

29 November 2001

## NOTIFICATION

**Subject: Arrangements for side -events during the second meeting of the Ad hoc Open-ended Inter-  
sessional Working Group on Article 8(j) and Related Provisions of the Convention on Biological  
Diversity, to be held in Montreal from 4-8 February 2002.**

The purpose of the present notification is to advise all participants in the above-mentioned meeting who wish to organize side-events that they should direct their requests **no later than 28 January 2002**, with full details of requirements to the Secretariat's Meeting Services Officer whose co-ordinates are as follows:

Mr. Aballache YESLI  
Meeting 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  
Fax (1 514) 288 6588  
E-mail [aballache.yesli@biodiv.org](mailto: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.

**NB 1. For catering requirements, please contact the catering services at the International Civil Aviation Organization (ICAO) directly. The contact person is Mr. Yannick Lancelot whose coordinates are as follows:**

Tel.: 1 (514) 954 8219 Ext. 7085

Fax: 1 (514) 954 6134

E-mail: [erya@colba.net](mailto:erya@colba.net)

**NB 2. Side events organizers are requested to contact the Meeting Services office at least one hour prior to the planned event, in order to test the equipment.**

Hamdallah Zedan  
Executive Secretary

To: National focal points of the CBD

