



Convention on Biological Diversity

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ENGLISH ONLY

**CBD EXPERT WORKSHOP TO PROVIDE CONSOLIDATED
PRACTICAL GUIDANCE AND A TOOLKIT FOR
MARINE SPATIAL PLANNING**
Montreal, Canada, 9-11 September 2014

INFORMATION NOTE FOR PARTICIPANTS

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1. Opening and registration

The CBD Expert Workshop to Provide Consolidated Practical Guidance and a Toolkit for Marine Spatial Planning will be held in Montreal, Canada from Tuesday, 9 September to Thursday, 11 September 2014.

The meeting will start at 9:00 a.m. on Tuesday 11 September 2014, and registration will take place at the meeting venue as of 8:30 a.m. the same day.

2. Venue

The meeting will be held at:

The Secretariat of the Convention on Biological Diversity

413 St-Jacques Street West, Suite 800

Montréal, Québec

Canada, H2Y 1N9

Tel: +1-514-288-2220

Fax: +1-514-288-6588

Metro station Square-Victoria, line no. 2 (Orange)

Note that access to the 8th floor is restricted. Kindly announce your presence to our receptionist at the entrance, and she will arrange for your access to the 8th floor.

3. Working language

The meeting will be held in English.

4. 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. Documents are available on the following web page:



<http://www.cbd.int/doc/?meeting=MCBEM-2014-04>

5. General information on access to Montreal



Montreal is serviced by Montreal-Trudeau International Airport (15 km from downtown). Taxis and a bus (No. 747) are available at the airport. The information on rates is as follows.

Bus:	One-way trip
Montreal-Trudeau Airport/Downtown (several locations) STM Express bus No. 747 (runs 24 hrs a day)	CAD \$10 (Fares can be purchased from the automated dispensers at the international arrivals level. The \$10 fare can also be paid in cash with exact change in coins only on board the bus. More information: http://www.stm.info/en/info/networks/bus/shuttle/more- about-747-aeroport-p-e-trudeau-centre-ville-shuttle)
Taxi: Montreal-Trudeau/Downtown	CAD \$40 Fixed rate

6. Visa requirements



Participants from countries listed in **annex A** below require an entry visa for Canada and are strongly advised to contact the nearest Canadian diplomatic or consular mission **as soon as possible** in order to secure the required entry visa in a timely manner, prior to departure. **Please note that airline companies will not allow boarding in the absence of a valid visa.**

Information on visa procedures, including a list of relevant Canadian diplomatic/consular missions abroad, is available on the web site of Canadian Citizenship and Immigration at: <http://www.cic.gc.ca/english/information/offices/apply-where.asp>.

Important note: A number of countries (listed in annex A below) require visitors to provide their biometrics (fingerprints and photos) in order to enter Canada on a visitor visa. Information can be found at the following link: <http://www.cic.gc.ca/english/visit/biometrics.asp>.

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

7. Hotel information

Participants are kindly reminded that **they must make their own hotel reservations, and that they should do so as soon as possible.**

Below is an indicative list of hotels (**Annex B**) located in the vicinity of the CBD Secretariat or close to a Metro (subway) station. Note that some hotels are offering special room rates. Please see the information provided in the annex.

Further information on hotels in Montreal is available at the following web site:

<http://www.tourisme-montreal.org/Accommodations>



8. Official languages

There are two official languages in Canada: English and French. French is the official language of Quebec, however English is widely spoken in Montreal.

9. Weather and time zone information

In September average temperatures in Montreal usually range between a maximum of +19°C in the daytime and a minimum of +7°C at night. Current weather conditions in the area can be found at: <http://www.worldweather.org/056/c00634.htm>.

The standard time zone in Montreal is GMT/UTC -4 hours.

10. Electricity

The electrical currents are 120 volts, 60 Hertz and the plugs used are shown below.



11. Currency

The currency in Canada is the Canadian Dollar (CAD \$). The current exchange rate as at 8 July 2014 is US \$1 = CAD \$1.07 and € 1 = CAD \$1.45 (rates are subject to change).

12. Disclaimer

The CBD Secretariat disclaims all responsibility for medical, accident and travel insurance, for compensation for death or disability compensation, 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 to secure international medical, accident and travel insurance for the period of participation prior to departure.

Annex A – Country Listing

COUNTRIES AND TERRITORIES WHOSE CITIZENS REQUIRE VISAS IN ORDER TO ENTER CANADA AS VISITORS (AS LISTED ON THE WEB SITE OF CITIZENSHIP AND IMMIGRATION CANADA)

Citizens of the following countries and territories require a visa to **visit** or **transit** Canada:

A	E (cont'd)	M	S (Cont'd)
Afghanistan*	Equatorial Guinea	Madagascar	Saudi Arabia*
Albania*	Eritrea*	Malawi	Senegal
Algeria*	Ethiopia	Malaysia	Serbia
Angola		Maldives	Seychelles
Argentina	F	Mali	Sierra Leone
Armenia	Fiji	Marshall Islands	Somalia*
Azerbaijan		Mauritania	South Africa
	G	Mauritius	Sri Lanka*
B	Gabon	Mexico	Sudan*
Bahrain	Gambia	Micronesia, Fed. States of	Suriname
Bangladesh*	Georgia	Moldova	Swaziland
Belarus	Ghana	Mongolia	Syrian Arab Republic*
Belize	Grenada	Montenegro	
Benin	Guatemala	Morocco	T
Bhutan	Guinea	Mozambique	Tajikistan
Bolivia	Guinea-Bissau	Myanmar*	Tanzania, United Republic of
Bosnia and Herzegovina	Guyana		Thailand
Botswana		N	The former Yugoslav Republic of Macedonia
Brazil	H	Namibia	Togo
Bulgaria	Haiti*	Nauru	Tonga
Burkina Faso	Honduras	Nepal	Trinidad and Tobago
Burundi		Nicaragua	Tunisia*
	I	Niger	Turkey
C	India	Nigeria*	Turkmenistan
Cabo Verde	Indonesia	O	Tuvalu
Cambodia*	Iran, Islamic Republic of*	Oman	
Cameroon	Iraq*		U
Central African Republic	Israel		Uganda
Chad		P	Ukraine
Chile	J	Pakistan*	United Arab Emirates
China	Jamaica*	Palau	Uruguay
Colombia*	Jordan*	Palestinian Authority*	Uzbekistan
Comoros		Panama	
Congo, Democratic Republic of the*	K	Paraguay	
Congo, Republic of the	Kazakhstan	Peru	V
Costa Rica	Kenya	Philippines	Vanuatu
Cote d'Ivoire	Kiribati	Poland	Venezuela
Cuba	Korea, Democratic People's Republic of		Viet Nam*
Czech Republic	Kuwait	Q	
	Kyrgyzstan	Qatar	Y
D			Yemen*
Djibouti	L	R	
Dominica	Lao, People's Democratic Republic of*	Romania	Z
Dominican Republic	Lebanon*	Russian Federation	Zambia
	Lesotho	Rwanda	Zimbabwe
E	Liberia		
East Timor	Libya*	S	
Ecuador	Lithuania	Saint Lucia	
Egypt*		Saint Vincent and the Grenadines	
El Salvador		Sao Tomé e Príncipe	

*Countries requiring biometrics (fingerprint and photos).

Annex B – Hotel Listing

LIST OF HOTELS WITH INDICATIVE ROOM RATES FOR 2014 IN CANADIAN DOLLARS

PRICES DO NOT INCLUDE THE APPLICABLE TAXES: GST 5% + QST 9.5%

RATES ARE INDICATIVE AND SUBJECT TO CHANGE

HOTELS	Approximate room rates	Distance to the meeting venue	Remarks
1. Hotel Inter-Continental Montreal 360 St. Antoine Street West, Montreal, Quebec Tel.: +1-514-847-8525, option #3 America toll free: 1-800-361-3600 Fax: +1-514-847-8730 E-mail: montreal@interconti.com ; yulhb-reservations@ihg.com Web site: http://www.ichotelsgroup.com/intercontinental/en/gb/reservations/dates-preferences/montreal	Please request the <u>SCBD</u> or <u>ICAO</u> Rates at the time of booking. Jan – Apr \$159.00 1 King Bed May – Oct \$189.00 1 King Bed Nov – Dec \$159.00 1 King Bed	1 minute walk	Rates include: <ul style="list-style-type: none"> • High speed internet
2. Hyatt Regency Montreal 1255 Jeanne-Mance Montreal, Quebec, H5B 1E5 Tel: +1-514- 982-1234 Fax: +1-514-841-2069 Web site: www.montreal.hyatt.com	Please request the <u>ICAO</u> rates at the time of booking or group code #78642 for online bookings. Jan – Apr \$130.00 May – Oct \$145.00 Nov – Dec \$130.00	10 minutes' walk	Rates include: <ul style="list-style-type: none"> • High speed internet • One \$10 taxi voucher per room per night
3. Holiday Inn Select 99 Viger Street West Montreal, Quebec Tel.: +1-514-878-9888 Fax: +1-514-878-6341 E-mail: administration@yul-downtown.hiselect.com Web site: www.ichotelsgroup.com	Please request the <u>CBD/SCBD</u> or UN rates at the time of booking. Jan – Apr: \$133.00 May – Oct: \$149.00 Nov – Dec: \$133.00	5 minutes' walk	Rates include: <ul style="list-style-type: none"> • High speed internet
4. Square Phillips (Hotel & Suites) 1193 Place Phillips Montreal, Quebec H3B 3C9 Tel. +1-514-393-1193 Fax: +1-514-393-1192 E-mail: info@squarephillips.com Web site: www.squarephillips.com	Please request <u>SCBD</u> rates at the time of booking. Daily (D) and weekly (W) rates available.	10 minutes' walk	Rates include: <ul style="list-style-type: none"> • Buffet Breakfast • Free internet • Daily newspaper • Local calls
	Studio: Jan-Apr (D \$132.00-W \$123.00) May-Oct (D \$151.00-W \$135.00) Nov-Dec (D \$132.00-W \$123.00)		
	Junior Suite (Queen): Jan-Apr (D \$143.00-W \$130.00) May-Oct (D \$163.00-W \$146.00) Nov-Dec (D \$143.00-W \$130.00)		
(rates for Junior Suite (King), One bedroom and Two bedroom suites are also available, contact hotel directly)			
5. Le Westin Montréal 270 St-Antoine West Montreal, Quebec Tel: +1-514-380-3333 Fax: +1-514-380-3332 E-mail: reservations@westinmontreal.com Web site: http://www.westinmontreal.com/	Please request <u>ICAO</u> rates at the time of booking. Jan – Apr: \$159.00 May – July: \$179.00 Aug – Oct: \$189.00 Nov – Dec: \$159.00	1 minute walk	Rates include: <ul style="list-style-type: none"> • High speed internet

HOTELS	Approximate room rates	Distance to the meeting venue	Remarks		
6. Best Western – Ville Marie 3407 Peel Street (corner of Peel and Sherbrooke Street) Montreal, Quebec Tel: +1-514-288-4141 or Toll-free: +1-800-361-7791(Canada & U.S.A.) Fax: +1-514-288-3021 Reservations: sam@hotelvillemarie.com Web site: www.hotelvillemarie.com	Please request ICAO rates at the time of booking. Jan – Mar : \$105.00 Apr - May: \$125.00 June – Oct : \$144.00 Nov – Dec : \$105.00	20 minutes' walk	Rates include: <ul style="list-style-type: none">• High speed internet		
7. Hotel Le Dauphin 1025, De Bleury Montreal Tel: +1-514-788-3888 Fax: + 1-514-788-3889 E-mail: mtl_centre@hoteldauphin.ca Web site: www.hoteldauphin.ca	Please request <u>CBD</u> or <u>ICAO</u> rates at the time of booking. Single: \$136.00 Double: \$146.00 Triple: \$156.00 Quad: \$166.00 Junior Suite: \$166.00 (single or double occupancy)	3 minutes' walk	Rates include: <ul style="list-style-type: none">• Breakfast• WIFI access		
8. L'Appartement Hotel 455 Sherbrooke Street West Montreal, Quebec Tel.: +1-514-284-3634 Fax: +1-514-287-1431 E-mail: info@appartementhotel.com Web site: www.appartementhotel.com	Please request <u>SCBD</u> or <u>ICAO</u> rates at the time of booking. Daily (D) and weekly (W) rates available. <table><tr><td>Studio: Jan – Apr (D\$112.00-W\$101.00) May –Oct (D\$125.00-W\$108.00) Nov – Dec (D\$112.00-W\$101.00)</td><td>1 bedroom suite: Jan – Apr (D\$132.00-W\$122.00) May –Oct (D\$139.00-W\$125.00) Nov – Dec (D\$132.00-W\$122.00)</td></tr></table> (rates for two bedroom suites are also available, contact hotel directly)	Studio: Jan – Apr (D\$112.00-W\$101.00) May –Oct (D\$125.00-W\$108.00) Nov – Dec (D\$112.00-W\$101.00)	1 bedroom suite: Jan – Apr (D\$132.00-W\$122.00) May –Oct (D\$139.00-W\$125.00) Nov – Dec (D\$132.00-W\$122.00)	15 minutes' walk	Rates include: <ul style="list-style-type: none">• Buffet Breakfast• High speed internet• Daily newspaper• Local calls
Studio: Jan – Apr (D\$112.00-W\$101.00) May –Oct (D\$125.00-W\$108.00) Nov – Dec (D\$112.00-W\$101.00)	1 bedroom suite: Jan – Apr (D\$132.00-W\$122.00) May –Oct (D\$139.00-W\$125.00) Nov – Dec (D\$132.00-W\$122.00)				
9. Travelodge Montreal Centre 50, René-Lévesque Blvd. West Montreal, Quebec Tel.: +1-514-874-9090 Fax: +1-514-874-0907 E-mail: reserve@travelodgemontreal.ca Web site: http://www.travelodgemontrealcentre.com/	Please request <u>CBD</u> or <u>ICAO</u> rates at the time of booking. May – Oct: Standard \$95.00; Suite: \$149.00 Nov – Apr : Standard \$75.00; Suite: \$119.00	10 minutes' walk	Rates include: <ul style="list-style-type: none">• Internet/WIFI• Continental breakfast		
10. L'HOTEL 262 St Jacques West Montreal, QC H2Y 1N1 Tel.: +1-514-985-0019 Fax.: +1-514-985-0059 Web site: http://www.lhotelmontreal.com/	Please request <u>CBD</u> or <u>ICAO</u> rate at the time of booking. Jan – Apr: \$135.00 May-Oct : \$155.00 Nov – Dec: \$135.00	1 minutes' walk	Rates include: <ul style="list-style-type: none">• Breakfast• High speed internet		
