

NOTIFICATION

5 March 2002

(This notification supersedes the Notifications issued on 26 November 2001 and 21 February 2002)

Arrangements for side-events
Sixth meeting of the Conference of the Parties to the Convention on Biological Diversity
(COP 6)
7-19 April 2002
And
The third meeting of the Intergovernmental Committee for the Cartagena Protocol on
Biosafety (ICCP 3)
The Hague, The Netherlands
22-26 April 2002

This to advise Parties and organizations who may wish to organize side-events during the above-mentioned meetings that they are kindly requested to contact the Secretariat's Meeting Services Officer whose co-ordinates are indicated below, **no later than 8 March 2002**, with complete details of their requirements:

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

Please note that requests for side events are processed on a first-come, first-served basis. Given the large number of requests received by the Secretariat and the limited number of space available for these events at the Netherlands Conference Center, it might not be possible to accommodate all requests.

To: National Focal Points of the CBD



United Nations
Environment
Programme

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

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e-mail: secretariat@biodiv.org

World Trade Centre
393 Saint-Jacques Street, Suite 300
Montréal, Québec, Canada H2Y 1N9

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, overhead projector, etc);
- d) Preferred date and time (indicating your first, second and third choice);
- e) Catering requirements.

NB. 1) Side events organizers are requested to contact the Meeting Services office at least 2-3 hours prior to the planned event, in order to test the equipment.

2) Caterer's coordinates are as follows:

Sodexho Prestige
Joke Van de Ree
P.O. Box 29100
3001 GC Rotterdam
The Netherlands
Telephone: + 31-10 288-4100
Fax: + 31-10- 288-4111
E-mail: jvdree@sodexho-nl.com

[Signed]
Hamdallah Zedan
Executive Secretary