



Convention on Biological Diversity

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SUBSIDIARY BODY ON SCIENTIFIC,
TECHNICAL AND TECHNOLOGICAL
ADVICE

Eighteenth meeting

Montreal, Canada, 23--28 June 2014

INFORMATION NOTE FOR PARTICIPANTS

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1. OFFICIAL OPENING

The official opening for the Eighteenth meeting of the Subsidiary Body on Scientific, Technical and Technological Advice (SBSTTA-18) will take place at **10:00 a.m. on Monday, 23 June 2014**. The formal sessions of the meeting will be held daily from Monday, 23 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 23 June 2014 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-18>.

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

Pre-registration of representatives from Contracting Parties is subject to the receipt by the Secretariat of an official letter of nomination. The letter should indicate the names, titles and contacts of delegates attending the SBSTTA-18 meeting and should be sent to the attention of the Executive Secretary at the address below, as soon as possible, preferably by 30 April 2014. 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-18 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, 19 June and Friday, 20 June 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.

- **21 - 22 June 2014 from 9:00 a.m. to 5:00 p.m.**
- **23 – 28 June 2014 (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 23 June 2014 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. Requests, prior to the start of the meeting, can be submitted to CBD Secretariat (secretariat@cbd.int), and on site by contacting Lisa Pedicelli or Paulo Tagliari at the document distribution counter.

6. DOCUMENTS



Pre-session

Pre-session documents in all languages and information documents can be retrieved from the Secretariat's web site: <http://www.cbd.int/doc/?meeting=SBSTTA-18>. Please note that these documents will not be printed on site and delegates are kindly requested to bring their own copies as necessary. Copies on USB keys will be available upon request.

In-session

The Secretariat will be testing a new paper smart initiative where all in-session documents will be posted online on our web site and that documents in hard copies will only be available for printing on demand.

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>.

Important note: As of September 2013 a number of countries (listed in annex A below) will require 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.

7.2 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-18
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-18);
- 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-18 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 **20 May 2014**. Requests received after the deadline will not be considered.

Preference will be given to side-events which are of direct relevance to the issues that will be discussed at the SBSTTA-18 meeting, including progress made towards the Aichi Biodiversity Targets. For your ease of reference, the provisional agenda and other relevant pre-session documents for the SBSTTA-18 meeting, are available at the following website address: <http://www.cbd.int/doc/?meeting=SBSTTA-18>.

If the number of applications exceeds the number of available slots, the number of side-event requests per Government or Observer Organization will be limited. Partners may be encouraged to co-organize events of a similar topic.

Subject to the availability of rooms and provided that side-event requests are received before the set deadline, the meeting rooms, equipped with LCD projectors and computers/laptops for PowerPoint presentations, will be 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-event organizers to advise the caterer accordingly.

The list of side-event requests, once processed by the Secretariat, will be made available on the SBSTTA 18 page of the CBD's web site, at <http://www.cbd.int/doc/?meeting=SBSTTA-18>.

Organizers of side-events wishing to enquire about costs for catering are requested to communicate with your choice of the following service providers directly with a copy to Ms. Lisa Pedicelli (lisa.pedicelli@cbd.int).

Mr. Pierre Girard
Gisèle Gauthier Traiteur/Caterer
5450, rue St-Denis,
Montréal (Québec)
H2J 2M5
Tel: +514-272-2121, poste 222
E-mail: pgirard@ggtraiteur.com
Web-site: www.ggtraiteur.com

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 23 June 2014 from 9:00 a.m. to 5:00 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 June average temperatures in Montreal usually range between a maximum of +24°C in the daytime and a minimum of +10°C at night. Current weather conditions in the area can be found at: <http://www.worldweather.org/056/c00634.htm>;
<http://www.theweathernetwork.com/weather/canada/quebec/montreal>.

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 22 April 2014 is US \$1 = CDN \$1.10 and € 1 = CDN \$1.42.

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

*Countries requiring biometrics (fingerprint and photos).

Rate of exchange: US \$1 = CDN \$1.10
and €1 = CDN \$1.42

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		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 \$130.00 May – Oct \$145.00 Nov – Dec \$130.00		15 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		10 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
	<u>Studio:</u> Jan–Apr (D \$132.00-W \$123.00) May-Oct (D \$151.00-W \$135.00) Nov-Dec (D \$132.00-W \$123.00)	<u>Junior Suite (Queen):</u> Jan–Apr (D \$143.00-W \$130.00) May-Oct (D \$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		5 minutes’ 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> 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)	5 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> rates at the time of booking. Daily (D) and weekly (W) rates available. <table><tr><td><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)</td><td><u>1 bedroom suite:</u> 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)	<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\$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
<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\$122.00) May –Oct (D\$139.00-W\$125.00) Nov – Dec (D\$132.00-W\$122.00)				
C. THREE-STAR HOTELS					
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> rates at the time of booking. May – Oct: Standard \$95.00; Suite: \$149.00 Nov – Dec : 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	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: 20 May 2014

SIDE-EVENTS REQUEST FORM

EIGHTEENTH MEETING OF THE SUBSIDIARY BODY ON SCIENTIFIC, TECHNICAL
AND TECHNOLOGICAL ADVICE (SBSTTA-18)
23-28 June 2014, 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:	____/06/2014	time:	13:15 – 14:45	<input type="checkbox"/>	18:15 – 19:45	<input type="checkbox"/>
(b)	Second choice:	____/06/2014	time:	13:15 – 14:45	<input type="checkbox"/>	18:15 – 19:45	<input type="checkbox"/>
(c)	Third choice:	____/06/2014	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.
