

NOTIFICATION

Subject: Arrangements for side -events, exhibitions and office space during the period of the Open-ended Meeting of Experts on a Compliance Regime under the Cartagena Protocol on Biosafety and the second meeting of the Intergovernmental Committee for the Cartagena Protocol on Biosafety, Nairobi, 26 September to 5 October 2001

The purpose of the present notification is to advise all participants in the above-mentioned meetings who wish to request for office space and/or organise side-events or exhibition stands that they should direct their requests **no later than 15 September 2001**, with full details of requirements to the Secretariat's Meetings Services Officer whose co-ordinates are as follows:

Mr. Aballache YESLI
Meetings Services Officer
Secretariat, Convention on Biological Diversity
World Trade Center, Suite 300
393 St. Jacques Street
Montreal, Quebec, Canada H2Y 1N9
Tel. [Direct line] (1 514) 287 7043
E-mail aballache.yesli@biodiv.org

Side events organizers are kindly requested to provide the following information:

- a) Exact title of the side event;
- b) Expected number of attendees;
- c) Needs for audio-visual and other equipment (for example LCD projector, over head projector, etc);
- d) Preferred date and time;
- e) Catering requirements.

Office space requests require information on:

- a) Size of office;
- b) Needs for equipment and services (for example desks, tables, chairs, PC's, printers, photocopier, fax machine, tel. lines etc);
- c) Duration.

Exhibitors need to provide the following information:

- a) Sq. meter/ft of exhibition space;
- b) Needs for equipment (for example TV, VCR, lights, electricity, tables, chairs, etc);
- c) Duration.

Please note that any costs related to the requests for office space, side events and exhibition space are the responsibility of the requesting organization/individual.