



Convention on Biological Diversity

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SUBSIDIARY BODY ON SCIENTIFIC,
TECHNICAL AND TECHNOLOGICAL
ADVICE






Nineteenth meeting
Montreal, Canada, 2-5 November 2015

AD HOC OPEN-ENDED WORKING GROUP ON
ARTICLE 8(J) AND RELATED PROVISIONS OF
THE CONVENTION ON BIOLOGICAL DIVERSITY

Ninth meeting
Montreal, Canada, 4-7 November 2015

INFORMATION NOTE FOR PARTICIPANTS

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


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1. OFFICIAL OPENINGS

The official opening of the Nineteenth meeting of the Subsidiary Body on Scientific, Technical and Technological Advice (SBSTTA-19) will take place at **10:00 a.m. on Monday, 2 November 2015**. The official opening of the Ninth meeting of the Ad Hoc Open-ended Working Group on Article 8(j) and Related Provisions of the Convention on Biological Diversity (WG8J-9) will take place at **10:00 a.m. on Wednesday, 4 November 2015**. The formal sessions of both meetings will be held daily from Monday, 2 November 2015 onwards from **10:00 a.m. to 1:00 p.m.** and from **3:00 to 6:00 p.m.**

A joint reception for SBSTTA-19 and WG8J-9 will be held on Wednesday, 4 November 2015 at 6:00 p.m. at the International Civil Aviation Organization (ICAO). For more information on the programme of work for each of the meetings, please refer to the provisional annotated agendas for each meeting, which will be made available on the Secretariat's web site at the following links: <https://www.cbd.int/doc/?meeting=SBSTTA-19> and <https://www.cbd.int/doc/?meeting=WG8J-09>.

2. VENUE

All of the meetings listed above will be held at:

The International Civil Aviation Organization (ICAO)

999 Robert Bourassa Boulevard* (between Viger and St-Antoine Streets)

Montreal, Quebec

H3C 5H7, Canada

Tel: +1-514-954-8219

Metro, line 2: Orange line – station: Square-Victoria

(* please note that the location is the same, the street has been renamed previously: University)

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 for each of the meetings. The letter should indicate the names, titles and contacts of delegates attending the SBSTTA-19 and/or the WG8J-9 meeting and should be sent to the attention of the Executive Secretary at the address below, as soon as possible, preferably by 15 September 2015. 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. Bráulio 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-19 and/or the WG9J-9 meetings. 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.

Please note that a Priority Pass will be issued by e-mail to all pre-registered participants. Please present the Priority Pass at the registration counter at the venue; this will accelerate the obtention of your conference badge.

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 Robert Bourassa Boulevard on **Sunday, 1 November 2015 from 9:00 a.m. to 5:00 p.m.**

Please note that participants' attending **only the WG8J-9 meeting** may register as of 3 November 2015 (registration opening hours shown below).

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

- **2 – 6 November 2015** (Monday to Friday) **from 8:00 a.m. to 6:00 p.m.**
- **7 November 2015 from 8:00 a.m. to 12:00 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 1 November 2015 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 for both meetings can be retrieved from the Secretariat's web site:

SBSTTA-19: <https://www.cbd.int/doc/?meeting=SBSTTA-19> and;
WG8J-9: <https://www.cbd.int/doc/?meeting=WG8J-09>

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 using the print 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. An area near the document distribution centre will be set-up for this purpose.

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>.

A number of countries (listed in annex A below) require Biometrics (fingerprints and photos) in order to enter Canada on a visa. Information can be found at the following link: <http://www.cic.gc.ca/english/visit/biometrics.asp>.

On-line visa application:

Anyone can apply online for a visa to enter Canada. However individuals who are required to provide biometrics still need to present themselves at a Visa Application Centre to provide this information. An application will not go forward without the biometric information. The CIC will send you a biometric instruction letter by email through your MyCIC account when they receive your application. Read and print this letter and bring it, along with your passport or other travel document, to a visa application centre (VAC) to give your biometrics. Find your closest VAC.

Please continuously check your MyCIC account for any incoming e-mails, queries, request for information and responses.

Important new information for participants from visa exempt countries who were previously able to travel to Canada without prior authorization will be required to complete an Electronic Travel Authorization (eTA). The eTA will be valid for 5 years or expiry of your passport (it is optional beginning in fall 2015 but will be mandatory in 2016).

Visa-exempt foreign nationals who fly to or transit through Canada will need an Electronic Travel Authorization (eTA) which will be **mandatory on March 15, 2016**. Travellers will need an eTA before they can board a flight to Canada. (exceptions include U.S. citizens and travellers by land or sea).

The eTA link is as follows: <http://www.cic.gc.ca/english/visit/visas.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)	CAD \$10 (Fares can be purchased from the automated dispensers at the international arrivals level. The \$10 fare can also be paid in cash with exact change in coins only on board the bus. More information: http://www.stm.info/en/info/networks/bus/shuttle/more-about-747-aeroport-p-e-trudeau-centre-ville-shuttle)
Taxis: Montreal-Trudeau /Downtown	CAD \$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).

Mr. Ronald Mccann
999 Robert Bourassa Boulevard
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 Mhaouek (fmhaouek@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-19
999 Robert Bourassa Boulevard
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-19 and/or WG8J-9);
 - Communicated to the CBD Secretariat (secretariat@cbd.int), with a copy to Mr. Fabio Mhaouek (fmhaouek@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-19 and WG8J-9 which further enrich the discussions on items on the agenda of these meetings. 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 **15 September 2015**. 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-19 and WG8J-9 meetings. For your ease of reference, the provisional agenda and other relevant pre-session documents for both meetings are available at the following web site addresses: <https://www.cbd.int/doc/?meeting=SBSTTA-19> and <https://www.cbd.int/doc/?meeting=WG8J-09>.

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. Please note that on this occasion spaces for events will be extremely limited.

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-19 and WG8J-9 pages of the CBD's web site, at <https://www.cbd.int/doc/?meeting=SBSTTA-19> and <https://www.cbd.int/doc/?meeting=WG8J-09>.

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).

Catering

Mr. Tony Wehbe and Mr. Ray Khalil
Lordia Cafeteria, ICAO Building
999 Robert-Bourassa Street
Montreal, Quebec Canada H3C 5H7
Telephone: + 1 (514) 954-8219 ext.7085
Mobile: +1-514-928-4739
E-mail: cafe.lordia@hotmail.com

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

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, catering will be set-up outside of the meeting rooms.

13. PAYMENT OF THE DAILY SUBSISTENCE ALLOWANCES (DSA)

The DSA distribution will be distributed on the first day of each meeting from 9:00 a.m. to 5:00 p.m. The schedule will be posted on site.

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 average temperatures in Montreal usually range between a maximum of +4°C in the daytime and a minimum of -4°C at night. Please bring appropriate warm clothing for cold weather conditions. Current weather conditions in the area can be found at: <http://worldweather.wmo.int/en/city.html?cityId=634>;
<http://www.theweathernetwork.com/weather/canada/quebec/montreal>.

PLEASE NOTE: Daylight Saving Time ends on 1 November 2015, clocks are turned back 1 hour. Therefore, the standard time zone will be **GMT/UTC -5 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 September 2015 is US \$1 = CDN \$1.33 and € 1 = CDN \$1.48.

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

* Countries requiring biometrics (fingerprint and photos).

Current rate of exchange:
 US \$1 = CDN \$1.33 and €1 = CDN \$1.48

Annex B – Hotel Listing

LIST OF HOTELS WITH INDICATIVE ROOM RATES FOR 2015 IN CANADIAN DOLLARS

PRICES DO NOT INCLUDE THE APPLICABLE TAXES: GST 5% + PST 9.975% and accommodation tax 3.5%

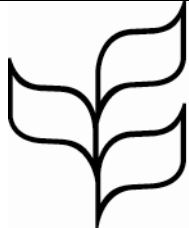
RATES ARE INDICATIVE AND SUBJECT TO CHANGE

HOTELS	Approximate room rates	Distance to the meeting venue (walk)	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 Reservation link: Hotel Intercontinental Montreal - ICAO / UNITED NATIONS HEADQUARTERS 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. Apr. – 27 Oct \$195.00 1 King Bed Nov – Dec \$159.00 1 King Bed	1 minute	Rates include: <ul style="list-style-type: none"> • High speed internet 		
2. Hyatt Regency Montreal 1255 Jeanne-Mance Montreal, Quebec, H5B 1E5 Tel: +1-514- 982-1234 Fax: +1-514-841-2069 Web site: www.montreal.hyatt.com Reservation link : http://montreal.hyatt.com/en/hotel/home.html?corp_id=78642	Please request the <u>ICAO</u> rates at the time of booking or group code #78642 for online bookings. Jan – Apr \$149.00 May – Oct \$189.00 Nov – Dec \$149.00	5 minutes	Rates include: <ul style="list-style-type: none"> • High speed internet 		
3. 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. <table border="1"> <tr> <td> Studio: Jan–Apr (D) \$132.00-W \$123.00) May-Oct (D) \$154.00-W \$138.00) Nov-Dec (D) \$134.00-W \$125.00) </td> <td> Junior Suite (Queen): Jan–Apr (D) \$143.00-W \$130.00) May-Oct (D) \$166.00-W \$149.00) Nov-Dec (D) \$145.00-W \$132.00) </td> </tr> </table> (rates for Junior Suite (King), One bedroom and Two bedroom suites are also available, contact hotel directly)	Studio: Jan–Apr (D) \$132.00-W \$123.00) May-Oct (D) \$154.00-W \$138.00) Nov-Dec (D) \$134.00-W \$125.00)	Junior Suite (Queen): Jan–Apr (D) \$143.00-W \$130.00) May-Oct (D) \$166.00-W \$149.00) Nov-Dec (D) \$145.00-W \$132.00)	10 Minutes	Rates include: <ul style="list-style-type: none"> • Buffet Breakfast • Free internet • Daily newspaper • Local calls
Studio: Jan–Apr (D) \$132.00-W \$123.00) May-Oct (D) \$154.00-W \$138.00) Nov-Dec (D) \$134.00-W \$125.00)	Junior Suite (Queen): Jan–Apr (D) \$143.00-W \$130.00) May-Oct (D) \$166.00-W \$149.00) Nov-Dec (D) \$145.00-W \$132.00)				
4. 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: \$160.00 May – July: \$185.00 Aug – Oct: \$195.00 Nov – Dec: \$160.00	2 Minutes	Rates include: <ul style="list-style-type: none"> • High speed internet 		

HOTELS	Approximate room rates	Distance to the meeting venue (walk)	Remarks								
5. 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	<p>Please request <u>CBD</u> or <u>ICAO</u> rates at the time of booking.</p> Single: \$138.00 Double: \$148.00 Triple: \$158.00 Quad: \$168.00 Junior Suite: \$168.00 (single or double occupancy)	2 minutes	Rates include: <ul style="list-style-type: none"> • Breakfast • WIFI access 								
6. 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	<p>Please request <u>SCBD</u> or <u>ICAO</u> rates at the time of booking. Daily (D) and weekly (W) rates available.</p> <table border="1" data-bbox="570 600 1209 716"> <tr> <td data-bbox="570 600 894 632">Studio:</td> <td data-bbox="894 600 1209 632">1 bedroom suite:</td> </tr> <tr> <td data-bbox="570 632 894 663">Jan – Apr (D\$112.00-W\$101.00)</td> <td data-bbox="894 632 1209 663">Jan – Apr (D\$132.00-W\$122.00)</td> </tr> <tr> <td data-bbox="570 663 894 695">May – Oct (D\$129.00-W\$110.00)</td> <td data-bbox="894 663 1209 695">May – Oct (D\$141.00-W\$127.00)</td> </tr> <tr> <td data-bbox="570 695 894 726">Nov – Dec (D\$114.00-W\$103.00)</td> <td data-bbox="894 695 1209 726">Nov – Dec (D\$134.00-W\$124.00)</td> </tr> </table> <p>(rates for two bedroom suites, studio with double beds are also available, contact hotel directly)</p>	Studio:	1 bedroom suite:	Jan – Apr (D\$112.00-W\$101.00)	Jan – Apr (D\$132.00-W\$122.00)	May – Oct (D\$129.00-W\$110.00)	May – Oct (D\$141.00-W\$127.00)	Nov – Dec (D\$114.00-W\$103.00)	Nov – Dec (D\$134.00-W\$124.00)	20 minutes	Rates include: <ul style="list-style-type: none"> • Buffet Breakfast • High speed internet • Daily newspaper • Local calls
Studio:	1 bedroom suite:										
Jan – Apr (D\$112.00-W\$101.00)	Jan – Apr (D\$132.00-W\$122.00)										
May – Oct (D\$129.00-W\$110.00)	May – Oct (D\$141.00-W\$127.00)										
Nov – Dec (D\$114.00-W\$103.00)	Nov – Dec (D\$134.00-W\$124.00)										
7. 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/	<p>Please request <u>CBD</u> or <u>ICAO</u> rates at the time of booking.</p> Jan – Apr: Standard \$79.00; Suite: \$119.00 May – Oct: Standard \$99.00; Suite: \$149.00 Nov – Dec: Standard \$79.00; Suite: \$119.00	10 minutes	Rates include: <ul style="list-style-type: none"> • Internet /WIFI • Continental buffet breakfast 								
8. 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/	<p>Please request <u>CBD</u> or <u>ICAO</u> rate at the time of booking.</p> Jan – Apr: Superior:\$149.00; Premier \$159.00; Executive: \$199 May-Oct : Superior:\$179.00; Premier \$189.00; Executive: \$229 Nov – Dec: Superior:\$159.00; Premier \$169.00; Executive: \$209 (Some blackout dates apply, kindly check with hotel)	2 minutes	Rates include: <ul style="list-style-type: none"> • Breakfast • High speed internet 								
9. Le Nouvel Hotel 1740 Rene-Levesque West Montreal, Quebec H3H 1R3 Tel: +1-514.931.8841 x 2600 / 1.800.363.6063 Fax: +1-514-931-5581 http://www.lenouvelhotel.com/	<p>Please request <u>CBD</u> or <u>ICAO</u> rate at the time of booking</p> 1 – 7 nights - Executive room or Condo**: \$114 7 - 20 nights - Executive room or Condo**: \$107 20 nights and more: - Executive room or Condo**: \$97 Additional person: \$20 (** Condo: Large room with Kitchenette) Please note that some rates are not available during high season	15 minutes	Rates include: <ul style="list-style-type: none"> • American Breakfast • WIFI 								

Annex C – Side-Event Request Form

CBD



Convention on Biological Diversity

Deadline: 15 September 2015

SIDE-EVENTS REQUEST FORM (please note that spaces are extremely limited and selection of events will be

SBSTTA-19

WG8J-9

Please check appropriate meeting box and 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:	____/11/2015	time:	13:15 – 14:45	<input type="checkbox"/>	18:15 – 19:45	<input type="checkbox"/>
(b)	Second choice:	____/11/2015	time:	13:15 – 14:45	<input type="checkbox"/>	18:15 – 19:45	<input type="checkbox"/>
(c)	Third choice:	____/11/2015	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.