



Convention on Biological Diversity

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CAPACITY-BUILDING WORKSHOP ON
THE NAGOYA PROTOCOL
Montreal, Canada, 4-5 June 2011

OPEN-ENDED AD HOC INTERGOVERNMENTAL COMMITTEE FOR THE
NAGOYA PROTOCOL ON ACCESS TO GENETIC RESOURCES AND
THE FAIR AND EQUITABLE SHARING OF BENEFITS ARISING FROM
THEIR UTILIZATION

First meeting
Montreal, Canada, 5-10 June 2011

INFORMATION NOTE FOR PARTICIPANTS

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1. CAPACITY-BUILDING WORKSHOP

The Capacity-building workshop on Access and Benefit-sharing will be held in Montreal from Saturday, 4 June to Sunday, 5 June 2011. This workshop is jointly organized by the Secretariat of the Convention on Biological Diversity and the Secretariat of the International Treaty on Plant Genetic Resources for Food and Agriculture. The workshop will run from 10:00 a.m. to 6:00 p.m. on Saturday, 4 June 2011 and will continue from 10:00 a.m. to 1:00 p.m. on Sunday, 5 June 2011. Further information regarding the capacity-building workshop will be communicated to Parties shortly.

Registration will take place at the venue of the meeting at 8:00 a.m. the same day.

2. OFFICIAL OPENING

The official opening for the First Meeting of the Open-ended Ad Hoc Intergovernmental Committee for the Nagoya Protocol on ABS (ICNP-1) will take place at **3:00 p.m. on Sunday, 5 June 2011. The session on Sunday will focus on organizational matters, in particular the election of the Bureau members for the ICNP and of one of the Co-Chairs of the Intergovernmental Committee.** The formal sessions of the meeting will be held daily from Monday, 6 June 2011 onwards from **10:00 a.m. to 1:00 p.m.** and from **3:00 to 6:00 p.m.**

A reception hosted by the Canadian authorities will be held on 6 June 2011 at 6:30 p.m. at the International Civil Aviation Organization (ICAO) to inaugurate the new additional offices of the Secretariat. For more information on the programme of work, please refer to the provisional annotated agenda, which will be made available on the Secretariat's web site at: <http://www.cbd.int/doc/?meeting=ICNP-01>.

3. VENUE

All of the meetings listed above will be held at:

The International Civil Aviation Organization (ICAO)
999 University Street (between Viger and St-Antoine)
Montreal, Quebec
H3C 5H7, Canada
Tel: +1-514-954-8219
Metro, line 2 – Orange - station Square-Victoria

4. PRE-REGISTRATION

4.1 CONTRACTING PARTIES

The letter should indicate the names, titles and contacts of delegates attending the ICNP-1 meeting and should be sent to the attention of the Executive Secretary at the address below, as soon as possible, preferably by 30 May 2011. Without an official notification from representatives of contracting Parties nominated to attend the meeting, indicating the names, titles and contacts of delegates and including the head of the delegation, registration will not be possible.

This will facilitate the delivery of conference badges upon arrival on site, and the preparation of the list of participants. Participants who do not wish to have their coordinates appear on the list of participants should inform the registration desk upon their arrival at the venue.

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

4.2 OBSERVERS

4.2.1 STATES NOT PARTY TO THE CONVENTION

The pre-registration of States not Party to the Convention is subject to the same procedure as outlined in paragraph 4.1 above.

4.2.2 THE UNITED NATIONS AND ITS SPECIALIZED AGENCIES

The pre-registration of representatives of the UN and its specialized agencies and the International Atomic Energy Agency is subject to the same procedure as outlined in paragraph 4.1 above.

4.2.3 GOVERNMENTAL AND NON-GOVERNMENTAL 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. These observers may, upon invitation of the President of the meeting, 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 the Parties present at the meeting object (rule 7.2). Pursuant to COP decision IX/29 (Annex) if a body or agency was not represented at the Ninth Meeting of the Conference of the Parties (Bonn, 2008) the organization's statutes/rules or terms of reference, membership, as well as any other relevant information about the organization, must also be included with the request to be represented as an observer at the meeting.

The pre-registration of these representatives is subject to the receipt by the Secretariat of **an official letter and relevant documentation**. The letter must be on the organization's letterhead and signed by the organization's Chief Executive or President and not by the nominee. The letter should indicate the names, titles and contacts of delegates attending the ICNP-1 meeting. The letter should be sent to the attention of the Executive Secretary at the address indicated in item 4.1 above. This information provided will facilitate the delivery of conference badges upon arrival on site, and preparation of the list of participants. Participants who do not

wish to have their coordinates appear on the list of participants should inform the registration desk upon their arrival at the venue.

5. ACCESS TO THE MEETING VENUE AND NAME BADGES

Access to the meeting venue is subject to the presentation of a valid conference badge. Conference badges with photographs will be issued at the registration counter located at **999 University from Saturday, 4 June onward, from 8:00 a.m. to 6:00 p.m.**

Badges will be issued at the registration counter upon presentation of a valid passport or an identification card with a photograph, along with a copy of the nomination letters referred to under heading 4 above.

- **4-5 June 2011 from 8:00 a.m. to 6:00 p.m.**
- **6-7 June 2011 from 8:00 a.m. to 6:00 p.m.**
- **8 June onwards from 8:00 a.m. to 4:30 p.m.**

For security reasons and to gain access to both meeting venue and meeting rooms, the display of conference badges is mandatory at all times. Any loss of a badge should be reported immediately to the registration counter.

6. MEETING ROOM ALLOCATIONS/RESERVATIONS

Information pertaining to room allocations for the plenary as well as for the regional and other groups will be clearly displayed within the meeting venue.

Meeting rooms are available for all groups starting on 5 June 2011 upon conclusion of the workshop at approximately 1:00 p.m. and continuing from 6 June every day **from 8:00 a.m. to 9:45 a.m.** For any other use outside this slot, the access to the meeting rooms needs to be confirmed, on a daily basis, with Nader Ibrahim or Lisa Pedicelli. Requests, prior to the start of the meeting, can be submitted to CBD Secretariat (secretariat@cbd.int), and through the “meeting room request” binder located next to the document distribution counter on the 4th floor, during the meeting.

7. DOCUMENTS



In order to minimize the environmental footprint of the meeting, only one set of official pre-session documents will be provided per country delegation. Pre-session documents in languages and information documents can be retrieved from the Secretariat’s web site: <http://www.cbd.int/doc/?meeting=ICNP-01>. Delegates are kindly requested to bring their own copies to the meeting.

CD-ROMs containing the pre-session documents, in all six United Nations official languages, as well as the information documents, will also be made available upon request to delegates and participating organizations who wish to reproduce, at their own expense, additional copies of the documents. The CD-ROMs will be available at the documentation distribution counter located on the 4th floor.

8. VISA AND HEALTH REQUIREMENTS

8.1 VISA REQUIREMENTS



Participants from countries listed in **annex A** below require an entry visa for Canada and are strongly advised to contact the nearest Canadian diplomatic or consular mission **as soon as possible** in order to secure the required entry visa in a timely manner, prior to departure. **Please note that airline companies will not allow boarding in the absence of a valid visa.**

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

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

8.2 HEALTH REQUIREMENTS

There are no vaccination requirements for any international traveller.

9. HOTEL INFORMATION

Participants are kindly reminded that **they have to make their own hotel reservations as soon as possible**. To benefit from the special room rates some hotels are offering please request the rates according to the listing in the annex.

Below is an indicative list of hotels (**annex B**) located in the vicinity of the CBD Secretariat or close to a Metro (subway) station. Please reserve rooms as early as possible as a large international events will be taking place in Montreal at that time (especially from 10-12 June) and hotel rooms may be difficult to find.

If you encounter difficulties in booking hotels for the dates of the meeting, the Secretariat has requested some of the recommended hotels to temporarily block/hold spaces for the meeting in order to facilitate participants' reservations. The information is listed in the table below.

Hotel Name	Number of Rooms Held and dates available	Block Reservation Expiry Date	Method of booking	Comments
Delta Centre Ville	50 rooms 3-10 June	30 April	Web site: http://www.deltacentreville.com/010603b or www.deltahotels.com/bg3	
Holiday Inn Select	40 rooms 3-10 June	30 April	Tel.: +1-514-878-9888 Web site: www.ichotelsgroup.com	
Best Western	80 rooms 5-10 June		Tel: +1-514-288-4141 or Toll free in North America: +1-800-361-7791 Fax: +1-514-288-3021 Reservations: sam@hotelvillemarie.com Web site: www.hotelvillemarie.com	
Hotel de la Montagne	30 rooms 3-10 June	30 May	Tel.: +1-514-288-5656 Toll free in North America: +1-800-361-6262 Web site: www.hoteldelamontagne.com	Rate: 9 June at CDN \$250, the remaining days at 159\$

Hotel Name	Number of Rooms Held and dates available	Block Reservation Expiry Date	Method of booking	Comments
Hotel Intercontinental Montreal	100 rooms 3-10 June	30 April	Tel.: +1-514-847-8525, option #3 Toll free in North America: +1-800-361-3600 E-mail: montreal@interconti.com ; yulhb-reservations@ihg.com	Rate: CDN \$205 for single or double
Hyatt Regency Montreal	25 rooms 3-10 June	29 April	Tel: +1-514-982-1234 Fax: +1-514-841-2069 Web site: www.montreal.hyatt.com	
La Tour Centre-Ville	25 rooms 3-10 June		Tel: +1-514-874-9090 E-mail: sales@hotelcentreville.com	Mention ABS Rate
Le Westin Montreal	5 rooms for 3, 4, 5 June	30 April	Web site: http://www.starwoodhotels.com/westin/search/pre_decider_all.html?propertyID=3313&corporateAccountNumber=302586&language=en-US&EM=VTY_WI_3313_302586_ICAO_CAN	
Travelodge	60 Single, 15 Double 3-10 June	30 April	Tel: +1-514-874-9090 Toll free in North America: +1-800-363-6535 E-mail: reserve@travelodgemontreal.ca	

Further information on hotels in Montreal is available at the following web site:

<http://www.tourisme-montreal.org/Accommodations>



10. GENERAL INFORMATION ON ACCESS TO MONTREAL



Montreal is serviced by Montreal-Trudeau International Airport (15 km from downtown). Taxis and a bus (no. 747) are available at the airport. The information on rates is as follows.

Bus / Shuttles:

Montreal-Trudeau Airport/Downtown
(several locations) STM Express bus
No. 747

One way trip

CDN \$8
(at the airport tickets are sold at the
International Currency Exchange (ICE)
counter on the international arrivals level)

Taxis:

Montreal-Trudeau /Downtown

CDN \$38 Fixed rate

11. SERVICES FOR PARTICIPANTS

Participants will have access to the internet at an Internet café located within the ICAO Conference building. The ICAO conference building is also equipped with WIFI Internet access.

Participants wishing to avail themselves of the reproduction (and publication) facilities of the ICAO printshop are requested to contact at the address below Mr. Jacques Daoust, Chief, Reproduction Unit, directly for cost estimates and other relevant information, as appropriate. During the meeting, Mr. Daoust can be reached at extension 8205.

999 University Street
Montreal, Quebec
H3C 5H7 - Canada
Telephone: + 1-514-954-8219 - Ext 8205
Fax: + 1-514-954-8206
E-mail: jdaoust@icao.int

12. PROMOTIONAL MATERIAL

12.1 DISPLAY TABLES

Display tables will be made available, free of charge, at the meeting venue for the display of promotional material and publications. Tables, clearly identified, are on a first come, first served basis.

12.2 SHIPPING OF PROMOTIONAL MATERIAL

Participants wishing to enquire about space availability regarding storage of promotional material at the meeting venue (ICAO Conference building) should address their requests to the CBD Secretariat (secretariat@cbd.int), with a copy, for information purposes to Mr. Mike Baiao, ICAO Conference Assistant, (Mbaiao@icao.int). For any query on customs clearance, please **contact your courier service directly**.

All shipments of promotional materials must be:

- Addressed to:
The International Civil Aviation Organization (ICAO)
Attention: CBD Meeting
999 University Street
Montreal, Quebec
Canada
H3C 5H7
- Arriving in Montreal no earlier than one week prior to the start of the meeting;
- Arranged on a door-to-door basis, as ICAO does not deal with customs clearance and handling of the shipments, nor pay any shipment costs;
- Marked to the attention of CBD Meeting (as above);
- Identified with the title of the meeting (i.e. ICNP-1);
- Communicated to the CBD Secretariat (secretariat@cbd.int), with a copy to Mr. Mike Baiao (Mbaiao@icao.int), 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 X format”. Whenever possible, a copy of the publication should be affixed to each box.

13. SIDE-EVENTS

Requests for side-events should be made using the **online** system available on the Secretariat’s web site at: <http://www.cbd.int/register/home.shtml>. The deadline for the receipt of

requests is **20 May 2011**. Requests will be processed on a first come, first served basis. Requests received after the deadline will not be considered.

Processed side-event requests can be viewed on the Secretariat's web site at: <http://www.cbd.int/register/side-events/list.aspx?mtg=icnp-01>, prior to and during the meeting.

Subject to availability of rooms and provided that side-event requests are received before the set deadline of **20 May 2011**, meeting rooms, equipped with LCD projectors and computers/laptops, for PowerPoint presentations, are provided **at no cost** to the side-events 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-events organizers to advise the caterer accordingly.

A binder for the scheduling of technical tests for side-events will be made available at the document distribution counter.

Organizers of side-events wishing to enquire about costs for catering or technical equipment should contact the following focal persons directly with a copy, for information purposes, to Mr. Mike Baiao (MBaiao@icao.int) and to Ms. Lisa Pedicelli (lisa.pedicelli@cbd.int).

(a) Technical equipment

Mr. Michael Thomas
E-mail: Continentalcs@yahoo.ca
Fax: + 1 514 486 4970

(b) Catering

Ms. Isabelle Dupuis
999 University Street
Montreal, Quebec Canada H3C 5H7
Telephone: + 1 (514) 954-8219 ext.7085
Facsimile: + 1 (514) 954-6134
E-mail: 43068@compass-canada.com

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 CBD Secretariat (secretariat@cbd.int) or by fax + 1-514-288-6588.

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

14. PAYMENT OF THE DAILY SUBSISTENCE ALLOWANCES (DSA)

The DSA will be paid to the sponsored participants starting Monday, 6 June 2011.

15. OFFICIAL LANGUAGES

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

16. WEATHER AND TIME ZONE INFORMATION



In June, temperatures in Montreal usually range between a maximum of +11°C in the daytime and a minimum of +23°C at night. Current weather conditions in the area can be found at: <http://www.worldweather.org/056/c00634.htm>.

The standard time zone will be GMT/UTC -5 hours.

17. ELECTRICITY

The electrical currents are 120 volts, 60 Hertz a (two-pin flat and vertical with a ground connection).



18. CURRENCY



The currency in Canada is the Canadian Dollar (CDN \$). The current exchange rate as at 15 March 2011 is US \$1 = CDN \$0.98 and € 1 = CDN \$1.37.

19. DISCLAIMER

The CBD Secretariat disclaims all responsibility for medical, accident and travel insurance, for compensation 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 – Country Listing

COUNTRIES AND TERRITORIES WHOSE CITIZENS REQUIRE VISAS IN ORDER TO ENTER CANADA AS VISITORS (AS LISTED ON THE WEB SITE OF CITIZENSHIP AND IMMIGRATION CANADA)

Citizens of the following countries and territories require a visa to **visit** or **transit** Canada:

A	E (cont'd)	M	S (Cont'd)
Afghanistan	Eritrea	Macao	Sierra Leone
Albania	Ethiopia	Madagascar	Somalia
Algeria		Malawi	South Africa
Angola	F	Malaysia	Sri Lanka
Argentina	Fiji	Maldives	Sudan
Armenia		Mali	Suriname
Azerbaijan	G	Marshall Islands	Syrian Arab Republic
	Gabon	Mauritania	
B	Gambia	Mauritius	T
Bahrain	Georgia	Mexico	Tajikistan
Bangladesh	Ghana	Micronesia, Fed. States of	Tanzania, United Republic
Belarus	Grenada	Moldova	of
Belize	Guatemala	Mongolia	Thailand
Benin	Guinea	Montenegro	The former Yugoslav
Bhutan	Guinea-Bissau	Morocco	Republic of Macedonia
Bolivia	Guyana	Mozambique	Togo
Bosnia and Herzegovina		Myanmar	Tonga
Brazil	H		Trinidad and Tobago
Bulgaria	Haiti	N	Tunisia
Burkina Faso	Honduras	Nauru	Turkey
Burundi		Nepal	Turkmenistan
	I	Nicaragua	Tuvalu
C	India	Niger	
Cambodia	Indonesia	Nigeria	U
Cameroon	Iran, Islamic Republic of		Uganda
Cape Verde	Iraq	O	Ukraine
Central African Republic	Israel	Oman	United Arab Emirates
Chad	Ivory Coast		Uruguay
Chile		P	Uzbekistan
China	J	Pakistan	
Colombia	Jamaica	Palau	V
Comoros	Jordan	Palestinian Authority	Vanuatu
Congo, Democratic		Panama	Venezuela
Republic of the	K	Paraguay	Viet Nam
Congo, Republic of the	Kazakhstan	Peru	
Costa Rica	Kenya	Philippines	Y
Cuba	Kiribati	Poland	Yemen
Czech Republic	Korea, Democratic People's	Q	
	Republic of	Qatar	Z
D	Kuwait		Zambia
Djibouti	Kyrgyzstan	R	Zimbabwe
Dominica		Romania	
Dominican Republic	L	Russian Federation	
	Lao, People's Democratic	Rwanda	
E	Republic of		
East Timor	Lebanon	S	
Ecuador	Lesotho	Sao Tomé e Príncipe	
Egypt	Liberia	Saudi Arabia	
El Salvador	Libyan Arab Jamahiriya	Senegal	
Equatorial Guinea	Lithuania	Serbia	
		Seychelles	

Rate of exchange: US \$1 = CDN \$0.98 and
€1 = CDN \$1.37

Annex B – Hotel listing

LIST OF HOTELS WITH INDICATIVE ROOM RATES IN CANADIAN DOLLARS PRICES DO NOT INCLUDE THE APPLICABLE TAXES: GST 5% + QST 8.5%

RATES ARE INDICATIVE AND SUBJECT TO CHANGE

A. FIVE STAR HOTELS	Room Rates	Distance to the meeting venue	Remarks
1. Hotel Inter-Continental Montreal 360 St-Antoine Street West Montreal, Quebec Tel.: +1-514-847-8525, option #3 Toll free in North America: +1-800-361-3600 Fax: +1-514-847-8730 E-mail: montreal@interconti.com ; yulhb-reservations@ihg.com Web site: http://www.ichotelsgroup.com/intercontinental/en/gb/reservations/dates-preferences/montreal	Please request the <u>SCBD</u> Rates at the time of booking. Jan – Apr: \$175.00 - \$195.00 May – Oct: \$180.00 - \$200.00 Nov – Dec: \$175.00 - \$195.00	7 minutes' walk	Rates Include: <ul style="list-style-type: none"> High Speed Internet
2. Hyatt Regency Montreal 1255 Jeanne-Mance Montreal, Quebec, H5B 1E5 Tel: +1-514-982-1234 Fax: +1-514-841-2069 Web site: www.montreal.hyatt.com	Please request the <u>CBD/SCBD</u> rates at the time of booking. 1 Jan – 30 Apr: \$145.00 1 May – 31 Oct: \$180.00 1 Nov – 31 Dec: \$145.00	13 minutes' walk	Rates Include: <ul style="list-style-type: none"> High Speed Internet
B. FOUR-STAR HOTELS			
3. Delta Centre Ville 777 University Street Montreal, Quebec Tel.: +1-514-879-1370 Fax: +1-514-879-1761 Web site for reservations: www.deltahotels.com/bg3	Please Request the <u>CBD</u> or <u>ICAO</u> rates at the time of booking. Jan – Apr: \$155.00 May – Oct: \$165.00 Nov – Dec: \$155.00	1 minute walk	Rates Include: <ul style="list-style-type: none"> High Speed Internet
4. Holiday Inn Select 99 Viger Street West Montreal, Quebec Tel.: +1-514-878-9888 Fax: +1-514-878-6341 Web site: www.ichotelsgroup.com	Please request the <u>CBD</u>, <u>SCBD</u> or <u>UN</u> rates at the time of booking. Jan – Apr: \$109.00 May – Oct: \$125.00 Nov – Dec: \$110.00	12 minutes' walk	Rates Include: <ul style="list-style-type: none"> High Speed Internet
5. Hôtel de la Montagne 1430 de la Montagne Street Montreal, Quebec Tel.: +1-514-288-5656 Toll free in North America: +1-800-361-6262 Fax: +1-514-288-9658 Web site: www.hoteldelamontagne.com	Please request <u>CBD</u> or <u>ICAO</u> rates at the time of booking. Jan – Apr \$149.00 May – Oct \$159.00 Nov – Apr \$155.00	17 minutes' walk	Rates Include: <ul style="list-style-type: none"> High Speed Internet
6. Square Phillips (Hotel & Suites) 1193 Place Phillips Montreal, Quebec H3B 3C9 Tel. + 1-514-393-1193 Fax: + 1-514-393-1192 Web site: www.squarephillips.com	Please request <u>SCBD</u> rates at the time of booking. Daily and Weekly rates available. Jan-Apr: D:\$128.00/ W:\$119.00 May-Oct: D:\$147.00/ W:\$137.00 Nov-Dec: D:\$130.00/ W:\$121.00	9 minutes' walk	Rates Include: <ul style="list-style-type: none"> Breakfast Free Internet Local calls
7. Embassy Suites 208 St-Antoine Street West Montreal, Quebec Tel: 514-288-8886 Fax: 514-288-8899 Web site: http://embassysuites1.hilton.com/en_US/es/hotel/YULDNES-Embassy-Suites-Montreal-Quebec/index.do	Please request <u>ICAO</u> rates at the time of booking. Rates are divided in two categories: Less than 2 weeks and more than 2 weeks From 1 day to 2 weeks: \$159.00 More than 2 weeks: \$129.00	10 minutes' walk	Rates Include: <ul style="list-style-type: none"> Breakfast High Speed Internet Two Drinks Daily

B. FOUR-STAR HOTELS (continued)	Approximate room rates	Distance to the meeting venue	Remarks
8. Le Westin Montréal 270 St-Antoine West Montreal, Quebec Tel: 514-380-3333 Fax: 514-380-3332 Web site: http://www.westinmontreal.com/	Please request <u>ICAO</u> rates at the time of booking. Jan – Apr \$169.00 May – Oct \$179.00 Nov – Dec \$169.00	7 minutes' walk	Rates Include: <ul style="list-style-type: none"> • High Speed Internet
C. THREE-STAR HOTELS			
9. Best Western 3407 Peel Street (corner of Peel and Sherbrooke Street) Montreal, Quebec Tel: +1-514-288-4141 or Toll free in North America: +1-800-361-7791 Fax: +1-514-288-3021 Reservations: sam@hotelvillemarie.com Web site: www.hotelvillemarie.com	Please request <u>ICAO</u> rates at the time of booking. Nov – Apr: \$109.00 May – Oct: \$135.00	20 minutes' walk	Rates Include: <ul style="list-style-type: none"> • High Speed Internet
10. Hotel Le Dauphin 1025, De Bleury Montreal, Quebec Tel: +1-514-788-3888 Fax: +1-514-788-3889 E-mail: mtl_centre@hoteldauphin.ca Web site: www.hoteldauphin.ca	Please request <u>CBD</u> rates at the time of booking. Nov – Apr \$115.00 May – Oct \$129.00	10 minutes' walk	Rates Include: <ul style="list-style-type: none"> • Breakfast • High Speed Internet
11. Hôtel Manoir des Alpes 1245 St. André Street Montreal, Quebec Tel.: +1-514-845-9803 Fax : +1-514845-9886 Web site: www.hotelmanoirdesalpes.qc.ca	Please request the <u>CBD</u> or <u>UN</u> rates at the time of booking Jan-Dec: \$75.00	15 minutes' walk	Rates Include: <ul style="list-style-type: none"> • Breakfast • High Speed Internet
12. L'Appartement-in-Montréal 455 Sherbrooke Street West Montreal, Quebec Tel.: +1-514-284-3634 Fax: +1-514-287-1431 Web site: www.appartementhotel.com	Please request <u>SCBD</u> rates at the time of booking. Daily and weekly rates available. Jan-Apr: D: \$111.00/W: \$100.00 May-Oct: D: \$125.00/W: \$108.00 Nov-Dec: D: \$112.00-W: \$101.00	20 minutes' walk	Rates Include: <ul style="list-style-type: none"> • Breakfast • High Speed Internet • Local calls
13. La Tour Centre-Ville 400 René-Lévesque Blvd. W. Montreal, Quebec Tel.: +1-514-866-8861 Fax: +1-514-866-7257 E-mail : sales@hotelcentreville.com Web site: www.hotelcentreville.com	Please request <u>CBD</u> rates at the time of booking. Jan – Apr \$75.00 May-Oct \$85.00 Nov-Dec \$75.00	15 minutes' walk	Rates Include: <ul style="list-style-type: none"> • High Speed Internet
14. Travelodge 50, René-Lévesque Blvd. West Montreal, Quebec Tel.: +1-514-874-9090 Fax: +1-514-874-0907 E-mail: reserve@travellodgemontreal.ca Web site: www.travelodge.com	Please request <u>CBD</u> rates at the time of booking. Jan – Apr \$75.00 May – Oct \$92.00 Nov – Dec \$75.00	20 minutes' walk	Rates Include: <ul style="list-style-type: none"> • High Speed Internet
15. L'HOTEL 262 St-Jacques Street West Montreal, Quebec, H2Y 1N1 Tel.: +1-514985-0019 Fax.: +1-514-985-0059 http://lhotelmontreal-px.trvlclick.com/index.cfm	Please request <u>CBD</u> rate at the time of booking. Jan – Apr \$115.00 May-Oct \$135.00 Nov – Dec \$115.00	7 minutes' walk	Rates Include: <ul style="list-style-type: none"> • Breakfast • High Speed Internet

Annex C – Side-Event Request Form

CBD



Convention on
Biological Diversity

Deadline: 20 May 2011

SIDE-EVENTS REQUEST FORM

FIRST MEETING OF THE OPEN-ENDED AD HOC INTERGOVERNMENTAL
COMMITTEE FOR THE NAGOYA PROTOCOL ON ABS (ICNP-1)
5 – 10 JUNE 2011, MONTREAL, CANADA

Please ensure that all the information below is completed

For online requests, please click here: <http://www.cbd.int/register/home.shtml>

1. Event Title: _____

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

3. Expected number of Participants: _____

4. Preferred date and time:

(a)	First Choice:	___/06/2011	time:	13:15 – 14:45	<input type="checkbox"/>	18:15 – 19:45	<input type="checkbox"/>
(b)	Second choice:	___/06/2011	time:	13:15 – 14:45	<input type="checkbox"/>	18:15 – 19:45	<input type="checkbox"/>
(c)	Third choice:	___/06/2011	time:	13:15 – 14:45	<input type="checkbox"/>	18:15 – 19:45	<input type="checkbox"/>

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

- (a) LCD Projector with PC (for PowerPoint presentations)
- (b) Other* (please specify and refer to note below):

6. Date of submission: (___ / ___ / ___) dd/mm/yy

7. Short event description:

* For any catering arrangements, please refer to page 7 under heading 13. Any event requiring special equipment is at the expense of the organizer; for any query & assistance, please contact: secretariat@cbd.int.
