



# Convention on Biological Diversity

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GENERAL






7 November 2013

ENGLISH ONLY

REGIONAL WORKSHOP FOR MIDDLE EAST AND NORTH AFRICA ON THE PREPARATION OF THE FIFTH NATIONAL REPORT  
Doha, Qatar, 14-17 December 2013

## Information Note for Participants

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

 <b>Visa Information (page 2)</b>
 <b>Meeting Documents (page 2)</b>
 <b>Hotel Information (page 3)</b>
 <b>Weather Information (page 4)</b>
 <b>Currency Information (page 4)</b>

## IMPORTANT INFORMATION

1. OPENING AND REGISTRATION.....	2
2. VENUE .....	2
4. DOCUMENTS .....	2
5. GENERAL INFORMATION ON ACCESS TO DOHA, QATAR .....	2
6. VISA INFORMATION .....	2
7. HOTEL INFORMATION .....	3
10. WEATHER AND TIME ZONE INFORMATION .....	4

## 1. Opening and registration

The Regional Workshop for Middle East and North Africa on the Preparation of the Fifth National Report will be held in Doha, Qatar from Saturday, 14 December to Tuesday, 17 December 2013.

The workshop will start at 9:00 a.m. on Saturday, 14 December 2013, and registration will take place at the venue of the workshop at 8:30 a.m. the same day.

## 2. Venue

The workshop will be held at:

### **Hotel Wyndham Grand Regency Doha**

Jawaan Street

Sports Roundabout

Doha, 22606 Qatar

Tel: +974-4434-3333

Fax: +974-4434-3333

## 3. Working language of the workshop

The meeting will be held in Arabic and English. Resource persons who speak Arabic will assist and review the draft reports prepared in Arabic.

## 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 during the meeting. Pre-session documents will be available on the Secretariat's web site at



<http://www.cbd.int/doc/?meeting=RW5NR-MENA-01>

## 5. General information on access to Doha, Qatar



Doha is serviced by the Doha International Airport, which is located in about 5 km from the city centre. Transport by taxi to the main hotel area downtown is about 35 QAR (US \$10).

## 6. Visa information

Participants from countries listed below can obtain a visa on line, all other participants require an entry visa for Qatar and are strongly advised to contact the nearest Qatari diplomatic or consular mission **as soon as possible** in order to secure the required entry visa in a timely manner, prior to departure. The missions abroad are available at the following link: <http://www.qatarvisitor.com/travel/qatar-abroad#embassy>

Participants from the following countries can apply for a visa on line ahead of time. Applicants are required to supply a sponsor ID in the application, which can be from a relative living in Qatar or an ID supplied by a hotel. The visa information and form is available on the web

site of the Ministry of the Interior of Qatar at the following link:  
<http://portal.www.gov.qa/wps/portal/services/>

Andorra	Hong Kong	Norway
Australia	Iceland	Portugal
Austria	Ireland	San Marino
Belgium	Italy	Spain
Brunei Darussalam	Japan	Sweden
Canada	Liechtenstein	Singapore
Denmark	Luxembourg	Korea, Republic of
Finland	Malaysia	Switzerland
France	Monaco	United State of America
Germany	Netherlands	United Kingdom of Great Britain and Northern Ireland
Greece	New Zealand	

To facilitate the issuance of visas, the Secretariat will issue upon request invitation letters which participants could attach to their visa applications.

#### **7. Hotel information**

A block booking has been made at the Hotel Wyndham Grand Regency Doha (venue of the workshop) behalf of all sponsored participants according to your flight arrangements. All personal expenses including laundry, phone calls, room services, etc, will be paid by participants themselves when checking out.

Non-sponsored participants are also recommended to stay at the same hotel. The special rate is 500 QAR (approx. US \$140) for a single room. The hotel details and contact person are listed below.

#### **Hotel Wyndham Grand Regency Doha**

Jawaan Street  
Sports Roundabout  
Doha, 22606 Qatar  
Tel: +974-4434-3333  
Fax: +974-4434-3333

Contact for reservations: Mr. Mahmoud Ayoub  
E-mail: [MAyoub@wyndham.com](mailto:MAyoub@wyndham.com)

Information on other hotels including tourist information is available on the web site of the Qatar Tourism Authority at: <http://www.qatartourism.gov.qa/>

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

Sponsored participants will receive a portion of their DSA on the first day of the meeting.

## 9. Official language in Doha, Qatar

The official language in Qatar is Arabic. English is understood and spoken in some hotels and restaurants.

## 10. Weather and time zone information



In December, temperatures in Doha usually range between a maximum of 24°C in the daytime and a minimum of 15°C at night. Current weather conditions can be found at: <http://www.worldweather.org/116/c00221.htm>.

The standard time zone in Qatar is GMT / UTC + 3 hours.

## 11. Electricity

The electrical currents are 240V, 50Hz the plug type is shown below.



## 12. Currency



The currency in Qatar is Qatari Riyal, the current exchange rate at 7 November 2013 is US \$1 = 3.64 QAR and €1 = 4.89 QAR. Major credit cards are widely accepted and ATM machines are easily accessible.

## 13. Disclaimer

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

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