



# Convention on Biological Diversity

Distr.  
GENERAL






18 February 2009

ENGLISH ONLY

REGIONAL CAPACITY-DEVELOPMENT WORKSHOP  
FOR CENTRAL ASIA ON NATIONAL BIODIVERSITY  
STRATEGIES AND ACTION PLANS AND  
BIODIVERSITY MAINSTREAMING  
Ramsar, Islamic Republic of Iran, 9-13 March 2009

## Information Note for Participants

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## 1. Opening and registration

The Regional Capacity Development Workshop for Central Asia on National Biodiversity Strategy and Action Plan and Mainstreaming of Biodiversity will be held in Ramsar, Islamic Republic of Iran from Monday, 9 to Friday, 13 March 2009.

The meeting will start at 9:00 a.m. on Monday, 9 March 2009, and registration will take place at the venue of the meeting at 8:00 a.m. the same day.

## 2. Venue

The workshop will be held at:

Ramsar Regional Centre  
Ramsar, Islamic Republic of Iran  
P.O. Box 456  
Ramsar, Iran 46915  
Tel: +0098 192 523 0151  
Fax: +0098 192 523 0150  
Web site: [www.rrc-cwa.org](http://www.rrc-cwa.org)

The contact in Iran for information regarding the workshop including visa assistance, hotel accommodation and shipment of promotional materials is as follows:

Ms. Yasaman Rajabkhah  
Executive Director  
Ramsar Regional Center for Training and Research in Central and West Asia  
- Tehran office: Secretariat for Ramsar Regional Centre, Natural Environment and Biodiversity Division- Department of Environment.  
Tel/Fax: +0098 21 88 24 16 59  
Cell phone: +0098 935 66 59 277  
E-mail: [yasaman\\_rajabkhah@yahoo.com](mailto:yasaman_rajabkhah@yahoo.com), [yasamanr@gmail.com](mailto:yasamanr@gmail.com)  
- Ramsar Office: P.O. Box 456 Ramsar, Iran 46915  
Tel: +0098 192 523 0151  
Fax: +0098 192 523 0150

## 3. Working language of the meeting

The meeting will be held in English.

## 4. Documents



Participants are kindly reminded to **bring their own copies of the pre-session documents** for the meeting as there will be no extra copies made available on site during the workshop. Documents are available on the Secretariat's web site at: <https://www.cbd.int/doc/?meeting=NBSAPCBW-CASI-01>.

## 5. General information on access to Ramsar, Iran



Tehran is serviced by Imam Khomeini International Airport in Tehran (152 km from Ramsar). Participants will arrive via air to Tehran then to Ramsar where bus transportation will be provided by the local organizer of the workshop. The trip to Ramsar by bus will take about five hours.

## 6. Visa information



Participants from countries listed below **do not** require an entry visa for the Islamic Republic of Iran, however all other participants are strongly advised to contact the nearest Iranian diplomatic or consular mission **as soon as possible** in order to secure the required entry visa in a timely manner, prior to departure.

List of countries that **do not** require a visa to enter the Islamic Republic of Iran:

- Bosnia and Herzegovina
- Saudi Arabia
- Singapore
- Slovenia
- The Former Yugoslav Republic of Macedonia
- Turkey

Information on visa procedures, including a list of relevant Iranian diplomatic/consular missions abroad, is available on the website of the Islamic Republic of Iran at: <http://www.mfa.gov.ir/cms/cms/Tehran/en/ConsularAffairs/pasport/Visa/EntryVisa.html>.

To facilitate the issuance of visas, the Ministry of Foreign Affairs of Iran will issue a visa letter to each participant, upon receiving confirmation of participation. The Secretariat will issue upon request invitation letters to be attached to the visa applications.

Participants residing in countries without Iranian diplomatic and consular missions or requiring any assistance are advised to directly contact Ms. Yasaman Rajabkhah, the designated focal person (see contact details under section 2, page 2).

**Please note that airline companies will not allow boarding without a valid entry visa.**

## 7. Hotel information



For sponsored participants, a block booking has been made for standard rooms at the Ramsar Azadi Hotel. The contact information is as follows:

Ramsar Azadi Hotel  
Shahid Rajaei St  
Postal Code: 4691719795  
Ramsar, Iran  
Tel: +0098 192 5223593-5  
Fax: +0098 192 5225174

Non-sponsored participants are encouraged to stay at the same hotel. To ensure that a room will be reserved and available for each participant, you must submit a registration form contained in the annex below to Ms. Yasaman Rajabkhah no later than **25 February 2009**.

#### **8. Payment of the Daily Subsistence Allowance (DSA)**

Sponsored participants will receive a portion of their DSA on the first day of the meeting.

#### **9. Official languages in the Islamic Republic of Iran**

The official language in the Islamic Republic of Iran is Persian. English is spoken at the hotels in Ramsar.

#### **10. Weather and time zone information**



In March, temperatures in Ramsar usually range between a maximum of +15°C in the daytime and a minimum of +5°C at night. A rainy season is expected in March in Ramsar. Current weather conditions in the area can be found at: <http://www.worldweather.org/114/c00218.htm>. The standard time zone will be GMT +3 ½ hours.

#### **11. Electricity**

The electrical currents are 230 volts, 50 Hertz.



#### **12. Currency**



The currency in the Islamic Republic of Iran is the Rial (IRR). The current exchange rate as at 18 February 2009 is US \$1 = IRR 9,673.00 and (Euro) € 1 = IRR 12,155.62.

#### **13. Credit cards**

Please note that credit cards are not accepted in Iran. Participants are advised to exchange currency at the foreign exchange counter at the Imam Khomeini International Airport in Tehran.

#### **14. Vaccination Requirements for Travel to Iran**

No vaccination is needed for travel to Iran.

#### **15. Promotional Materials**

Participants wishing to share relevant publications, materials or documents at the Workshop should make, at their own expenses, the necessary arrangements **before 25 February 2009**.

Shipments can be sent to the attention of Ms. Yasaman Rajabkhah (see contact details under section 2, page 2) and must be arranged on a **door-to-door** basis, including 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. Where possible, a copy of the publication should be affixed to the exterior of each box.

#### **16. Disclaimer**

The CBD Secretariat disclaims all the responsibilities for medical, accident and travel insurances, for compensation for death or disability, for loss of or damage to personal property and for any other losses that may be incurred during travel time and the period of participation. In this context, it is strongly recommended that participants secure international medical, travel and other insurances for the period of travel and participation prior to departure.

Annex

REGISTRATION FORM FOR HOTEL ACCOMMODATION

REGIONAL CAPACITY-DEVELOPMENT WORKSHOP FOR CENTRAL ASIA ON  
NATIONAL BIODIVERSITY STRATEGY AND ACTION PLAN AND MAINSTREAMING  
OF BIODIVERSITY  
9-13 MARCH 2009, RAMSAR, IRAN

<b>Name:</b> Mr. /Ms. /Dr.		
<b>Country:</b>		
<b>Organization:</b>		
<b>Address:</b>		
<b>Tel. No.:</b>		
<b>Fax. No.:</b>		
<b>E-mail Address:</b>		
<b>FLIGHT DETAILS</b>		
<b>Date of Arrival:</b>	<b>Flight No:</b>	<b>Time of Arrival:</b>
<b>Date of Departure:</b>	<b>Flight No:</b>	<b>Time of Departure:</b>
<b>Please specify special dietary requirements, if any:</b>	<b>(For e.g. vegetarian, no pork, etc.)</b>	

Please return your completed form via fax or e-mail by no later than 25 February 2009 to:

**Ms. Yasaman Rajabkhah**

Tel/Fax: +0098 21 88 24 16 59

E-mail: [yasaman\\_rajabkhah@yahoo.com](mailto:yasaman_rajabkhah@yahoo.com) , [yasamanr@gmail.com](mailto:yasamanr@gmail.com)

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