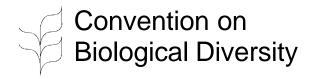
## Secretariat



29 November 2001

## **NOTIFICATION**

Subject: Arrangements for side -events during the second meeting of the Ad hoc Open-ended Intersessional 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

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:

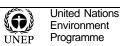
Tel.: 1 (514) 954 8219 Ext. 7085

Fax: 1 (514) 954 6134 E-mail: erya@colba.net

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



Tel: (+514) 288-2220 Fax: (+514) 288-6588