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7 April 2014

NOTIFICATION

Side-events in the framework of the Eighteenth meeting of the Subsidiary Body on Scientific, Technical and Technological Advice (SBSTTA 18) Montreal, Canada - 23 to 28 June 2014

Dear Madam/Sir,

As you may know, the eighteenth meeting of the Subsidiary Body on Scientific, Technical and Technological Advice (SBSTTA 18) will be held at the International Civil Aviation Organization (ICAO) Headquarters in Montreal, Canada, from 23 to 28 June 2014, back-to-back with the fifth meeting of the Ad Hoc Open-ended Working Group on Review of Implementation of the Convention (WGRI 5) which will be held from 16 to 20 June 2014.

The Secretariat would like to invite Governments and partner Organizations to organize side-events during the SBSTTA 18 meeting to further enrich the discussions on items on the agenda of this meeting. Kindly note that preference will be given to side-events which are of direct relevance to the issues that will be discussed at the SBSTTA 18 meeting, including progress made towards the Aichi Biodiversity Targets. For your ease of reference, the provisional agenda and other relevant pre-session documents for the SBSTTA 18 meeting, are available at the following website address: <http://www.cbd.int/doc/?meeting=SBSTTA-18>.

Requests should be made using the **online** side-event submission system available on the Secretariat's website at: <http://www.cbd.int/register/home.shtml>. The deadline for receiving side-event requests is **20 May 2014**. Please note that requests received after the deadline will not be considered.

If the number of applications exceeds the number of available slots, the number of side-event requests per Government or Observer Organization will be limited. Partners may be encouraged to co-organize events of a similar topic.

Subject to the availability of rooms and provided that side-event requests are received before the set deadline, the meeting rooms, equipped with LCD projectors and computers/laptops for PowerPoint presentations, will be provided at no cost to the side-event organizers. However, there may be a cost to the organizers when an event is scheduled in a room that does not already contain the required equipment. Should this be the case, organizers will be notified accordingly. It should be noted that side-events may be rescheduled depending on official sessions of the meeting. Should such a situation occur, it is the responsibility of side-event organizers to advise the caterer accordingly.

The list of side-event requests, once processed by the Secretariat, will be made available on the SBSTTA 18 page of the CBD's website, at <http://www.cbd.int/doc/?meeting=SBSTTA-18>.

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

Braulio Ferreira de Souza Dias
Executive Secretary

To: CBD National Focal Points, SBSTTA Focal Points and relevant Organizations



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