



Convention on Biological Diversity

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ENGLISH ONLY

**EXPERT WORKSHOP ON UNDERWATER NOISE AND
ITS IMPACTS ON MARINE AND COASTAL BIODIVERSITY**
London, United Kingdom of Great Britain and Northern Ireland
25-27 February 2014

Information Note for Participants

QUICK LINKS (Control + click on icons for web page, click on page number to directly access text in document)

 <p>Visa Information (page 3)</p>
 <p>Meeting Documents (page 2)</p>
 <p>Hotel Information (pages 3, 5)</p>
 <p>Weather Information (page 3)</p>
 <p>Currency Information (page 4)</p>

INFORMATION HIGHLIGHTS

1.	OPENING	2
2.	VENUE	2
3.	GENERAL INFORMATION ON THE IMO HQ FACILITIES	2
4.	WORKING LANGUAGE OF THE WORKSHOP.....	2
5.	DOCUMENTS	2
6.	GENERAL INFORMATION ON ACCESS TO LONDON, UNITED KINGDOM.....	3
7.	VISA INFORMATION	3
8.	HOTEL INFORMATION	3
	ANNEX A - HOTEL LIST	5
11.	WEATHER AND TIME ZONE INFORMATION.....	3

1. Opening

The Expert Workshop on Underwater Noise and its Impacts on Marine and Coastal Biodiversity will be held in London, United Kingdom from Tuesday, 25 to Thursday, 27 February 2014. The workshop will start at 9:00 a.m. on Tuesday, 25 February and registration will take place from 8:30 a.m. in the lobby of the IMO Headquarters.

2. Venue

The workshop will be held at:

International Maritime Organization (IMO)

4, Albert Embankment

London, SE1 7SR

United Kingdom

Tel: +44 (0)20 7735 7611

Fax +44 (0)20 7587 3210

E-mail: info@imo.org

Web site: www.imo.org

Room: Committee Rooms 6, 7 and 8 combined, on the 1st floor.

3. General information on the IMO Headquarters facilities

There is both a restaurant and coffee bar, located on the 4th Floor, providing views of the Thames, Westminster Abbey and the Houses of Parliament. There is also an outdoor terrace where smoking is permitted. The coffee bar is open from 08:30 to 16:15 non-stop, and serves hot and cold beverages, snacks, fruit, cakes and sandwiches. The restaurant is open in the morning for cooked breakfast from 08:30 to 09:00 and again for lunch from 12:00 to 14:15, and serves soup, hot and cold main courses, side dishes, and has a self-service salad bar. Please note that the only form of payment accepted is cash, in GBP.

WIFI is available in the meeting rooms, restaurant area and generally throughout the building. Adjacent to the delegates' lounge on the first floor, there is a small business centre with PCs and facilities for printing very small jobs (less than five pages).

There is no bank or ATM facility in the building. The closest banks are approximately a ten- to twenty-minute walk away. Hours of operation are generally 09:00 to 17:00. A map and directions will be provided at the registration desk.

4. Working language of the workshop

The workshop will be conducted in English.

5. Documents

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



<http://www.cbd.int/doc/?meeting=MCBEM-2014-01>

6. General information on access to London, United Kingdom of Great Britain and Northern Ireland



London is serviced by five airports, the main one being London Heathrow Airport (28 km from central London). Taxis are available at the airport and will take half an hour to an hour to central London, depending on traffic and costs between £40 and £70. The London Underground (Tube) Piccadilly Line departs from all five airport terminals and takes about 50 minutes to arrive in central London (see <http://www.tfl.gov.uk/>). The Heathrow Express train makes the trip to Paddington train station in 15 minutes. More information on railway services is available at the following web site: <http://www.heathrowairport.com/transport-and-directions/trains/heathrow-express>.

7. Visa information



Participants requiring an entry visa for the United Kingdom of Great Britain and Northern Ireland are strongly advised to contact the nearest United Kingdom diplomatic or consular mission **as soon as possible** in order to secure the required entry visa in a timely manner, prior to departure.

Information on visa procedures, including a list of relevant United Kingdom diplomatic/consular missions abroad, is available on the web site of the U.K. Border Agency at: <http://www.ukba.homeoffice.gov.uk/>.

To facilitate the issuance of visas, the Secretariat will issue upon request visa-assistance letters to be attached to the visa applications.

8. Hotel information

Participants **must make their own hotel reservations and should do so as soon as possible**. A list of hotels in the vicinity of the meeting venue is provided in Annex A below.

Further information on hotels, and London, is available at the following web sites: <http://www.visitbritain.com/> and <http://www.visitlondon.com/>.



9. Payment of the daily subsistence allowance (DSA)

Sponsored participants will receive the DSA on the first day of the workshop.

10. Official language in the United Kingdom

The official language in the United Kingdom is English.

11. Weather and time zone information



In February, temperatures in London range between a maximum of 8°C in the daytime and a minimum of 2°C at night. Please bring warm clothing. Current weather conditions can be found at: <http://www.worldweather.org/010/c00032.htm>.

The standard time zone in the United Kingdom is GMT / UTC (there is no offset).

12. Electricity

The electrical currents in the U.K. are 230 Volts, 50 Hertz. The plugs and sockets are shown in the illustration below.



13. Currency



The currency in the United Kingdom is the British Pound (£ or GBP). The current exchange rate as at 22 January 2014 is US \$1 = £0.60 and (Euro) € 1 = £0.82 (source: www.xe.com)

14. Disclaimer

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

Annex A

Rates of exchange

1 USD = £0.60
and € 1.00 = £0.82

The next pages provides a list of hotels that offer IMO corporate rates. Be sure to state that you are attending an IMO meeting when checking availability. Also confirm that the rate includes VAT; if it does not you need to add 20% to the amount. The two closest hotels to IMO are the Novotel London Waterloo, and the Riverbank Park Plaza, both situated a few minutes' walk away.

In addition, the following two hotel chains offer comfortable, more basic accommodation and have locations all over London. www.premierinn.com and www.travelodge.co.uk Neither offers IMO corporate rates but they are competitively priced, particularly when paying in advance. Bookings should be made directly online.

IMO CORPORATE HOTEL RATES – 2013/14

GRANGE HOTELS:

HOTELS	ROOM TYPE	CORPORATE RATE
The Grange Langham Court 4* 31-35 Langham Street London, W1W 6BU	Single/Double/Twin Superior Single/Double Executive	£110.00 £130.00 + VAT
The Grange Fitzrovia Hotel 4* 20-28 Bolsover Street London, W1W 5NB	Single/Double/Twin Standard Single/Double Executive	£125.00 £150.00 + VAT
The Grange Whitehall 2-5 Montague Street London, WC1B 5BU	Single/Double/Twin Superior Single/Double/Twin Executive	£125.00 £150.00 + VAT
The Grange Rochester Hotel 4* 69 Vincent Square London, SW1P 2PA	Single/Double/Twin Standard Single/Double Superior Single/Double Executive	£105.00 £109.00 £135.00 + VAT
Grange Holborn 50-60 Southampton Row, WC1B	Single/Double/Twin Superior Single/Double/Twin Executive	£160.00 £185.00 + VAT
Grange Strathmore 41 Queen's Gate Gardens, SW7	Single Double/Twin Superior Single/Double/Twin Executive	£95.00 £100.00 £120.00 + VAT
<i>Rates valid until 28 February 2014</i>		
<i>Grange Central Reservations – Tel: 020 7233 7888 Fax: 020 7835 1888 E-mail: reservations@grangehotels.com</i>		

NOVOTEL LONDON WATERLOO

HOTEL	ROOM TYPE	CORPORATE RATE
Novotel London Waterloo 113 Lambeth Road London SE1 7LS	<i>With Breakfast</i> Superior room – 1 bed Superior room – 2 bed	£158.00 £168.00 (all inclusive of VAT) + 20% discount voucher for restaurant and bar upon check in and complimentary wifi
<i>Rates valid from 1 January to 31 December 2014</i>		
<i>Tel: 020 7793 1010 Fax: 020 7793 0202 E-mail: H1785@accor.com</i>		

IMO CORPORATE HOTEL RATES – 2013/14

RIVERBANK PARK PLAZA:

HOTELS (continued)	ROOM TYPE	CORPORATE RATE
Park Plaza Riverbank London 4* 18 Albert Embankment London, SE1 7TJ	Superior Single/Double Executive Single/Double <i>Inclusive of English Breakfast</i>	£139.00/ £149.00 £159.00 / £169.00 + VAT
<i>Reservations + 44 (0)20 7769 2415 email: pprlres@pphe.com</i>		
Plaza on the River – Club & Residence 5* 18 Albert Embankment London, SE1 7TJ Jing Monet Tel: +44 20 7034 1345 E: jmonet@pphe.com	Studio single/Double 1 Bed Suite Single/Double 1 Bed Suite with river view	£175.00 / £185.00 £215.00 / £225.00 £245.00 / £255.00 + VAT Includes English breakfast free WIFI
<i>Blackout dates: 31 Dec 2014 - 1 Jan 15(New Years Eve)</i>		
<i>Reservations + 44 (0)20 7769 2415 email pprlres@pphe.com</i> <i>Rates valid from 1 Jan to 31 Dec 2014</i>		
Dolphin House Dolphin Square London, SW1V 3LX	Studio 1 Bed 1 Bed Deluxe 2 Bed / 1 Bathroom 2 Bed / 2 Bathroom 3 Bed / 3 Bathroom	£153.00 £163.00 £188.00 On request On request On request inclusive of VAT
<i>Blackout dates: 20 May 2014 (Chelsea Flower Show) 23 June – 6 July (Wimbledon) 3-6 November (World Travel Market) 13-17 September (London Fashion Week)</i>		
Rates include service and VAT and service charge. ** Rates valid from 1 January – 31 December 2014 Complimentary use of Dolphin Sports & Fitness Club gym, pool, sauna and steam room. Complimentary use of Sports and Fitness, Club Bar and Lounge including free Wi-Fi access. Reservations Manager: Magda Hyszkiewicz Tel: 020 7798 6890 Email: magdah@dolphinsquare.co.uk		

IMO CORPORATE HOTEL RATES – 2013/14

Royal Garden Hotel 2-24 Kensington High Street London, W8 4PT	Queen Room - (Single occupancy)	£173.00
	Contemporary Room	£200.00
	Garden Room (with park view)	£257.00
	Executive Room	£290.00
	Park Suite	£417.00
		+ VAT English Breakfast £25.00 or £20.50 Continental
<i>Rates Valid 1 April 2013 – 31 March 2014</i> <i>Tel: 020 7361 0606</i> <i>Fax: 020 7361 1979</i> <i>Email: charlesdechassiron@royalgardenhotel.co.uk</i>		

RATES AND AVAILABILITY ARE SUBJECT TO CHANGE
