

**Convention on
Biological Diversity**

Distr.
GENERAL

18 September 2014

ENGLISH ONLY

CONFERENCE OF THE PARTIES TO THE CONVENTION
ON BIOLOGICAL DIVERSITY

Twelfth meeting

Pyeongchang, Gangwon Province, Republic of Korea, 6-17 October 2014

INFORMATION NOTE FOR PARTICIPANTS

QUICK LINKS (Control + click on page number to directly access text in document)

1.	VENUE	2
2.	OFFICIAL OPENING	2
3.	HIGH-LEVEL SEGMENT	2
4.	REGISTRATION	3
	ANNEX A – SAMPLE FORM FOR CREDENTIALS	29
5.	ON-SITE REGISTRATION	4
6.	PROCEDURES FOR MEDIA ACCREDITATION	5
	ANNEX B – MEDIA ACCREDITATION FORM.....	30
7.	DOCUMENTS	6
8.	OFFICIAL STATEMENTS	6
9.	LIST OF DELEGATIONS	7
10.	SERVICES TO PARTICIPANTS	7
11.	TRAVEL AND DAILY SUBSISTENCE ALLOWANCE ARRANGEMENTS	7
12.	VISAS	8
	ANNEX C – COUNTRY LISTING I.....	31
	ANNEX D – COUNTRY LISTING II.....	32
13.	GREENING OF THE MEETING	8
14.	TRANSPORTATION	11
15.	ACCOMMODATION	16
	ANNEX E – PERSONAL DATA FORM	33
	ANNEX F – ACCOMMODATION RESERVATION FORM FOR INDIVIDUALS	34
	ANNEX G – ACCOMMODATION RESERVATION FORM FOR GROUPS.....	39
16.	SHIPMENTS	18
17.	PROMOTIONAL MATERIAL	20
18.	EXHIBITION STANDS: EXHIBITION STANDS: INTERACTIVE FAIR ON BIODIVERSITY FOR SUSTAINABLE DEVELOPMENT	20
	ANNEX H – EXHIBITION REQUEST FORM.....	44
19.	FAIR ON EXPERIENCES AND BEST PRACTICES IN CEPA	22
20.	RIO CONVENTIONS’ ECOSYSTEMS AND CLIMATE CHANGE PAVILION: <i>LINKING BIODIVERSITY, CLIMATE CHANGE AND SUSTAINABLE LAND MANAGEMENT</i>	23
21.	SIDE-EVENTS	24
	ANNEX J – CATERING ORDER FORM.....	47
22.	HOST-COUNTRY OFFICE	25
23.	LIST OF FOCAL POINTS OF CONTACT	25
24.	BILATERAL MEETINGS WITH THE EXECUTIVE SECRETARY	28

1. VENUE

The Twelfth meeting of the Conference of the Parties to the Convention on Biological Diversity (COP-12) will be held in Pyeongchang, Gangwon Province, Republic of Korea, from 6 to 17 October 2014. The meeting will be held at:

Alpensia Convention Center

Solbong-ro 325, Daegwallyeong-myeon, Pyeongchang

Gangwon province, Republic of Korea 232-952

Tel: +82-33-339-0000

Web site: www.alpensiaresort.co.kr/EnInfoAlpInfoIntro.gdc

Host Country Website: www.cbdcop12.kr/eng

The meeting will be preceded by the Seventh meeting of the Conference of the Parties serving as the meeting of the Parties to Cartagena Protocol on Biosafety (COP-MOP-7), which will be held at the same venue from 29 September to 3 October 2014. The First meeting of the Conference of the Parties serving as the meeting of the Parties to the Nagoya Protocol on Access and Benefit-sharing (COP-MOP-1) will also be held at the same venue from to 13 to 17 October 2014.

2. OFFICIAL OPENING

The official opening for the COP-12 will take place at 10:00 a.m. on Monday, 6 October 2014. The formal sessions of the meeting will be held daily from **10:00 a.m. to 1:00 p.m.** and from **3:00 p.m. to 6:00 p.m.** For more information, please refer to the provisional annotated agenda, which is available on the Secretariat's web site at: www.cbd.int/cop12.

3. HIGH-LEVEL SEGMENT

A High-Level Segment (HLS) is being organized by the Government of the Republic of Korea in consultation with the Bureau of the Conference of the Parties and the Executive Secretary of the Convention.

The HLS will open in the Alpensia Convention Center on Wednesday, 15 October and continue until its closure on Thursday, 16 October 2014.

A separate information note providing details on the HLS program will be announced in due course. Related organizational matters for the HLS are available on the Secretariat's web site at: www.cbd.int/cop12.

The Secretariat's contact point for all issues related to the HLS is:

Ms. Hyunjoo LEE

Deputy Director

The Korean Official of CBD COP12

Ministry of Environment of Korea

#1602 Danam Tower

10 Sowol-ro, Jung-gu

Seoul 100-704, Republic of Korea

Telephone (Direct line): +82-2-779-1385

Fax: +82-2-779-7607

E-mail: HLS@cbdcop12.kr

4. REGISTRATION

4.1 Registration and accreditation of Parties

Registration of representatives from Contracting Parties is subject to the receipt by the Secretariat of an official letter of nomination. The official letter of nomination shall be sent through diplomatic channels and must be received as soon as possible but **no later than 15 September 2014**.

The letter, which must indicate the names, titles and contact details of delegates nominated to attend the meeting, should be sent to the attention of the Executive Secretary at the address below:

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

In accordance with rule 18 of the rules of procedure, and pursuant to recommendation 1 contained in the United Nations Office of Internal Oversight Services audit report of the CBD Secretariat (UNEP/CBD/COP/8/INF/44), Parties are urged to submit their credentials to the Secretariat if possible **no later than twenty-four hours** after the opening of the meeting. The credentials of representatives of Parties must be issued by the Head of State, Head of Government or the Minister for Foreign Affairs. A model for the preparation of credentials is contained in **Annex A**.

Questions regarding the accreditation procedure should be directed to:

Mr. Worku Damena Yifru
Senior Legal Advisor
Secretariat of the Convention on Biological Diversity
World Trade Centre
413 St. Jacques Street, Suite 800
Montreal, Quebec
H2Y 1N9, Canada
Tel: +1-514-287-7006
Fax: +1-514-288- 6588
E-mail: worku.yifru@cbd.int

4.2 Observers

4.2.1 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 letter of nomination. The official letter of nomination must be received as soon as possible, but **no later than 15 September 2014**, and must indicate the names, titles and contact details of the delegates to the meeting.

The letter should be addressed to the Executive Secretary at the address indicated in item 4.1, above.

4.2.2 Observers from the United Nations and its specialized agencies

Rule 6.1 of the rules of procedure also 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 letter of nomination. The official letter of nomination must be received as soon as possible, but **no later than 15 September 2014**, and must indicate the names, titles and contact details of the delegates to the meeting.

The letter should be sent to the attention of the Executive Secretary at the address indicated in item 4.1, above.

Please note that pursuant to rule 6.2 of the rules of procedure, these observers may participate in the meeting, without the right to vote, unless at least one third of the Parties present at the meeting object.

4.2.3 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 letter of nomination. The official letter of nomination must be received as soon as possible, but **no later than 15 September 2014**.

The letter, to be sent to the attention of the Executive Secretary at the address indicated in item 4.1 above, must take the form of an official letter from the Chief Executive or President of the organization, and must indicate 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 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.

5. ON-SITE REGISTRATION

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 center located in front of the main entrance at the Alpensia Resort Complex upon the presentation of a valid passport or an identification card with a photograph, along with a copy of the letter of nomination/accreditation referred to in 4.1, above and the priority pass. Registration will start on 2 October 2014 and continue during the following hours:

Date	Registration hours
Thursday, 2 October 2014	8:00 to 18:00
Friday, 3 October 2014	8:00 to 18:00
Saturday, 4 October 2014	10:00 to 18:00
Sunday, 5 October 2014	10:00 to 18:00
Monday, 6 October 2014	8:00 to 20:00
Tuesday, 7 October 2014	8:00 to 18:00
Wednesday, 8 October 2014	8:00 to 18:00
Thursday, 9 October 2014	8:00 to 18:00
Friday, 10 October 2014	8:00 to 18:00
Saturday, 11 October 2014	10:00 to 18:00
Sunday, 12 October 2014	10:00 to 18:00
Monday, 13 October 2014	8:00 to 18:00
Tuesday, 14 October 2014	8:00 to 20:00
Wednesday, 15 October 2014	8:00 to 18:00
Thursday, 16 October 2014	8:00 to 18:00
Friday, 17 October 2014	8:00 to 18:00

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

6. PROCEDURES FOR MEDIA ACCREDITATION

Media participation at CBD meetings is subject to accreditation by the CBD Secretariat. Accreditation is strictly reserved for members of the press-print media, photo, radio, TV, film and news agencies who fully meet UN media accreditation requirements. Accreditation will be granted upon presentation of valid press credentials including each of the following:

1. Completed Media Accreditation Form (**Annex B**);
2. Letter of assignment on official letterhead of a media organization signed by the Publisher/Assignment Editor, Editor-in-chief or Bureau Chief, specifying the name and functional title of the journalist. Unsigned letters or e-mails will not be accepted;
3. Photocopy of a valid press card/work pass; and
4. Photocopy of passport/national ID card.

To avoid delays upon arrival, please submit the duly completed Media Accreditation Form together with the documents listed above to:

Mr. Johan Hedlund
 Programme Assistant
 Secretariat of the Convention on Biological Diversity
 413 St. Jacques Street, Suite 800
 Montreal, Quebec
 H2Y 1N9 Canada
 Tel: + 1-514-287-6670
 Fax: + 1-514-288-6588
 E-mail: johan.hedlund@cbd.int

It is also possible to register on-site. Note that double accreditation is not permitted (e.g. as press and delegate, or as press and NGO).

Press passes can be picked up at the registration counter upon presentation of two forms of photo ID (passport, official national press pass, driver's license, work ID, etc.) or of a photo press pass from the United Nations in New York, Paris, Geneva, Vienna, or Nairobi.

Please note that journalists accredited to cover the meeting should make their own travel and hotel bookings.

For press releases and other information, please contact:

Mr. David Ainsworth
Information Officer
Secretariat of the Convention on Biological Diversity
413 St. Jacques Street, Suite 800
Montreal, Quebec
H2Y 1N9 Canada
Tel: +1-514-561-2720
Fax: +1-514-287-7025
E-mail: david.ainsworth@cbd.int

Information regarding media guidelines and media briefing schedule and other relevant information will be provided at a later date on the COP-12 web site at: <http://www.cbd.int/cop12>.

7. DOCUMENTS

In order to minimize the negative environmental impact of the meeting, copies of in-session documents will not be readily available for distribution. A print on demand system will be in place. With regard to pre-session documentation, delegates are urged to bring their own copies for the meeting, including the information documents.

Pre-session and information documents are available on the Secretariat's web site at: <http://www.cbd.int/doc/?meeting=COP-12>. Copies on USB keys will be available upon request.

In-session documents will be available on the Secretariat's web site at: <http://www.cbd.int/cop12/in-session/>.

8. OFFICIAL STATEMENTS

To assist with the interpretation process, delegates wishing to make interventions in the official sessions of the meetings (Plenary, Working Groups I and II) including the High Level Segment are strongly urged to deposit a hard copy of the statement at the document distribution counter located outside the Plenary hall on the ground floor **24 hours in advance**.

The statement should include the following information in its header:

- 1- Party/organization name
- 2- Identify session of intervention (date and time): Plenary, Working Groups I and II, and High-Level Segment

Clearly marked boxes will be located at the document distribution counter for depositing statements and/or interventions.

9. LIST OF DELEGATIONS

A list of delegations that have attended the meeting will be prepared by the Secretariat and made available on its web site soon after the closing of the meeting at the following link: <http://www.cbd.int/COP12-LoP.pdf>. Participants not wishing to have their full coordinates appear on the list of participants should notify the Secretariat staff at the registration desk.

10. SERVICES TO PARTICIPANTS

A variety of services on commercial basis will be available within the meeting venue. These will include restaurants and cafeterias, a post office, banking machines, a travel desk, a hotel reservation service, information desks, telephones, sale of pre-paid telephone cards, photocopying, facsimile, scanning, sale of a small range of office supplies and plug adaptors and a delegates' lounge. Also, complimentary first aid medical unit will be available for emergencies.

Some international cellular phones may not be operational in Korea due to different frequencies used; it is recommended to check with your provider in advance. For information and reservation for rental of cellular phones, please visit the following link: http://english.visitkorea.or.kr/enu/RE/RE_EN_1_2_4_1.jsp.

Wireless internet will be provided; free of charge, at the meeting venue. An internet café will also be available to all participants.

11. TRAVEL AND DAILY SUBSISTENCE ALLOWANCE ARRANGEMENTS

The DSA office will be located on the second floor of the Alpensia Convention Center and will be operational as indicated in the table below. As needed, additional scheduled times may be added on-site.

Date	Registration hours
Monday, 6 October 2014	9:00 to 17:00
Tuesday, 7 October 2014	9:00 to 17:00
Monday, 13 October 2014	9:00 to 17:00
Tuesday, 14 October 2014	9:00 to 17:00
Wednesday, 15 October 2014	9:00 to 17:00

For any query related to travel and daily subsistence allowance (DSA), sponsored participants are invited to contact the designated focal person indicated below.

Daily Subsistence Allowance and Related Travel Enquiries

Mr. Ide Ahmed
Fund Management Officer
Secretariat of the Convention on Biological Diversity
413 St. Jacques Street, Suite 800
Montreal, Quebec
H2Y 1N9 Canada
Tel: + 1-514-287-7024
Fax: + 1-514-288-6588
E-mail: ide.ahmed@cbd.int

12. VISAS

All delegates and observers who attend COP-12 are required to have a valid passport for a minimum period of six months from the date of entry into the Republic of Korea.

Participants requiring a visa to enter the Republic of Korea are strongly advised to register as early as possible to start the visa process, 4 weeks in advance. Visa applications can be found at the following link: <http://www.mofa.go.kr/english/visa/images/res/visakorean.pdf>. Please also bear in mind that an entry visa to the Republic of Korea is issued in accordance with the laws and regulations of Korea.

Delegates from Countries not requiring visa: The list of countries whose citizens may enter the Republic of Korea without a visa (under the visa exemption agreement or visa-free entry allowance) is provided in **Annex C** or the following web site: www.mofa.go.kr/ENG/visa/application/index.jsp?menu=m_40_10.

Delegates from countries with local representation of the Republic of Korea for which an entry visa to the Republic of Korea is required should contact their local Korean embassy or consulate. A list of overseas Korean consulates is provided at the following web site: www.mofa.go.kr/ENG/ministry/overseas/asia/index.jsp?menu=m_50_70.

Further assistance, when needed, can be requested by sending an e-mail to Mr. Jaeho LEE leejaeho@gmail.com with a copy to Ms. Alice OH visa@cbdcop12.kr. Your e-mail should contain a clear explanation of the situation including the contact person at the respective visa office.

Delegates from countries without local representation of the Republic of Korea (see list in Annex D) may apply, at least 4 weeks prior to departure, for a visa upon arrival, facilitated by the Government of the Republic of Korea. An official request should be sent by e-mail to visa@cbdcop12.kr. The e-mail should contain the following:

- 1- Duly completed form in **Annex E**.
- 2- Scanned copy of valid passport that will be used for your journey.
- 3- Scanned copy of the official visa assistance letter issued by the SCBD.
- 4- Copy of applicant's final ticket.

13. GREENING OF THE MEETING

The Secretariat of the Convention on Biological Diversity and the Government of the Republic of Korea want to create a setting that is true to the spirit of the Convention and meets the requirements of environmental protection in general. The Republic of Korea is therefore organizing the meeting in line with a comprehensive and ambitious environmental plan with the purpose of ensuring that, to the extent possible, environmental impacts resulting from the meeting are avoided or, at a minimum, reduced. The

Secretariat wishes to give participants first-hand experience of the ideas behind the meeting's environmental concept and thus indirectly also promote the message and goals of the meeting.

The main areas that the concept will address are: waste management, participant travel, and the efficient use of energy and water during the meeting. Climate protection will also play a key role as it is closely connected to biodiversity.

13.1 Waste Management

The starting point for waste management is waste prevention. Proper organization will prevent large volumes of waste from accumulating at the meeting. To facilitate efficient waste recycling, different types of waste will be collected separately.

With a view to going beyond the simple disposal of generated wastes and creating a resource-recycling society in which all waste resources are re-circulated, the Republic of Korea actively contributes to green growth including the achievement of a targeted supply of new & renewable energy. In 2012, the first Master Plan on Resource Recycling (2011-2015) was established to encapsulate a long-term vision for a national resource recycling policy and its goal to be accomplished by 2015.




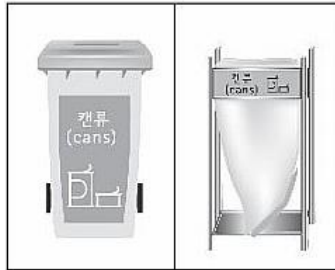


Waste separation and recycling will be one of the core environmental principles symbolizing Pyeongchang. The Government of the Republic of Korea will take advantage of COP-12 to further introduce and apply Korea's waste separation system, in order to promote efficient waste reduction and recycling.

Different waste bins for environment friendly collection, recycling and disposal of different waste types will be placed throughout the conference venue, enabling participants to dispose of waste separately. This means that every participant can actively support environmentally sound waste management.

- Paper, Paper Containers & Packages (empty tetra packs, paper bags, used paper cups, empty paper food packages) (Green)
- Plastic Waste (empty plastic containers and packages) (Blue)
- PET Waste (PET plastic bottles) (Yellow)
- Metal Waste (empty cans, metal wires, pins, metal containers, etc.) (Grey)
- Glass Waste (empty glass bottles, broken glass ware, broken glass tumblers, etc.) (Orange)
- Vinyl Waste (empty plastic bags, vinyl packages, films) (Purple)

Waste bins will be provided to dispose other types of waste not indicated above (ex. food, burnable waste).

<Pictograph for Separate Waste Collection>

Paper Container & Packages (Green)	Plastic Waste (Blue)
	
PET Waste (Yellow)	Metal Waste (Grey)
	
Glass Waste (Orange)	Vinyl Waste (Purple)
	

It is hardly possible to imagine a meeting without documents and brochures, but it is a great help to the environment if participants only take, distribute or copy what is really of interest and will actually be read. For disposing food waste, participants are urged to empty the leftover food into the food bin and then dispose of the container in the respective bin. For any assistance, kindly ask the nearest Conference Volunteer.

13.2 Energy and Water

Energy and water consumption for the meeting will be kept as low as possible. Alpensia Resort Town is a conference venue fuelled by geothermal heat pump systems for heating and air-conditioning buildings, sports parks and country club areas. In addition, discharge water from the municipal wastewater treatment plant will be reused for landscaping.

13.3 Transportation

In order to minimize the impact on the environment and ensure that delegates' movement around Pyeongchang is both convenient and comfortable, complimentary transportation between the venue and designated hotels will be available during the COP-MOP-7 and COP-12 meetings.

13.4 Climate protection

The Government of the Republic of Korea is presently working on a plan to offset all non-avoidable greenhouse gas (GHG) emissions related to the meeting. More information will be available in due course.

13.5 Carbon Offset Fund

There will be Carbon Offset Fund for Biodiversity for the eco-friendly ways to minimize greenhouse gas (GHG) emissions from 29 September to 17 October, 2014 at the Alpensia Convention Center and Exhibition hall. The Carbon Offset Fund shall be used for the reconstruction and invigoration for local communities and the indigenous people in the world.

14. TRANSPORTATION

14.1 Arrival information

Seoul is the gateway to Pyeongchang. Seoul is served by two international airports: Incheon International Airport and Gimpo International Airport, 250 km and 230 km respectively by ground transportation to the venue.

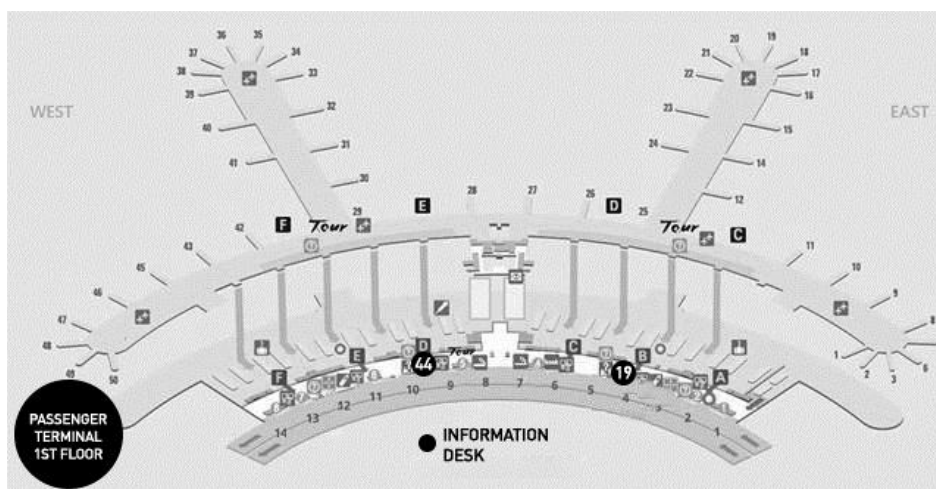
For more details visit: <http://www.cbdcop12.kr/eng>
<http://www.airport.kr>

Welcome Desks

For the convenience and information of participants upon arrival, welcome desks will be set up at the two international airports to facilitate your transfer to Alpensia. The desks will operate from Thursday, 25 September to Friday, 17 October 2014 (between 7:00 and 23:00).

Airport Welcome Desks (Incheon International Airport)

Welcome Desks are located at counters 19 & 44 (arrival 1st floor), after immigration and baggage collection, to assist with the transfer to Alpensia. The Desks will have COP-MOP-7 and COP-12 signage. Delegates are required to purchase shuttle tickets to Pyeongchang at the Welcome Desks (see below).



Airport Welcome Desk (Gimpo International Airport)

Welcome Desk is located on the 1st floor, after immigration and baggage collection, to assist with the transfer to Alpensia. The Desk will have COP-MOP-7 and COP-12 signage. Delegates are required to purchase shuttle tickets to Pyeongchang at the Welcome Desk (see below).



14.2 Transportation

COP-MOP-7 / COP-12 Airport Shuttle Service

The dedicated shuttle service will be operated from Incheon and Gimpo International Airports to the Alpensia Convention Center. The schedule outlined below responds to peak arrival and departure times based on the flight arrival times.

Tickets for the shuttle bus to the Alpensia Convention Center will be available for purchase at the airport welcome desks. Payment will be accepted in cash (only KRW and USD) or credit card (VISA and MASTER CARD).

Ticket Prices	
Incheon International Airport ↔ The Alpensia Convention Center	Gimpo International Airport ↔ The Alpensia Convention
KRW 29,000	KRW 23,000
USD 29	USD 23

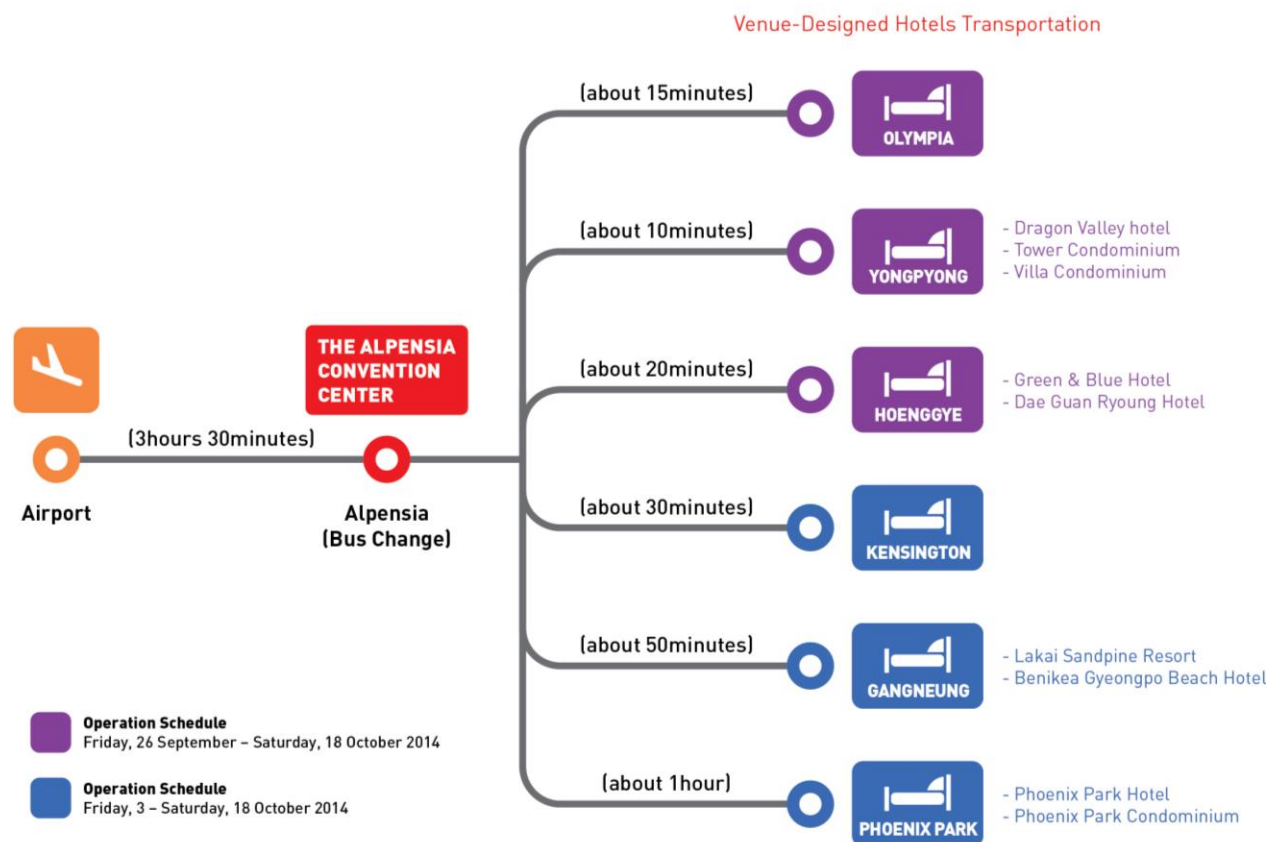
Operation Period : Thursday, 25 September – Sunday, 19 October 2014

The journey takes about 3 hours and 30 minutes from Incheon International Airport to the Alpensia Convention Center depending on the route. Some shuttle buses will stop at Gimpo International Airport on their way to Alpensia. All routes include a 15 minute rest stop at DeokPyeong.

Arrival Schedule

Route 1. Incheon International Airport ↔ Alpensia Convention Center ↔ Hotel Transfers (this schedule is for all hotels other than listed in Route 2)

This route will operate daily from Thursday, 25 September to Friday, 17 October 2014. Upon arrival at Alpensia **delegates will be required to change bus** for onward travel to their hotel of choice as shown below.



Route 1-1. Schedule (Airport → The Alpensia Convention Center → Hotel Transfers)

The shuttle service will operate daily from 09:00 to 23:00 and the detailed schedule is shown below.

Days of Operation : 25 to 30 September 2014				
NO	Incheon International Airport (Departure)	Gimpo International Airport (Arrival)	DeokPyeong Rest Area (Arrival)	The Alpensia Convention Center (Arrival)
1	9:00	9:30	10:40	12:30
2	11:30	-	13:00	14:50
3	13:30	14:00	15:10	17:00
4	16:00	-	18:30	20:20
5	18:00	18:30	19:40	21:30
6	20:00	-	21:30	23:20
7	23:00	23:30	Last bus will stop at all designated hotels	

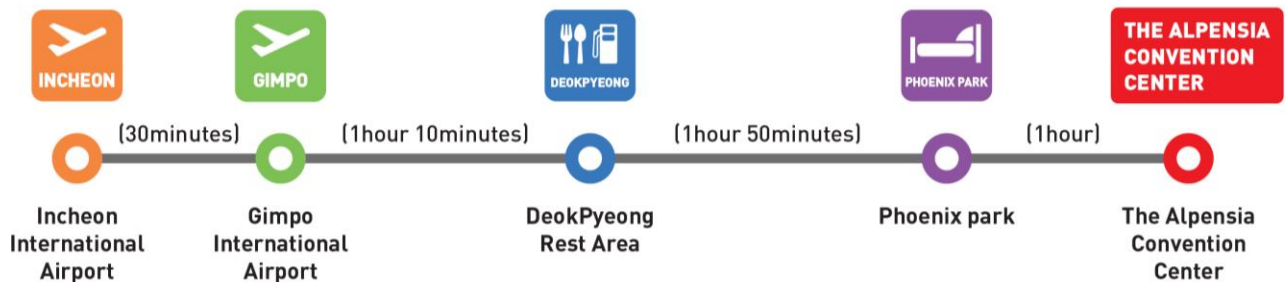
Route 1-2. Schedule (Airport → Alpensia Convention Center → Hotel Transfers)

The shuttle service will operate daily from 9:00 to 23:00 and the detailed schedule is shown below.

COP-12 / Days of Operation : From 1 to 16 October 2014				
NO	Incheon International Airport (Departure)	Gimpo International Airport (Arrival)	DeokPyeong Rest Area (Arrival)	Alpensia Convention Center (Arrival)
1	9:00	9:30	10:40	12:30
*2	11:30	12:00	13:10	16:00
3	13:30	14:00	15:10	17:00
*4	16:30	17:00	18:10	21:00
5	18:00	18:30	19:40	21:30
*6	20:00	-	21:30	00:20
7	23:00	23:30	Last bus will stop at all designated hotels	

* Buses will stop at Phoenix Park Resort hotels from 3 to 5 October (Refer to Route 2.). Please note this will increase total travel time to the Alpensia Convention Center.

Route 2. Incheon International Airport → Phoenix Park Hotels → Alpensia Convention Center



Route 2 Schedule (Airport → Phoenix Park Hotels → Alpensia Convention Center)

The shuttle service will operate from 11:30 to 20:00 and the detailed schedule is shown below.

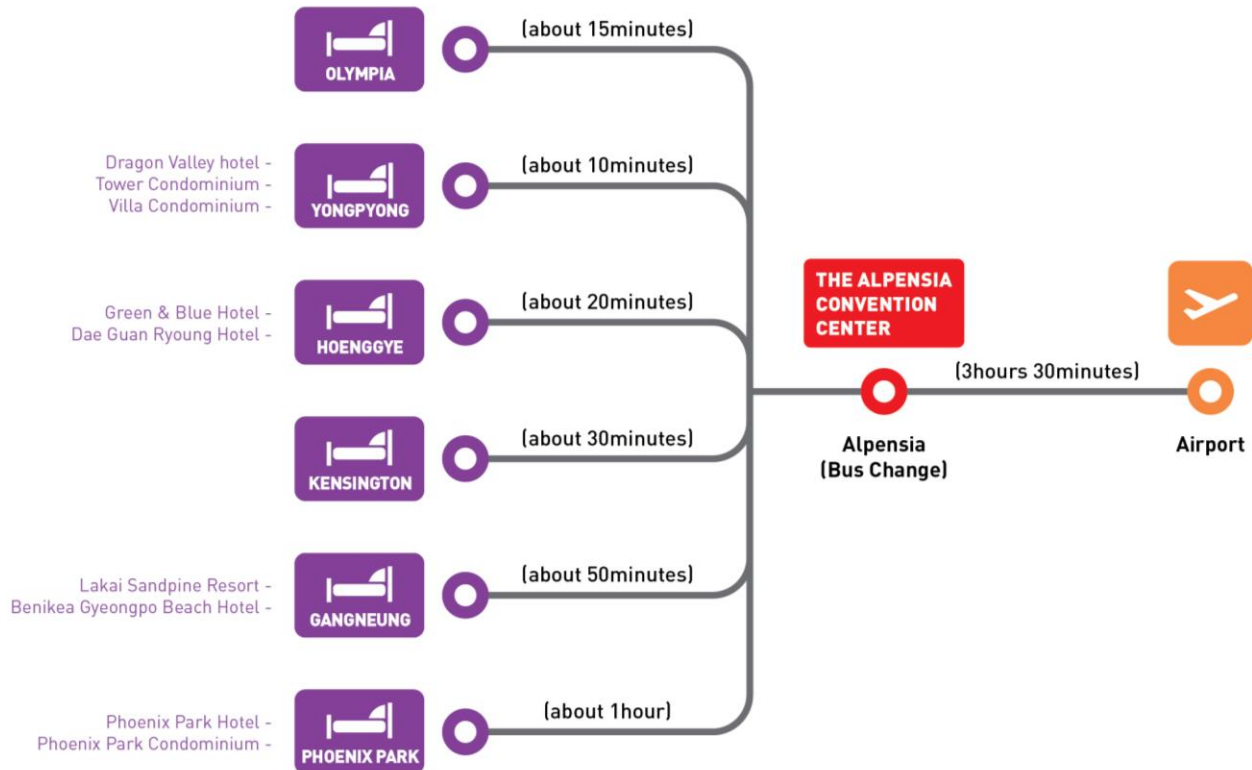
Dates of Operation : From 3 to 5 October 2014 only					
NO	Incheon International Airport (Departure)	Gimpo International Airport (Arrival)	DeokPyeong Rest Area (Arrival)	Phoenix Park hotels (Arrival)	Alpensia Convention Center (Arrival)
1	11:30	12:00	13:10	15:00	16:00
2	16:30	17:00	18:10	20:00	21:00
3	20:00	-	21:30	23:20	00:20

Departure Schedule

Route 3. Hotels ↔ Alpensia Convention Center ↔ Incheon International Airport

This route will operate from Thursday, 2 October to Sunday, 19 October 2014. All airport departures will take place from the Alpensia Convention Center.

Venue-Designed Hotels Transportation



Please note that shuttle busses from all designated hotels to the Alpensia Convention Center will be coordinated with the departure schedules below.

Route 3-1 Schedule (The Alpensia Convention Center → Airport)

The shuttle service will operate from 07:30 a.m. to 16:30 and the detailed schedule is shown below.

Days of Operation : 2 and 3 October / 11 to 16 October 2014				
NO	Alpensia Convention Center (Departure)	DeokPyeong Rest Area (Arrival)	Gimpo International Airport (Arrival)	Incheon International Airport (Arrival)
1	7:30	9:20	10:30	11:00
2	10:30	12:20	13:30	14:00
3	13:30	15:20	16:30	17:00
4	16:30	18:20	19:30	20:00

Route 3-2 Schedule (Alpensia Convention Center → Airport)

The shuttle service will operate from 5:00 to 17:30 and the detailed schedule is shown below.

Days of Operation : 4 and 5 October / 17 to 19 October 2014				
NO	The Alpensia Convention Center (Departure)	DeokPyeong Rest Area (Arrival)	Gimpo International Airport (Arrival)	Incheon International Airport (Arrival)
1	5:00	6:50	-	8:20
2	7:00	8:50	-	10:20
3	7:30	9:20	10:30	11:00
4	10:30	12:20	-	13:50
5	12:30	14:20	15:30	16:00
6	13:30	15:20	-	16:50
7	*16:30	18:20	-	19:50
8	*17:30	19:20	-	20:50

* The shuttles at this time will NOT operate on Sunday, 19 October 2014

Route 3-3 Schedule (The Alpensia Convention Center → Airport)

The shuttle service will operate from 07:30 to 16:30 and the detailed schedule is shown below.

Days of Operation : 6 to 10 October 2014				
NO	The Alpensia Convention Center (Departure)	DeokPyeong Rest Area (Arrival)	Gimpo International Airport (Arrival)	Incheon International Airport (Arrival)
1	7:30	9:20	10:30	11:00
2	12:30	14:20	15:30	16:00
3	16:30	18:20	19:30	20:00

COP-MOP-7 and COP-12 venue shuttle service to and from hotels

Complimentary transportation between the venue and designated hotels (Annex F) will be available during the COP-MOP-7 and COP-12 meetings in Pyeongchang. The buses will run from 25 September until 18 October 2014 for all delegates.

Shuttle bus schedules between the venue and designated hotels can be found at: www.cbdcop12.kr/eng.

If the official sessions of the meeting extend late in the evening, special shuttle bus services will be made available to designated hotels.

IMPORTANT: Delegates are requested to check the link above for the latest shuttle schedule before departure to Korea. Updated shuttle schedules will be also available at the designated hotels and the venue Transportation Center.

15. ACCOMMODATION

All conference functions will be held at the Alpensia Resort. The Government of the Republic Korea has negotiated preferential rates of officially designated hotels for the accommodation of

participants. Please note that the official conference shuttle bus will only operate between the Alpensia Resort and designated hotels for meeting participants.

The list of “designated” accommodation is available for booking either on the Accommodation page of the host country web site: www.cbdcop12.kr/eng or by using the reservation form attached (**Annex F or Annex G**). Please note that in order to confirm your accommodation reservation, a deposit will be calculated according to the length of stay and will be payable either by credit card or bank transfer within the pre-set schedule.

ATTENTION: In order to reduce the environmental impact associated with the shuttle services to/from venue, the list of officially designated hotels for the COP-MOP-7 is reduced in comparison to those assigned for the COP-12. Delegates participating at both meetings will be given the option to choose from the list of hotels for the COP-MOP-7 for either the entire period covering both meetings or if they wish, change hotels between the meetings to any of the additional hotels on the COP-12 list. This will, however, require separate bookings for each meeting.

All accommodation reservations for COP-MOP-7 and COP-12 are handled by the official housing bureau “Kim’s Travel Service Co., Ltd.”. Hotel reservations will be conducted in consecutive order, accepting reservations from Parties and observer states, organizations with more than 10 participants and all participants other than those mentioned above on a first-come first-served basis within each of the above-mentioned groups. Please note that the hotel reservation period will be operated as follows:

- Parties and observer states: from 1 May to 1 August 2014.
- Organizations with more than 10 participants: from 15 May to 15 August 2014.
- All other participants (except categories mentioned above): from 15 May to 15 August 2014.

Please note the following information regarding accommodation reservations:

- All dates are based on Korean standard time (GMT+9hours).
- Room reservation deposits will differ depending on the intended period of stay. For stays between 1-6 nights, a deposit of one-night room rate will be payable. For stays between 7-13 nights, a two night room rate deposit will be payable. For stays longer than 14 nights, three nights will be payable upon reservation of the room.
- The remaining balance will be payable **by 15 September 2014** to the credit card information submitted or by bank transfer.

Accommodation reservations are be made by submitting Annex F for individuals or Annex G for groups or on-line via the host country web site www.cbdcop12.kr/eng

Eligible funded participants

Special arrangements have been made for sponsored participants and all information will be provided directly in the funding letter.

For additional information, including details of bookings for large groups, please direct all enquiries to:

Kim’s Travel Service Co., Ltd. (COP-12 Housing Bureau)

Fax: +82-2-571-9921

E-mail: hotel@cbdcop12.kr

Business hours: 9:30 a.m. to 6:30 p.m. Korean Standard Time (KST) GMT + 9 hrs.

16. SHIPMENTS

16.1 Shipments to the Alpensia Convention Center, Pyeongchang, Korea

For all shipments to and from Pyeongchang, please ensure that shipping costs and all necessary customs clearance arrangements are being borne by their organization/sender or by the receiving organization/receiver.

Organizers have appointed **Schenker Korea Ltd.** as the official Freight Forwarder/Shipment Operator at the Alpensia Convention Center servicing COP-MOP-7 and COP-12 meetings. **Schenker Korea Ltd.** has been designated as the only freight forwarding company with access to the venue. For enquiries or assistance, please contact the person below:

Attn: Mr. Sangick Park

Schenker Korea Ltd.

Airport Logistics Park G3 block, 97-49 Gonghangdong-ro, 296beon-gil

Jung-gu, Incheon, 400-340, Republic of Korea

Tel: +82 32 744-0300; Direct: +82 32 744-0429

Fax: +82 32 744-0601

Mobile: +82 10 8902-3094

E-mail: sangick.park@dbschenker.com

Schenker Korea Ltd. will also provide door to door services including full pick-up and delivery to and from organizations in their respective countries. For more information, please contact Mr. Sangick Park directly (as above).

It is recommended that all participants use **Schenker Korea Ltd.** for their shipment needs to ensure hassle free customs clearance and delivery services.

Shipments sent by Courier / 3rd party shipping agent

A separate courier service is recommended for shipments of up to 30 kg. All delivery charges to the address below, including custom duties/taxes, must be paid directly by the shipper/participant to their courier or shipping agent.

Participants sending courier/cargo shipments to the Alpensia Convention Center using a shipping agent such as DHL, UPS, TNT, FedEx etc. must have the shipment forwarded through **Schenker Korea Ltd.** to the venue. All shipments will first be delivered to a special transit warehouse for COP-12, before being collected by **Schenker Korea Ltd.** for onward delivery to the conference venue as per the pre-arranged delivery requirements.

Participants/ courier agents are requested to deliver their shipments to:

<Exhibitor/Participant Name>

COP-12 to CBD, Pyeongchang

c/o Schenker Korea Ltd

Airport Logistics Park G3 block, 97-49 Gonghangdong-ro, 296beon-gil

Jung-gu, Incheon, 400-340, Republic of Korea

Tel: +82 32 744-0429 / 0436 / 0437

Fax: +82 32 744-0601

Attn: Sangick Park / Kenny Lee

To ensure the best possible coordination of all shipments, the Secretariat requests that participants using this service send an e-mail to the designated shipping company (**to the attention of Mr. Sangick Park, e-mail address: sangick.park@dbschenker.com**) with the title “**Details of shipped items**” and include the following information:

- Scheduled arrival date:
- Reference/waybill No.:
- Total number of boxes:
- Name of recipient and organization:
- Delivery Location within the venue / booth No.:
- Desired delivery date:
- Local Contact details:

Note: Participants will be charged a small service fee covering delivery and handling charges when picking up their shipment at the Alpensia Convention Center.

Notification Details and Consignee instructions

Please find below the consignee instructions for Air WayBill / Bill of Lading / Invoice / Packing list:

AIR(Air Load) / FCL(Full Container Load) / LCL(Less than Container Load) Shipments

<i>CONSIGNEE</i>	<i>NOTIFY</i>
Exhibitor Name C/o COP-12 to CBD – Interactive Fair on Biodiversity for Sustainable Development Booth Number < > Alpensia Convention Centre, [232-962] Gangwon-do, Pyeongchang-Gun, Daekwallyeong-myon, Solbong-Ro 325 Contact Name: Contact No.:	Schenker Korea Ltd Airport Logistics Park G3 block, 97-49, Gonghangdong-ro 296 beon-gil , Jung-gu, Incheon, 400-340 Korea Tel : +82 32 744-0429 Fax : +82 32 744-0601 Attn: Mr. Sangick Park

The deadline for the arrival of all shipments at either Incheon airport or Busan Port is **2 weeks prior** to the date of requirement at the venue.

Customs regulations

For detailed information on customs procedures, please visit the Korea Customs Service web site at the following link: <http://www.customs.go.kr/kcshome/site/index.do?layoutSiteId=english>.

16.2 Collection of shipments at the Alpensia Convention Center, Pyeongchang, Korea

Exhibitors with confirmed booth numbers may have their freight delivered directly to their booth by specifying their booth number and the required date and time of delivery upon initial registration of the shipment. Exhibitors must check-in at the **Schenker Korea Ltd.** desk at conference venue, after which the freight will be delivered to the booth.

All other participants may collect their shipments at the **Schenker Korea Ltd.** desk at the conference venue as per the given delivery schedule.

For the collection of all items, participants must present their conference badge, photo ID and sender's receipt/waybill, invoice, and shipment content list.

16.3 Return shipments from the Alpensia Convention Center, Pyeongchang, Korea

All goods under temporary import must be re-exported exactly in accordance with the packing specifications and invoices.

All shipments imported through courier mode must be re-exported by courier mode only (in the same manner). All participants are requested to carry any additional items including gifts in their hand luggage upon return to their home countries. Please do not include any additional or newly acquired items in temporary import shipments.

16.4 Post Service for return from the Alpensia Convention Center, Pyeongchang, Korea

A post service desk for shipping of publications and materials will operate during the COP/MOP-7 and COP-12 located on the 1st floor of the Alpensia Convention Center.

17. PROMOTIONAL MATERIAL

17.1 Dedicated web site

In keeping with efforts to minimize the negative environmental impact of the meeting, a web site will be set up for promotional materials. Participants wishing to have their materials posted on-line are encouraged to send them, along with a brief description and including the full name and coordinates of their government or organization, to the CBD Secretariat to the attention of:

Mr. Neil Pratt
Senior Environmental Affairs Officer, Mainstreaming, Partnerships and Outreach
Secretariat of the Convention on Biological Diversity
World Trade Centre
413 St. Jacques Street, Suite 800
Montreal, Quebec, Canada H2Y 1N9
Tel: +1-514-287-7007
Fax: +1-514-288-6588
E-mail: neil.pratt@cbd.int

17.2 Posters

Poster panels will be set-up for displays by Governments and organizations during COP-MOP-7 within the meeting venue. Detailed information will be provided in due course on the conference web site at www.cbd.int/cop12.

17.3 Display tables for promotional materials

Display tables will be made available within the meeting venue for the display of promotional materials and publications. Display tables will be available on a first-come, first-served basis.

18. EXHIBITION STANDS: INTERACTIVE FAIR ON BIODIVERSITY FOR SUSTAINABLE DEVELOPMENT

The webpage for exhibition information will be provided for the Interactive Fair on Biodiversity for Sustainable Development from 30 May 2014. The fair will take place at the **Exhibition hall in**

Alpensia, adjacent to the COP-12 conference venue. All details related to the fair will be available at the following link: www.cbdcop12.kr/eng.

Environmental protection is a high priority for COP-12. The aim is to avoid negative environmental impacts as much as possible during the whole conference, including side-events and exhibitions. Therefore, exhibitors are requested to plan, design and operate tier exhibition stands bearing in mind environmentally friendly behaviour.

Participating governments and organizations wishing to book exhibition space are invited to submit their applications, **from 15 June to 31 July 2014**, to **Coex (Professional Convention Organizer - PCO)**, the focal organization designated by the Secretariat of the Government of the Republic of Korea for CBD COP-12, by e-mail or by fax at the following coordinates:

Coex (Professional Convention Organizer)

E-mail: fair@cbdcop12.kr

Tel: +82-2-6000-1388

Fax: +82-2-6000-1306

PERIOD	29 September -17 October 2014
HOURS OF OPERATION	Opening hours: 10:00-18:00 (Exceptions: Closed on 4 October, 17 October hours: 10:00-15:00)
VENUE	Exhibition Hall, Alpensia Resort, Pyeongchang

Should the number of applications exceed the available space, a selection process will be undertaken in coordination with the CBD Secretariat: Applicants will be informed of the selection outcome by the **18 August 2014**.

Exhibitors

Various types of organizations working on biodiversity, including national and local governments, international organizations, non-governmental organizations, non-profit organizations, academic institutions and private enterprises.

Exhibit sessions and periods

Exhibitors can select one of the three sessions indicated below.

Sessions	Period
COP-MOP-7	29 September -3 October
COP-12	5-17 October
COP-MOP-7 and COP-12	29 September- 17 October

For more information on booth sizes and their equipment, please refer to **Annex H** or visit the web site: <http://www.cbdcop12.kr/eng>

Other items are available for rental (other than those included in **Annex H**). **Please visit the website or contact the Coex PCO for details.**

Any request received after the deadline (31 July 2014) will not be considered. Any enquiry related to these exhibition stands should be sent to **Coex (Professional Convention Organizer)**.

19. FAIR ON EXPERIENCES AND BEST PRACTICES IN CEPA

A fair on experiences and best practices in Communication, Education and Public Awareness (CEPA) will be held parallel to COP-12 on the ground floor of the Alpensia.

The CEPA Fair provides an opportunity for Parties and Organizations to highlight their work and its contribution to the implementation of the three objectives of the Convention. In addition, this year's Fair offers a platform for highlighting activities and celebrations in support of the United Nations Decade on Biodiversity (UNDB) 2011-2020. The UNDB coincides with the duration of the Strategic Plan for Biodiversity 2011-2020, adopted by the Conference of the Parties at its tenth meeting held in Nagoya, Japan. It contains challenging targets to help achieve the three objectives of the Convention and the Millennium Development Goals. Under the theme of "Living in Harmony with Nature", the UNDB is a tremendous opportunity for Parties and Organizations to demonstrate experiences and information products designed to communicate the value of biodiversity for human well-being.

The CEPA Fair at COP-12 includes two components.

19.1. CEPA Exhibition:

During the CEPA Fair, a number of display stations will be available for the presentation of outreach materials produced for the United Nations Decade on Biodiversity (UNDB), including the following:

- Presentation of posters
- Display of printed materials
- Display of CD-ROMs

To ensure maximum flexibility in presentations, and to take into account the different resource capabilities of exhibitors, it will also be possible to mount a display for only some of the days of the COP. Exhibitions of UNDB materials are to be mounted by representatives of Parties.

Proposals for the displays of these materials are to be submitted to the Secretariat and must include the following information:

- Name and description of material
- Name and contact information of exhibitor

Please note that exhibitors are responsible for all matters and costs relating to the shipping of their own materials, including all customs arrangements and provisions for any return shipments.

19.2. Side-events on CEPA as a strategic tool of the Convention:

Throughout COP-12, side-events on CEPA will be held on a number of strategic themes. Parties and organizations will be invited to submit proposals for short presentations that demonstrate activities related to the theme. These proposals will be reviewed by the Secretariat and organized into programmes of side-events. Proposals that bring together more than one Party or organization under an activity are encouraged. Proposals should include the following:

- The name and description of the activity;
- Information on the agency and its partners who are implementing the activity;
- Its relevance to one of the themes;
- Links to any online resources that describe the activities;

- The name of the presenter; and
- Audio-visual requirements.

The themes under which proposals may be submitted are the following:

- CEPA and the strategic plan of the CBD;
- Biodiversity monitoring and citizen science;
- Media relations and biodiversity;
- Building capacity for CEPA at national and regional levels;
- Mainstreaming biodiversity into education for sustainable development;
- Natural history museums, zoos, botanical gardens and CEPA;
- Information technology and CEPA (including social networking);
- Indigenous and local communities (ILCs) and communicating traditional knowledge; and
- Communicating the economic value of biodiversity.

In the context of the above elements, the Secretariat invites Parties, other governments, development agencies, research institutions, and other relevant organizations and initiatives to register their interest to showcase their CEPA projects and activities with the Secretariat at their earliest convenience, but **no later than 31 July 2014**. Kindly submit your request to secretariat@cbd.int and **include in the subject line *CEPA Fair COP-12***.

Please note that due to restricted room capacity, only a limited number of exhibitors can be offered the opportunity to showcase their work. The Secretariat reserves the right to select participating exhibitors.

20. RIO CONVENTIONS' ECOSYSTEMS AND CLIMATE CHANGE PAVILION: *LINKING BIODIVERSITY, CLIMATE CHANGE AND SUSTAINABLE LAND MANAGEMENT*

An initiative of the secretariats of the Rio conventions, the Rio Conventions Pavilion will be convened by the CBD Secretariat at the meeting venue during COP-12.

The Rio Conventions Pavilion will provide opportunities for Parties and organizations to highlight activities linking biodiversity, land management, and climate change, especially at national and sub-national levels. Among other things, the Rio Conventions Pavilion will provide an opportunity to highlight how ecosystem-based approaches are successfully being used in climate change mitigation and adaptation.

The Rio Conventions Pavilion contributes to enhanced awareness-raising and outreach in the framework of the Rio conventions (CBD COP decision IX/16) and to enhancing collaboration between the Rio conventions (UN General Assembly Resolution 64/203 of 14 December 2009).

Running in parallel with the side-event programmes of the CBD COP-12, the Rio Conventions Pavilion will bring together lecture series, web events and thematic displays. Main activities will be designed around a number of thematic days, for example, on protected areas, forests, marine, coastal and island biodiversity, and wetlands. The Rio Conventions Pavilion will also provide opportunities to highlight a number of cross-cutting issues, including, for example:

- Linking biodiversity, climate change and land management in poverty alleviation: the role of ecosystem-based approaches;
- Economics of biodiversity and ecosystem services in climate change management;
- Indigenous peoples benefits and livelihoods; e.g. opportunities, role of traditional knowledge and rights of indigenous and local communities; and
- Gender perspectives in linking biodiversity, climate change and land management.

Parties and organizations will be invited to express their interest in providing input to the Rio Conventions Pavilion programme through a separate notification. Please direct any questions to secretariat@cbd.int and include in the subject line: Rio Conventions Pavilion.

21. SIDE-EVENTS

Requests for side-events should be made using the on-line system available on the Secretariat's web site at: <http://www.cbd.int/register/home.shtml> from 15 June 2014 to 31 July 2014.

After the deadline, all requests will be processed, subject to availability of rooms; meeting rooms will be assigned, to the extent possible, on the indicated dates and time slots. However, it should be noted that side-events may be rescheduled in the interests of official sessions of the meeting.

A list of all the accepted side-events will be posted on **18 August 2014** at: www.cbd.int/cop12/side-events.

All side-event rooms are equipped with an LCD projector and a computer/laptop; other services such as interpreters, catering and any additional IT equipment required are the sole responsibility (cost and logistics) of the organizer of the side-event. Below please find contact information for service providers at the Alpensia Convention Center:

(a) Rental of technical equipment

Coex has made arrangements for the availability, on commercial basis, of high-quality conference audio-visual equipment including projectors, plasma screens, sound systems, microphones, etc. Any request for technical requirements should be addressed to:

Coex

Subject: "Request for Technical Equipment"

Tel: +82-2-6000-8186

E-mail: technical@cbdcop12.kr

All reservations of technical equipment must be requested by e-mail.

(b) Catering

The catering menu is available in Annex J below.

Organizers of side-events wishing to request catering services for events should send their requests Ms. Mina LEE at the e-mail address listed below:

Alpensia Resort

Subject: "Catering order for COP-12 Side-events"

Ms. Mina LEE

Tel: +82-2-563-7028

E-mail: side-event@cbdcop12.kr

(c) Interpretation services

Coex

Subject: "Request for Interpretation Services"

Tel: +82-2-6000-8186

E-mail: technical@cbdcop12.kr

All reservations of Interpretation Services (Interpretation Equipment and Interpreters) must be requested by e-mail

Participants without internet access or those experiencing difficulties using the online system for the submission of side-event requests should send the duly completed form (**Annex I**) to the CBD designated focal person, Ms. Lisa Pedicelli, at the following coordinates:

Ms. Lisa Pedicelli
Meeting Services Assistant
Secretariat of the Convention on Biological Diversity
World Trade Centre
413 St. Jacques Street, Suite 800
Montreal, Quebec, Canada H2Y 1N9
Tel.: +1-514-287-7058
Fax: + 1-514-288-6588
E-mail: lisa.pedicelli@cbd.int

In order that the Secretariat may publish a compendium of side-events held during the meeting, side-event organizers are kindly requested to send to Ms. Pedicelli a short abstract on the objective of the side-event, as well as a summary of the side event **no later than 1 December 2014**. Any submission received after the deadline will not be included in the compendium.

22. HOST-COUNTRY OFFICE

The Government of the Republic of Korea has set up a secretariat for COP-MOP-7 and COP-12 to facilitate arrangement for the meeting and support participants, the contact point is as follows:

Mr. Seukwoo KANG
Director
The Korean Secretariat of CBD COP-12
Ministry of Environment, Republic of Korea
1602 Danam Tower, 10 Sowol-ro
Jung-gu, Seoul 100-704
Republic of Korea
Tel.: +82-2-779-1381
Fax: + 82-2-779-7607
E-mail: freelunch2000@gmail.com

23. LIST OF FOCAL POINTS OF CONTACT

In order to enhance relations between representatives of major groups and other stakeholders and the CBD Secretariat, the following focal points of contact have been designated:

- **Focal point of contact for Indigenous and Local Communities**

Mr. John Scott
Programme Officer – Traditional Knowledge
Secretariat of the Convention on Biological Diversity
World Trade Centre
413 St. Jacques Street, Suite 800
Montreal, Quebec,
H2Y 1N9 Canada
Tel.: +1-514-287-7042
Fax: +1-514-288-6588
E-mail: john.scott@cbd.int

- **Focal point of contact for Non-Governmental Organizations**
 Mr. Neil Pratt
 Senior Environmental Affairs Officer
 Secretariat of the Convention on Biological Diversity
 World Trade Centre
 413 St. Jacques Street, Suite 800
 Montreal, Quebec,
 H2Y 1N9 Canada
 Tel.: +1-514-287-7007
 Fax: +1-514-288-6588
 E-mail: neil.pratt@cbd.int
- **Focal point of contact for Youth and Women's Caucus**
 Ms. Chantal Robichaud
 Secretariat of the Convention on Biological Diversity
 World Trade Centre
 413 St. Jacques Street, Suite 800
 Montreal, Quebec,
 H2Y 1N9 Canada
 E-mail: chantal.robichaud@cbd.int
- **Focal point of contact for Business**
 Ms. Kristina Neumann
 Secretariat of the Convention on Biological Diversity
 World Trade Centre
 413 St. Jacques Street, Suite 800
 Montreal, Quebec,
 H2Y 1N9 Canada
 E-mail: Kristina.neumann@cbd.int
- **Focal point of contact for Local Authorities and Cities**
 Mr. Oliver Hillel
 Programme Officer, Sustainable Use/Tourism/Islands
 Secretariat of the Convention on Biological Diversity
 World Trade Centre
 413 St. Jacques Street, Suite 800
 Montreal, Quebec,
 H2Y 1N9 Canada
 Tel.: +1-514-287-7009
 Fax: +1-514-288-6588
 E-mail: oliver.hillel@cbd.int
- **Focal point of contact for United Nations and other Intergovernmental Organizations**
 Ms. Nandhini Krishna
 Liaison Officer, United Nations (CBD & UNCCD)
 1 UN Plaza DC1 Room 1170C
 New York, New York
 U.S.A.
 Tel.: +1-917-367-2806
 Fax: +1-917-367-3441
 E-mail: krishnal@un.org

- **Focal point of contact for exhibitions**
 Mr. David Ainsworth
 Information Officer
 Secretariat of the Convention on Biological Diversity
 World Trade Centre
 413 St. Jacques Street, Suite 800
 Montreal, Quebec,
 H2Y 1N9 Canada
 Tel.: +1-514-287-7025
 Fax: +1-514-288-6588
 E-mail: david.ainsworth@cbd.int
- **Focal points of contact for Rio Pavilion**
 Mr. Neil Pratt
 Senior Environmental Affairs Officer
 Secretariat of the Convention on Biological Diversity
 World Trade Centre
 413 St. Jacques Street, Suite 800
 Montreal, Quebec,
 H2Y 1N9 Canada
 Tel.: +1-514-287-7007
 Fax: +1-514-288-6588
 E-mail: neil.pratt@cbd.int
- **Focal point of contact for side-events**
 Ms. Lisa Pedicelli
 Meeting Services Assistant
 Secretariat of the Convention on Biological Diversity
 World Trade Centre
 413 St. Jacques Street, Suite 800
 Montreal, Quebec,
 H2Y 1N9 Canada
 Tel.: +1-514-287-7058
 Fax: +1-514-288-6588
 E-mail: lisa.pedicelli@cbd.int
- **Focal point of contact for Security**
 TBD
- **Focal point of Meeting Services**
 Mr. Paulo Tagliari
 Meeting Services Officer
 Secretariat of the Convention on Biological Diversity
 World Trade Centre
 413 St. Jacques Street, Suite 800
 Montreal, Quebec,
 H2Y 1N9 Canada
 Tel.: +1-514-287-7046
 Fax: +1-514-288-6588
 E-mail: paulo.tagliari@cbd.int

24. BILATERAL MEETINGS WITH THE EXECUTIVE SECRETARY

Delegations wishing to book an appointment for bilateral meetings with the Executive Secretary on the margins of the Conference of the Parties are requested to contact:

Ms. Ailis Rego
Special Assistant to the Executive Secretary
Secretariat of the Convention on Biological Diversity
World Trade Centre
413 St. Jacques Street, Suite 800
Montreal, Quebec
H2Y 1N9 Canada
Tel.: +1-514-287-8710
Fax: +1-514-288-6588
E- mail: ailis.rego@cbd.int

25. CURRENCY AND RATE OF EXCHANGE

The currency in Republic of Korea is the South Korean Won (KRW). The current exchange rate (as of 2 June 2014) is approximately 1 EUR = 1,393.20 KWR and 1 US \$ = 1,024.46 KRW. Currency exchange facilities are readily available in banks and hotels.

26. OFFICIAL LANGUAGE

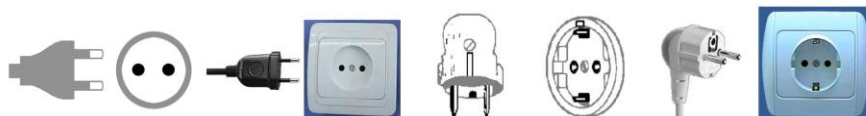
The official language in Republic of Korea is Korean. English is spoken in some hotels and restaurants.

27. WEATHER AND TIME ZONE INFORMATION

In October, temperatures in Pyeongchang range between a maximum of 18.6°C in the daytime and a minimum of 10°C at night. Please bring appropriate outer garments for outside. The time zone is GMT/UTC + 9 hours.

28. ELECTRICITY

The voltage and frequency in Pyeongchang, Republic of Korea is 220 Volts, 60 Hertz as illustrated below.



29. 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 that participants secure prior to departure international medical insurance for the period of participation.

Annex A

SAMPLE FORMAT FOR CREDENTIALS
FOR THE TWELFTH MEETING OF THE CONFERENCE OF THE PARTIES TO
THE CONVENTION ON BIOLOGICAL DIVERSITY

CREDENTIALS

I, the undersigned [*Head of State or Government or Minister for Foreign Affairs*] hereby make known that the following delegation has been duly appointed, authorized and empowered to represent [*country*] at the twelfth meeting of the Conference of the Parties to the Convention on Biological Diversity, to be held in Pyeongchang, Republic of Korea, from the sixth to the seventeenth of October in the year two thousand and fourteen.

Head of Delegation [*Name of Head of Delegation*]

Alternate Head of Delegation [*Name of Alternate Head of Delegation*]

Representative(s) [*Name(s) of representative(s)*]

DONE in [*city*] on this [*day*] of [*month*] in the [*year*]

Seal and Signature

Annex B – Media Accreditation Form

REQUEST FOR ACCREDITATION OF MEDIA REPRESENTATIVES
COP-MOP-7 – 29 September to 3 October 2014 and COP-12 – 6 to 17 October 2014
Pyeongchang, Republic of Korea

PERSONAL DATA

(Please type or print clearly)

1. Name: _____
(Family name) *(First name)*
2. Date of birth: _____ 3. Place of birth: _____
4. Nationality: _____ 5. Passport number: _____
6. Permanent office address *(if different from your organization's headquarters)*: _____

7. Tel.: (____) _____ 8. Fax: (____) _____ 9. E-mail: _____
10. Contact address during the Conference: _____

11. Tel.: (____) _____ 12. Fax: (____) _____ 13. E-mail: _____

DATA ON THE MEDIA ORGANIZATION YOU REPRESENT

14. Name of organization: _____
15. Contact person and title: _____
16. Headquarters' mailing address: _____
17. Tel.: (____) _____ 18. Fax: (____) _____ 19. E-mail: _____
20. Status/Ownership:
- | | | | |
|--------------------|--------------------------|------------------|--------------------------|
| Educational/Public | <input type="checkbox"/> | Government/State | <input type="checkbox"/> |
| Private | <input type="checkbox"/> | Other (specify): | _____ |
21. Type of medium *(check as many as necessary)*:
- | | | | | | |
|---------------------|--------------------------|--------------|--------------------------|--------------------|--------------------------|
| Daily newspaper | <input type="checkbox"/> | Photo/visual | <input type="checkbox"/> | Television | <input type="checkbox"/> |
| News agency/service | <input type="checkbox"/> | Radio | <input type="checkbox"/> | Weekly publication | <input type="checkbox"/> |
- Other (specify): _____
22. Position:
- | | | | | | | | |
|---------------|--------------------------|----------|--------------------------|--------------|--------------------------|------------|--------------------------|
| Cameraperson | <input type="checkbox"/> | Director | <input type="checkbox"/> | Photographer | <input type="checkbox"/> | Reporter | <input type="checkbox"/> |
| Correspondent | <input type="checkbox"/> | Editor | <input type="checkbox"/> | Producer | <input type="checkbox"/> | Technician | <input type="checkbox"/> |
- Other (specify): _____
23. Working language(s) of your media organization: _____
24. Your main news topic(s) or field(s) of coverage *(if applicable)*: _____

Date: _____ Signature: _____

Annex C – Country Listing I

COUNTRIES AND TERRITORIES WHOSE CITIZENS DO NOT REQUIRE VISAS IN ORDER TO ENTER THE REPUBLIC OF KOREA AS VISITORS (AS LISTED ON THE WEB SITE OF THE OF THE MINISTRY OF FOREIGN AFFAIRS OF THE REPUBLIC OF KOREA)

Following list only applies to ordinary passport holders, and durations of stay may vary by country

A Albania Andorra Antigua and Barbuda Argentina Australia Austria	G Germany Greece Grenada Guatemala Guyana	M (cont'd) Micronesia, Federated States of Monaco Montenegro Morocco	S (cont'd) Slovakia Slovenia Solomon Islands South Africa Spain Suriname Swaziland Sweden Switzerland
B Bahamas Bahrain Barbados Belgium Bosnia and Herzegovina Brazil Brunei Darussalam Bulgaria	H Haiti Holy See (Vatican) Honduras Hungary	N Nauru Netherlands New Zealand Nicaragua Norway	T Thailand Tonga Trinidad and Tobago Tunisia Turkey Tuvalu
C Canada Chile Colombia Costa Rica Croatia Cyprus Czech Republic	I Iceland Ireland Israel Italy	O Oman	U United Arab Emirates United Kingdom of Great Britain and Northern Ireland United States of America Uruguay
D Denmark Dominica Dominican Republic	J Jamaica Japan	P Palau Panama Paraguay Peru Poland Portugal	V Venezuela
E Ecuador Egypt El Salvador Estonia	K Kiribati Kuwait	Q Qatar	Y Yemen
F Fiji Finland France	L Latvia Lesotho Liberia Liechtenstein Lithuania Luxembourg	R Romania Russian Federation	
	M Malaysia Malta Marshall Islands Mauritius Mexico	S Saint Kitts and Nevis Saint Lucia Saint Vincent and the Grenadines Samoa San Marino Saudi Arabia Serbia Seychelles Singapore	

Annex D – Country Listing II

LISTING OF COUNTRIES REQUIRING A VISA TO ENTER THE REPUBLIC OF KOREA THAT DO NOT HAVE A LOCAL KOREAN EMBASSY OR CONSULATE (see section 12 – Visas for details)

A

Armenia

B

Belize
Benin
Bhutan
Botswana
Burundi
Burkina Faso

C

Cape Verde
Central African Republic
Chad
Comoros
Congo
Cook Islands
Cuba

D

Djibouti

E

Equatorial Guinea
Eritrea

G

Gambia
Georgia
Guinea
Guinea-Bissau

M

Madagascar
Malawi
Maldives
Mali
Mauritania

N

Namibia
Niger
Niue

R

Republic of Moldova

S

Sao Tome and Principe
Sierra Leone
Somalia
South Sudan
Syrian Arab Republic

T

The former Yugoslav
Republic of Macedonia
Togo

Z

Zambia

Annex E
Personal Data form to request Visa upon arrival
For countries without Local Korean Representation (as listed in Annex D only)
(see section 12 – Visas for details)

Family Name:	
First name:	
Organization:	
Position:	
Date of Birth:	
Gender:	Male (<input type="checkbox"/>) Female (<input type="checkbox"/>)
Nationality:	
Passport Number:	
Passport Issue date:	
Passport Expiry date:	
Contact Number	Tel.:
	E-mail:
Departure City/Airport:	
Arrival City/Airport:	Incheon (<input type="checkbox"/>) Gimpo (<input type="checkbox"/>)
Arrival date:	
Flight number:	
Intended length of Stay in Korea:	_____ days

Annex F – Accommodation Reservation Form for Individuals

To make your reservation, please send completed form to the Housing Bureau of COP-12 by e-mail or fax.

The Housing Bureau of COP-12 (Kim's Travel Service Co., Ltd)

E-mail: hotel@cbdcop12.kr Fax: +82-2-571-9921

5F, Yuil B/D 411-14 Dogok-dong Gangnam-gu Seoul, Korea 135-270

[General Information]

In order to reduce the environmental impact associated with the shuttle services to/from venue, the list of officially designated hotels for the COP-MOP-7 is reduced in comparison to those assigned for the COP-12. Delegates participating at both meetings will be given the option to choose from the list of hotels for the COP-MOP-7 for either the entire period covering both meetings, or if they wish, change hotels between the meetings to any of the additional hotels on the COP-12 list. However, COP-MOP-7 and COP-12 require separate bookings.

- **Reservation Deadline: 17 October 2014**, GMT +9hours. Any reservations made after **15 August** will be subject to room availability and cannot be guaranteed at the discounted rate.
- All room bookings will be processed on a first-come, first-served basis.
- Please carefully read the cancellation and refund policies below prior to making a reservation.
- Early check-in (before 15:00) & late check-out (after 12:00) cannot be guaranteed and extra charges may apply.
- Room rates are inclusive of breakfast only for 1 person and applicable taxes and service charges will be added to the total room rate. (* *Dae Guan Ryong Hotel and Olympia Hotel do not serve breakfast*)
- Other expenses such as mini-bar, laundry service and etc. will be charged on the guest's personal bill and it should be paid to the hotel when the guest checks out.

[Deposit and Payment Information]

- To secure the guest's reservation, a deposit should be paid upon making the reservation using a credit card or bank transfer.
- Room reservation deposit will differ depending on the intended period of stay:
 - √ 1-6 nights: 1 night room rate deposit
 - √ 7-13 nights: 2 nights room rate deposit
 - √ More than 14 nights: 3 nights room rate deposit
- Confirmation letter will be e-mailed when the deposit is made.
- Remaining balance also should be paid **by 15 September 2014** and a payment receipt will be issued by the Housing Bureau upon your request.
- After 15 September 2014, full payment will be charged immediately at the time of reservation.

[Cancellation & Refund Policy]

- Any changes or cancellation must be informed in writing to the Housing Bureau by e-mail or fax, NOT directly to the hotel.
 - Change of booking guest name will be allowed until two days before the check-in without cancellation charge.
 - All dates are based on Korean Standard Time (GMT +9hours).
 - Refund will be processed after the conference according to the following policy and all processing fees such as bank charges and etc. will be deducted from the reimbursement.
 - √ Deposit will not be refundable after 15 August 2014.
 - √ Full refund will be made if the cancellation is made by 15 August 2014.
 - √ If the cancellation is made between 16 August and 14 September, room rates will be refunded but the deposit payment is non-refundable.
 - √ Room rates are not refundable if the cancellation is made after 15 September.
 - √ No-show or early departure will not be refundable after **15 September 2014**.
 - For Funded Delegates only: Please consult directly with Housing Bureau for payment procedures.
 - The payment and cancellation policies should be abided; however, if any unforeseeable exceptional situation or event occurs including an act of god, the Housing Bureau will take into account the situation and cancel/ change the reservation.
- ◆ No-shows: **In case of No-show, the room will be on hold for 48 hours (2 nights), after which the room will be released.**
- ◆ No-shows: No check-in without any notice in advance; **Please note that the room will be on hold for 1 night only and is subjected to be released automatically by the hotel the next day.**

1. GUEST INFORMATION (Please fill in the blanks below)

<input type="checkbox"/> Party <input type="checkbox"/> Non party	<input type="checkbox"/> COP-MOP-7 Delegate <input type="checkbox"/> COP-12 Delegate	
First Name (Given Name): Last Name (Family Name): <small>※Exactly as in passport</small>		
Country:	Organization:	Job Title:
E-mail:	Tel:	Fax:
Address:		

2. IMPORTANT NOTICE (Please read the information below carefully)

[Available Check-in date]

Listed hotels from 1 to 9 are available from 25 September for COP-MOP-7 & COP-12

Listed hotels from 10 to 15 are available from 2 October for COP-12.

※ Please note that participants who will stay for both COP-MOP-7 and COP-12 are required to make reservation separately for each meeting.

[Room Type]

For participants' convenience, the Housing Bureau will provide a standard single bed or a mattress on the floor without a frame:

A. Ondol*: Ondol is a Korean traditional underfloor heating system. Korean-style thick mat will be provided.

B. Ondol (Bed)**: A Single bed on the floor. Linens will be changed twice a week and extra charges may occur due to cleaning service and changing sheets (approx. KRW 30,000 upon request)

C. Ondol (Mattress)***: Mattress on the floor without a frame.

[Breakfast]

1. Guests staying at the Alpensia Holiday-Inn & Suites are requested to use the breakfast facilities at the Alpensia Holiday-Inn Resort.

2. Dae Guan Ryong Hotel, Olympia Hotel and Budget Hotel Group in Gyeongpo Area does NOT serve breakfast.

3. ACCOMMODATION RESERVATION (Please check the appropriate box and fill in the blanks below)

No	Hotel Name (Grade)	Room & Bed Type	Room Rate Incl. 1 Breakfast	Additional Breakfast	Tax & Svc	Distance to Venue
1	Alpensia Intercontinental Hotel ★★★★★	King Standard (Studio)	<input type="checkbox"/> KRW 188,000		21%	Venue
		Twin Standard (Studio)	<input type="checkbox"/> KRW 188,000			
2	Alpensia Holiday-Inn Resort ★★★★★	Superior Double (Studio)	<input type="checkbox"/> KRW 171,000	KRW 21,000	21%	Venue
		Superior Twin (Studio)	<input type="checkbox"/> KRW 171,000			
		Superior Ondol(Bed)** (Studio)	<input type="checkbox"/> KRW 186,000			
3	Alpensia Holiday-Inn Suite (Condominium)	Standard Double (Studio)	<input type="checkbox"/> KRW 201,000	KRW 23,000	10%	Venue
		Standard Ondol(Bed)** (Studio)	<input type="checkbox"/> KRW 201,000			
		Family(109.96 m ²) (2 rooms) 1st room : 1 Double bed 2nd room : 1 Ondol(Bed)**	<input type="checkbox"/> KRW 266,000			

		Family Ondol (109.96 m²) (2 rooms) 1st room : 1 Ondol(Bed)** 2nd room : 1 Ondol(Bed)**	□ KRW 266,000			
		Deluxe (116.36 m²) (2 rooms) 1st room : 1 King bed 2nd room : 1 Ondol(Bed)**	□ KRW 276,000			
		Luxury (130.62 m²) (2 rooms) 1st room : 1 King bed 2nd room : 1 Ondol(Bed)**	□ KRW 319,000			
No	Hotel Name (Grade)	Room & Bed Type	Room Rate Incl. 1 Breakfast	Additional Breakfast	Tax & Svc	Distance to Venue
4	Yongpyong Dragon Valley Hotel ★★★★	Deluxe Double (Studio)	□ KRW 145,000	KRW 12,000	21%	10 min. by car
		Deluxe Twin (Studio)	□ KRW 145,000			
5	Yongpyong Tower Condominium	Standard Twin (Studio)	□ KRW 150,000	KRW 13,000	10%	
		Standard Ondol (Bed)** (Studio)	□ KRW 150,000			
6	Yongpyong Villa Condominium	Ondol* (Studio)	□ KRW 168,000			
7	Green & Blue Hotel (Budget Hotel)	Double (Studio)	□ KRW 80,000	KRW 7,700	Included	
		Ondol* (Studio)	□ KRW 80,000			
8	Dae Guan Ryeong Hotel (Budget Hotel)	Double (Studio)	□ KRW 70,000	Not available	Included	
		Ondol* (Studio)	□ KRW 70,000			
9	Olympia Hotel & Condo (Tourist Hotel)	Double (Studio)	□ KRW 100,000	Not available	21%	
		Twin (Studio)	□ KRW 100,000			
		Ondol* (Studio)	□ KRW 100,000			
10	Kensington Flora Hotel ★★★★	Standard Twin (Studio)	□ KRW 153,000	KRW 15,000	21%	
		Standard Ondol(Mattress)*** (Studio)	□ KRW 153,000			
11	Phoenix Park Hotel ★★★★	Deluxe Double (Studio)	□ KRW 136,000	KRW 9,000	21%	
		Deluxe Twin (Studio)	□ KRW 136,000			
		Standard Ondol (Mattress)*** (Studio)	□ KRW 136,000			
12	Phoenix Park Condominium	Standard A (66 m²) (Studio) 1 Ondol (Mattress)***	□ KRW 150,000	KRW 10,000	10%	45 min. by car

		Standard B (99 m²) (2 rooms) 1st room : 1 Double bed 2nd room : 1 Ondol*	<input type="checkbox"/> KRW 173,000			
		Standard C (99 m²) (2 rooms) 1st room : 2 Single beds 2nd room : 1 Ondol*	<input type="checkbox"/> KRW 173,000			
		Standard D (99 m²) (2 rooms) 1st room : 1 Ondol* 2nd room : 1 Ondol*	<input type="checkbox"/> KRW 173,000			
No	Hotel Name (Grade)	Room & Bed Type	Room Rate Incl. 1 Breakfast	Additional Breakfast	Tax & Svc	Distance to Venue
13	LAKAI SANDPINE (Condominium)	Studio Double (Studio)	<input type="checkbox"/> KRW 146,000	KRW 15,000	10%	45 min. by car
		Studio Twin (Studio)	<input type="checkbox"/> KRW 146,000			
14	BENIKEA GYEONGPO BEACH HOTEL (Tourist Hotel)	Double (Studio)	<input type="checkbox"/> KRW 100,000	KRW 10,000	10%	40 min. by car
		Twin (Studio)	<input type="checkbox"/> KRW 100,000			
15	BUDGET HOTEL GROUP (Budget Hotel)	Double (Studio)	<input type="checkbox"/> KRW 80,000	Not available	Included	40 min. by car
		Ondol* (Studio)	<input type="checkbox"/> KRW 80,000			

Check-in Date	_____, 2014	Check-out Date	_____, 2014
No. of Nights	___ Night(s)	No. of Room	_____ Room(s)
No. of Companions	_____ PAX	Breakfast for Companions	<input type="checkbox"/> Yes <input type="checkbox"/> No
Companion's Name	※ I will share my room with this person(s)		
Special Request	(e.g. non-smoking room)		

4. PAYMENT METHOD (Please indicate your preferred method of payment and payment details)

Payment Method	<input type="checkbox"/> Credit Card <input type="checkbox"/> Bank Transfer	
Option 1: Credit Card	Card Type (International)	<input type="checkbox"/> Visa <input type="checkbox"/> Master <input type="checkbox"/> AMEX
	Card Type (Domestic)	<input type="checkbox"/> 삼성 <input type="checkbox"/> BC <input type="checkbox"/> 외환 <input type="checkbox"/> 국민 <input type="checkbox"/> 하나 SK
	Card Number:	
	Expiration Date (mm/yy):	CVC Number:*
	Card Holder's Name:	
	※ I hereby authorize Kim's Travel Service Co., Ltd to debit my credit card. Card Holder's Signature:	
	* Card Validation Code (CVC): AMEX: 4-digit number, VISA or Master: 3-digit number.	
Option 2: Bank Transfer	<p>[International – USD or EUR] Bank/Branch: KB Kookmin Bank (Maebong Station Branch) Account No.: 519768-11-001774 Beneficiary: Kim's Travel Service Co., Ltd SWIFT Code: CZNBKRSEXXX Bank Address: Dogok-dong, Gangnam-gu, Seoul, Korea, 135-272 Sender's Name: <u> NAME </u>, CBD COP 12</p>	<p>[Domestic – 내국인 전용계좌] 은행명: 국민은행(매봉역 지점) 계좌번호: 519701-01-278617 예금주: 김스여행사 입금자명: <u> 이름 </u>, COP 12</p>
	※ Please ensure to cover all related bank operations fees. ※ Please send us a copy of bank wire by fax (+82-2-571-9921) or e-mail (hotel@cbdcop12.kr).	

Annex G – Accommodation Reservation Form for Groups

To make your reservation, please send completed form to the Housing Bureau of COP-12 by e-mail or fax.

The Housing Bureau of COP 12 (Kim's Travel Service Co., Ltd)

E-mail: hotel@cbdcop12.kr Fax: +82-2-571-9921

5F, Yuil B/D 411-14 Dogok-dong Gangnam-gu Seoul, Korea 135-270

[General Information]

- **Reservation Deadline: 16 October 2014**, GMT +9hours. Any reservations made after **15 August** will be subject to room availability and cannot be guaranteed at the discounted rate.
- All room bookings will be processed on a first-come, first-served basis.
- Please carefully read the cancellation and refund policies below prior to making a reservation.
- Early check-in (before 15:00) & late check-out (after 12:00) cannot be guaranteed and extra charges may apply.
- Room rates are inclusive of breakfast only for 1 person and applicable taxes and service charges will be added to the total room rate. (* *Dae Guan Ryong Hotel and Olympia Hotel do not serve breakfast*)
- Other expenses such as mini-bar, laundry service and etc. will be charged on the guest's personal bill and it should be paid to the hotel when the guest checks out.

[Deposit and Payment Information]

- Reservation request before 15 August 2014

1. **Deposit** should be paid either by credit card or remittance immediately at the time of your group reservation to secure your room due to hotel reservation policy.

Room reservation deposit will differ depending on the intended period of stay:

√ 1-6 nights: 1 night room rate deposit

√ 7-13 nights: 2 nights room rate deposit

√ More than 14 nights: 3 nights room rate deposit

2. **Remaining balance** also should be paid by **15 September 2014** and a payment **receipt** will be issued by the Housing Bureau upon your request.

- Reservation request after 15 September 2014

Full room rate should be paid either by credit card or remittance immediately at the time of your group reservation to secure your room due to hotel reservation policy.

1. Credit Card : full room rate will be charged immediately to your given credit card on the day you submit your group reservation form.

IMPORTANT NOTE : If group members are planning to pay individually by their credit card, group leader (who is in charge of your group reservation) should gather each and everyone's credit card details and should provide it to the Housing Bureau as soon as possible. All the charges will not be made until we gather everyone's credit card. Charges will take place when we receive all the credit card details of each group members. **And without payment, your rooms are not guaranteed.**

2. Bank Remittance : full room rate should be paid within 1 week from the day you make your group reservation.

- Group Rooming List should be submitted by 1 September 2014.

[Cancellation & Refund Policy]

- Any changes or cancellation must be informed in writing to the Housing Bureau by e-mail or fax, NOT directly to the hotel.
- Change of booking guest name will be allowed until two days before the check-in without cancellation charge.
- All dates are based on Korean Standard Time (GMT +9hours).
- Refund will be processed after the conference according to the following policy and all processing fees such as bank charges and etc. will be deducted from the reimbursement.
 - √ Deposit will not be refundable after 15 August 2014.
 - √ Full refund will be made if the cancellation is made by 15 August 2014.
 - √ If the cancellation is made between 16 August and 14 September, room rates will be refunded but the deposit payment is non-refundable.
 - √ Room rates are not refundable if the cancellation is made after 15 September.
 - √ No-show or early departure will not be refundable after **15 September 2014**.
- For Funded Delegates only: Please consult directly with Housing Bureau for payment procedures.
- The payment and cancellation policies should be abided; however, if any unforeseeable exceptional situation or event occurs including an act of god, the Housing Bureau will take into account the situation and cancel/ change the reservation.
- ◆ No-shows: **In case of No-show, the room will be on hold for 48 hours (2 nights), after which the room will be released.**

We need below information of “Group Leader” or “ Contact Person” who is in charge of their group.

1. Group Leader/ Contact person’s information (Please fill in the blanks below)

<input type="checkbox"/> Party		<input type="checkbox"/> Non party	<input type="checkbox"/> COP-MOP-7 Delegate	<input type="checkbox"/> COP-12 Delegate
※ Please check in the COP-MOP 7 box if you participate in both COP-MOP 7 and COP 12.				
Company name		On behalf of		
Title		E-mail		
First Name(Given Name) Exactly as in passport		Last name (Family Name)		
Country	Organization	Job Title		
E-mail:	Tel:	Fax		
Address				

2. IMPORTANT NOTICE (Please read the information below carefully)

[Available Check-in date]

Listed hotels from 1 to 9 are available from 25 September for COP-MOP 7 & COP 12

Listed hotels from 10 to 15 are available from 4 October for COP 12.

[Room Type]

For participants’ convenience, the Housing Bureau will provide a standard single bed or a mattress on the floor without a frame:

A. Ondol* : Ondol is a Korean traditional underfloor heating system. Korean-style thick mat will be provided.

B. Ondol (Bed)**: A Single bed on the floor. Linens will be changed twice a week and extra charge may occur due to cleaning service and changing sheets. (approx. KRW 30,000 upon requested)

C. Ondol (Mattress)***: Mattress on the floor without a frame.

[Breakfast]

1. Guests staying at the Alpensia Holiday-Inn & Suites are requested to use the breakfast facilities at the Alpensia Holiday-Inn Resort.

2. Dae Guan Ryong Hotel, Olympia Hotel and Budget Hotel Group in Gyeongpo Area do NOT serve breakfast.

3. ACCOMMODATION RESERVATION (Please check the appropriate box and fill in the blanks below)

No	Hotel Name (Grade)	Room & Bed Type	Room Rate Incl. 1 Breakfast	Additional Breakfast	Tax & Svc	Distance to Venue
1	Alpensia Intercontinental Hotel ★★★★★	King Standard (Studio)	<input type="checkbox"/> KRW 188,000		21%	Venue
		Twin Standard (Studio)	<input type="checkbox"/> KRW 188,000			
2	Alpensia Holiday-Inn Resort ★★★★★	Superior Double (Studio)	<input type="checkbox"/> KRW 171,000	KRW 21,000	21%	Venue
		Superior Twin (Studio)	<input type="checkbox"/> KRW 171,000			
		Superior Ondol(Bed)** (Studio)	<input type="checkbox"/> KRW 186,000			

No	Hotel Name (Grade)	Room & Bed Type	Room Rate Incl. 1 Breakfast	Additional Breakfast	Tax & Svc	Distance to Venue
3	Alpensia Holiday- Inn Suite (Condominium)	Standard Double (Studio)	□ KRW 201,000	KRW 23,000	10%	Venue
		Standard Ondol(Bed)** (Studio)	□ KRW 201,000			
		Family(109.96 m ²) (2 rooms) 1st room : 1 Double bed 2nd room : 1 Ondol(Bed)**	□ KRW 266,000			
		Family Ondol (109.96 m ²) (2 rooms) 1st room : 1 Ondol(Bed)** 2nd room : 1 Ondol(Bed)**	□ KRW 266,000			
		Deluxe (116.36 m ²) (2 rooms) 1st room : 1 King bed 2nd room : 1 Ondol(Bed)**	□ KRW 276,000			
		Luxury (130.62 m ²) (2 rooms) 1st room : 1 King bed 2nd room : 1 Ondol(Bed)**	□ KRW 319,000			
4	Yongpyong Dragon Valley Hotel ★★★★	Deluxe Double (Studio)	□ KRW 145,000	KRW 12,000	21%	
		Deluxe Twin (Studio)	□ KRW 145,000			
5	Yongpyong Tower Condominium	Standard Twin (Studio)	□ KRW 150,000	KRW 13,000	10%	10 min. by car
		Standard Ondol(Bed)** (Studio)	□ KRW 150,000			
6	Yongpyong Villa Condominium	Ondol* (Studio)	□ KRW 168,000			
7	Green & Blue Hotel (Budget Hotel)	Double (Studio)	□ KRW 80,000	KRW 7,700	Included	10 min. by car
		Ondol* (Studio)	□ KRW 80,000			
8	Dae Guan Ryeong Hotel (Budget Hotel)	Double (Studio)	□ KRW 70,000	Not available	Included	
		Ondol* (Studio)	□ KRW 70,000			
9	Olympia Hotel & Condo (Tourist Hotel)	Double (Studio)	□ KRW 100,000	Not available	21%	15 min. by car
		Twin (Studio)	□ KRW 100,000			
		Ondol* (Studio)	□ KRW 100,000			

No	Hotel Name (Grade)	Room & Bed Type	Room Rate Incl. 1 Breakfast	Additional Breakfast	Tax & Svc	Distance to Venue
10	Kensington Flora Hotel ★★★★	Standard Twin (Studio)	□ KRW 153,000	KRW 15,000	21%	30 min. by car
		Standard Ondol(Mattress)*** (Studio)	□ KRW 153,000			
11	Phoenix Park Hotel ★★★★	Deluxe Double (Studio)	□ KRW 136,000	KRW 9,000	21%	45 min. by car
		Deluxe Twin (Studio)	□ KRW 136,000			
		Standard Ondol(Mattress)*** (Studio)	□ KRW 136,000			
12	Phoenix Park Condominium	Standard A (66 m²) (Studio) 1 Ondol(Mattress)***	□ KRW 150,000	KRW 10,000	10%	45 min. by car
		Standard B (99 m²) (2 rooms) 1st room : 1 Double bed 2nd room : 1 Ondol*	□ KRW 173,000			
		Standard C (99 m²) (2 rooms) 1st room : 2 Single beds 2nd room : 1 Ondol*	□ KRW 173,000			
		Standard D (99 m²) (2 rooms) 1st room : 1 Ondol* 2nd room : 1 Ondol*	□ KRW 173,000			
13	LAKAI SANDPINE (Condominium)	Studio Double (Studio)	□ KRW 146,000	KRW 15,000	10%	45 min. by car
		Studio Twin (Studio)	□ KRW 146,000			
14	BENIKEA GYEONGPO BEACH HOTEL (Tourist Hotel)	Double (Studio)	□ KRW 100,000	KRW 10,000	10%	40 min. by car
		Twin (Studio)	□ KRW 100,000			
15	BUDGET HOTEL GROUP (Budget Hotel)	Double (Studio)	□ KRW 80,000	Not available	Included	40 min. by car
		Ondol* (Studio)	□ KRW 80,000			

When group members have different check-in/out dates, please inform it to the Housing Bureau by email. The Housing Bureau will help you make specific reservation immediately.

Check-in Date	_____, 2014	Check-out Date	_____, 2014
No. of Nights	____ Night(s)	No. of Room	_____ Room(s)
No. of Companions	_____ PAX	Breakfast for Companions	<input type="checkbox"/> Yes <input type="checkbox"/> No
Companion's Name	※ I will share my room with this person(s)		
Special Request	(e.g. non-smoking room)		

4. PAYMENT METHOD (Please indicate your preferred method of payment and payment details)

Payment Method	<input type="checkbox"/> Credit Card <input type="checkbox"/> Bank Transfer	
Option 1: Credit Card	Card Type (International)	<input type="checkbox"/> Visa <input type="checkbox"/> Master <input type="checkbox"/> AMEX
	Card Type (Domestic)	<input type="checkbox"/> 삼성 <input type="checkbox"/> BC <input type="checkbox"/> 외환 <input type="checkbox"/> 국민 <input type="checkbox"/> 하나 SK
	Card Number:	
	Expiration Date (mm/yy):	CVC Number:*
	Card Holder's Name:	
	Card Holder's Signature:	※ I hereby authorize Kim's Travel Service Co., Ltd to debit my credit card.
		* Card Validation Code (CVC): AMEX: 4-digit number, VISA or Master: 3-digit number.
Option 2: Bank Transfer	[International – USD or EUR] Bank/Branch: KB Kookmin Bank (Maebong Station Branch) Account No.: 519768-11-001774 Beneficiary: Kim's Travel Service Co., Ltd SWIFT Code: CZNBKRSEXXX Bank Address: Dogok-dong, Gangnam-gu, Seoul, Korea, 135-272 Sender's Name: _____ NAME _____, CBD COP 12	[Domestic – 내국인 전용계좌] 은행명: 국민은행(매봉역 지점) 계좌번호: 519701-01-278617 예금주: 김스여행사 입금자명: _____ 이름 _____, COP 12
	※ Please ensure to cover all related bank operations fees. ※ Please send us a copy of bank wire by fax (+82-2-571-9921) or e-mail (hotel@cbdcop12.kr).	

Annex H

INTERACTIVE FAIR ON BIODIVERSITY FOR SUSTAINABLE DEVELOPMENT

29 September - 17 October 2014, Exhibition Hall, the Alpensia Resort in Pyeongchang, Republic of Korea

The Seventh Meeting of the Conference of the Parties serving as
the Meeting of the Parties to the Cartagena Protocol on Biosafety (COP-MOP-7)
and

The Twelfth Meeting of the Conference of the Parties to the Convention on Biological Diversity (COP-12)

Registration Period: 15 June - 31 July 2014

APPLICATION & CONTRACT

Please complete the Application Form and submit it to Coex by e-mail (fair@cbdcop12.kr).
For further details, please visit the website, www.cbdcop12.kr/eng.

APPLICANT INFORMATION

* Please ensure that all the information below is completed.

Organization / Company Name			
Address (ZIP-Code)			
Country			
Contact Person		Position/Title	
Phone		Fax	
Homepage		E-mail	
Booth Title			
Display Item			

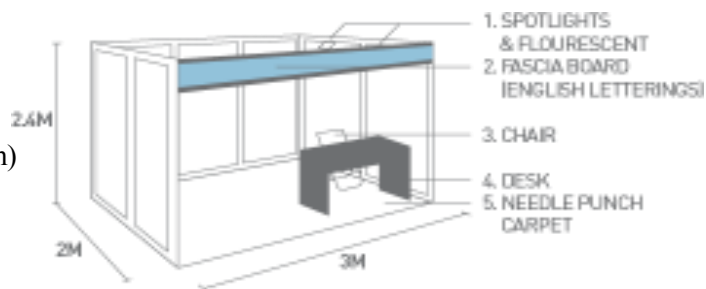
<ATTENTION>

Should the number of applications exceed the available space, a selection process will be undertaken in coordination with the CBD Secretariat; Applicants will be informed of the selection outcome by 18 August 2014.

BOOTH APPLICATION

Standard Booth Inclusions:

- Hall lighting & Air conditioning
- Six spot lights
- One information counter (table) (1,000 x 500 x 750 mm)
- Two chairs / One waste bin
- One power plug socket (220-V, 5/15 AMP)
- One fascia with exhibitor's name over thematic décor
- Carpet as floor covering



* A list of additional items and utilities will be provided to the selected exhibitors.

<NOTES>

1. Exhibitors must bear all the costs of booth decoration, shipping of exhibits, booth personnel, additional electricity and additional rented items etc.
2. Decoration inside the booth is the sole responsibility of exhibitors and shall follow the rules and regulations.
Please see link: <http://www.cbdcop12.kr/eng/>

EXHIBITION FEES

Booth Specifications : Basic Booth – 3m x 2m(6 m²).

Raw space available. Please contact Coex (Professional Convention Organizer) with your requests.

[Coex] Tel. : +82-2-6000-1388 / E-mail : fair@cbdcop12.kr

* Please fill in the form indicating number of booths required.

Sessions	Size	MOP-7 (1 Week) 29 Sep. to 3 Oct.		COP-12 (2 Weeks) 6 to 17 Oct.		COP-MOP-7& COP-12 (3 weeks) 29 Sep. to 17 Oct.	
		\$3,000	()booth(s)	\$3,600	()booth(s)	\$3,600	()booth(s)
Private and Business Organizations	Per 1 Booth (3m x 2m)	\$3,000	()booth(s)	\$3,600	()booth(s)	\$3,600	()booth(s)
International Organizations, NGOs, NPOs, Academic Institutions, and Quasi-public Organizations	Per 1 Booth (3m x 2m)	\$1,500	()booth(s)	\$1,800	()booth(s)	\$1,800	()booth(s)
Total							
Service Tax (10%)							
Grand Total							

PAYMENT

* The selected exhibitors must pay the full payment before the commence of the exhibition.

* The payment should be made in favour of The Eumm (Exhibition Contractor).

BANK Transfer

Account: INDUSTRIAL BANK OF KOREA (513-019088-04-013)

Industrial Bank of Korea, Ttukseom-Yeok Brach, 55, Seongsuil-ro, Seongdong-gu, Seoul, Korea

SWIFTCODE : IBKOKRSE

* Please fax or scan copy of bank wire.

The Eumm Co., LTD.

Tel : +82-2-469-3895 / Fax : +82-2-469-3882 / E-mail : cop12@eumm.co.kr

Terms:

100% payment in advance is required.

In case of payment from overseas, please add the bank fees.

30% cancellation fee will apply for cancellations.

No refund will be applicable for cancellations after 25 September 2014.

Date: _____

Authorized by (Signature): _____

PRINT THIS FORM AND KEEP A COPY FOR YOUR RECORDS



**Convention on
Biological Diversity**

Deadline: 31 July 2014

SIDE-EVENT REQUEST FORM

**COP-12 from 6-17 October 2014; and
COP-MOP-1 from 13-17 October 2014**

Pyeongchang, Republic of Korea,

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:	___/10/2014	time: 13:15–14:45	<input type="checkbox"/>	18:15–19:45	<input type="checkbox"/>
(b) Second choice:	___/10/2014	time: 13:15–14:45	<input type="checkbox"/>	18:15–19:45	<input type="checkbox"/>
(c) Third choice:	___/10/2014	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 (for PowerPoint presentations)	<input type="checkbox"/>
(b) Laptop	<input type="checkbox"/>
(c) Other* (Please specify and refer to note below):	<input type="checkbox"/>

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

7. **Short event description:**

* For any catering arrangements, please refer to page 24. Any event requiring special equipment is at the expense of the organizer; for queries and assistance, please contact: secretariat@cbd.int.

Annex J – Catering Order Form

Catering Order Form
for COP-MOP-7, COP-12 and COP-MOP-1

The Seventh meeting of the Conference of the Parties serving as
the meeting of Parties to the Carmina
tagena Protocol on Biosafety (COP-MOP 7);

The Twelfth meeting of the Conference of the Parties to the Convention on Biological Diversity (COP12); and
First meeting of the Conference of the Parties serving as the meeting of the Parties to the Nagoya Protocol on Access and
Benefit-sharing (COP-MOP-1)
September 29 to October 17, 2014, Pyeongchang, Republic of Korea

APPLICATION DEADLINE for Side-events : 24 hours before the start of the event

Catering service is provided by the InterContinental Alpensia Pyeongchang Resort.
Please complete the Catering Order Form and return by e-mail to.

Ms. Mina LEE

E-mail: side-event@cbdcop12.kr

ORGANIZER INFORMATION

* Please ensure that all the information below is completed.

ORGANIZER	
CONTACT NAME	
COUNTRY	
ADDRESS	
TELEPHONE	
E-MAIL	

SIDE EVENT

* Please ensure that all the information below is completed.

SIDE-EVENT NUMBER	
FUNCTION DATE / TIME	
VENUE NAME/NUMBER	
EXPECTED NO. OF PARTICIPANTS	
TIME OF DELIVERY	

[Enquiries:] InterContinental Alpensia Pyeongchang Resort

Ms. Mina LEE

Tel: +82-2-563-7028 **E-mail:** side-event@cbdcop12.kr

Taekwan YU

Tel: +82-2-6000-8494 **E-mail:** side-event@cbdcop12.kr









FOOD & BEVERAGE

* Prices include 10% VAT.










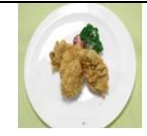
* A minimum of 10 orders per selection is required (excluding beverages).

* For any special dietary and catering needs such as breakfasts, coffee breaks, cocktails, receptions etc. kindly contact the caterers directly for special menus and services 3 at least 3 days prior to the event.





1. SANDWICHES

No	Menu	Ingredients	Price (KRW) Quantity (Minimum of 10 per selection)	Total	No	Menu	Ingredients	Price (KRW) Quantity (Minimum of 10 per selection)	Total
1	Grilled Vegetable Sandwich (Vegetarian)		₩7,000		5	Guacamole sandwich (Vegetarian)		₩9,000	
		2 pieces White bread / Lettuce Eggplant / Zucchini Cabbage / Tomato paprika / Onion					2 pieces Guacamole / Grilled potato Iceberg lettuce / Cucumber Pickle / Tomato		
2	Ham and Cheese Sandwich (Pork)		₩7,500		6	Club Sandwich (Pork)		₩10,000	
		2 pieces Rye bread / Lyoner ham Tomato / Onion Sweet pickle Cheddar cheese					2 pieces White bread / Lettuce Roasted chicken / Bacon Egg / Pickle Tomato / Onion		
3	Beef Burger Sandwich (spicy)		₩8,000		7	Focaccia Sandwich		₩10,000	
		1 piece Burger bun / beef slices Lettuce / Cucumber pickle Tomato / Onion Jalapeño					2 pieces Focaccia bread / Lettuce Cream cheese / Salami Mozzarella cheese Tomato / Onion		
4	Tuna Sandwich		₩9,000		8	Smoked Salmon Sandwich		₩11,000	
		2 pieces Rye bread / Tuna Paprika / Onion Sweet pickle / Celery Lettuce					2 pieces White bread /lettuce Smoked salmon Paprika /onion Capers /honey mustard		









2. HOT DISHES

No	Menu	Ingredients	Price (KRW) Quantity (Minimum of 10 per selection)	Total	No	Menu	Ingredients	Price (KRW) Quantity (Minimum of 10 per selection)	Total
9	Fried Potatoes		₩3,000		14	Spring Roll (vegetarian)		₩5,000	
		1 cup Deep-fried potato					5 pieces Onions / Carrots Cabbage / Leeks Fried in dough(Flour)		
10	Teriyaki Chicken Skewer		₩4,000		15	Tortilla Roll (vegetarian)		₩6,000	
		4 pieces Chicken Leg fillet Teriyaki sauce					1 piece Tomato sauce /paprika (green, red) onion / mushroom/ bamboo/asparagus Garlic/Guacamole /Tomato salsa		
11	Assorted Dim sum (dumplings)		₩4,000		16	Grilled Sausage		₩7,000	
		5 pieces Assorted Dimsum Shrimp/ pork/ vegetable/ leek/ seafood					2 pieces (pork)		
12	Rice Roll (vegetarian)		₩4,500		17	Sweet & Sour Shrimp		₩8,000	
		9 pieces Steamed rice / Aubergine/ Asparagus Cucumber / Marinated turnip/ mushroom					5 pieces Fried Shrimp (corn batter) Eggs Sweet & sour sauce		
13	Rice Roll		₩4,500		18	Fried Chicken		₩8,000	
		9 pieces Steamed rice / Egg Cucumber / Crabmeat Ham / Marinated turnip					3 pieces Fried chicken (breaded) Chicken Leg fillet		



3. SOUPS

No	Menu	Ingredients	Price (KRW) Quantity (Minimum of 10 per selection)	Total	No	Menu	Ingredients	Price (KRW) Quantity (Minimum of 10 per selection)	Total
19	Sweet Pumpkin Soup (vegetarian)		₩5,000		21	Minestrone Soup		₩6,000	
		Sweet pumpkin / Onion / Leek rice powder / Salt and pepper					Celery / Carrot / Onion / Eggplant / Zucchini / Potato / Tomato / Coulis / Chicken stock, bay leaves / Pepper		
20	Sun dried Tomato Soup (vegetarian)		₩6,000		22	Club Sandwich (Pork)		₩6,000	
		Sun dried tomato / Garlic / Tomato coulis Vegetable stock / Basil					Mushroom / Onion / Celery / Leek / Potatoes / Butter / Chicken stock		




4. LUNCH BOXES

No	Menu	Ingredients	Price (KRW) Quantity (Minimum of 10 per selection)	Total	No	Menu	Ingredients	Price (KRW) Quantity (Minimum of 10 per selection)	Total
23	Meal Box (Vegetarian)		₩18,000		27	Fried Chicken Meal box		₩20,000	
		Vegetable rice roll / Vegetable Dimsum Tortilla vegetable roll / Garden salad Vegetable spring roll / French potato / Soybean milk Cucumber pickle / Fruit					Fried chicken(200gr) with Fried potatoes Corn salad / Fresh fruits Pickle & Ketchup / Orange Juice		
24	Assorted Sushi Meal box		₩18,000		28	Vegetable Meal Box		₩20,000	
		Assorted sushi (8pc)/Pickled onion and Ginger Teriyaki mini fish patty /Soy sauce / Fresh fruits Mixed salad / Black soybean milk					Bean curd /Fruit / Fried potato Guacamole sandwich /ketchup Seasonal garden salad cherry tomato		
25	Sandwich Box Set (spicy)		₩20,000		29	Oriental Box Set		₩22,000	
		Club sandwich Fried potatoes with ketchup Cucumber pickle & Jalapeno Pepper Garden seasonal salad w/dressing (balsamic dressing) Single portion drink (1ea) 2 types of seasonal fruit					Steamed Rice/Beef bulgogi Daily special soup Fried Egg Omelet Sliced Deep-fried shrimp Daily side dish 2 kinds of seasonal fruit		
26	Rice roll Box Set (meat)		₩20,000		30	Pork Piccata and Gnocchi		₩23,000	
		Rice rolls (12 ea) Pickled Ginger/Pickled Onion miso siro soup Cherry tomatoes yogurt 2 kinds of seasonal fruit					Pork piccata (160gr)/ Gnocchi / Garden salad Camembert & Emmental cheese Sundried tomato/ Fresh fruits Tomato salsa / Orange juice / pickle		

5. DESSERTS

No	Menu	Ingredients	Price (KRW)	Quantity	Total
31	Cake Muffin				
		1 unit butter, blueberry, black sugar, Flour	₩2,000		
32	Assorted Danishes Pastries				
		3 pieces Plain Croissant, Vanilla Crown Danish Maple Pecan Danish, Portion of butter & jam	₩5,500		
SEASONAL FRUITS					
33	Bananas	2 units	₩2,000		
34	Mandarin	2 fruit	₩2,000		
35	Sliced Pineapple	250 gr	₩2,500		
36	Sweet Persimmon	1 fruit	₩2,800		
37	Apple	1 fruit	₩3,000		
38	Grapes	250gr	₩5,500		

6. COFFEE BREAKS

No	Menu	Ingredients	Price (KRW)	Quantity	Total
39	Coffee & Cookies		₩4,400		
		Coffee or Tea (green or black) Chocolate chip cookie Coconut cookie			
40	Coffee & Tartlets		₩5,500		
		Coffee or Tea (green or black) Walnut tartlet Lemon tartlet			
41	Coffee & Cake		₩7,700		
		Coffee or Tea (green or black) Tiramisu cake			

7. BEVERAGES

No.	Menu		Price	Quantity	Total
1	Mineral Water (Local) 500ml	1 Bottle	₩2,500		
2	Orange juice	1 Pitcher (10 servings)	₩25,000		
3	Apple juice	1 Pitcher (10 servings)	₩25,000		
4	Grapefruits juice	1 Pitcher (10 servings)	₩25,000		
5	Sustainable tea	1 pot (10 servings)	₩33,000		
6	Sustainable coffee	1 pot (10 servings)	₩33,000		
7	Red wine 750ml	1 Bottle	₩40,000		
8	White wine 750ml	1 Bottle	₩40,000		

[Additional / Special Requests]

TOTAL PRICE

No.	Menu	Total Price	Comment
1	Sandwiches		
2	Hot Dishes		
3	Soups		
4	Lunch Boxes		
5	Desserts		
6	Coffee Breaks		
7	Beverages		
Total Price			
Service Charge (10%)			
Grand Total			

PAYMENT

Note: a 10% advance deposit is required to secure your orders.

OPTIONS

Bank Transfer/ Wire Transfer

Please send funds to:

Bank Name: KB Kookmin Bank, Gangreung Branch

Account No: 302501-04-264080

Swift Code: CZNBKRSEXXX

Recipient: GDC Alpensia Town

Please include side event name in the wire message.

Please cover any transfer fees.

Credit Card

Credit Card Type: _____

Credit Card Number: _____

Expiration Date: _____

Card holder name: _____

CVC: _____

Authorized by: _____

Signature: _____

Cash

Cash balanced payments will be accepted (in Korean Won only).

The advanced 10% deposit is required by bank transfer or credit card.
