

## CONVENTION ON BIOLOGICAL DIVERSITY

Distr.  
GENERAL

Rev.3\*  
6 October 2005

ENGLISH ONLY

### SUBSIDIARY BODY ON SCIENTIFIC, TECHNICAL AND TECHNOLOGICAL ADVICE

Eleventh meeting

28 November – 2 December 2005, Montreal

## INFORMATION NOTE FOR PARTICIPANTS

### 1 Venue

The eleventh meeting of the Subsidiary Body on Scientific, Technical and Technological Advice (SBSTTA-11) will be held in Montreal from 28 November to 2 December 2005. at:

**The International Civil Aviation Organization (ICAO)**

999 University (corner Saint Antoine) Montreal,  
Metro access, Line 2 - Orange, Station Square-Victoria

### 2 Registration and identification name badges

Registration for this meeting will commence on **Sunday, 27 November 2005**, from **12 noon to 6 p.m.** and will continue on **Monday, 28 November 2005, at 8 a.m.**, in the lower atrium of the ICAO building

Participants are encouraged to pre-register using the pre-registration form attached hereto as **Annex A**. On receipt of duly completed pre-registration form, name badges will be prepared and handed over at the registration desk **only** upon the presentation of a valid passport or an identification card with a photograph.

For security reasons, the display of name badges is mandatory for admission to the ICAO Conference Centre as well as to its meeting rooms. In addition, participants are requested to bring their valid passports and identification cards on hand for entry into the ICAO building.

Information pertaining to room allocations for the plenary and the working groups as well as regional-group meeting rooms will be made available at the meeting venue.

---

\* This revision 3 is issued update hotels' coordinates.

### 3 Official opening

The official opening for SBSTTA-11 will take place at **10 a.m.** on **Monday, 28 November 2005**, at the main plenary hall. The formal sessions of the meeting will be held daily from **10 a.m. to 1 p.m.** and from **3 to 6 p.m.**

### 4 Documents

Participants are kindly reminded to bring their copies of the pre-session documents as well as the information documents. For reasons of economy, **only** Parties and Governments shall be provided with **one set** of documents **per delegation**.

CD-ROMs containing the pre-session documents in the six United Nations official languages, as well as the information documents of each meeting, shall also be made available to participants and participating organizations that wish to reproduce additional copies of documents on site. These CD-ROMs will be available at the Documentation Counter and copies may be made on a **commercial basis** at the Business Centre located on Level 1 of the ICAO Conference Centre.

### 5 Services to participants

Within the ICAO Conference Centre there will be a Business Centre providing the following services **on a commercial basis**: photocopying, facsimile, stamps and telephone prepaid cards, etc.

Participants may also access their e-mails, **free of charge**, at the Cyber Café situated within the ICAO Conference Centre.

### 6 General information on access to Montreal

Montreal is serviced by Montreal-Trudeau International Airport (15 km from downtown). Taxis are available at the airport and there is a shuttle bus service every 30 minutes.

#### Fares in Canadian dollars:

<b>Bus / Shuttles:</b>	<b>One way trip</b>	<b>Round trip</b>
Airport/Downtown	\$12	\$22.75
<b>Taxis:</b>		
Airport/Downtown	\$ 35 Fixed rate	N.A.

## 7 Visa/customs

Participants from countries listed in **Annex B** attached hereto require an entry visa for Canada and are strongly advised to approach the nearest Canadian diplomatic or consular mission in order to secure the required entry visa prior to departure.

Information on visa procedures, including a list of relevant Canadian diplomatic/consular missions abroad, is available on the website of the Canadian Citizenship and Immigration at: <http://www.cic.gc.ca/english/offices/index.html>.

## 8 Hotel information

Attached is an indicative list of hotels (**Annex C**) located in the vicinity of the meeting venue building and the CBD Secretariat or next to a Metro (subway) station. Further information on hotels in Montreal is available at:

<http://www.travelnow.com/hotels/hotnetlist.jsp?cid=54847&city=Montreal&stateProvince=PQ&country=CA>

Participants are kindly reminded that they have to make their own hotel reservations **as early as possible**. **It should be noted that the eleventh session of the Conference of the Parties to the United Nations Framework Convention on Climate Change (UNFCCC) will also be held in Montreal from 28 November to 9 December 2005. A large number of participants are expected to attend this meeting. It is therefore strongly recommended that participants in SBSTTA-11 meetings finalize their hotel and travel accommodation arrangements as soon as possible.**

To benefit from the special room rates some hotels may be offering, please indicate that you will be attending a CBD meeting when you make your reservation.

## 9 Official languages in Canada

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

## 10 Side-events, Promotional material and Catering

### 10.1 Side events

Space will be made available at the ICAO Conference Centre for side events and publication displays. Requests for side-events should be made preferably on-line at: <http://www.biodiv.org/register/> or by completing the attached **Annex D**. The deadline for the receipt of requests is 31 October 2005. **Requests received after the deadline of 31 October 2005, will not be considered.**

Rooms for side-events equipped with LCD projectors for PowerPoint presentations, and/or overhead projectors for transparency presentations, are available on request **at no cost** to the organizer(s).

Written requests for side events should be addressed to:

Mr. Aballache Yesli  
Conference Officer  
Secretariat of the Convention on Biological Diversity  
World Trade Center  
413 St Jacques Street, Suite 800  
Montreal, Quebec, Canada H2Y IN9  
Telephone (Direct line): +1-514-287-7043  
Fax: + 1-514-288-6588  
E- mail: [aballache.yesli@biodiv.org](mailto:aballache.yesli@biodiv.org)

Side-events requests will be processed on a first-come, first-served basis. An updated calendar of side-events will be accessible at the Secretariat's web site at: <http://www.biodiv.org/register/side-events/list.aspx?mtg=sbstta-11>

It should be noted that, given the limited space available, there shall be **no more than five** side-events per day over the lunch hour (1.15 to 2.45 p.m.) and **two** in the evening (6.30 to 8 p.m.). Side-events may have to be rescheduled to accommodate requests from the plenary and/or the Working Groups

Organizers of side-events requiring additional technical equipment should address their detailed requests for availability and costs directly to Mr. Mike Baiao, with a copy to Mr. Aballache Yesli for information purposes. Mr. Baiao's coordinates are as follows:

Mr. Mike Baiao, Conference Assistant  
Telephone: +1-514-954-8219  
Facsimile: +1-514-599-3834  
Address: 999 University Street  
Montreal, Quebec, Canada H3C 5H7  
E-mail: [Mbaiao@icao.int](mailto:Mbaiao@icao.int)

## **10.2 Shipping of promotional material**

Participants wishing to enquire about customs regulations and space availability regarding shipping of promotional material to the meeting venue (ICAO) should address their requests directly to Mr. Mike Baiao with a copy to Mr. Aballache Yesli, for information purposes.

All shipments must be:

- Arranged on a door-to-door basis, and arrive no earlier than 5-7 days prior to the opening of the meeting(s);
- Marked to the attention of Mr. Mike Baiao;
- Identified with the title of the meeting (e.g. SBSTTA-11);
- Previously communicated to Mr. Mike Baiao, indicating the expected date of arrival in Montreal, the airway bill number and the number of boxes sent.

**N.B.** Boxes must be numbered in “1 of XX format”. When possible, a copy of the publication should be affixed to each box.

### **10.3 Catering**

All requests for catering services must be addressed directly to Mr. Mathew Chang with a copy to Mr. Aballache Yesli, for information purposes. Mr. Chang’s coordinates are as follows:

Mr. Matthew Chang  
Address: 999 University Street  
Montreal, Quebec, Canada H3C 5H7  
Telephone: +1-514-954-8219 ext.7085  
Facsimile: +1-514-954-6134  
E-mail: 43068@compass-canada.com

### **11 Weather and time zone information**

In November/December, daytime temperatures in Montreal range between a maximum of -3 and a minimum of -10 ° C. The standard time zone will be GMT - 5 hours.

### **12 Electricity**

110 volts, 60 Hertz. [Two-pin, flat and vertical and round earth connection].

### **13 Currency**

The currency in Canada is the Canadian dollar (Can\$). The current exchange rate is \$1 US = \$1.18 Canadian.

### **14 Disclaimer**

The CBD Secretariat disclaims all responsibility for medical, accident and travel insurance, 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 insurance for the period of participation prior to departure.

**Annex A**

ELEVENTH MEETING OF THE SUBSIDIARY BODY ON SCIENTIFIC, TECHNICAL AND TECHNOLOGICAL ADVICE, MONTREAL, 28 NOVEMBER – 2 DECEMBER 2005

**Pre-Registration Form (Please print)**

**Due to the large number of forms involved, the Secretariat will not be able to acknowledge receipt of individual applications. Pre-registered participants will only be contacted in cases where further information is needed.**

Mr. /  Mrs. /  Ms. /  Amb. /  Dr. /  Prof.  Female  Male

FAMILY NAME: \_\_\_\_\_

FIRST NAME: \_\_\_\_\_

FUNCTION/TITLE: \_\_\_\_\_

Have you attended CBD meeting(s) before?  Yes  No

Representing:

GOVERNMENT: \_\_\_\_\_

Ministry/department/agency: \_\_\_\_\_

**OR**

ORGANIZATION: \_\_\_\_\_

(SHORT NAME / ACCRONYM): \_\_\_\_\_

(Check one)  UN/ Specialized Agency  Inter-governmental organization  Non-governmental organization  Indigenous community organization  Media  Industry  Other

Official Address: \_\_\_\_\_

Telephone: + (\_\_\_\_\_) \_\_\_\_\_

Fax: + (\_\_\_\_\_) \_\_\_\_\_

Telex: + (\_\_\_\_\_) \_\_\_\_\_

E-Mail: \_\_\_\_\_

URL: \_\_\_\_\_

Preferred languages:

- English
- French
- Spanish
- Russian
- Arabic
- Chinese

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return duly completed no later than 31 October 2005 to:**

Secretariat of the Convention on Biological Diversity  
World Trade Center  
413 Saint-Jacques St., Suite 800  
Montreal, Quebec, Canada  
H2Y 1N9  
Fax: + 1 (514) 288-6588  
E-mail: secretariat@biodiv.org

Please check the box should you wish to subscribe to a weekly electronic digest of the latest notifications, reports, meetings and events related to the Convention on Biological Diversity and the Biosafety Protocol.

## Annex B

### COUNTRIES AND TERRITORIES WHOSE CITIZENS REQUIRE VISAS IN ORDER TO ENTER CANADA AS VISITORS

(In accordance with the website of Citizenship and Immigration Canada)

Citizens of the following countries and territories require a Visa to **VISIT** or **TRANSIT** in Canada:

#### **A**

Afghanistan  
Albania  
Algeria  
Angola  
Argentina  
Armenia  
Azerbaijan

#### **B**

Bahrain  
Bangladesh  
Belarus  
Belize  
Benin  
Bhutan  
Bolivia  
Bosnia-Herzegovina  
Brazil  
Bulgaria  
Burkina Faso  
Burundi

#### **C**

Cambodia  
Cameroon  
Cape Verde  
Central African Rep.  
Chad  
Chile  
China  
Colombia  
Comoros  
Congo, Democratic Republic of the  
Congo, Republic of the  
Costa Rica  
Côte d'Ivoire  
Croatia  
Cuba  
Czech Republic

#### **D**

Djibouti  
Dominica  
Dominican Rep.

#### **E**

East Timor  
Ecuador  
Egypt  
El Salvador  
Equatorial Guinea  
Eritrea  
Estonia  
Ethiopia

#### **F**

Fiji

#### **G**

Gabon  
Gambia  
Georgia  
Ghana  
Grenada  
Guatemala  
Guinea  
Guinea-Bissau  
Guyana

#### **H**

Haiti  
Honduras  
Hungary

#### **I**

India  
Indonesia  
Iran  
Iraq  
Israel (only Israeli citizens holding valid Israeli "Travel Document in lieu of National Passport")

#### **J**

Jamaica  
Jordan

#### **K**

Kazakhstan  
Kenya  
Kiribati  
Korea, North  
Kuwait  
Kyrgyzstan

**L**

Laos  
Latvia  
Lebanon  
Lesotho  
Liberia  
Libya  
Lithuania

**M**

Macao S.A.R.  
Macedonia  
Madagascar  
Malawi  
Malaysia  
Maldives Islands  
Mali  
Marshall Islands  
Mauritania  
Mauritius  
Micronesia, Fed. States  
Moldova  
Mongolia  
Morocco  
Mozambique  
Myanmar (Burma)

**N**

Nauru  
Nepal  
Nicaragua  
Niger  
Nigeria

**O**

Oman

**P**

Pakistan  
Palau  
Palestinian Authority  
Panama  
Paraguay  
Peru  
Philippines  
Poland

**Q**

Qatar

**R**

Romania  
Russian Federation  
Rwanda

**S**

Sao Tomé e Príncipe  
Saudi Arabia  
Senegal  
Serbia and Montenegro  
Seychelles

Sierra Leone  
Slovakia  
Somalia  
South Africa  
Sri Lanka  
Sudan  
Surinam  
Syria

**T**

Tajikistan  
Tanzania  
Thailand  
Togo  
Tonga  
Trinidad and Tobago  
Tunisia  
Turkey  
Turkmenistan  
Tuvalu

**U**

Uganda  
Ukraine  
United Arab Emirates  
Uruguay  
Uzbekistan

**V**

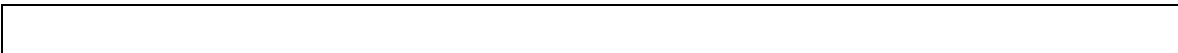
Vanuatu  
Venezuela  
Vietnam

**Y**

Yemen

**Z**

Zambia  
Zimbabwe





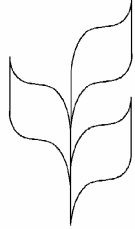
A. FOUR-STAR HOTELS	Number of rooms	Indicative room rates <sup>†</sup>	Distance to the meeting venue	Remarks
<b>1. Best Western</b> 3407 Peel Street (corner of Peel and Sherbrooke Street) Montreal Tel: +1-514-288-4141 or toll-free: +1-800-528-1234 Fax: +1-514-288-3021 www.hotelvillemarie.com	171	<ul style="list-style-type: none"> <li>Single: \$150</li> </ul>	20 minutes' walk	Room rates are inclusive of breakfast
<b>2. Delta Centre Ville</b> 5-minutewalk to SCBD office 777 University Street Montreal Tel.: +1-514-879-1370 Fax: +1-514-879-1761 <a href="http://www.deltahotels.com/bg3">www.deltahotels.com/bg3</a> First class hotel	712	Single or double occupancy: <ul style="list-style-type: none"> <li>Standard Delta guestroom: \$144</li> <li>Club Signature guestroom: \$169.</li> </ul>	Across the street	
<b>3. Hotel Inter-Continental Montreal</b> Same building as SCBD office 360 St. Antoine Street West Montreal Tel.: +1-514847-8525 America toll free: +1-800 327-0200/361 3600 Fax: +1-514 847-8730 E-mail: <a href="mailto:montreal@interconti.com">montreal@interconti.com</a> www.montreal.interconti.com	N/A	<ul style="list-style-type: none"> <li>Rooms: \$159</li> </ul>	5 minutes' walk	

<sup>†</sup> Room rates are subject to change without notice.

<b>A. FOUR-STAR HOTELS (Cont'd)</b>	<b>Number of rooms</b>	<b>Indicative room rates</b>	<b>Distance to the meeting venue</b>	<b>Remarks</b>
<b>4. Holiday Inn Select</b> 99 Viger Street West Montreal Tel.: +1-514-878-9888 Fax: +1-514-878-6341 <a href="http://www.hiselect-yul.com/">www.hiselect-yul.com/</a>	N/A	<ul style="list-style-type: none"> <li>• Standard: \$170</li> </ul>	10 minutes' walk	Chinatown, oriental food available
<b>5. Hôtel de la Montagne</b> 1430 de la Montagne Street Montreal Tel.: +1-514288-5656 Toll free in North America: + 1(800) 361-6262 Fax : +1-514-288-9658 <a href="http://www.hoteldelamontagne.com/">www.hoteldelamontagne.com/</a>	N/A	<ul style="list-style-type: none"> <li>• Deluxe room: \$155</li> <li>• Suite: \$215</li> </ul>	20 minutes' walk	Government taxes not included
<b>6. Hotel Courtyard Marriott Montreal (formerly La Citadelle)</b> 410, Sherbrooke Street West Montreal Tel.: +1-514-844-8851 Fax: +1-514-844-0912 <a href="http://www.courtyardmontreal.com/">www.courtyardmontreal.com/</a>	181	<ul style="list-style-type: none"> <li>• Single or double occupancy: \$159</li> </ul>	15 minutes' walk	

<b>A. FOUR-STAR HOTELS (Cont'd)</b>	<b>Number of rooms</b>	<b>Indicative room rates</b>	<b>Distance to the meeting venue</b>	<b>Remarks</b>
<b>8. Fairmont the Queen Elizabeth</b> 900 Rene Levesque Blvd. West Montreal Tel: +1-514-861-3511 ( ask for reservations ) Global reservation Centre: 1 800 441 1414 Fax: +1-514-954-2258 E-mail: queenelizabethhotel@fairmont.com Web site: www.fairmont.com	1039	<ul style="list-style-type: none"> <li>Moderate &amp; Fairmont room: \$149</li> <li>Junior suite: \$209</li> <li>Fairmont gold: \$259</li> <li>Bedroom suite: \$309</li> </ul>	5-8 minutes' walk	Rates are based on single/double occupancy per night
<b>B. THREE-STAR HOTELS</b>	<b>Number of rooms</b>	<b>Indicative room rates</b>	<b>Distance to the meeting venue</b>	<b>Remarks</b>
<b>7. Square Phillips (Hotel &amp; Suites)</b> 1193 Place Phillips Montreal Tel.: +1-514-393 1193 Fax: +1-514393 1192 <b>www.squarephillips.com</b>	160	<ul style="list-style-type: none"> <li>Studios: \$119</li> <li>Junior suite 1 DB: \$129</li> <li>Junior suite (KSB): \$143</li> <li>1 BR suite: \$150</li> <li>2 BR suite: \$196</li> </ul>	10 minutes' walk	
<b>B. THREE-STAR HOTELS (Cont'd)</b>	<b>Number of rooms</b>	<b>Indicative room rates</b>	<b>Distance to the meeting venue</b>	<b>Remarks</b>
<b>8. Fairmont the Queen Elizabeth</b> 900 Rene Levesque Blvd. West Montreal Tel: +1-514-954-2273 Fax: +1-514-954-2258 E-mail: john.richardson@fairmont.com	1039	<ul style="list-style-type: none"> <li>Fairmont room: \$209</li> <li>Junior suite: \$289</li> <li>Fairmont gold: \$309</li> </ul>	5-8 minutes' walk	Rates are based on single/double occupancy per night
<b>9. La Tour Centre-Ville</b> 400 René-Lévesque Blvd. West Montreal Tel.: +1-514-866-8861 Fax: +1-514-866-7257	N/A	<b>Studio:</b> <ul style="list-style-type: none"> <li>Single or double: \$80</li> </ul> <b>Small suite:</b> <ul style="list-style-type: none"> <li>Single or double \$90</li> </ul> <b>Big suite:</b> <ul style="list-style-type: none"> <li>Single or double \$100</li> </ul>	15 minutes' walk	\$10 per additional person

<b>B. THREE-STAR HOTELS (Cont'd)</b>	<b>Number of rooms</b>	<b>Indicative room rates</b>	<b>Distance to the meeting venue</b>	<b>Remarks</b>
<b>10. Holiday Inn &amp; Express Suites EX Hotel suites le Faubourg</b> 155 René-Lévesque Blvd. East Montreal Tel.: +1-514-448 7100 Toll free: +1-800-398-7100 Fax: +1-514-448-7101 E-mail : <a href="mailto:info@hotelfaubourg.com">info@hotelfaubourg.com</a> <a href="http://www.hiementreal.com">www.hiementreal.com</a>	161	<ul style="list-style-type: none"> <li>Single or double occupancy: \$109</li> </ul> <b>N.B.</b> \$15 additional person	About 10 minutes' walk	<b>Please mention SCBD rate code: SCB-001</b>
<b>11. Hôtel Manoir des Alpes</b> 1245 St.André Street Montreal Tel.: +1-514-845-9803 Fax: +1-514845-9886 <a href="http://www.hotelmanoirdesalpes.qc.ca/">www.hotelmanoirdesalpes.qc.ca/</a>	30	<ul style="list-style-type: none"> <li>Rooms: \$65</li> </ul>	20 minutes' walk	With breakfast
<b>B. THREE-STAR HOTELS (Cont'd)</b>	<b>Number of rooms</b>	<b>Indicative room rates</b>	<b>Distance to the meeting venue</b>	<b>Remarks</b>
<b>12. Travelodge</b> 50, René-Lévesque Blvd. West Montreal Tel.: +1-514-874-9090 Fax : +1-514-874-0907 E-mail : <a href="mailto:reserve@travellodgemontréal.ca">reserve@travellodgemontréal.ca</a> <a href="http://www.travelodge.com/">www.travelodge.com/</a>	N/A	<ul style="list-style-type: none"> <li>Single or double occupancy \$89</li> </ul> <b>N.B.</b> Continental buffet included	20 minutes' walk	Including breakfast for
<b>13. L'Appartement-in-Montréal</b> 455 Sherbrooke Street West Montreal Tel.: +1-514-284-3634 Fax: +1-514-287-1431 <a href="http://www.appartementin.com">www.appartementin.com</a>	126	<ul style="list-style-type: none"> <li>Studio: \$101</li> <li>1 BR suite: \$121</li> <li>2 BR suite: \$164</li> </ul>		



CONVENTION ON BIOLOGICAL DIVERSITY

Deadline: 31 October 2005

Side-Events Request Form

Eleventh meeting of the Subsidiary Body on Scientific, Technical and Technological Advice (SBSTTA-11), Montreal, 28 November – 2 December 2005

Side event requests are processed on a first-come, first-served basis

Please ensure that the information below (1 to 6) is provided

For on-line requests, please click here: http://www.biodiv.org/register/

- 1. Event Title:
2. Full name + acronym of organizer(s):
3. Expected number of Participants:
4. Preferred date and time:
5. Requirements \*
6. Date of submission:
7. Message (optional):

\* For additional technical equipment and catering requirements, please refer to pages 4 and 5 heading 10. "Side Events, Promotional materials and catering" of the "Information Note for Participants".