



Convention on Biological Diversity

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ENGLISH ONLY






SUBSIDIARY BODY ON SCIENTIFIC,
TECHNICAL AND TECHNOLOGICAL
ADVICE

Seventeenth meeting

Montreal, Canada, 14 - 18 October 2013

INFORMATION NOTE FOR PARTICIPANTS

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1. OFFICIAL OPENING

The official opening for the Seventeenth meeting of the Subsidiary Body on Scientific, Technical and Technological Advice (SBSTTA-17) will take place at **10:00 a.m. on Monday, 14 October 2013**. The formal sessions of the meeting will be held daily from Monday, 14 October 2013 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 14 October 2013 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-17>.

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 Streets)
Montreal, Quebec
H3C 5H7, Canada
Tel: +1-514-954-8219
Metro, line 2: Orange line – station: Square-Victoria

3. PRE-REGISTRATION

3.1 CONTRACTING PARTIES

The letter should indicate the names, titles and contacts of delegates attending the SBSTTA-17 meeting and should be sent to the attention of the Executive Secretary at the address below, as soon as possible, preferably by 6 September 2013. 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. Braulio Ferreira de Souza Dias
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

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-17 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 on Thursday, 10 October and Friday, 11 October from 8:00 a.m. to 6:00 p.m.**

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

- **12 October (Saturday) Closed**
- **13 October (Sunday) from 12:00 p.m. to 6:00 p.m.**
- **14 – 18 October 2013 (Monday to Friday) 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 13 October 2013 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), and through the “meeting room request” binder located next to the document distribution counter on the fourth floor, during the meeting.

6. DOCUMENTS



Documents for SBSTTA-17 are available on the meeting's webpage (<http://www.cbd.int/doc/?meeting=SBSTTA-17>). Delegates are encouraged to download documents to their mobile devices or to bring their own copies of all documents. In order to minimize the environmental impacts of the organization, a “print-on-demand” system is being implemented on a trial basis. In-session documents will continue to be made available in both paper and electronic formats during the meeting. Pre-session documents will be printed upon request only at the meeting venue. Depending upon the level of demand, delays may occur in reproducing documents.

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/apply-where.asp>.

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 meeting venue and the CBD Secretariat or close to a Metro (subway) station. Please reserve rooms as early as possible.

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:	One way trip
Montreal-Trudeau Airport/Downtown (several locations) STM Express bus No. 747 (runs 24 hrs a day)	CDN \$9 (Fares can be purchased from the automated dispensers at the international arrivals level. The \$9 fare can also be paid in cash with exact change in coins only on board the bus.)
Taxis: Montreal-Trudeau /Downtown	CDN \$40 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. Ronald Mccann, Acting Head, Reproduction Services Unit, directly for cost estimates and other relevant information, as appropriate. During the meeting, Mr. Mccann can be reached at extension 8389 (on-site).

999 University Street
Montreal, Quebec
H3C 5H7 - Canada
Telephone: + 1-514-954-8219 - Ext 8389
Fax: + 1-514-954-8206
E-mail: rmccann@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), with a copy to Mr. Fabio Mawak (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 – SBSTTA-17
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-17);
- Communicated to the CBD Secretariat (secretariat@cbd.int), with a copy to Mr. Fabio Mawak (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

The Secretariat invites side-events for SBSTTA-17 which further enrich the discussions on items on the agenda of this meeting. Requests should be made using the **online** side-event submission system available on the Secretariat’s web site at: <http://www.cbd.int/register/home.shtml>. The deadline for the receipt of requests is **10 September 2013**. Requests received after the deadline will not be considered.

Preference will be given to side-events which are of direct relevance to the issues under discussion at the SBSTTA-17 meeting, which will focus on facilitating the implementation of the Strategic Plan for Biodiversity 2011-2020 and the Aichi Biodiversity Targets through scientific and technical means, i.e.:

- policy support tools and methodologies developed or used under the Convention and their adequacy, impact and gaps;
- the adequacy of observations, and of data systems, for monitoring the biodiversity attributes addressed in the Aichi Biodiversity Targets and the use and development of indicators for the Aichi Biodiversity Targets;
- new and emerging issues relating to the conservation and sustainable use of biological diversity (only proposals made since the eleventh meeting of the Conference of the Parties for new and emerging issues relating to the conservation and sustainable use of biological diversity will be addressed at SBSTTA-17);
- scientific and technical needs related to the implementation of the Strategic Plan and to each of the Aichi Biodiversity Targets;
- assessing the effects of the types of measures taken in accordance with the provisions of the Convention.

If the number of applications exceeds the number of available slots, the number of requests per Government or Observer Organization will be reconsidered. Partners will be encouraged to consolidate the organization of events of a similar topic.

Subject to availability of rooms and provided that side-event requests are received before the set deadline, meeting rooms, equipped with LCD projectors and computers/laptops, for PowerPoint presentations, are provided **at no cost** to the side-event 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.

The list of side-event requests, once processed by the CBD, will be made available on the Secretariat's calendar of side-events web site at: <http://www.cbd.int/register/side-events/list.aspx?mtg=SBSTTA-17>, prior to and during the meeting.

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 are requested to communicate with the following service provider directly with a copy to Ms. Lisa Pedicelli (lisa.pedicelli@cbd.int).

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

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) or by fax + 1-514-288-6588.

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

13. PAYMENT OF THE DAILY SUBSISTENCE ALLOWANCES (DSA)

The DSA distribution will be limited to 14-15 October, 2013 from 9:00 a.m. to 4:00 p.m.

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 October average temperatures in Montreal usually range between a maximum of +12°C in the daytime and a minimum of +1°C at night. Please bring appropriate clothing as it is cold at this time of the year. 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.

16. ELECTRICITY

The electrical currents are 120 volts, 60 Hertz as shown in the pictures below.



17. CURRENCY



The currency in Canada is the Canadian Dollar (CDN \$). The current exchange rate as at 27 September 2013 is US \$1 = CDN \$1.03 and € 1 = CDN \$1.39.

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:

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

Annex B – Hotel Listing

LIST OF HOTELS WITH INDICATIVE ROOM RATES FOR 2013 IN CANADIAN DOLLARS

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

RATES ARE INDICATIVE AND SUBJECT TO CHANGE

A. FIVE STAR 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		10 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: +1-1514- 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 \$150.00 May – Oct \$180.00 Nov – Dec \$150.00		15 minutes’ walk	Rates include: <ul style="list-style-type: none">• High speed internet
B. FOUR-STAR HOTELS				
3. Delta Centre Ville 777 University Street Montreal, Quebec Tel.: +1-514-879-1370 Fax: +1-514-879-1761 Web link for reservations: https://www.deltahotels.com/Corp-landing-pages/ICAO	Please Request the <u>ICAO</u> rates at the time of booking. Jan – Dec \$158.00 Single Jan – Dec \$178.00 Double		2 minutes’ walk	Rates include: <ul style="list-style-type: none">• High speed internet• Breakfast
4. 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		10 minutes’ walk	Rates include: <ul style="list-style-type: none">• High speed internet
5. 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
	<u>Studio:</u> Jan–Apr (D \$132.00-W \$123.00) May-Oct (D \$149.00-W \$133.00) Nov-Dec (D \$132.00-W \$123.00)	<u>Junior Suite (Queen):</u> Jan–Apr (D \$143.00-W \$130.00) May-Oct (D \$161.00-W \$144.00) 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)			

B. FOUR-STAR HOTELS (continued)	Approximate room rates per night	Distance to the venue	Remarks	
6. 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: \$185.00 Nov – Dec: \$159.00	5 minutes’ walk	Rates include: <ul style="list-style-type: none">• High speed internet	
7. 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 <u>ICAO</u> rates at the time of booking. Nov – Apr : \$109.00 May – Oct: \$135.00	20 minutes’ walk	Rates include: <ul style="list-style-type: none">• High speed internet	
8. 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> rates at the time of booking. Single: \$131.00 Double: \$141.00 Triple: \$151.00 Quad: \$161.00 Junior Suite: \$165.00	5 minutes’ walk	Rates include: <ul style="list-style-type: none">• Breakfast• Computer with High speed internet / Wifi	
9. 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> rates at the time of booking. Daily (D) and weekly (W) rates available.		15 minutes’ walk	Rates include: <ul style="list-style-type: none">• Buffet Breakfast• High speed internet• Daily newspaper• Local calls
	<u>Studio:</u> Jan – Apr (D\$112.00-W\$101.00) May –Oct (D\$125.00-W\$108.00) Nov – Dec (D\$112.00-W\$101.00)	<u>1 bedroom suite:</u> Jan – Apr (D\$132.00-W\$103.00) May –Oct (D\$139.00-W\$125.00) Nov – Dec (D\$132.00-W\$122.00)		
	(rates for two bedroom suites are also available, contact hotel directly)			
C. THREE-STAR HOTELS				
10. 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> rates at the time of booking. Jan – Apr \$73.00 May – Oct \$93.00 Nov – Dec \$73.00	10 minutes’ walk	Rates include: <ul style="list-style-type: none">• High speed internet	
11. 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> rate at the time of booking. Jan – Apr: \$115.00 May-Oct : \$135.00 Nov – Dec: \$115.00	5 minutes’ walk	Rates include: <ul style="list-style-type: none">• Breakfast• High speed internet	

Annex C – Side-Event Request Form



CBD



Convention on Biological Diversity

Deadline: 10 September 2013

SIDE-EVENTS REQUEST FORM

SEVENTEENTH MEETING OF THE SUBSIDIARY BODY ON SCIENTIFIC, TECHNICAL
AND TECHNOLOGICAL ADVICE (SBSTTA-17)
14 - 18 October 2013, 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:	____/10/2013	time:	13:15 – 14:45	<input type="checkbox"/>	18:15 – 19:45	<input type="checkbox"/>
(b)	Second choice:	____/10/2013	time:	13:15 – 14:45	<input type="checkbox"/>	18:15 – 19:45	<input type="checkbox"/>
(c)	Third choice:	____/10/2013	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)	<input type="checkbox"/>
(b)	Other* (please specify and refer to note below):	<input type="checkbox"/>

6. Date of submission: (____ / ____ / ____) dd/mm/yy

7. Short event description:

- For any catering arrangements, please refer to page 6 under heading 12. Any event requiring special equipment is at the expense of the organizer; for any query & assistance, please contact: secretariat@cbd.int.
