



# Convention on Biological Diversity

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SUBSIDIARY BODY ON SCIENTIFIC,  
TECHNICAL AND TECHNOLOGICAL  
ADVICE

Fifteenth meeting

Montreal, Canada, 7 - 11 November 2011

## 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 (pages 4, 10)</b>
 <b>Meeting Documents (page 4)</b>
 <b>Hotel Information (pages 5, 11)</b>
 <b>Weather Information (page 8)</b>
 <b>Currency Information (page 8)</b>

## INFORMATION HIGHLIGHTS

1. OFFICIAL OPENING .....	2
2. VENUE .....	2
3. PRE-REGISTRATION .....	2
4. ACCESS TO THE MEETING VENUE AND NAME BADGES .....	3
5. MEETING ROOM ALLOCATIONS/ RESERVATIONS .....	4
6. DOCUMENTS .....	4
7. VISA AND HEALTH REQUIREMENTS .....	4
7.1 VISA REQUIREMENTS .....	4
ANNEX A – COUNTRY LISTING .....	10
7.2 HEALTH REQUIREMENTS.....	4
8. HOTEL INFORMATION .....	5
ANNEX B – HOTEL LISTING .....	11
9. GENERAL INFORMATION ON ACCESS TO MONTREAL .....	5
10. SERVICES FOR PARTICIPANTS.....	5
11. PROMOTIONAL MATERIAL .....	6
12. SIDE-EVENTS .....	6
ANNEX C – SIDE-EVENT REQUEST FORM .....	13

1. OFFICIAL OPENING

The official opening for the Fifteenth meeting of the Subsidiary Body on Scientific, Technical and Technological Advice (SBSTTA-15) will take place at **10:00 a.m. on Monday, 7 November 2011**. The formal sessions of the meeting will be held daily from Monday, 7 November 2011 onwards from **10:00 a.m. to 1:00 p.m.** and from **3:00 to 6:00 p.m.**

A reception will be held on 7 November 2011 at 6:30 p.m. at the International Civil Aviation Organization (ICAO). For more information on the programme of work, please refer to the provisional annotated agenda, which will be made available on the Secretariat's web site at: <http://www.cbd.int/doc/?meeting=SBSTTA-15>.

2. VENUE

All of the meetings listed above will be held at:

**The International Civil Aviation Organization (ICAO)**  
999 University Street (between Viger and St-Antoine)  
Montreal, Quebec  
H3C 5H7, Canada  
Tel: +1-514-954-8219  
Metro, line 2 – Orange - station Square-Victoria

3. PRE-REGISTRATION

3.1 CONTRACTING PARTIES

The letter should indicate the names, titles and contacts of delegates attending the SBSTTA-15 meeting and should be sent to the attention of the Executive Secretary at the address below, as soon as possible, preferably by 30 September 2011. Without an official notification from representatives of contracting Parties nominated to attend the meeting, indicating the names, titles and contacts of delegates and including the head of the delegation, registration will not be possible.

This will facilitate the delivery of conference badges upon arrival on site, and the preparation of the list of participants. Participants who do not wish to have their coordinates appear on the list of participants should inform the registration desk upon their arrival at the venue.

Mr. Ahmed Djoghlaif  
Executive Secretary  
Secretariat of the Convention on Biological Diversity  
413 St. Jacques Street West, Suite 800  
Montreal, Quebec  
H2Y 1N9 Canada  
Fax: + 1-514-288-6588  
E-mail: [secretariat@cbd.int](mailto:secretariat@cbd.int)

## 3.2 OBSERVERS

### 3.2.1 STATES NOT PARTY TO THE CONVENTION

The pre-registration of States not Party to the Convention is subject to the same procedure as outlined in paragraph 3.1 above.

### 3.2.2 THE UNITED NATIONS AND ITS SPECIALIZED AGENCIES

The pre-registration of representatives of the UN and its specialized agencies and the International Atomic Energy Agency is subject to the same procedure as outlined in paragraph 3.1 above.

### 3.2.3 GOVERNMENTAL AND NON-GOVERNMENTAL BODIES OR AGENCIES QUALIFIED IN THE FIELDS OF BIODIVERSITY CONSERVATION AND SUSTAINABLE USE

Rule 7.1 of the rules of procedure applies to bodies or agencies qualified in the fields of biodiversity conservation and sustainable use wishing to be represented as observers in the meeting. These observers may, upon invitation of the President of the meeting, participate without the right to vote in the proceedings of any meeting in matters of direct concern to the body or agency they represent unless at least one third of the Parties present at the meeting object (rule 7.2). Pursuant to Annex of COP decision IX/29, the organization's statutes/rules or terms of reference, membership, as well as any other relevant information about the organization, must also be included with the request to be represented as an observer at the meeting.

The pre-registration of these representatives is subject to the receipt by the Secretariat of **an official letter and relevant documentation**. The letter must be on the organization's letterhead and signed by the organization's Chief Executive or President and not by the nominee. The letter should indicate the names, titles and contacts of delegates attending the SBSTTA-15 meeting. The letter should be sent to the attention of the Executive Secretary at the address indicated in item 3.1 above. This information provided will facilitate the delivery of conference badges upon arrival on site, and preparation of the list of participants. Participants who do not wish to have their coordinates appear on the list of participants should inform the registration desk upon their arrival at the venue.

## 4. ACCESS TO THE MEETING VENUE AND NAME BADGES

Access to the meeting venue is subject to the presentation of a valid conference badge. Conference badges with photographs will be issued at the registration counter located at **999 University from Saturday, 5 November onward, from 8:00 a.m. to 6:00 p.m.**

Badges will be issued at the registration counter upon presentation of a valid passport or an identification card with a photograph, along with a copy of the nomination letters referred to under heading 3 above.

- **5-11 November 2011 from 8:00 a.m. to 6:00 p.m.**

For security reasons and to gain access to both meeting venue and meeting rooms, the display of conference badges is mandatory at all times. Any loss of a badge should be reported immediately to the registration counter.

## 5. MEETING ROOM ALLOCATIONS/RESERVATIONS

Information pertaining to room allocations for the plenary as well as for the regional and other groups will be clearly displayed within the meeting venue.

Meeting rooms are available for all groups starting on 6 November 2011 and continuing every day **from 8:00 a.m. to 9:45 a.m.** For any other use outside this slot, the access to the meeting rooms needs to be confirmed, on a daily basis, with Nader Ibrahim or Lisa Pedicelli. Requests, prior to the start of the meeting, can be submitted to CBD Secretariat ([secretariat@cbd.int](mailto:secretariat@cbd.int)), and through the “meeting room request” binder located next to the document distribution counter on the fourth floor, during the meeting.

## 6. DOCUMENTS



In order to minimize the environmental footprint of the meeting, only one set of official pre-session documents will be provided per country delegation. Pre-session documents in languages and information documents can be retrieved from the Secretariat’s web site: <http://www.cbd.int/doc/?meeting=SBSTTA-15>. Delegates are kindly requested to bring their own copies to the meeting.

CD-ROMs containing the pre-session documents, in all six United Nations official languages, as well as the information documents, will also be made available upon request to delegates and participating organizations who wish to reproduce, at their own expense, additional copies of the documents. The CD-ROMs will be available at the documentation distribution counter located on the fourth floor.

## 7. VISA AND HEALTH REQUIREMENTS

### 7.1 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/index.asp#international>.

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

### 7.2 HEALTH REQUIREMENTS

There are no vaccination requirements for any international traveller.

## 8. HOTEL INFORMATION

Participants are kindly reminded that **they have to make their own hotel reservations as soon as possible**. To benefit from the special room rates some hotels are offering please request the rates according to the listing in the annex.

Below is an indicative list of hotels (**annex B**) located in the vicinity of the CBD Secretariat or close to a Metro (subway) station. Please reserve rooms as early as possible.

If you encounter difficulties in booking hotels for the dates of the meeting, the Secretariat has requested some of the recommended hotels to temporarily block/hold spaces for the meeting in order to facilitate participants' reservations. The information is listed in the table below.

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

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



## 9. 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 / Shuttles:**

Montreal-Trudeau Airport/Downtown  
(several locations) STM Express bus  
No. 747

### **One way trip**

CDN \$8  
(at the airport tickets are sold at the  
International Currency Exchange (ICE)  
counter on the international arrivals level)

### **Taxis:**

Montreal-Trudeau /Downtown

CDN \$38 Fixed rate

## 10. SERVICES FOR PARTICIPANTS

Participants will have access to the internet at an Internet café located within the ICAO Conference building. The ICAO conference building is also equipped with WIFI Internet access.

Participants wishing to avail themselves of the reproduction (and publication) facilities of the ICAO printshop are requested to contact at the address below Mr. Jacques Daoust, Chief, Reproduction Unit, directly for cost estimates and other relevant information, as appropriate. During the meeting, Mr. Daoust can be reached at extension 8205.

999 University Street  
Montreal, Quebec  
H3C 5H7 - Canada  
Telephone: + 1-514-954-8219 - Ext 8205  
Fax: + 1-514-954-8206  
E-mail: [jdaoust@icao.int](mailto:jdaoust@icao.int)

## 11. PROMOTIONAL MATERIAL

### 11.1 DISPLAY TABLES

Display tables will be made available, free of charge, at the meeting venue for the display of promotional material and publications. Tables, clearly identified, are on a first come, first served basis.

### 11.2 SHIPPING OF PROMOTIONAL MATERIAL

Participants wishing to enquire about space availability regarding storage of promotional material at the meeting venue (ICAO Conference building) should address their requests to the CBD Secretariat ([secretariat@cbd.int](mailto:secretariat@cbd.int)), with copies, for information purposes to Mr. Mike Baiao, ICAO Conference Assistant, ([Mbaiao@icao.int](mailto:Mbaiao@icao.int)) and Mr. Fabio Mawak ([FMawak@icao.int](mailto:FMawak@icao.int)). For any query on customs clearance, please **contact your courier service directly**.

All shipments of promotional materials must be:

- Addressed to:  
**The International Civil Aviation Organization (ICAO)**  
Attention: CBD Meeting  
999 University Street  
Montreal, Quebec  
Canada  
H3C 5H7
- Arriving in Montreal no earlier than one week prior to the start of the meeting;
- Arranged on a door-to-door basis, as ICAO does not deal with customs clearance and handling of the shipments, nor pay any shipment costs;
- Marked to the attention of CBD Meeting (as above);
- Identified with the title of the meeting (i.e. SBSTTA-15);
- Communicated to the CBD Secretariat ([secretariat@cbd.int](mailto:secretariat@cbd.int)), with a copy to Mr. Mike Baiao ([Mbaiao@icao.int](mailto:Mbaiao@icao.int)) and Mr. Fabio Mawak ([FMawak@icao.int](mailto:FMawak@icao.int)), 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 X format”. Whenever possible, a copy of the publication should be affixed to each box.

## 12. SIDE-EVENTS

Requests for side-events should be made using the **online** system available on the Secretariat’s web site at: <http://www.cbd.int/register/home.shtml>. The deadline for the receipt of requests is **14 October 2011**. Requests will be processed on a first come, first served basis. Requests received after the deadline will not be considered.

Processed side-event requests can be viewed on the Secretariat’s web site at: <http://www.cbd.int/register/side-events/list.aspx?mtg=sbstta-15>, prior to and during the meeting.

Subject to availability of rooms and provided that side-event requests are received before the set deadline of **14 October 2011**, meeting rooms, equipped with LCD projectors and computers/laptops, for PowerPoint presentations, are provided **at no cost** to the side-events organizers. However, there may be a cost to the organizers when an event is scheduled in a room that does not already contain the required equipment. Should this be the case, organizers will be notified accordingly. It should be noted that side-events **may be rescheduled** depending on official sessions of the meeting. Should such a situation occur, it is the responsibility of side-events organizers to advise the caterer accordingly.

A binder for the scheduling of technical tests for side-events will be made available at the document distribution counter.

Organizers of side-events wishing to enquire about costs for catering or technical equipment should contact the following focal persons directly with a copy, for information purposes, to Mr. Mike Baiao ([MBaiao@icao.int](mailto:MBaiao@icao.int)) and to Ms. Lisa Pedicelli ([lisa.pedicelli@cbd.int](mailto:lisa.pedicelli@cbd.int)).

**(a) Technical equipment**

Mr. Adam Ponak  
 Director of Event Technology  
 PSAV® Presentation Services  
 900 de La Gauchetiere West  
 Montreal, Quebec, Canada, H5A 1E4  
 Tel: +514-871-8942  
 E-mail: [aponak@PSAV.COM](mailto:aponak@PSAV.COM)

**(b) Catering**

Mr. Ray Khalil  
 Lordia Cafeteria, ICAO Building  
 999 University Street  
 Montreal, Quebec Canada H3C 5H7  
 Telephone: + 1 (514) 954-8219 ext.7085  
 Mobile: +514-825-2493  
 E-mail: [Ray\\_Khalil@hotmail.com](mailto:Ray_Khalil@hotmail.com)

Private catering companies

Bernard et Fils Traiteur 3535 rue de Rouen Montréal (Québec) H1W 1M2 Phone : +514-525-0121 Fax : +514-525-4930 E-mail: <a href="mailto:info@bernard-et-fils-traiteur.com">info@bernard-et-fils-traiteur.com</a> Web site: <a href="http://www.bernard-et-fils-traiteur.com/index_en.html">www.bernard-et-fils-traiteur.com/index_en.html</a>	Zeste du Monde 5997, rue Verdun Verdun, (Québec) H4H 1M6 Tel: + 514.761.0498 E-mail: <a href="mailto:info@zestedumonde.ca">info@zestedumonde.ca</a> Web site (in French): <a href="http://www.zestedumonde.ca">www.zestedumonde.ca</a>
Gisele Gauthier Caterer Mr. Pierre Girard 5450, rue St-Denis, Montréal (Québec) H2J 2M5 Tel: +514-272-2121, poste 222 E-mail: <a href="mailto:pgirard@ggtraiteur.com">pgirard@ggtraiteur.com</a>	

Side-event organizers without internet access or experiencing difficulties using the online system mentioned above, could address the duly completed form (**annex C**) to the CBD Secretariat ([secretariat@cbd.int](mailto:secretariat@cbd.int)) or by fax + 1-514-288-6588.

**It should be noted that food and drinks are not allowed in any of the meeting rooms.**

13. PAYMENT OF THE DAILY SUBSISTENCE ALLOWANCES (DSA)

The DSA will be paid to the sponsored participants starting on the first day of the meeting.

14. 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.

15. WEATHER AND TIME ZONE INFORMATION



In November temperatures in Montreal usually range between a maximum of +5°C in the daytime and a minimum of -4°C at night. Current weather conditions in the area can be found at: <http://www.worldweather.org/056/c00634.htm>.

The standard time zone will be GMT/UTC -4 hours. **Please note that Daylight Savings Time (DST) ends on Saturday, 5 November overnight, therefore time will be turned back 1 hour on Sunday, 6 November 2011 as listed above.**

16. ELECTRICITY

The electrical currents are 120 volts, 60 Hertz a (two-pin flat and vertical with a ground connection).



17. CURRENCY



The currency in Canada is the Canadian Dollar (CDN \$). The current exchange rate as at 21 July 2011 is US \$1 = CDN \$0.94 and €1 = CDN \$1.36.



## 18. 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 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:

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

**Rate of exchange:** US \$1 = CDN \$0.94 and  
€ = CDN \$1.36

Annex B – Hotel listing

**LIST OF HOTELS WITH INDICATIVE ROOM RATES IN CANADIAN DOLLARS**  
**PRICES DO NOT INCLUDE THE APPLICABLE TAXES: GST 5% + QST 8.5%**

**RATES ARE INDICATIVE AND SUBJECT TO CHANGE**

<b>A. FIVE STAR HOTELS</b>	<b>Room Rates</b>	<b>Distance to the meeting venue</b>	<b>Remarks</b>
<b>1. Hotel Inter-Continental Montreal</b> 360 St-Antoine Street West Montreal, Quebec Tel.: +1-514-847-8525, option #3 Toll free in North America: +1-800-361-3600 Fax: +1-514-847-8730 E-mail: <a href="mailto:montreal@interconti.com">montreal@interconti.com</a> ; <a href="mailto:yulhb-reservations@ihg.com">yulhb-reservations@ihg.com</a> Web site: <a href="http://www.ichotelsgroup.com/intercontinental/en/gb/reservations/dates-preferences/montreal">http://www.ichotelsgroup.com/intercontinental/en/gb/reservations/dates-preferences/montreal</a>	<b>Please request the <u>SCBD</u> Rates at the time of booking.</b>  Jan – Apr: \$175.00 - \$195.00 May – Oct: \$180.00 - \$200.00 Nov – Dec: \$175.00 - \$195.00	7 minutes' walk	Rates Include: <ul style="list-style-type: none"> <li>• High Speed Internet</li> </ul>
<b>2. Hyatt Regency Montreal</b> 1255 Jeanne-Mance Montreal, Quebec, H5B 1E5 Tel: +1-514-982-1234 Fax: +1-514-841-2069 Web site: <a href="http://www.montreal.hyatt.com">www.montreal.hyatt.com</a>	<b>Please request the <u>CBD/SCBD</u> rates at the time of booking.</b>  1 Jan – 30 Apr: \$145.00 1 May – 31 Oct: \$180.00 1 Nov – 31 Dec: \$145.00	13 minutes' walk	Rates Include: <ul style="list-style-type: none"> <li>• High Speed Internet</li> </ul>
<b>B. FOUR-STAR HOTELS</b>			
<b>3. Delta Centre Ville</b> 777 University Street Montreal, Quebec Tel.: +1-514-879-1370 Fax: +1-514-879-1761 Web site for reservations: <a href="http://www.deltahotels.com/bg3">www.deltahotels.com/bg3</a>	<b>Please Request the <u>CBD</u> or <u>ICAO</u> rates at the time of booking.</b>  Jan – Apr: \$155.00 May – Oct: \$165.00 Nov – Dec: \$155.00	1 minute walk	Rates Include: <ul style="list-style-type: none"> <li>• High Speed Internet</li> </ul>
<b>4. Holiday Inn Select</b> 99 Viger Street West Montreal, Quebec Tel.: +1-514-878-9888 Fax: +1-514-878-6341 Web site: <a href="http://www.ichotelsgroup.com">www.ichotelsgroup.com</a>	<b>Please request the <u>CBD</u>, <u>SCBD</u> or <u>UN</u> rates at the time of booking.</b>  Jan – Apr: \$109.00 May – Oct: \$125.00 Nov – Dec: \$110.00	12 minutes' walk	Rates Include: <ul style="list-style-type: none"> <li>• High Speed Internet</li> </ul>
<b>5. Hôtel de la Montagne</b> 1430 de la Montagne Street Montreal, Quebec Tel.: +1-514-288-5656 Toll free in North America: +1-800-361-6262 Fax: +1-514-288-9658 Web site: <a href="http://www.hoteldelamontagne.com">www.hoteldelamontagne.com</a>	<b>Please request <u>CBD</u> or <u>ICAO</u> rates at the time of booking.</b>  Jan – Apr \$149.00 May – Oct \$159.00 Nov – Apr \$155.00	17 minutes' walk	Rates Include: <ul style="list-style-type: none"> <li>• High Speed Internet</li> </ul>
<b>6. Square Phillips (Hotel &amp; Suites)</b> 1193 Place Phillips Montreal, Quebec H3B 3C9 Tel. + 1-514-393-1193 Fax: + 1-514-393-1192 Web site: <a href="http://www.squarephillips.com">www.squarephillips.com</a>	<b>Please request <u>SCBD</u> rates at the time of booking. Daily and Weekly rates available.</b>  Jan–Apr: D:\$128.00/ W:\$119.00 May-Oct: D:\$147.00/ W:\$137.00 Nov-Dec: D:\$130.00/ W:\$121.00	9 minutes' walk	Rates Include: <ul style="list-style-type: none"> <li>• Breakfast</li> <li>• Free Internet</li> <li>• Local calls</li> </ul>
<b>7. Embassy Suites</b> 208 St-Antoine Street West Montreal, Quebec Tel: 514-288-8886 Fax: 514-288-8899 Web site: <a href="http://embassysuites1.hilton.com/en_US/es/hotel/YULDNES-Embassy-Suites-Montreal-Quebec/index.do">http://embassysuites1.hilton.com/en_US/es/hotel/YULDNES-Embassy-Suites-Montreal-Quebec/index.do</a>	<b>Please request <u>ICAO</u> rates at the time of booking. Rates are divided in two categories: Less than 2 weeks and more than 2 weeks</b>  From 1 day to 2 weeks: \$159.00 More than 2 weeks: \$129.00	10 minutes' walk	Rates Include: <ul style="list-style-type: none"> <li>• Breakfast</li> <li>• High Speed Internet</li> <li>• Two Drinks Daily</li> </ul>

B. FOUR-STAR HOTELS (continued)	Approximate room rates	Distance to the meeting venue	Remarks
<b>8. Le Westin Montréal</b> 270 St-Antoine West Montreal, Quebec Tel: 514-380-3333 Fax: 514-380-3332 Web site: <a href="http://www.westinmontreal.com/">http://www.westinmontreal.com/</a>	<b>Please request <u>ICAO</u> rates at the time of booking.</b>  Jan – Apr \$169.00 May – Oct \$179.00 Nov – Dec \$169.00	7 minutes' walk	Rates Include: <ul style="list-style-type: none"> <li>• High Speed Internet</li> </ul>
<b>C. THREE-STAR HOTELS</b>			
<b>9. Best Western</b> 3407 Peel Street (corner of Peel and Sherbrooke Street) Montreal, Quebec Tel: +1-514-288-4141 or Toll free in North America: +1-800-361-7791 Fax: +1-514-288-3021 Reservations: <a href="mailto:sam@hotelvillemarie.com">sam@hotelvillemarie.com</a> Web site: <a href="http://www.hotelvillemarie.com">www.hotelvillemarie.com</a>	<b>Please request <u>ICAO</u> rates at the time of booking.</b>  Nov – Apr: \$109.00 May – Oct: \$135.00	20 minutes' walk	Rates Include: <ul style="list-style-type: none"> <li>• High Speed Internet</li> </ul>
<b>10. Hotel Le Dauphin</b> 1025, De Bleury Montreal, Quebec Tel: +1-514-788-3888 Fax: +1-514-788-3889 E-mail: <a href="mailto:mtl_centre@hoteldauphin.ca">mtl_centre@hoteldauphin.ca</a> Web site: <a href="http://www.hoteldauphin.ca">www.hoteldauphin.ca</a>	<b>Please request <u>CBD</u> rates at the time of booking.</b>  Nov – Apr \$115.00 May – Oct \$129.00	10 minutes' walk	Rates Include: <ul style="list-style-type: none"> <li>• Breakfast</li> <li>• High Speed Internet</li> </ul>
<b>11. Hôtel Manoir des Alpes</b> 1245 St. André Street Montreal, Quebec Tel.: +1-514-845-9803 Fax : +1-514845-9886 Web site: <a href="http://www.hotelmanoirdesalpes.qc.ca">www.hotelmanoirdesalpes.qc.ca</a>	<b>Please request the <u>CBD</u> or <u>UN</u> rates at the time of booking</b>  Jan-Dec: \$75.00	15 minutes' walk	Rates Include: <ul style="list-style-type: none"> <li>• Breakfast</li> <li>• High Speed Internet</li> </ul>
<b>12. L'Appartement-in-Montréal</b> 455 Sherbrooke Street West Montreal, Quebec Tel.: +1-514-284-3634 Fax: +1-514-287-1431 Web site: <a href="http://www.appartementhotel.com">www.appartementhotel.com</a>	<b>Please request <u>SCBD</u> rates at the time of booking. Daily and weekly rates available.</b>  Jan-Apr: D: \$111.00/W: \$100.00 May-Oct: D: \$125.00/W: \$108.00 Nov-Dec: D: \$112.00-W: \$101.00	20 minutes' walk	Rates Include: <ul style="list-style-type: none"> <li>• Breakfast</li> <li>• High Speed Internet</li> <li>• Local calls</li> </ul>
<b>13. La Tour Centre-Ville</b> 400 René-Lévesque Blvd. W. Montreal, Quebec Tel.: +1-514-866-8861 Fax: +1-514-866-7257 E-mail : <a href="mailto:sales@hotelcentreville.com">sales@hotelcentreville.com</a> Web site: <a href="http://www.hotelcentreville.com">www.hotelcentreville.com</a>	<b>Please request <u>CBD</u> rates at the time of booking.</b>  Jan – Apr \$75.00 May-Oct \$85.00 Nov-Dec \$75.00	15 minutes' walk	Rates Include: <ul style="list-style-type: none"> <li>• High Speed Internet</li> </ul>
<b>14. Travelodge</b> 50, René-Lévesque Blvd. West Montreal, Quebec Tel.: +1-514-874-9090 Fax: +1-514-874-0907 E-mail: <a href="mailto:reserve@travellodgemontréal.ca">reserve@travellodgemontréal.ca</a> Web site: <a href="http://www.travelodge.com">www.travelodge.com</a>	<b>Please request <u>CBD</u> rates at the time of booking.</b>  Jan – Apr \$75.00 May – Oct \$92.00 Nov – Dec \$75.00	20 minutes' walk	Rates Include: <ul style="list-style-type: none"> <li>• High Speed Internet</li> </ul>
<b>15. L'HOTEL</b> 262 St-Jacques Street West Montreal, Quebec, H2Y 1N1 Tel.: +1-514-985-0019 Fax.: +1-514-985-0059 <a href="http://lhotelmontreal-px.trvlclick.com/index.cfm">http://lhotelmontreal-px.trvlclick.com/index.cfm</a>	<b>Please request <u>CBD</u> rate at the time of booking.</b>  Jan – Apr \$115.00 May-Oct \$135.00 Nov – Dec \$115.00	7 minutes' walk	Rates Include: <ul style="list-style-type: none"> <li>• Breakfast</li> <li>• High Speed Internet</li> </ul>



**Convention on  
Biological Diversity**

**Deadline: 14 October 2011**

**SIDE-EVENTS REQUEST FORM**

FIFTEENTH MEETING OF THE SUBSIDIARY BODY ON SCIENTIFIC, TECHNICAL  
AND TECHNOLOGICAL ADVICE (SBSTTA-15)  
7-11 NOVEMBER 2011, MONTREAL, CANADA

Please ensure that all the information below is completed

For online requests, please click here: <http://www.cbd.int/register/home.shtml>

1. **Event Title:** \_\_\_\_\_

2. **Full name and acronym of organizer(s):** \_\_\_\_\_

3. **Expected number of Participants:** \_\_\_\_\_

4. **Preferred date and time:**

(a)	First Choice:	____/11/2011	time:	13:15 – 14:45	<input type="checkbox"/>	18:15 – 19:45	<input type="checkbox"/>
(b)	Second choice:	____/11/2011	time:	13:15 – 14:45	<input type="checkbox"/>	18:15 – 19:45	<input type="checkbox"/>
(c)	Third choice:	____/11/2011	time:	13:15 – 14:45	<input type="checkbox"/>	18:15 – 19:45	<input type="checkbox"/>

5. **Requirements\*** (Please check the boxes as appropriate)

- (a) LCD Projector with PC (for PowerPoint presentations)
- (b) Other\* (please specify and refer to note below):

6. **Date of submission:** (\_\_\_\_ / \_\_\_\_ / \_\_\_\_) dd/mm/yy

7. **Short event description:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

• For any catering arrangements, please refer to page 7 under heading 12. Any event requiring special equipment is at the expense of the organizer; for any query & assistance, please contact: [secretariat@cbd.int](mailto:secretariat@cbd.int).