490@qq.com

I don't have a press card. Will you still accredit me?

If you don't have a press card, you may be asked to submit additional materials, in line with United Nations criteria. Please see section on additional materials, above.

I would like to register as a delegate or NGO and also have press accreditation. Is this possible?

No. Double accreditation is not allowed (e.g. as press and delegate, or as press and NGO). If you are already registered with a delegation or observer organization, you will have to choose. The Secretariat will not issue more than one badge to an individual.

I am a freelance journalist. Can I still get accreditation?

Freelance journalists are subject to the same requirements for accreditation and must complete the full process, as above. Freelance journalists, including photographers, must provide clear evidence they are on assignment from a specific news organization or publication. A valid assignment letter from that news organization, or publication, is required. Photographic agencies must provide clear evidence from a client news organization or publication. You must also submit the other required documents for accreditation.

I'm a student. Can I get accreditation? Media accreditation is for professional members of the press who represent a *bona fide* media organizations. We can't accord students the same accreditation as is granted to media professionals who have an established track record of reporting.

What about press accreditation for blogs?

Accreditation of bloggers for CBD meetings will be done on a case-by-case basis. Some of the criteria currently applied to online media will be applied; in addition, additional criteria for accreditation of bloggers may be applied.

I am with an independent film company that is producing a documentary on climate change. Can I access the conference?

Per the criteria for United Nations accreditation of media, independent TV production companies are required to provide a letter from a broadcast organization which intends to air their work. You must also submit the other required documents for accreditation.

I am a press officer at an embassy. Do I need press accreditation to attend?

No. Your name should be included on the official delegation list and you will be registered as a member of the delegation. While this registration will not allow you to use the facilities reserved for the accredited press at the

International Media Centre, you may leave materials for distribution to accredited press and you may be present at any press conferences that you organize. The communications and media team will be happy to assist.

I am a writer or press officer for a non-governmental or observer organization, should I seek press accreditation?

No. As with press officers for delegations, your name should be included on the official delegation list. This registration will not allow you to use the International Media Centre, but you may leave materials for distribution to accredited press. You will receive the full support of the media team.

What about press traveling with a head of state/government?

All journalists traveling with heads of state or government should be accredited with the SCBD.

What if I am an organization that wishes to hold a press conference?

Organizations who wish to hold a press conference may apply to the Secretariat for permission and suggested times; or by contacting the media Information Desk. There is no charge for use of the press conference facilities, but you will be responsible for providing your own interpretation services.

Can I do a blanket accreditation from my organization?

It is not possible to give blanket press accreditation to a media organization. Instead, accreditation is granted to individuals representing bona fide media organizations, who produce the required documentation for accreditation.

What happens if I have to replace someone already accredited from my organization?

We are aware that assignments can change at short notice. Please communicate changes in staff as soon as they are known. The applicant will have to complete the same process, but as long as they have the required, valid materials, there is usually little delay in processing.

How can I check the status of my accreditation?

For the status of your application and other questions about media accreditation, please contact the CBD Secretariat. If you have been accredited, you will have received an email for this. If you require additional documentation, you will be requested to provide this by email. If you have not received any information, then your application is being processed. Please wait at least 5 working days for applications to be considered.

Accommodation Recommendation?

List of hotel options with rates will be provided directly to media once accreditation process is approved.

Once Accredited, how so I obtain my badge?

Once you have received confirmation of your accreditation, 3 days later you will receive an Email from the Secretariat of the Convention on Biological Diversity with your Priority Pass that include a barcode. Please present the barcode at the registration counter onsite to obtain your badge along with Photo ID. Media can obtain their badges as of 8 October in person at the venue starting at 10:00AM and photo will be taken onsite at the registration counter.

What does the accreditation cover?

Media accreditation will only provide you with access to COP15-Part I between 11-15 October 2021 and does not constitute an endorsement for any other purpose.

For details on what access and services you enjoy as an accredited journalist, please refer to the sections below:

What should I do if my badge is lost or stolen?

If your media ground pass is lost or stolen, you MUST immediately report it to the media registration desk in the conference venue.

Where am I not permitted?

Closed areas and meetings are off limits to you. This includes:

- Regional coordination meetings
- Contact Groups
- Bilateral meetings – unless you have specific permission to do so by both parties to the meetings
- Offices of the CBD Secretariat, COP Presidency – unless you have specific permission for conducting interviews

How do I request interviews?

You may submit interview requests to johan.hedlund@cbd.int with a copy to Sijia.Liu@un.org. If your request is directed to the staff of the Secretariat of the Convention on Biological Diversity, you will receive a reply from the Media Coordinator. If your request is directed to a representative of the Government of China, you will receive your reply from them. Please note that if your request is for an interview with a representative of another government or organization, you will receive a reply from them directly. The granting of interviews is at the discretion of individuals and delegations. All requests should include:

- Name of the journalist and agency making the request and local contact information, including cell phone and email
- List of indicative questions
- Interviewee
- Proposed time(s)
- Length of the Interview

I am a broadcaster, where may I obtain images?

You are permitted to film in the following:

- The first fifteen minutes of the Opening ceremonies.
- The opening and closing ceremonies of the High-Level Segment
- Side event rooms
- Public exhibitions and public spaces
- Press conferences

Outside of the opening and closing ceremonies, all images from the plenary and working groups must be obtained from the Host Broadcaster. Feeds will be made available for this purpose. You can arrange to obtain these at the International Broadcast Centre (IBC), located in the International Media Centre (IMC). Details are listed below.

Where are press conferences held?

the Daily Calendar shown around the venue will show the rooms allocated of every press conference room

What languages will be spoken at the press conferences?

Press briefings by the Secretariat of the Convention on Biological Diversity and the Government of China will be Interpreted in Chinese, English, French and Spanish.

How will I gain access to the Press Conference Room?

Media personnel are requested to gain access to the allocated Press Briefing room 15 minutes in advance.

What facilities are available to the accredited media?

The Press Center located in Pavilion 19 offers desks to the accredited media. Wireless LAN is available throughout the IMC.

Will I have to pass through screening?

All accredited press accessing the conference premises must pass through security screening, including those with equipment.

Where can I obtain information about the latest events and activities at the Conference?

The “Media Centre” is the of activity and information for media at the conference. Lists of Press conferences of the day, events and activities are updated and made available daily. The programme of meetings, side-events and press conferences will also be posted on the on-line schedule, which displays information on CCTV screens around the conference site. Staff at the International Media Centre will also be glad to assist you with queries.

Can you send me a list of CBD accredited media persons?

Information on media accreditation for CBD meetings is for internal use only and confidential. The CBD Secretariat does not distribute media lists.

I would like to stay informed about CBD news and events. Can you add me to your mailing list?

If you wish to be added to the CBD’s media mailing list, send a message to press@CBD.int. Alternatively, when you begin the media accreditation process, you will have an opportunity to sign up for this service.

Disclaimer

The CBD reserves the right to deny or withdraw accreditation for activities that violate the principles of the Charter or the codes of behaviour and/or ethics of journalism and/or the United Nations. At any time, the CBD Secretariat may revoke accreditation if it is put to improper use; if it has been used to abuse the privileges so extended; or if personal or public conduct is not consistent with the best interest of the Organization. The press badge must not be loaned to another person; UN Security will confiscate any pass in the possession of any individual to whom it was not issued.

Annex D – Designated Hotel List

酒店基本信息 HOTELS	房型及价格 (单位: 元) ROOM RATES IN CHINESE YUAN RENMINBI	距会场距离 DISTANCE TO VENUE	星级 REMARKS
<p>1. 昆明洲际酒店</p> <p>地址: 昆明市度假区怡景路 5 号 联系电话: 0871-63188888</p> <p>联系人: 沈波 18010040058</p> <p>邮箱: karin.shen@ickunming.com 网址: http://www.intercontinental.com</p> <p>1. InterContinental Kunming</p> <p>Add: No.5 Yijing Road, Dianchi National Tourist Resort, Xishan District, Kunming, Yunnan Province, P.R.China</p> <p>Contact person: Shen Bo 0871-63188888 Email: karin.shen@ickunming.com Website: http://www.intercontinental.com</p>	<p>花园温泉套房 4580 元/间夜 (含双早) 房间数: 16 间 Garden Resort & Spa Suite CNY 4580/ night (including breakfasts for two persons) Rooms Available: 16</p> <p>双床房 1080 元/间夜 (含双早) 房间数: 206 间 Twin Beds Room CNY 1080/ night (including breakfasts for two persons) Rooms Available: 206</p> <p>大床房 1080 元/间夜 (含双早) 房间数: 140 间 King Room (large bed room) CNY 1080 / night (including breakfasts for two persons) Rooms Available: 140</p> <p>驻华使领馆、国际组织代表在指定酒店内提供单早房 920 元/间, 双早房 1080 元/间, 套房 4580 元/间自行付费</p> <p>Rooms with one breakfast (CNY 920/ night) and breakfasts for two persons (CNY 1080/ night) as well as suites (CNY 4580/ night) are available in designated hotels for the CBD Secretariat, embassies, consulates and international organizations, at their own expense.</p>	<p>10km</p>	<p>国际品牌酒店</p> <p>提供基本服务:</p> <ul style="list-style-type: none"> • 含双早 • 免费 Wifi • 提供通勤车 <p>International brand hotel</p> <p>Rates include:</p> <ul style="list-style-type: none"> • Breakfasts for two persons • Free Wifi • Shuttle buses

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2. 云南滇池大酒店 地址: 昆明市度假区怡景路 9 号 联系电话: 0871-64334888 联系人: 黄丽苹 13700623583 邮箱: 747695976@qq.com 2. Yunnan Dianchi Hotel Add: No.9 Yijing Road, Dianchi National Tourist Resort, Xishan District, Kunming, Yunnan Province, P.R.China Tel: 0871-64334888 Contact person: Huang Liping 13700623583 Email: 747695976@qq.com	套房 680 元/间夜 (含双早) 房间数: 3 间 双床房 480 元/间夜 (含双早) 房间数: 150 间 大床房 480 元/间夜 (含双早) 房间数: 61 间 Suite CNY 680/ night (including breakfasts for two persons) Rooms Available: 3 Twin Beds Room CNY 480/ night (including breakfasts for two persons) Rooms Available: 150 King Room (large bed room) CNY 480 / night (including breakfasts for two persons) Rooms Available: 61	10km	中高端酒店 提供基本服务: <ul style="list-style-type: none"> 含双早 免费 Wifi 提供通勤车 Mid-to-high end hotel Rates include: <ul style="list-style-type: none"> Breakfasts for two persons Free Wifi Shuttle buses
3. 昆明阳光酒店 地址: 昆明市西山区滇池路 555 号 联系电话: 0871-68131097 联系人: 张亚琼 18208840424 邮箱: 119587171@qq.com 3. Soluxe Hotel Kunming Add: No. 555 Dianchi Road, Xishan District, Kunming, Yunnan Province, P.R.China	套房 1080 元/间夜 (含双早) 房间数: 20 间 双床房 620 元/间夜 (含双早) 房间数: 80 间 大床房 650 元/间夜 (含双早) 房间数: 65 间 Suite CNY1080/ night (including breakfasts for two persons) Rooms Available: 20 Twin Beds Room CNY 620/ night (including	13km	中高端酒店 提供基本服务: <ul style="list-style-type: none"> 含双早 免费 Wifi 提供通勤车 Mid-to-high end hotel Rates include: <ul style="list-style-type: none"> Breakfasts for two persons Free Wifi Shuttle buses

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Tel: 0871-68131097 Contact person: Zhan Yaqiong 18208840424 Email: 119587171@qq.com	breakfasts for two persons) Rooms Available: 80 King Room (large bed room) CNY 650 / night (including breakfasts for two persons) Rooms Available: 65		
4. 云天花苑酒店 地址: 昆明市度假区滇池路 1419 号 联系电话: 0871-66242999 联系人: 唐继武 13769190577 邮箱: 1834795023@qq.com 4. Yuntianhuayuan Hotel Add: No. 1419 Dianchi Road, Dianchi National Tourist Resort, Xishan District, Kunming, Yunnan Province, P.R.China Tel: 0871-66242999 Contact person: Tang Jiwu 13769190577 Email: 1834795023@qq.com	套房 600 元/间夜 (含双早) 房间数: 9 间 双床房 480 元/间夜 (含双早) 房间数: 50 间 大床房 480 元/间夜 (含双早) 房间数: 30 间 Suite CNY 600/ night (including breakfasts for two persons) Rooms Available: 9 Twin Beds Room CNY 480/ night (including breakfasts for two persons) Rooms Available: 50 King Room (large bed room) CNY 480 / night (including breakfasts for two persons) Rooms Available: 30	11km	中端酒店 提供基本服务: • 含双早 • 免费 Wifi • 提供通勤车 Middle end hotel Rates include: • Breakfasts for two persons • Free Wifi • Shuttle buses
5 昆明云安会都 地址: 昆明市西山区石安公路马街路口 联系电话: 0871-68171666 联系人: 彭金鑫 13888843506	套房 2880 元/间夜 (含双早) 房间数: 7 间 双床房 680 元/间夜 (含双早) 房间数: 150 间 大床房 680 元/间夜 (含双早)	20.5km	中高端会议型酒店(清真回族) 提供基本服务: • 含双早 • 免费 Wifi • 提供通勤车

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<p>邮箱: 362426954@qq.com 网址: http://www.yuan hotel.com</p> <p>5. Kunming Yun'anhuidu</p> <p>Add: Majie Intersection at Shi'an Expressway, Xishan District, Kunming, Yunnan Province, P.R.China</p> <p>Tel: 0871-68171666 Contact person: Peng Jinxin 13888843506 Email: 362426954@qq.com Website: http://www.yuan hotel.com</p>	<p>房间数: 50 间</p> <p>Suite CNY 2880/ night (including breakfasts for two persons) Rooms Available: 7</p> <p>Twin Beds Room CNY 680/ night (including breakfasts for two persons) Rooms Available: 150</p> <p>King Room (large bed room) CNY 680/ night (including breakfasts for two persons) Rooms Available: 50</p>		<p>Mid-to-high end convention hotel (Muslims' canteen)</p> <p>Rates include:</p> <ul style="list-style-type: none"> • Breakfasts for two persons • Free Wifi • Shuttle buses

Notes:

In order to ensure that delegates can experience the best service and accommodation during their stay in Kunming, delegates are advised to book hotels according to the following categories:

1. Participants from embassies, consulates and international organizations: InterContinental Kunming
2. Participants of the Ecological Civilization Forum: Yunnan Dianchi Hotel, Soluxe Hotel Kunming, Yuntianhuayuan Hotel, as well as Kunming Yun'anhuidu.
3. Media: List of hotel options with rates will be provided directly to media once accreditation process is approved.

All participants are requested to make their own hotel reservations from 28 September 2021 according to the contact information of their respective designated hotel categories.
