



Ref.: SCBD/STTM/JM/va/49483

21 June 2005

NOTIFICATION

Dear Madam/Sir,

**Re: Eleventh Meeting of the Subsidiary Body on Scientific, Technical and Technological Advice (SBSTTA-11), 28 November to 2 December 2005, Montreal, Canada
and
Second meeting of the Ad Hoc Open-ended Working Group on Protected Areas (WG-PA 2),
5 - 9 December 2005, Montreal, Canada**

I am pleased to inform you that the eleventh meeting of the Subsidiary Body on Scientific, Technical and Technological Advice (SBSTTA-11) and the second meeting of the Ad Hoc Open-ended Working Group on Protected Areas (WG-PA 2) will be held back-to-back in Montreal, Canada, respectively from 28 November to 2 December 2005 and from 5 to 9 December 2005 at the Conference Center of the International Civil Aviation Organization (ICAO).

Please find attached herewith the provisional agenda for the SBSTTA-11 meeting, the document "Information for Participants" and the pre-registration form for both meetings. These documents, together with the annotated provisional agenda, are also posted on the Secretariat's website, at www.biodiv.org. The pre-session documentation for both meetings, including the provisional agenda for the second meeting of the Ad Hoc Open-ended Working Group on Protected Areas, will be made available as soon as finalized.

Subject to the availability of contributions to the Special Voluntary Trust Fund (BZ) established by decision VII/34 for facilitating participation of Parties in the Convention process, the Secretariat will be in a position to finance the participation of **only one representative** from each of the developing countries Parties to the Convention, including the least developed countries, small island developing States, other developing countries and countries with economies in transition, **for both meetings**. The participation of additional representative(s) will have to be funded directly by your Government.

Please advise the Secretariat of the name(s) and coordinates of your government's officially designated representative(s) to this meeting at your earliest convenience but no later than **15 October 2005** to enable travel arrangements to be made for eligible participants in good time. In view of the budget constraints and in order to allow the maximum number of countries to participate in the meeting, the Secretariat would be using special air fare tickets for sponsored delegates, which impose restrictions with respect to the changing of passenger's name, travel dates and itinerary.

To: All CBD and SBSTTA National Focal Points



United Nations
Environment
Programme

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

website: www.biodiv.org
e-mail: secretariat@biodiv.org

World Trade Centre Building
413 Saint-Jacques Street, Suite 800
Montréal, Québec, Canada H2Y 1N9

Participants are kindly reminded that they have to make their own hotel reservations as early as possible. It should be noted that the eleventh session of the Conference of the Parties (COP-11) to the United Nations Framework Convention on Climate Change (UNFCCC) will also be held in Montreal from 28 November to 9 December 2005. A large number of participants are expected to attend this meeting. It is therefore strongly recommended that participants in SBSTTA-11 and WG-PA 2 meetings finalize their hotel accommodation arrangements as soon as possible.

Please accept, Madam/Sir, the assurances of my highest consideration.

Hamdallah Zedan
Executive Secretary



**CONVENTION ON
BIOLOGICAL
DIVERSITY**

Distr.
GENERAL

15 June 2005

ENGLISH ONLY

SUBSIDIARY BODY ON SCIENTIFIC, TECHNICAL AND
TECHNOLOGICAL ADVICE

Eleventh meeting

28 November – 2 December 2005, Montreal

And

AD HOC OPEN-ENDED WORKING GROUP ON PROTECTED
AREAS

Second Meeting

5 December – 9 December 2005, Montreal

INFORMATION NOTE FOR PARTICIPANTS

1 Venue

The eleventh meeting of the Subsidiary Body on Scientific, Technical and Technological Advice (SBSTTA-11) **and** the second meeting of the Ad Hoc Open-ended Working group on Protected Areas (PAs-2) will be held back-to-back in Montreal from 28 November to 2 December 2005 and from 5 to 9 December 2005, respectively. Both meetings will be held at:

The International Civil Aviation Organization (ICAO)

999 University (corner Saint Antoine) Montreal

Quebec, Canada

Metro access, line 2 - Orange, station Square-Victoria

2 Registration and identification name badges

2.1 SBSTTA-11

Registration for this meeting will commence on **Sunday, 27 November 2005** from **12 noon to 6 p.m.** and will continue on **Monday, 28 November 2005 at 8 a.m.**, in the lower atrium of the ICAO building.

2.2 PAs-2

Registration for participants attending the meeting of the Subsidiary Body on Scientific, Technical and Technological Advice will commence in the lower atrium on **Friday, 2 December 2005**. Registration will continue on **Sunday, 4 December** from **3 to 6 p.m.** and on **Monday, 5 December 2005 at 8 a.m.**

Participants are encouraged to pre-register using forms attached, **Annex A** for SBSTTA-11 and **Annex B** for the PAs-2. On receipt of duly completed pre-registration forms, name badges will be prepared and handed over at the registration desk **only** upon the presentation of a valid passport or an identification card with a photograph.

For security reasons, the display of name badges is mandatory for admission to the ICAO Conference Centre as well as to its meeting rooms. In addition, participants are requested to bring their valid passports and identification cards on hand for entry into the ICAO building.

Information pertaining to room allocations for the plenary and the working groups as well as regional-group meeting rooms will be made available at the meeting venue.

3 Official opening

3.1 SBSTTA-11

The official opening for SBSTTA-11 will take place at **10 a.m.** on **Monday, 28 November 2005** at the main plenary hall. The formal sessions of the meeting will be held daily from **10 a.m. to 1 p.m.** and from **3 to 6 p.m.**

3.2 PAs-2

The official opening for PAs-2 will take place on **Monday, 5 December 2005 at 10 a.m.** The formal sessions of the meeting will be held daily from **10 a.m. to 1 p.m.** and from **3 to 6 p.m.**

4 Documents

Participants are kindly reminded to bring their copies of the pre-session documents as well as the information documents. For reasons of economy, **only** Parties and Governments shall be provided with **one set** of documents **per delegation**.

CD-ROMs containing the pre-session documents in the six United Nations official languages, as well as the information documents of each meeting, shall also be made available to participants and participating organizations that wish to reproduce additional copies of documents on site. These CD-ROMs will be available at the Documentation Counter and copies may be made on a **commercial basis** at the Business Centre located on level 1 of the ICAO Conference Centre.

5 Services to participants

Within the ICAO Conference Centre there will be a Business Centre providing the following services **on a commercial basis**: photocopying, facsimile, stamps and telephone prepaid cards, etc.

Participants may also access their e-mails, **free of charge**, at the Cyber Café situated within the ICAO Conference Centre.

6 General information on access to Montreal

Montreal is serviced by Montreal-Trudeau International Airport (15 km from downtown). Taxis are available at the airport and there is a shuttle bus service every 30 minutes.

Fares in Canadian dollars:

Bus / Shuttles:	One way trip	Round trip
Airport/Downtown	\$12	\$22.75
Taxis:		
Airport/Downtown	\$ 35 Fixed rate	N.A.

7 Visa/customs

Participants from countries listed in **Annex C** attached hereto require an entry visa for Canada and are strongly advised to approach the nearest Canadian diplomatic or consular mission in order to secure the required entry visa prior to departure.

Information on visa procedures, including a list of relevant Canadian diplomatic/consular missions abroad, is available on the website of the Canadian Citizenship and Immigration at: <http://www.cic.gc.ca/english/offices/index.html>.

8 Hotel information

Attached is an indicative list of hotels (**Annex D**) located in the vicinity of the meeting venue building and the CBD Secretariat or next to a Metro (subway) station. Further information on hotels in Montreal is available at:

<http://www.travelnow.com/hotels/hotnetlist.jsp?cid=54847&city=Montreal&stateProvince=PQ&country=CA>

Participants are kindly reminded that they have to make their own hotel reservations **as early as possible**. **It should be noted that the eleventh session of the Conference of the Parties to the United Nations Framework Convention on Climate Change (UNFCCC) will also be held in Montreal from 28 November to 9 December 2005. A large number of participants are expected to attend this meeting. It is therefore strongly recommended that participants in SBSTTA-11 and PAs-2 meetings finalize their hotel accommodation arrangements as soon as possible.**

To benefit from the special room rates some hotels may be offering, please indicate that you will be attending a CBD meeting when you make your reservation.

9 Official languages in Canada

There are two official languages in Canada: English and French. French is the official language of Quebec. However, English is widely spoken in Montreal.

10 Side-events, Promotional material and Catering

10.1 Side events

Space will be made available at the ICAO Conference Centre for side events and publication displays. Requests for side-events should be made preferably on-line at: <http://www.biodiv.org/register/> or by completing the attached **annex E** for SBSTTA-11 and **annex F** for PAs-2. The deadline for the receipt of requests is 31 October 2005. **Requests received after the deadline of 31 October 2005 will not be considered.**

Rooms for side-events equipped with LCD projectors for PowerPoint presentations, and/or overhead projectors for transparency presentations, are available on request **at no cost** to the organizer(s).

Written requests for side events should be addressed to:

Mr. Aballache Yesli
Conference Officer
Secretariat of the Convention on Biological Diversity
World Trade Center
413 St Jacques Street, Suite 800
Montreal, Quebec, Canada H2Y 1N9
Telephone (Direct line): +1 514 287 7043
Fax: +1 514 288 65 88
E- mail: aballache.yesli@biodiv.org

Side-events requests will be processed on a first-come, first-served basis. An updated calendar of side-events will be accessible at the Secretariat's web site as follows:

SBSTTA-11: <http://www.biodiv.org/register/side-events/list.aspx?mtg=sbstta-11>

PAs - 2: <http://www.biodiv.org/register/side-events/list.aspx?mtg=PAWG-02>

It should be noted that, given the limited space available, there will be **no more than five** side-events per day over the lunch hour (1.15 to 2.45 p.m.) and **two** in the evening (6.30 to 8 p.m.). Side-events may have to be rescheduled to accommodate requests from the plenary and/or the Working Groups

Organizers of side-events requiring additional technical equipment should address their detailed requests for availability and costs directly to Mr. Mike Baiao, with a copy to Mr. Aballache Yesli for information purposes. Mr. Baiao's coordinates are as follows:

Mr. Mike Baiao, Conference Assistant
Telephone: +1 (514) 954-8219
Facsimile: +1 (514) 599-3834
Address: 999, University

Montreal, Quebec Canada H3C 5H7
E-mail: Mbaiao@icao.int

10.2 Shipping of promotional material

Participants wishing to enquire about customs regulations and space availability regarding shipping of promotional material to the meeting venue (ICAO) should address their requests directly to Mr. Mike Baiao with a copy to Mr. Aballache Yesli, for information purposes.

All shipments must be:

- Arranged on a door-to-door basis, and arrive no earlier than 5-7 days prior to the opening of the meeting(s);
- Marked to the attention of Mr. Mike Baiao;
- Identified with the title of the meeting (e.g. SBSTTA-11 or PAs-2);
- Previously communicated to Mr. Mike Baiao, 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 XX format”. When possible, a copy of the publication should be affixed to each box.

10.3 Catering

All requests for catering services must be addressed directly to Mr. Ron McKeown with a copy to Mr. Aballache Yesli, for information purposes. Mr. McKeown’s coordinates are as follows:

Mr. Ron McKeown
Address: 999, University
Montreal, Quebec Canada H3C 5H7
Telephone: + 1 (514) 954-8219 ext.7085
Facsimile: + 1 (514) 954-6134
E-mail: 43068@compass-canada.com

11 Weather and time zone information

In November/December, daytime temperatures in Montreal range between a maximum of -3 and a minimum of -10 ° C. The standard time zone will be GMT - 5 hours.

12 Electricity

110 volts, 60 Hertz. [Two-pin, flat and vertical and round earth connection].

13 Currency

The currency in Canada is the Canadian dollar (Can\$). The current exchange rate is \$1 US = \$1.23 Canadian.

14 Disclaimer

The CBD Secretariat disclaims all responsibility for medical, accident and travel insurance, 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

ELEVENTH MEETING OF THE SUBSIDIARY BODY ON SCIENTIFIC, TECHNICAL AND TECHNOLOGICAL ADVICE, MONTREAL, 28 NOVEMBER – 2 DECEMBER 2005

Pre-Registration Form (Please print)

Due to the large number of forms involved, the Secretariat will not be able to acknowledge receipt of individual applications. Pre-registered participants will only be contacted in cases where further information is needed.

Mr. / Mrs. / Ms. / Amb. / Dr. / Prof. Female Male

FAMILY NAME: _____

FIRST NAME: _____

FUNCTION/TITLE: _____

Have you attended CBD meeting(s) before?: Yes No

Representing:

GOVERNMENT: _____

Ministry/department/agency: _____

OR

ORGANIZATION: _____
(SHORT NAME / ACCRONYM): _____

(Check one) UN/ Specialized Agency Inter-governmental organization Non-governmental organization Indigenous community organization Media Industry Other

Official Address: _____

Telephone: + (____) _____

Fax: + (____) _____

Telex: + (____) _____

E-Mail: _____

URL: _____

Preferred languages:

- English
- French
- Spanish
- Russian
- Arabic
- Chinese

Signature: _____ Date: _____

Please return duly completed no later than 31 October 2005 to:

Secretariat of the Convention on Biological Diversity
World Trade Center
413 Saint-Jacques St., Suite 800
Montreal, Quebec, Canada
H2Y 1N9
Fax: + 1 (514) 288-6588
e-mail: secretariat@biodiv.org

Based on the received and duly completed pre-registration forms, badges will be prepared and handed over at the Registration Desk **only** upon the presentation of a valid passport or an identification card with a photograph.

Annex B

SECOND MEETING OF THE AD HOC OPEN-ENDED WORKING GROUP ON PROTECTED AREAS
MONTREAL, 5 – 9 DECEMBER 2005

Pre-Registration Form (Please print)

Due to the number of forms involved, the Secretariat will not be able to acknowledge receipt of individual applications. Pre-registered participants will only be contacted in cases where further information is needed.

Mr. / Mrs. / Ms. / Amb. / Dr. / Prof. Female Male

FAMILY NAME: _____

FIRST NAME: _____

FUNCTION/TITLE: _____

Have you attended CBD meeting(s) before?: Yes No

Representing:

GOVERNMENT: _____

Ministry/department/agency: _____

OR

ORGANIZATION: _____

(SHORT NAME / ACRONYM): _____

(Check one) UN/ Specialized Agency Inter-governmental organization Non-governmental organization Indigenous and local community organization Media Industry Other

Official Address: _____

Telephone: + (____) _____

Fax: + (____) _____

Telex: + (____) _____

E-MAIL: _____

URL: _____

Preferred languages:

- English
- French
- Spanish
- Russian
- Arabic
- Chinese

Signature: _____ Date: _____

Please return duly completed no later than 31 October 2005 to:

Secretariat of the Convention on Biological Diversity
World Trade Center
413 Saint-Jacques St., Suite 800
Montreal, Quebec, Canada
H2Y 1N9
Fax : + 1 (514) 288-6588; E-mail: secretariat@biodiv.org

Based on the received and duly completed pre-registration forms, badges will be prepared and handed over at the Registration Desk **only** upon the presentation of a valid passport or an identification card with a photograph.

Annex C

COUNTRIES AND TERRITORIES WHOSE CITIZENS REQUIRE VISAS IN ORDER TO ENTER CANADA AS VISITORS (In accordance with the website of Citizenship and Immigration Canada)

Citizens of the following countries and territories require a Visa to **VISIT** or **TRANSIT** in Canada:

A

Afghanistan
Albania
Algeria
Angola
Argentina
Armenia
Azerbaijan

B

Bahrain
Bangladesh
Belarus
Belize
Benin
Bhutan
Bolivia
Bosnia-Herzegovina
Brazil
Bulgaria
Burkina Faso
Burundi

C

Cambodia
Cameroon
Cape Verde
Central African Rep.
Chad
Chile
China
Colombia
Comoros
Congo, Democratic Republic of the
Congo, Republic of the
Costa Rica
Côte d'Ivoire
Croatia
Cuba
Czech Republic

D

Djibouti
Dominica
Dominican Rep.

E

East Timor
Ecuador
Egypt
El Salvador
Equatorial Guinea
Eritrea
Estonia
Ethiopia

F

Fiji

G

Gabon
Gambia
Georgia
Ghana
Grenada
Guatemala
Guinea
Guinea-Bissau
Guyana

H

Haiti
Honduras
Hungary

I

India
Indonesia
Iran
Iraq
Israel (only Israeli citizens holding valid Israeli "Travel Document in lieu of National Passport")

J

Jamaica
Jordan

K

Kazakhstan
Kenya
Kiribati
Korea, North
Kuwait
Kyrgyzstan

L

Laos
Latvia
Lebanon
Lesotho
Liberia
Libya
Lithuania

M

Macao S.A.R.
Macedonia
Madagascar
Malawi
Malaysia
Maldives Islands
Mali
Marshall Islands
Mauritania
Mauritius
Micronesia, Fed. States
Moldova
Mongolia
Morocco
Mozambique
Myanmar (Burma)

N

Nauru
Nepal
Nicaragua
Niger
Nigeria

O

Oman

P

Pakistan
Palau
Palestinian Authority
Panama
Paraguay
Peru
Philippines
Poland

Q

Qatar

R

Romania
Russian Federation
Rwanda

S

Sao Tomé e Príncipe
Saudi Arabia
Senegal
Serbia and Montenegro
Seychelles

Sierra Leone
Slovakia
Somalia
South Africa
Sri Lanka
Sudan
Surinam
Syria

T

Tajikistan
Tanzania
Thailand
Togo
Tonga
Trinidad and Tobago
Tunisia
Turkey
Turkmenistan
Tuvalu

U

Uganda
Ukraine
United Arab Emirates
Uruguay
Uzbekistan

V

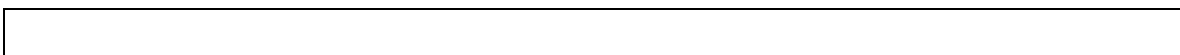
Vanuatu
Venezuela
Vietnam

Y

Yemen

Z

Zambia
Zimbabwe



Annex D

LIST OF HOTELS WITH INDICATIVE ROOM RATES IN CANADIAN DOLLARS

(PRICES DO NOT INCLUDE THE FOLLOWING TAXES: GST 7% + QST 7.5 % = 15.03%. TAX REFUND IS POSSIBLE FOR NON-CANADIANS

PLEASE ASK FOR FORMS AT THE REGISTRATION DESK DURING THE MEETINGS)

Note: Participants should make their bookings **as soon as possible** and indicate that they are attending CBD meetings when making their reservation.

A. FOUR-STAR HOTELS	Number of rooms	Room rates	Distance to the meeting venue	Remarks
1. Best Western 3407 Peel Street (corner of Peel and Sherbrooke Street) Montreal Tel: 514-288-4141 or toll-free: 1-800-528-1234 Fax: 514-2883021 www.hotelvillemarie.com	171	<ul style="list-style-type: none"> • Single: \$107 • Deluxe: \$125 deluxe 	20 minutes walk	Room rates are inclusive of breakfast
2. Delta Centre Ville 5 minute-walk to SCBD office 777 University Street Montreal Tel.: + 1 (514) 879-1370 Fax: + 1 (514) 879-1761 www.deltahotels.com/bg3 First class hotel	712	Single or double occupancy: <ul style="list-style-type: none"> • Standard Delta guestroom: \$144 • Club Signature guestroom: \$169 	Across the street	
3. Hotel Inter-Continental Montreal same building as SCBD office 360 St-Antoine Street West Montreal, Quebec Canada H2Y 3X4 Tel.: + 1 (514) 847-8525 America toll free: 1-800 327-0200/361 3600 Fax: 1 (514) 847-8730 E-mail: montreal@interconti.com www.montreal.interconti.com	N/A	<ul style="list-style-type: none"> • Rooms \$159. 	5 minutes walk	

A. FOUR-STAR HOTELS (Cont'd)	Number of rooms	Room rates	Distance to the meeting venue	Remarks
4. Holiday Inn Select 99 Viger Street West Montreal Tel.: + 1 (514) 878-9888 Fax: +1 (514) 878-6341 www.hiselect-yul.com/	N/A	<ul style="list-style-type: none"> • standard \$170 	10 minutes walk	Chinatown, oriental food available
5. Hôtel de la Montagne 1430, de la Montagne Street Montréal Tel.: + 1 (514) 288-5656 + 1(800) 361-6262 toll free in North America Fax : + 1 (514) 288-9658 www.hoteldelamontagne.com/	N/A	<ul style="list-style-type: none"> • Deluxe room: \$155 • Suite: \$ 215 	20 minutes walk	Government taxes not included
6. Hotel Courtyard Marriott Montreal (formerly La Citadelle) 410, Sherbrooke Street West Montreal Tel.: + 1 (514) 844-8851 Fax: + 1 (514) 844-0912 www.courtyard.com/	181	<ul style="list-style-type: none"> • Single or double occupancy \$159. 	15 minutes walk	
B. THREE-STAR HOTELS	Number of rooms	Room rates	Distance to the meeting venue	Remarks
7. Square Phillips (Hotel & Suites) 1193 Place Phillips Montreal H3B 3C9 Tel. + 1 (514) 393 1193 Fax: + 1 (514) 393 1192 www.squarephillips.com	160	<ul style="list-style-type: none"> • Studios: \$99 • Junior suite 1 DB: \$109 • Junior suite 1 QSB: \$118 • 1 DR suite: \$128 • 2 DR suite: \$161 	10 minutes walk	

B. THREE-STAR HOTELS (Cont'd)	Number of rooms	Room rates	Distance to the meeting venue	Remarks
8. Fairmont The Queen Elizabeth 900 Rene Levesque West Montreal, Qubec H3B 4A5 Tel: 514-954-2273 Fax: 514-954-2258 E-mail: john.richardson@fairmont.com	1039	<ul style="list-style-type: none"> • Fairmont room: \$209 • Junior suite: \$ 289 • Fairmont gold: \$309 	5-8 minutes walk	Rates are based on single/double occupancy per night
9. La Tour Centre-Ville 400 René-Lévesque Blvd. W. Montreal Tel.: + 1 (514) 866-8861 Fax: + 1 (514) 866-7257	N/A	Studio: <ul style="list-style-type: none"> • Single or double \$80 Small suite: <ul style="list-style-type: none"> • Single or double \$90 Big suite: <ul style="list-style-type: none"> • Single or double \$100 	15 minutes walk	\$10 per additional person
10. Hotel suites le Faubourg 155 René-Lévesque Est Montréal Tel.: + 1 (514) 448 7100 Toll free: 1 800 398 7100 Fax: +1 (514) 448 7101 E-mail : info@hotelfaubourg.com www.hotelfaubourg.com	161	<ul style="list-style-type: none"> • Single or double occupancy: \$109 N.B. \$15 additional person	About 10 minutes walk	Please mention SCBD rate code: SCB-001
11. Hôtel Manoir des Alpes 1245, St-André Street Montreal Tel.: + 1 (514) 845-9803 Fax: + 1 (514) 845-9886 www.hotelmanoirdesalpes.qc.ca/	30	<ul style="list-style-type: none"> • Rooms: \$65 	20 minutes walk	With breakfast

B. THREE-STAR HOTELS (Cont'd)	Number of rooms	Room rates	Distance to the meeting venue	Remarks
12. Travelodge 50, René-Lévesque Blvd. West Montreal Tel. : + 1 (514) 874-9090 Fax : + 1 (514) 874-0907 E-mail :reserve@travellodgemontreal.ca www.travelodge.com/	N/A	<ul style="list-style-type: none"> • Single or double occupancy \$89, N.B. Continental buffet included	20 minutes walk	Including breakfast for
13. L'Appartement-in-Montréal 455, Sherbrooke Street West Montreal Tel.: + 1 (514) 284-3634 Fax: + 1 (514) 287-1431 www.appartementin.com	126	<ul style="list-style-type: none"> • Single: \$140, • Small suite: \$160 		



**CONVENTION ON
BIOLOGICAL
DIVERSITY**

Deadline: 15 November 2005

Side-Events Request Form

Eleventh meeting of the Subsidiary Body on Scientific, Technical and Technological Advice (SBSTTA-11), Montreal, 28 November – 2 December 2005

Side event requests are processed on a *first-come, first-served basis*

Please ensure that the information below (1 to 6) is provided

For on-line requests, please click here: <http://www.biodiv.org/register/>

1. **Event Title:** _____

2. **Full name + acronym of organizer(s):** _____

3. **Expected number of Participants:** _____
4. **Preferred date and time:**

a) First Choice: /11/2005	time: 13.15- 14.45 ()	OR 6.30 – 8 p.m. ()
b) Second choice: /11/2005	time: 13.15- 14.45 ()	OR 6.30 – 8 p.m. ()
c) Third choice: /11/2005	time: 13.15- 14.45 ()	OR 6.30 – 8 p.m. ()
5. **Requirements *** (Please check the boxes as appropriate)

a) LCD Projector (for PowerPoint presentations)	()
b) PC	()
c) Overhead Projector (for transparencies)	()
d) Other ** (please specify):	

6. **Date of submission:** / /05
7. **Message (optional):**

* For additional technical equipment and catering requirements, please refer to pages 4 and 5 heading 10. "Side Events, Promotional materials and catering" of the "Information Note for Participants"



CONVENTION ON BIOLOGICAL DIVERSITY

Deadline: 15 November 2005

Side-Events Request Form

Second meeting of the Ad Hoc Open-ended Working group on Protected Areas

Montreal, 5 to 9 December 2005

Side event requests are processed on a *first-come, first-served basis*

Please ensure that the information below (1 to 6) is provided

For on-line requests, please click here: <http://www.biodiv.org/register/>

1. **Event Title:** _____

2. **Full name + acronym of organizer(s):** _____

3. **Expected number of Participants:** _____
4. **Preferred date and time:**

a) First Choice: /12/2005	time: 13.15- 13:.5 ()	OR 6.30 – 8 p.m. ()
b) Second choice: /12/2005	time: 13.15- 13:.5 ()	OR 6.30 – 8 p.m. ()
c) Third choice: /12/2005	time: 13.15- 13:.5 ()	OR 6.30 – 8 p.m. ()
5. **Requirements *** (Please check the boxes as appropriate)

a) LCD Projector (for PowerPoint presentations)	()
b) PC	()
c) Overhead Projector (for transparencies)	()
d) Other * (please see also note below):	

6. **Date of submission:** / /05
7. **Message (optional):**

* For additional technical equipment and catering requirements, please refer to pages 4 and 5 heading 10 “Side Events, Promotional materials and catering” of the “Information Note for Participants”

**ELEVENTH MEETING OF THE SUBSIDIARY BODY ON SCIENTIFIC, TECHNICAL
AND TECHNOLOGICAL ADVICE,**

MONTREAL, 28 NOVEMBER – 2 DECEMBER 2005

Pre-Registration Form (Please print)

Due to the large number of forms involved, the Secretariat will not be able to acknowledge receipt of individual applications. Pre-registered participants will only be contacted in cases where further information is needed.

Mr. / Mrs. / Ms. / Amb. / Dr. / Prof. Female Male

FAMILY NAME: _____

FIRST NAME: _____

FUNCTION/TITLE: _____

Have you attended CBD meeting(s) before?: Yes No

Representing:

GOVERNMENT: _____

Ministry/department/agency: _____

OR

ORGANIZATION: _____

(SHORT NAME / ACCRONYM): _____

(Check one) UN/ Specialized Agency Inter-governmental organization Non-governmental organization
 Indigenous community organization Media Industry Other

Official Address: _____

Telephone: + (____) _____

Fax: + (____) _____

Telex: + (____) _____

E-Mail: _____

URL: _____

Preferred languages:

- English
- French
- Spanish
- Russian
- Arabic
- Chinese

Signature: _____ Date: _____

Please return duly completed no later than 31 October 2005 to:

Secretariat of the Convention on Biological Diversity
World Trade Center
413 Saint-Jacques St., Suite 800
Montreal, Quebec, Canada
H2Y 1N9
Fax: + 1 (514) 288-6588
e-mail: secretariat@biodiv.org

Based on the received and duly completed pre-registration forms, badges will be prepared and handed over at the Registration Desk **only** upon the presentation of a valid passport or an identification card with a photograph.

**SECOND MEETING OF THE AD HOC OPEN-ENDED WORKING GROUP ON
PROTECTED AREAS MONTREAL, 5 – 9 DECEMBER 2005**

Pre-Registration Form (Please print)

Due to the number of forms involved, the Secretariat will not be able to acknowledge receipt of individual applications. Pre-registered participants will only be contacted in cases where further information is needed.

Mr. / Mrs. / Ms. / Amb. / Dr. / Prof. Female Male

FAMILY NAME: _____

FIRST NAME: _____

FUNCTION/TITLE: _____

Have you attended CBD meeting(s) before?: Yes No

Representing:

GOVERNMENT: _____

Ministry/department/agency: _____

OR

ORGANIZATION: _____

(SHORT NAME / ACRONYM): _____

(Check one) UN/ Specialized Agency Inter-governmental organization Non-governmental organization Indigenous and local community organization Media Industry Other

Official Address: _____

Telephone: + (____) _____

Fax: + (____) _____

Telex: + (____) _____

E-MAIL: _____

URL: _____

Signature: _____ Date: _____

Preferred languages:

- English
- French
- Spanish
- Russian
- Arabic
- Chinese

Please return duly completed no later than 31 October 2005 to:

Secretariat of the Convention on Biological Diversity
World Trade Center
413 Saint-Jacques St., Suite 800
Montreal, Quebec, Canada
H2Y 1N9
Fax : + 1 (514) 288-6588; E-mail: secretariat@biodiv.org

Based on the received and duly completed pre-registration forms, badges will be prepared and handed over at the Registration Desk **only** upon the presentation of a valid passport or an identification card with a photograph.