



# Convention on Biological Diversity

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SUBREGIONAL CAPACITY-BUILDING WORKSHOP  
ON FINANCIAL REPORTING AND RESOURCE  
MOBILIZATION FOR EASTERN EUROPEAN  
AND CENTRAL AND WEST ASIAN COUNTRIES  
Tbilisi, Georgia, 25-26 February 2016

## Information Note for Participants

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## 1. Opening

The Subregional Capacity-building Workshop on Financial Reporting and Resource Mobilization for Eastern European and Central and West Asian Countries will be held in Tbilisi, Georgia from Thursday, 25 February to Friday, 26 February 2016.

The meeting will start at 9:00 a.m. on Thursday, 25 February and registration will take place from 8:30 a.m. at the venue.

## 2. Venue

The meetings will be held at:

### **Holiday Inn Tbilisi**

Adjara Conference Hall

1, 26 May Square

0171, Tbilisi

Georgia

Tel: +995 32 300 099

Fax: +995 32 300 001

Web sites: [www.holidayinn.com](http://www.holidayinn.com) and [www.ihg.com](http://www.ihg.com)

## 3. Working language of the meeting

The meeting will be held in English and Russian.

## 4. Documents

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



<https://www.cbd.int/doc/?meeting=RMWS-2016-01>

## 5. General information on access to Tbilisi, Georgia



Tbilisi is serviced by the Tbilisi International Airport (about 20 km from the city centre). Taxis are available at the airport. Please note that in Tbilisi, taxi fares can only be paid in cash, credit cards are not accepted. The rate for the trip to the city centre is approximately US \$20-25 and the journey takes about 20-25 minutes.

## 6. Visa information



Participants from countries listed at the following link **do not require an entry visa** for Georgia: ([https://www.geoconsul.gov.ge/en/nonvisa\\_en.html](https://www.geoconsul.gov.ge/en/nonvisa_en.html)).

For those who require visa assistance, the Georgian Government will facilitate visa issuance electronically via the web site: <https://www.geoconsul.gov.ge/en/aboutUs>. Usually visa issuance process takes 10 working days. Therefore, participants are urged to apply for visa as soon as possible.

Documents to be submitted in order to obtain Georgian visa are as follows:

- Visa assistance letter issued by the Secretariat of the Convention on Biological Diversity;
- Letter provided by the Ministry of Environment and Natural Resources Protection of Georgia; (which will be sent to your e-mail)
- Travel insurance;
- Hotel reservation;
- Flight reservation;
- Financial guarantee (Funding letter provided by the Secretariat of the Convention on Biological Diversity).

## 7. **Hotel information**

Participants are kindly reminded that **they have to make their own hotel reservations as soon as possible**. Participants should please mention that they are guests of the Ministry of Environment and Natural Resources Protection of Georgia attending a CBD meeting at their hotel. A reservation form is available for the hotel venue – Holiday Inn Tbilisi in Annex A below.

### **Holiday Inn Tbilisi (meeting venue)**

1, 26 May Square  
0171, Tbilisi  
Georgia  
Tel: +995 32 300 099  
Fax: +995 32 300 001  
Web sites: [www.holidayinn.com](http://www.holidayinn.com) and [www.ihg.com](http://www.ihg.com)

Other hotels adjacent to the venue:

### **Best Western Tbilisi Hotel**

Apakidze 11  
Tbilisi, 0171, Georgia  
Phone: +995 32 2300777  
Web site: <http://www.bestwestern.com/>  
Special rates have been negotiated and include breakfast and VAT:  
Single room US \$100  
Double room US \$110

To benefit this rate participants should send e-mails directly to the hotel sales manager:  
Ms. Nana Kostava: [n.kostava@bestwesterntbilisi.ge](mailto:n.kostava@bestwesterntbilisi.ge)

### **Hotel Levili**

Pekini Avenue 5  
0171 Tbilisi City, Georgia  
Tel: +995 593 603 600  
E-mail: [hotel.levili@gmail.com](mailto:hotel.levili@gmail.com)  
Web site: <http://levili.info-tbilisi.com/>  
Direct link to booking:  
<http://www.booking.com/hotel/ge/levili.html?aid=304142;label=gen173nr-15CAEoggJCAIhYSDNiBW5vcmVmaFKIAQGYATG4AQTIAQTYAQPoAQH4AQI;sid=af3c95016fb5c8ebf0ab72ca5a3ae5e7;dcid=1;checkin=2016-01-24;checkout=2016-01->

Approximate room rates:

Single room: US \$120

Double room: US \$135

## 8. **Payment of the Daily Subsistence Allowances (DSA)**

Sponsored participants will receive their DSA on the first day of the meetings.

## 9. **Official language in the Georgia**

The official language in the Georgia is Georgian. English and Russian is widely spoken.

## 10. **Weather and time zone information**



In February, temperatures in Tbilisi, Georgia range between 2°C and 10°C. At this time of year it might be windy, so please bring appropriate clothing. Current weather conditions can be found at: <http://meteo.gov.ge/index.php?l=2&ct=1&cm>

The standard time zone is GMT/ UTC +4 hour.

## 11. **Electricity**

The electrical currents in Georgia are 220 Volts, 50 Hertz, the plugs are as shown in the illustrations below.



## 12. **Currency**



The currency in Georgia is Lari (GEL). The exchange rate as at 12 January 2016 is US \$1 = 2.46 GEL Euro 1.00 = 2.685 GEL (source: [www.xe.com](http://www.xe.com), rates subject to change). The current exchange rate can be found at: <http://bankofgeorgia.ge/retail/en/home>

## 13. **Disclaimer**

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

**Annex A – Holiday Inn Tbilisi reservation form**



**Reservation Form**  
24-27 February

Please complete the form in its entirety and send it to [natia.tselaury@adjaragroup.com](mailto:natia.tselaury@adjaragroup.com) with a copy to [sopo.zukakishvili@adjaragroup.com](mailto:sopo.zukakishvili@adjaragroup.com) by latest **03.02.2016** to ensure safe and rapid handling of your request.

- |  |   |
|--|---|
| <input type="checkbox"/> Standard King – 120 USD | <input type="checkbox"/> Standard Twin – 120 USD  |
| <input type="checkbox"/> Business King – 140 USD | <input type="checkbox"/> Executive King – 150 USD |

*Proposed room rates are for Single Occupancy, including Breakfast and excluding VAT 18%  
In case of Double occupancy extra 15 USD applies*

Guest Name		
Telephone		
Arrival Date / Time		
Departure Date / Time		
Airport Transfer / Flight #	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Card type:     Visa     MC     Amex     Diners/CB     Discover     JCB

Credit Card Number	
Expiration Date	
Name on Card	
Billing Address	

I certify that all information is complete and accurate. I hereby authorize Holiday Inn Tbilisi to collect payment for all charges as indicated in the Rate Information. I certify that I am the authorized signer of the credit card listed above.

Cardholder name: (Printed) \_\_\_\_\_

Cardholder signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please attach a legible photocopy of the cardholder's Passport and the credit card front and back.**

Privacy: We respect the privacy of all personal information that you provide to us. The information you provide on this form will be used only to allow us to properly process payments you have authorized. This information will be maintained at the property as well as in our centralized computer systems. If you should have any privacy related questions or concerns please contact the hotel.

