

**Convention on
Biological Diversity**

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**CAPACITY-BUILDING WORKSHOP FOR CENTRAL
AMERICA ON NATIONAL BIODIVERSITY STRATEGIES
AND ACTION PLANS AND MAINSTREAMING OF
BIODIVERSITY**

Mexico City, Mexico
26 – 27 March 2008

INFORMATION NOTE FOR PARTICIPANTS**1. VENUE**

The Regional Capacity-Building Workshop for Central America on National Biodiversity Strategies and Action Plans and Mainstreaming of Biodiversity will be held in Mexico City, Mexico, from 26 to 27 March 2008, in collaboration with the National Commission for the Knowledge and Use of Biodiversity (CONABIO). The Workshop will be held in conjunction with the “Workshop on the Evaluation of the Millennium Ecosystem Assessment Findings and Human Well-Being”, being organized by CONABIO from 24 to 25 March at the same location.

The workshop will take place at:

HOTEL CAMINO REAL PEDREGAL MÉXICO
Periférico Sur 3647
Col. Héroes de Padierna
10700 México, D. F.
Tel.: (55) 5449 3650

The contact persons at CONABIO are:

Ms. Gael Almeida: galmeida@conabio.gob.mx
Ms. Yolanda Barrios: ybarrios@conabio.gob.mx
Coordinación de Asuntos Internacionales
CONABIO
Liga Periferico-Insurgentes Sur 4903, piso 2
Col. Parques del Pedregal, 14010, México D.F.
Tel.: (52) 55 5004 4970
Fax : (52) 55 5004 4985
www.conabio.gob.mx

2. OPENING AND REGISTRATION

The opening of the Workshop will be at 9:00 a.m. on Thursday, 26 March 2008. Registration will begin at 8:30 a.m. the same day.

3. WORKING LANGUAGE OF THE WORKSHOP

The Workshop will be held in Spanish only.

4. DOCUMENTS

The pre-session documents will be accessible at the Secretariat's web site at: <http://www.cbd.int/doc/?meeting=NBSAPCBW-CAM-01>.

In order to minimize the environmental impacts of the Secretariat's processes, and to contribute to the Secretary-General's initiative for a C-Neutral UN, Delegates are kindly requested to bring their own copies of the pre-session documents, as there will be no extra copies made available on site during the Workshop.

5. VISAS

Participants from the countries listed below do not require an entry visa for Mexico. An entry visa is required for participants from all other countries.

Andorra, Argentina, Australia, Austria, Belgium, Bulgaria, Canada, Chile, Costa Rica, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Israel, Italy, Japan, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Monaco, Netherlands, New Zealand, Norway, Poland, Portugal, Puerto Rico, Republic of Korea, Romania, San Marino, Singapore, Slovakia, Slovenia, Spain, Sweden, Switzerland, United Kingdom, United States of America, Uruguay, Venezuela

Visas can be obtained from the Mexican Diplomatic/Consular Mission prior to departure. A list of the Mexican consular and diplomatic missions abroad can be accessed at the following web site: <http://www.sre.gob.mx/>

To facilitate the issuance of visas, the Secretariat will issue an invitation letter to be attached to the visa applications. The invitation letter will be transmitted with the letter from the Executive Secretary confirming the funding of the participant for the workshop.

Participants requiring any assistance in obtaining a visa should contact Ms. Gael Almeida or Ms. Yolanda Barrios at the coordinates indicated above.

6. HOTEL BOOKING FOR PARTICIPANTS

6.1 Registration forms

All participants – sponsored and non-sponsored - are requested to send their registration forms (attached as **Annex A**) directly to the designated contact person indicated at the bottom of the registration form. Registration forms must be sent **no later than 14 March 2008**, in order to secure the required accommodation in a timely manner and make the necessary logistical arrangements for arrival in Mexico City.

6.2 Hotel booking

A block booking has been made on behalf of all sponsored participants at the Camino Real Pedregal Hotel at the coordinates listed below. This covers the room, breakfast and lunch.

HOTEL CAMINO REAL PEDREGAL MÉXICO
Periférico Sur 3647
Col. Héroes de Padierna
10700 México, D. F.
Tel.: (55) 5449 3650

The people attending the “Workshop on the Evaluation of the Millennium Ecosystem Assessment Findings and Human Well-Being” will stay in the same rooms for the next two days of the workshop.

Upon registration and verification of flight itineraries, sponsored participants (and non-sponsored participants who have requested the organizers to make a hotel booking) will receive confirmation of hotel arrangements. Upon arrival at the airport, participants are advised to use certified taxis offering fixed rates.

Extra expenses, such as telephone, bar, laundry, email, restaurant, unauthorised early arrival, late departure, etc., are the responsibility of the participant and must be settled separately by the participant upon checking out.

6.3 Payment of daily subsistence allowances (DSA)

Participants sponsored by the CBD Secretariat will receive the relevant portion of the DSA to cover dinner and incidental expenses.

6.4 Non-sponsored participants

Non-sponsored participants may request that a hotel booking be made for them or may make their own hotel booking. In the case of non-sponsored participants, payment of hotel accommodation and all extras is the responsibility of the participant.

For any assistance regarding hotel bookings, please contact the contact person whose coordinates are provided on the registration form (Annex A).

7. PROMOTIONAL MATERIALS

Participants wishing to send promotional materials or documents for distribution at the Workshop should make, at their own expense, the necessary arrangement **before Monday, 17 March 2008**.

Shipments can be sent to the person at the address below and must be arranged on a **door-to-door** basis, as the recipient **cannot** deal with customs clearance and handling of the shipments. The box(es) must be identified with the title of the meeting and numbered in “1 of X” format. When possible, a copy of the publication should be affixed to the exterior of each box.

Yolanda Barrios
Coordinación de Asuntos Internacionales
CONABIO
Liga Periferico-Insurgentes Sur 4903, piso 2
Col. Parques del Pedregal, 14010, México D.F.
Tel.: (52) 55 5004 4970

8. CURRENCY AND RATE OF EXCHANGE

The official currency of Mexico is the Peso (MXN). The current exchange rates as of 27 February 2008 are as follows:

1USD = 10.7018 MXN
1 MXN = 0.0934 USD

9. CREDIT CARDS

Visa and MasterCard are widely accepted by establishments in Mexico. Other international cards, such as Diners Card and American Express, are also accepted.

10. OFFICIAL LANGUAGE

The official language in Mexico is Spanish.

11. TIME ZONE

Mexico is UTC/GMT -6 hours.

12. WEATHER CONDITIONS

Information on local weather in Mexico City is available at the following website:
<http://smn.cna.gob.mx/>

13. CLOTHING

The dress code is semiformal or casual.

14. VOLTAGE

Voltage and frequency in Mexico is 110 – 120 Volts. Primary socket types are North American Non-Grounded and North American Grounded

15. 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 travel and medical insurance for the period of travel and participation.

16. FOCAL PERSONS

For preparation of the workshop and confirmation of participation please contact:

Ms. Camellia Ibrahim
Telephone: +1 514 287 8702
camellia.ibrahim@cbd.int

Ms. Monique Chiasson
Telephone: +1 514 287 7019
monique.chiasson@cbd.int

Travel agent for sponsored participants:

Mr. Nader Ibrahim
Telephone.: + 1 613-234-6797
Fax: + 1 613 233-7813
nibrahim@mkitravel.com

For questions related to hotel bookings, in-country arrangements and visas:

Gael Almeida OR Yolanda Barrios
Coordinadora de Asuntos Internacionales
CONABIO
Liga Periferico-Insurgentes Sur 4903, piso 2
Col. Parques del Pedregal, 14010, México D.F.
Tel. (52) 55 5004 4970, FAX (52) 55 5004 4985
HOMEPAGE: www.conabio.gob.mx
galmeida@conabio.gob.mx
ybarrios@conabio.gob.mx

ANNEX A

REGISTRATION FORM

**Workshop on the Evaluation of the Millennium Ecosystem Assessment Findings and Human Well-Being
AND
Regional Capacity-Building Workshop for Central America on National Biodiversity Strategies and Action
Plans and Mainstreaming of Biodiversity
Mexico City, Mexico
24 - 27 March 2008**

Name: Mr /Ms /Dr		
Country:		
Organisation:		
Address:		
Tel. No.:		
Fax. No.:		
Email Address:		
FLIGHT DETAILS		
Date of Arrival:	Flight No:	Time of Arrival:
Date of Departure:	Flight No:	Time of Departure:
Please specify special dietary requirements, if any:	(e.g. vegetarian, no pork, etc.)	
Hotel (sponsored participants)	A standard/superior room will be reserved for each <u>sponsored</u> participant.	
Hotel (non-sponsored participants)	<i>Please mark as appropriate:</i> <ul style="list-style-type: none"> • Please make a hotel booking for me: yes / no • I have made my own a booking at <p align="center">_____ hotel</p>	

Please return your completed registration form via fax or email by no later than 14 March 2008 to either of the following persons at CONABIO:

Ms. Gael Almeida: galmeida@conabio.gob.mx OR

Ms. Yolanda Barrios: ybarrios@conabio.gob.mx

Fax : (52) 55 5004 4985
