

**CONVENTION ON
BIOLOGICAL
DIVERSITY**

Distr.
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13 December 2007

ENGLISH ONLY

AD HOC OPEN-ENDED WORKING GROUP ON ACCESS
AND BENEFIT-SHARING

Sixth meeting

21-25 January 2008, Geneva, Switzerland

INFORMATION NOTE FOR PARTICIPANTS

1. VENUE

The sixth meeting of the Ad Hoc Open-ended Working Group on Access and Benefit-sharing (ABS-6) will be held in Geneva, Switzerland, from Monday, 21 to Friday, 25 January 2008.

The meetings will be held at:

United Nations Office at Geneva (UNOG)

Palais des Nations

Avenue de la Paix 8-14

1211 Geneva 10

Switzerland

Telephone: + 41 22 917 12 34 / + 41 22 917 22 14

Fax: + 41 22 917 01 23 / + 41 22 917 00 05

E-mail: webmaster@unog.ch

Web-site: www.unog.ch

2. REGISTRATION

2.1. Contracting Parties

Registration of representatives from Contracting Parties is subject to the receipt by the Secretariat of an official notification.

The official notification, to be sent preferably through diplomatic channels, must be received by **no later than 4 January 2008**, and must indicate the names, titles and contact details of delegates nominated to attend the meeting.

The notification should be sent to the Executive Secretary at the address below:

Mr. Ahmed Djoghlaif
Executive Secretary
Secretariat of the Convention on Biological Diversity
413 St. Jacques St., Suite 800
Montreal, Quebec
H2Y 1N9 Canada
Fax: + 1-514-288-6588
Email: secretariat@cbd.int

2.2. Observers

2.2.1 Observer States

Rule 6.1 of the rules of procedure applies to States not Party to the Convention that wish to be represented as observers in the meeting.

The registration of these representatives is subject to the receipt by the Secretariat of an official written notification. The notification must be received by **no later than 4 January 2008** and must indicate the names, titles and contact details of the delegates nominated to attend the meeting.

The notification should be sent to the Executive Secretary at the address indicated in item 2.1 above. Please note that pursuant to rule 6.2 of the rules of procedure, these observers may, upon invitation of the COP President, participate in the meeting, without the right to vote, unless at least one third of the Parties present at the meeting object.

2.2.2 Observers from the United Nations and its specialized agencies

Rule 6.1 of the rules of procedure applies to the United Nations, its specialized agencies and the International Atomic Energy Agency that wish to be represented as observers in the meeting.

The registration of these representatives is subject to the receipt by the Secretariat of an official written notification. The notification must be received by **no later than 4 January 2008** and must indicate the names, titles and contact details of the delegates nominated to attend the meeting.

The notification should be sent to the Executive Secretary at the address indicated in item 2.1 above. Please note that pursuant to rule 6.2 of the rules of procedure, these observers may, upon invitation of the COP President, participate in the meeting, without the right to vote, unless at least one third of the Parties present at the meeting object.

2.2.3 Observers from bodies or agencies qualified in the fields of biodiversity conservation and sustainable use

Rule 7.1 of the rules of procedure applies to bodies or agencies qualified in the fields of biodiversity conservation and sustainable use wishing to be represented as observers in the meeting.

The registration of these representatives is subject to the receipt by the Secretariat of an official written notification. The notification must be received by **no later than 4 January 2008** and must take the form of an official letter, to the Executive Secretary at the address indicated in item 2.1 above, from the Chief Executive or President of the organization, with indication of the names, titles and contact details of the delegates to the meeting.

Please note that pursuant to rule 7.2 of the rules of procedure these observers may, upon invitation of the COP President, participate without the right to vote in the proceedings of any meeting in matters of direct concern to the body or agency they represent, unless at least one third of Contracting Parties present at the meeting object.

3. ON SITE REGISTRATION

Onsite registration will take place at the **Pregny Gate** (refer to Map of the Palais des Nations, **Annex A**). Registration will start on **Sunday, 20 January 2008** from **noon to 6 p.m.**, and will continue on **Monday, 21 January 2008, as of 8 a.m.** Upon registration, participants will receive a conference badge valid for the duration of the meeting.

Participants are encouraged to register on Sunday to avoid congestion on Monday morning so that the official opening of the meeting may begin on time.

To facilitate the registration, delegates are kindly invited to present a copy of the official letter referred to under Section 2 above, along with a valid piece of identification with a photograph (passport or national identity card). Participants are also kindly invited to submit, in advance to the Secretariat at secretariat@cbd.int or by fax (+ 1 514 288 65 88), their date of birth, function, address, telephone and fax numbers.

The display of the conference badge is mandatory for admission to the UNOG Conference Centre, as well as to the meeting rooms. As the badges issued will not bear photos, participants are requested to have photo identification on their person when entering the UNOG Conference Centre.

4. OFFICIAL OPENING

The official opening of the sixth meeting of the Ad Hoc Open-ended Working Group on Access and Benefit-sharing will take place at **10 a.m.** on **Monday, 21 January 2008** in **room XIX, located on level 1**. 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.** For the full schedule, please refer to the annotated provisional agenda: <http://www.cbd.int/doc/meetings/abs/abswg-06/official/abswg-06-01-add1-en.doc>.

5. DOCUMENTS

In order to minimize the negative environmental impact of the meeting, delegates are kindly reminded to bring their own copies of the pre-session documents for the meeting, including the information documents. **Only one** set of documents will be provided per country delegation. CD-ROMs containing the pre-session documents, as well as the information documents of the meeting, in the six United Nations official languages will also be available for participants, upon request, at the documentation counter. Pre-session documents are available on the Secretariat's web site at: <http://www.cbd.int/doc/meeting.aspx?mtg=ABSWG-06>.

6. LIST OF DELEGATIONS

A list of delegations that have attended the meeting, to be prepared by the Secretariat, will be made available on the web site (<http://www.cbd.int/doc/meeting.aspx?mtg=ABSWG-06&tab=1>) under the heading "**Information documents**" following closure of the meeting. Participants not wishing their full coordinates to appear on the list of participants should notify the Secretariat staff at the registration desk at the time of registration.

7. ARRIVAL AT GENEVA COINTRIN INTERNATIONAL AIRPORT

Geneva is serviced by the Geneva Cointrin International Airport, which is about 5 kilometres from central Geneva. There are direct connections to the City centre by taxi, train and trolleybus, as follows:

7.1. Taxi

Taxis are readily available at Geneva Airport. They may also be pre-booked, if required, by calling + 41 22 33 14 133. The trip to central Geneva takes approximately 15 minutes. Fares range from CHF 30-35 (approx. € 18-21 or US\$ 25-29).

7.2. Train

There are 3 to 4 trains every hour from Geneva Airport to central Geneva. The trip takes about 7 minutes. The airport railway station is within walking distance from the Arrivals/Departures levels of the airport terminal (5-10 minutes), with directions well indicated. Fares for a single ticket are CHF 5 (approx. € 3 or US\$ 4) for second class and CHF 8.40 (approx. € 5 or US\$ 7) for first class. For more information on the Swiss railway, please go to: <http://www.sbb.ch/en/index.htm>

7.3. Bus

There are a number of bus lines that service the Geneva Airport. Frequency and fares are as follows:

- a) **To Geneva Central Station and Place Bel Air:** Bus number 10 departs every 10 minutes;
- b) **To Geneva (the United Nations building):** Bus number 18 leaves every 30 minutes.

Bus stops are located on both Arrivals and Departures levels of Geneva Airport. A ticket allowing unlimited travel for one hour costs CHF 3 (approx. € 1.80 or US\$ 2.50) and a seven-day whole-network travel card costs CHF 30 (approx. € 18 or US\$ 25). Tickets can be purchased from machines at the bus stops.

8. HOW TO REACH THE PALAIS DES NATIONS

Several buses stop at the Place des Nations, where the Palais des Nations is located. Trams 13 and 15, and buses 5, 8, F, V and Z, leave from the Cornavin train station and stop at the Place des Nations. Buses 8, F, V and Z also pass by the Pregny Gate, the registration venue for the meeting. Buses 11, 14 and 28 that service the airport also stop at the Place des Nations.

There are ticket machines at most bus stops where one can buy individual tickets. Bus cards or passes can be bought at the main bus centres (Rive, Cornavin train station, or Bachet de Pesay), as well as at newsstands.

9. ACCESS TO THE PALAIS

The display of the conference badge is mandatory for admission to the Palais des Nations, and the meeting rooms of the UNOG Conference Centre. As aforementioned, the badges issued will not bear photos and therefore, participants are requested to have photo identification on their person when entering the premises of the Palais des Nations.

Access to the premises by taxi is prohibited at all times, hence taxis may take participants no further than the Pregny Gate entrance. Please refer to the Map of the Palais des Nations in **Annex A**.

Attention is also drawn to a circular issued by UNOG which stipulates that, as a general rule, access to the United Nations premises with large luggage (i.e. larger than carry-on size) is not authorized. Pedestrians carrying large luggage will be directed to the Pregny Gate where, after security clearance, their items will be stored (to the extent possible) in the storage space available. Any luggage detected inside cars as a result of random vehicle checks may be subject to security inspection.

In light of these security measures, participants are encouraged to arrive early to facilitate passage through the security gates leading to the Conference rooms, and are advised to refrain from bringing large pieces of luggage to the site. Any piece of luggage found unattended within the United Nations premises may be impounded and disposed of by the Security and Safety Section. Any costs incurred by such an action will be charged to the owner of the luggage.

10. VISA AND HEALTH REQUIREMENTS

Participants requiring a visa are strongly advised to contact the nearest Swiss diplomatic representation **as soon as possible** in order to secure the required entry visa in a timely manner, prior to departure.

It should be noted that it is **not possible to acquire a visa upon arrival in Switzerland**. Please note that **air line companies do not allow boarding in the absence of a valid visa**.

Information on visa procedures, including a list of relevant Swiss diplomatic representations is provided below:

- The visa applications must be submitted to the Swiss Embassy/Consulate covering your place of residence;
- The visa application must be accompanied by the travel document, as well as further documents, if so required, which clearly indicate the purpose and circumstances of the intended stay or the intended transit;
- A visa application not submitted to the Swiss Embassy/Consulate covering your place of residence may be turned down if the reasons for submission to any other Swiss Embassy/Consulate seem unclear.

For information on visa requirements, Swiss representations abroad and visa application forms, please go to the following web sites of the Swiss Federal Office:

- **Visa requirements**

http://www.bfm.admin.ch/bfm/en/home/themen/einreise/Ausweis-und_Visumvorschriften.html

- **Visa application form**

<http://www.bfm.admin.ch/bfm/en/home/themen/einreise/visumantragsformular.html>

- **Swiss diplomatic representations:** <http://www.eda.admin.ch/eda/en/home/rebs.html>

To facilitate the issuance of visas, the CBD Secretariat will issue, upon request, an invitation letter to be attached to the visa applications.

11. HOTEL INFORMATION

An indicative list of hotels located in the vicinity of the meeting venue building is provided below under **Annex B**. For more information on hotels in Geneva, please go to: http://www.unece.org/meetings/Hotels_pref.pdf

Participants are kindly reminded that **they should make their own hotel reservations as soon as possible**.

12. SIDE-EVENTS

Requests for side-events should be made using the **online** system available on the Secretariat's web site at: <https://www.cbd.int/register/home.shtml>. The deadline for the receipt of requests is **7 January 2008**. Pass the deadline, the online system will be deactivated.

Processed side-event requests can be viewed on the Secretariat's web site at: <http://www.cbd.int/register/side-events/list.aspx?mtg=abswg-06>.

Subject to availability of rooms, and provided that side-event requests are received before the set deadline of **7 January 2008**, meeting rooms equipped for PowerPoint presentations will be assigned, to the extent possible, for the indicated dates and time slots. It should be noted that side-events may be rescheduled in the interests of the official sessions of the meeting and that there may be a cost when an event is assigned in a room that does not already contain the required equipment. Should this be the case, side-event organizers will be notified accordingly.

It should be noted that food and drinks **are not** allowed in the meeting rooms.

Organizers of side-events wishing to enquire about costs for catering at their events should directly contact Ms. Isabelle Gomez (DSR restaurant) at the following coordinates:

Ms. Isabelle Gomez
Telephone: + 41 22 917 5619
Email: dsr.onu@bluewin.ch

Side-event organizers without Internet access or experiencing difficulties using the online system mentioned above could address the duly completed form (**Annex C**) to the attention of:

Mr. Aballache Yesli
Conference Officer
Secretariat of the Convention on Biological Diversity
World Trade Centre
413 St Jacques Street, Suite 800
Montreal, Quebec, Canada H2Y IN9
Telephone (Direct line): +1 514 287 7043
Fax: + 1 514 288 65 88
E- mail: aballache.yesli@cbd.int

For the purposes of the publication of a compendium of side-events held during the meeting, side-event organizers are kindly requested to submit **no later than 17 March 2008** to the Secretariat (secretariat@cbd.int) a short abstract on the objective of the side-event as well as a summary of the event.

13. DISPLAY OF PROMOTIONAL MATERIAL AND PUBLICATIONS

Tables will be made available at the meeting venue for the display of promotional materials and publications. Availability of display tables is on a first come, first served basis.

Participants wishing to ship their promotional material to Geneva for distribution during the meeting should make their own arrangements through their permanent representations, embassies or hotels.

For any query on customs clearance, please contact your courier service.

14. ON-SITE SERVICES FOR PARTICIPANTS

14.1 Internet access and document reproduction

Participants will have access to the internet at the Cyberspace located in the Library, door 20, 1st floor (PN. B-121), from 8.30 am to 5.30 pm daily. For courtesy reasons, the use of the computers is limited to 15 minutes, and only 10 minutes during peak times. WIFI will also be available in the plenary room and the immediate surrounding area.

It should be noted that there will be no Business Centre located within the meeting venue. A coin operated copier machine will be made available close to the conference room area. For large volume reproductions, delegates may wish to use a service provider, CopyQuick, located in the vicinity of the meeting venue. The coordinates are as follows:

CopyQuick (Monday – Friday; 8 am - noon and 1:30 pm to 6 pm)
Rue Liotard 58
1202 Geneva
Telephone: + 41 (0) 22 345 00 97
Email: geli@copyquick.ch

14.2 Post office

The Post Office (operated by the Swiss Postal Authority) is situated in the Council Building on the ground floor (Door 6, ext. 7 2568), and the opening hours are from 8.30 a.m. to 5.30 p.m., Monday to Friday.

In accordance with the Postal Agreement signed between the United Nations and the Swiss Federal Postal Administration, mail dispatched from the Palais des Nations is franked exclusively with United Nations stamps in Swiss francs. These stamps are valid **only for mail posted in the Palais des Nations**. Swiss stamps may not be used for franking mail posted in the Palais des Nations.

14.3 Telephone facilities

Participants will have access to pre-paid and credit card operated public telephones for local, national and international calls. The telephones are located in the main foyers of the United Nations Building.

14.4 Restaurants, cafeteria and bars

The restaurant on the 8th floor of the Assembly Building serves hot meals from 11.45 a.m. to 2 p.m., Monday to Friday. The restaurant also offers facilities for cocktail and dinner parties, and private luncheons. For more information, please contact + 41 22 917 5619 (ext. 7 3588 or 7 5619).

The cafeteria (ext. 7 3467) located on the ground floor of the Assembly Building is open to members of delegations, journalists, etc. from 8.15 a.m. to 4.45 p.m. Monday to Friday. Lunch is served from 11.30 a.m. to 2 p.m.

The bar on the ground floor of the Council Building (Press Bar – Door 6) is open from 8.30 a.m. to 6.30 p.m. Monday to Friday. The “Bar Serpent” in the Conference room area of the E-Building is open from 9 a.m. to 5.30 p.m. Monday to Friday. The Delegates’ Lounge on the 3rd floor of the Assembly Building (Room VI) is open from 8.30 a.m. to 4.45 p.m. Monday to Friday.

14.5 Bank

The United Nations branches of the UBS Bank are located as follows:

- Door 6 area of the Council Building: ground floor (ext. 7 2170) open from 8.30 a.m. to 4.30 p.m. (non-stop), Monday to Friday.
- Door 41 area of the E-Building on the 2nd floor (ext. 7 4916) open from 8.30 a.m. to 12.30 p.m. and 1.30 to 4.30 p.m. Monday to Friday.

14.6 First aid

In case of emergency, dial extension 112.

First aid services are available at the infirmaries as follows:

- Secretariat Building: Room No. 022 (basement) Door 2, ext. 7 2807 open from 8 a.m. to 5 p.m.
- E-Building: Room E-3053 (3rd floor) ext. 7 5009 open from 8 a.m. to 12 p.m.

14.7 Travel agency

Carlson Wagonlit has two offices. One is located on the ground floor in the lobby of the Council Building (Door 6, ext. 7 2850) and the second can be found in the entrance hall of the E-Building (2nd floor–Door 40 - ext. 7 4622). The opening hours are from 9 a.m. to 4.30 p.m. Monday to Friday.

14.8 Sale of publications, newspapers and periodicals

United Nations publications are for sale at the kiosk located on the 2nd floor of the E-Building (Door 40). The opening hours are from 9 a.m. to 5.30 p.m. Delegates are entitled to a 25% discount on the purchase of publications.

Newspapers and periodicals are on sale at Naville kiosks located as follows:

- Council-Building: Lobby (Door 6) from 8 a.m. to 5 p.m.
- E-Building: 2nd floor, North end (Lausanne side) from 8 a.m. to 5 p.m.

14.9 SAFI (Service d'achats et de commande de fonctionnaires internationaux)

The Purchase and Order Group of International Civil Servants is located in the basement of the K-Building entrance (Door 1), and is open from 12 to 6.30 p.m. Monday to Friday. Various articles are available including, radios, watches, perfumes, cosmetics, luggage, chocolates, tobacco, food, drinks etc. This is not a duty free shop, but a cooperative that offers reduced prices. The Cooperative is exclusively reserved for the United Nations family. The badge issued to participants for the meeting allows access.

14.10 Cloak room

Unattended cloak rooms and coat racks will be found in close proximity to all Conference Rooms. The United Nations can assume no responsibility for the loss of, or damage to, any articles deposited. It should be noted that no big luggage or suitcases will be allowed inside the cloak rooms.

15. WEATHER AND TIME ZONE INFORMATION

In January, temperatures in Geneva usually range between a maximum of 4° C during the day and a minimum of -2° C at night. The standard time zone is GMT + 2 hours. For more information, please visit: http://www.meteosuisse.admin.ch/web/en/weather/detail_forecast/localforecasts.html

16. VOLTAGE AND TYPE OF PINS

Voltage and frequency in Switzerland are the same as in most European countries (i.e. voltage: 220 V and frequency: 50 Hz). The two pins are 19 mm apart. This dimension is the same in most European countries. The image below shows a Swiss power outlet (not to scale).



N.B.: Participants are advised to bring their own adaptors should they wish to connect their laptops at the meeting venue and/or the hotels.

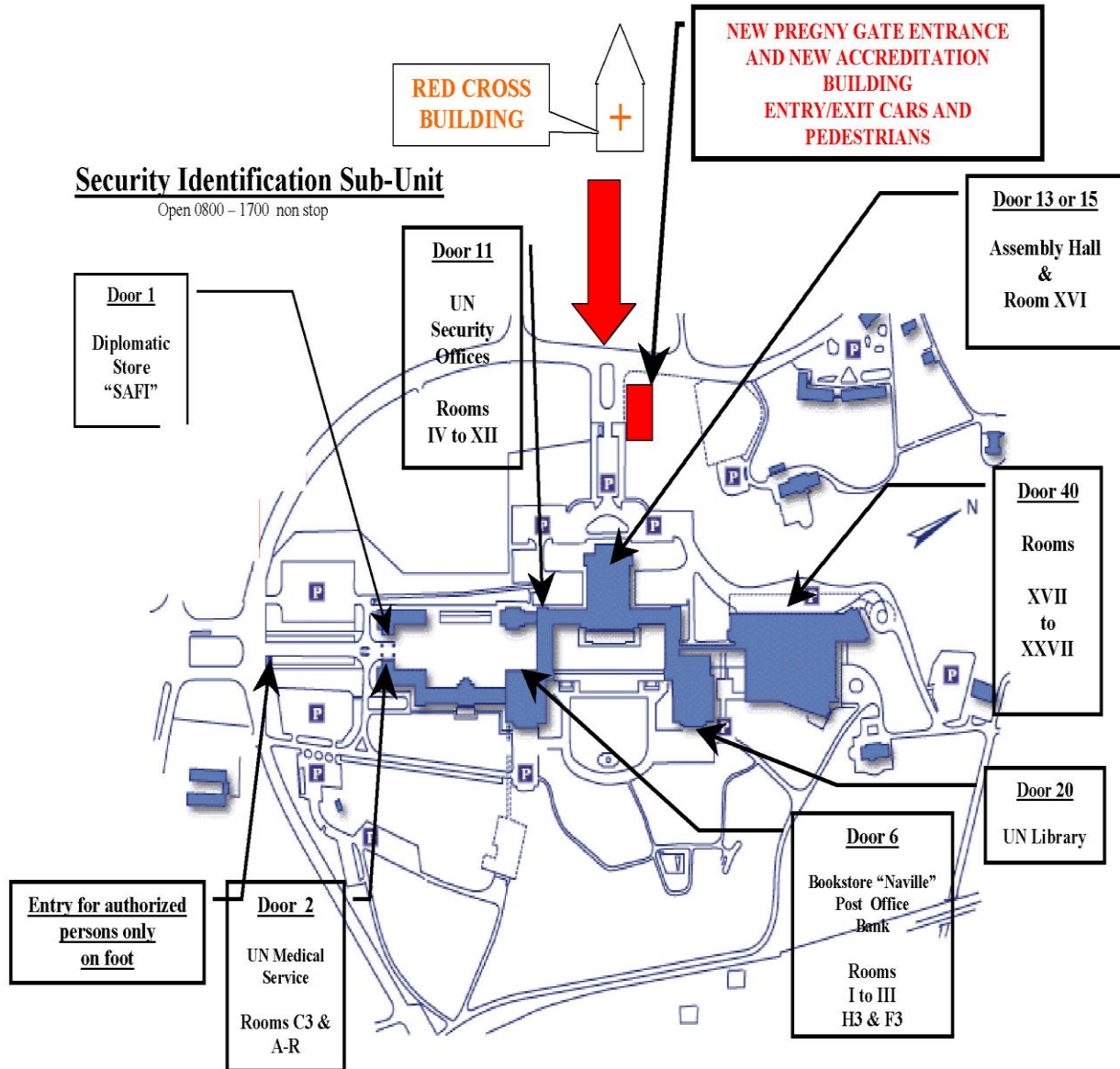
17. CURRENCY

The Swiss Franc is the currency of Switzerland. The Swiss Franc is available in banknotes, which bear the value of 10, 20, 50, 100, 200, 500, or 1000 Francs. The current exchange rate for the Swiss Franc is 1 CHF = 0, 85 US Dollar and 1 CHF = 0, 60 Euro. Facilities for currency exchange are readily available in banks and hotels.

18. DISCLAIMER

The CBD Secretariat disclaims all responsibility for medical, accident and travel insurance, for compensation for death or disability, 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, prior to departure, international medical insurance for the period of participation in the meeting.

**ANNEX A
MAP OF THE PALAIS DES NATIONS**



ANNEX B

LIST OF HOTELS WITH INDICATIVE ROOM RATES

Note: Participants are responsible for making their own hotel reservations.

Room rates are subject to change.

For more information on hotels, please go to: http://www.unece.org/meetings/Hotels_pref.pdf

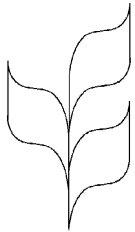
A. FIVE STAR HOTELS	Rates for a single room*		
	CHF	Euro	US\$
1. Crowne Plaza 34, Route François Peyrot CH-1218 Geneva Telephone: + 41 22 747 02 63 Fax: + 41 22 747 03 03 E-mail: reservations@cpgeneva.ch Website: http://www.ichotelsgroup.com/h/d/cp/1/en/hotel/gvasz?rpb=hotel&crUrl=/h/d/cp/1/en/hotelsearchresults	• 190	• 116	• 158
B. FOUR-STAR HOTELS			
2. Intercontinental 7-9, Chemin du Petit-Saconnex CH-1211 Geneva 19 Telephone: + 41 22 919 32 61 Fax: + 41 22 919 38 38 E-mail: inter-geneva@intercontinental-geneva.ch Website: http://www.ichotelsgroup.com/h/d/ic/1/en/hotel/gvaha/amenities?rpb=hotel&crUrl=/h/d/ic/1/en/hotelsearchresults	• 250	• 152	• 207
3. Manotel Chantilly Rue de la Navigation 27 CH-1202 Geneva Telephone: + 41 22 544 40 40 Fax: + 41 22 544 40 99 E-mail: N/A Website: http://www.genevahotelprices.com/switzerland/geneva-hotels/manotel-chantilly-hotel.html	• 129	• 77	• 107
4. Grand Pré Rue du Grand Pré, 35 CH-1202 Geneva Telephone : + 41 22 918 11 11 Fax: + 41 22 734 76 91 E-mail: info@grandpre.ch Website: http://www.hotels-suisse.ch/grand-pre/grand-pre-a.htm	• 169	• 103	• 140

* Rates are for single rooms unless otherwise specified

B. FOUR-STAR HOTELS (Cont'd)	Rates for a single room		
	CHF	Euro	US\$
5. Manotel Edelweiss 2, Place de la Navigation CH-1201 Geneva Telephone: + 41 22 544 51 51 Fax: + 41 22 544 51 99 E-mail: N/A Website: http://www.splendia.com/pagehotel.php?searchlist_id=325&idaffiliate=&critereSort=&hotelid=30360&arrivee=Arrival&depart=Departure&nbnight=0&promoide=&lang=EN&dev=EUR&typeoofsite=&my_mkt=GGADW	• 195	• 119	• 162
6. Hotel Montbrillant 2, rue Montbrillant CH-1201 GENEVA Telephone: + 41 22 733 77 84 Fax: + 41 22 733 25 11 E-mail: contact@montbrillant.ch Web site: http://www.montbrillant.ch/	• 139	• 85	• 115
C. THREE STAR HOTELS			
7. Ramada Encore Genève 12, Route des Jeunes CH-1227 Carouge/Geneva Telephone: + 41 22 309 50 00 Fax : + 41 22 309 50 05 E-mail: info@ramadaencoregeneve.ch	• 130	• 79	• 108
8. Hotel Sagitta 6, Rue de la Flèche CH-1207 Geneva Telephone: +41 22 786 33 61 / Fax: +41 22 849 81 10 E-mail: reservation@hotelsagitta.ch Website: http://www.swissqualityhotels.com/Hotels/switzerland/geneve/sagitta/index.asp?lang=en	• 153	• 93	• 127
9. Hotel Saint-James 3, Rue Versonnex CH-1204 Geneva Telephone: + 41 22 849 91 00 Fax: + 41 22 736 43 74 E-mail: info@st-james.ch Website: http://www.hotels-suisse.ch/st-james/st-james-en.htm	• 135 (Studio)	• 82	• 112
10. Hotel Strasbourg-Univers 10, Rue Pradier CH-1201 Geneva Reservations Center Telephone: +66-02-531-1477 (Auto) Fax: +66-02-531-3370 / +66-02-531-4430 E-mail: info@switzerlandhotel.net Website : http://www.bestwestern.worldexecutive.com/directory/switzerland/geneva/hotels/94197.html	• 140	• 85	• 116

ANNEX C
SIDE-EVENTS REQUEST FORM

CBD



CONVENTION ON
BIOLOGICAL
DIVERSITY

SER/# ---

Deadline: 7 January 2008

SIXTH MEETING OF THE AD HOC OPEN-ENDED MEETING ON ACCESS AND BENEFIT-SHARING
(ABS-6) UNOG, GENEVA FROM 21-25 JANUARY 2008

Please ensure that the information below (1 to 7) is provided

For on-line requests, please click here: <https://www.cbd.int/register/home.shtml>

1. **Event Title:** _____

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

3. **Expected number of Participants:** _____

4. **Preferred date and time:**

- First choice: /2/2008 time: 13:15- 14:45 ()
- Second choice: /2/2008 time: 13:15- 14:45 ()
- Third choice: /2/2008 time: 13:15- 14:45 ()

5. **Requirements** (Please check the boxes as appropriate)

- LCD Projector (for PowerPoint presentations)
- PC
- Other * (please see note below):

6. **Date of submission:** DD /MM/YY

7. **Short description of the event:** _____

* For catering requirements, please refer to pages 6 above (heading 12). It should be noted that side-events may be rescheduled in the interests of the official sessions of the meeting and that there may be a cost when an event is assigned in a room that does not already contain the required equipment. Should this be the case, side-event organizers will be notified accordingly.