



**Convention on
Biological Diversity**

Distr.
GENERAL

8 March 2012

ENGLISH ONLY






SUBSIDIARY BODY ON SCIENTIFIC,
TECHNICAL AND TECHNOLOGICAL
ADVICE

Sixteenth meeting

Montreal, Canada, 30 April - 5 May 2012

INFORMATION NOTE FOR PARTICIPANTS

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1. OFFICIAL OPENING

The official opening for the Sixteenth meeting of the Subsidiary Body on Scientific, Technical and Technological Advice (SBSTTA-16) will take place at **10:00 a.m. on Monday, 30 April 2012**. The formal sessions of the meeting will be held daily from Monday, 30 April 2012 onwards from **10:00 a.m. to 1:00 p.m.** and from **3:00 to 6:00 p.m.**

A reception will be held on 30 April 2012 at 6:30 p.m. at the International Civil Aviation Organization (ICAO). For more information on the programme of work, please refer to the provisional annotated agenda, which will be made available on the Secretariat's web site at: <https://www.cbd.int/doc/?meeting=SBSTTA-16>.

2. VENUE

All of the meetings listed above will be held at:

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

3. PRE-REGISTRATION

3.1 CONTRACTING PARTIES

The letter should indicate the names, titles and contacts of delegates attending the SBSTTA-16 meeting and should be sent to the attention of the Executive Secretary at the address below, as soon as possible, preferably by 23 April 2012. Without an official notification from representatives of contracting Parties nominated to attend the meeting, indicating the names, titles and contacts of delegates and including the head of the delegation, registration will not be possible.

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

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

3.2 OBSERVERS

3.2.1 STATES NOT PARTY TO THE CONVENTION

The pre-registration of States not Party to the Convention is subject to the same procedure as outlined in paragraph 3.1 above.

3.2.2 THE UNITED NATIONS AND ITS SPECIALIZED AGENCIES

The pre-registration of representatives of the UN and its specialized agencies and the International Atomic Energy Agency is subject to the same procedure as outlined in paragraph 3.1 above.

3.2.3 GOVERNMENTAL AND NON-GOVERNMENTAL BODIES OR AGENCIES QUALIFIED IN THE FIELDS OF BIODIVERSITY CONSERVATION AND SUSTAINABLE USE

Rule 7.1 of the rules of procedure applies to bodies or agencies qualified in the fields of biodiversity conservation and sustainable use wishing to be represented as observers in the meeting. These observers may, upon invitation of the President of the meeting, participate without the right to vote in the proceedings of any meeting in matters of direct concern to the body or agency they represent unless at least one third of the Parties present at the meeting object (rule 7.2). Pursuant to Annex of COP decision IX/29, the organization's statutes/rules or terms of reference, membership, as well as any other relevant information about the organization, must also be included with the request to be represented as an observer at the meeting.

The pre-registration of these representatives is subject to the receipt by the Secretariat of **an official letter and relevant documentation**. The letter must be on the organization's letterhead and signed by the organization's Chief Executive or President and not by the nominee. The letter should indicate the names, titles and contacts of delegates attending the SBSTTA-16 meeting. The letter should be sent to the attention of the Executive Secretary at the address indicated in item 3.1 above. This information provided will facilitate the delivery of conference badges upon arrival on site, and preparation of the list of participants. Participants who do not wish to have their coordinates appear on the list of participants should inform the registration desk upon their arrival at the venue.

4. ACCESS TO THE MEETING VENUE AND NAME BADGES

Access to the meeting venue is subject to the presentation of a valid conference badge. Conference badges with photographs will be issued at the registration counter located at **999 University from Sunday, 29 April from 10:00 a.m. to 6:00 p.m.**

Badges will be issued at the registration counter upon presentation of a valid passport or an identification card with a photograph, along with a copy of the nomination letters referred to under heading 3 above.

- **30 April - 5 May 2012 from 8:00 a.m. to 6:00 p.m.**

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

5. MEETING ROOM ALLOCATIONS/RESERVATIONS

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

Meeting rooms are available for all groups starting on 30 April 2012 and continuing every day **from 8:00 a.m. to 9:45 a.m.** For any other use outside this slot, the access to the meeting rooms needs to be confirmed, on a daily basis, with Nader Ibrahim or Lisa Pedicelli. Requests, prior to the start of the meeting, can be submitted to CBD Secretariat (secretariat@cbd.int), and through the “meeting room request” binder located next to the document distribution counter on the fourth floor, during the meeting.

6. DOCUMENTS



In order to minimize the environmental footprint of the meeting, only one set of official pre-session documents will be provided per country delegation. Pre-session documents in languages and information documents can be retrieved from the Secretariat’s web site: <https://www.cbd.int/doc/?meeting=SBSTTA-16>. Delegates are kindly requested to bring their own copies to the meeting.

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

7. VISA AND HEALTH REQUIREMENTS

7.1 VISA REQUIREMENTS



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

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

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

7.2 HEALTH REQUIREMENTS

There are no vaccination requirements for any international traveller.

8. HOTEL INFORMATION

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

Below is an indicative list of hotels (**annex B**) located in the vicinity of the meeting venue and the CBD Secretariat or close to a Metro (subway) station. Please reserve rooms as early as possible.

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

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



9. GENERAL INFORMATION ON ACCESS TO MONTREAL



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

Bus / Shuttles:

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

One way trip

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

Taxis:

Montreal-Trudeau /Downtown

CDN \$40 Fixed rate

10. SERVICES FOR PARTICIPANTS

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

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

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

11. PROMOTIONAL MATERIAL

11.1 DISPLAY TABLES

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

11.2 SHIPPING OF PROMOTIONAL MATERIAL

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

All shipments of promotional materials must be:

- Addressed to:
The International Civil Aviation Organization (ICAO)
Attention: CBD Meeting – SBSTTA-16
999 University Street
Montreal, Quebec
Canada
H3C 5H7
- Arriving in Montreal no earlier than one week prior to the start of the meeting;
- Arranged on a door-to-door basis, as ICAO does not deal with customs clearance and handling of the shipments, nor pay any shipment costs;
- Marked to the attention of CBD Meeting (as above);
- Identified with the title of the meeting (i.e. SBSTTA-16);
- Communicated to the CBD Secretariat (secretariat@cbd.int), with a copy to Mr. Mike Baiao (Mbaiao@icao.int) and Mr. Fabio Mawak (FMawak@icao.int), indicating the expected date of arrival in Montreal, the airway bill number and the number of boxes sent.

N.B. Boxes must be numbered in “1 of X format”. Whenever possible, a copy of the publication should be affixed to each box.

12. SIDE-EVENTS

Requests for side-events should be made using the **online** side-event submission system available on the Secretariat’s web site at: <http://www.cbd.int/register/home.shtml>. The deadline for the receipt of requests is **30 March 2012**. Requests received after the deadline will not be considered.

Requests will be processed on a first come, first served basis, with priority given to:

1. Side-events co-organized by partnerships between several organizations; and
2. Subjects on the agenda of SBSTTA-16, such as island biodiversity, marine and coastal biodiversity, GSPC, climate change.

Side-event requests, once processed by the CBD, can be viewed on the Secretariat's calendar of side-events web site at: <http://www.cbd.int/register/side-events/list.aspx?mtg=SBSTTA-16>, prior to and during the meeting.

Subject to availability of rooms and provided that side-event requests are received before the set deadline of **30 March 2012**, meeting rooms, equipped with LCD projectors and computers/laptops, for PowerPoint presentations, are provided **at no cost** to the side-event organizers. However, there may be a cost to the organizers when an event is scheduled in a room that does not already contain the required equipment. Should this be the case, organizers will be notified accordingly. It should be noted that side-events **may be rescheduled** depending on official sessions of the meeting. Should such a situation occur, it is the responsibility of side-events organizers to advise the caterer accordingly.

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

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

(a) Technical equipment

Mr. Adam Ponak
Director of Event Technology
PSAV® Presentation Services
900 de La Gauchetiere West
Montreal, Quebec, Canada, H5A 1E4
Tel: +514-871-8942
E-mail: aponak@PSAV.COM

(b) Catering

Mr. Ray Khalil
Lordia Cafeteria, ICAO Building
999 University Street
Montreal, Quebec Canada H3C 5H7
Telephone: + 1 (514) 954-8219 ext.7085
Mobile: +514-825-2493
E-mail: Ray.Khalil@hotmail.com

Side-event organizers without internet access or experiencing difficulties using the online system mentioned above, could address the duly completed form (**annex C**) to the CBD Secretariat (secretariat@cbd.int) or by fax + 1-514-288-6588.

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

13. PAYMENT OF THE DAILY SUBSISTENCE ALLOWANCES (DSA)

The DSA will be paid to the sponsored participants starting on the first day of the meeting.

14. OFFICIAL LANGUAGES

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

15. WEATHER AND TIME ZONE INFORMATION



In April and May temperatures in Montreal usually range between a maximum of +19°C in the daytime and a minimum of -2°C at night. Please bring appropriate clothing. Current weather conditions in the area can be found at: <http://www.worldweather.org/056/c00634.htm>.

The standard time zone will be GMT/UTC -4 hours.

16. ELECTRICITY

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



17. CURRENCY



The currency in Canada is the Canadian Dollar (CDN \$). The current exchange rate as at 8 March 2012 is US \$1 = CDN \$0.99 and € 1 = CDN \$1.30.

18. DISCLAIMER

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

Annex A – Country Listing

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

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

A

Afghanistan
Albania
Algeria
Angola
Argentina
Armenia
Azerbaijan

B

Bahrain
Bangladesh
Belarus
Belize
Benin
Bhutan
Bolivia
Bosnia and Herzegovina
Brazil
Bulgaria
Burkina Faso
Burundi

C

Cambodia
Cameroon
Cape Verde
Central African Republic
Chad
Chile
China
Colombia
Comoros
Congo, Democratic
Republic of the
Congo, Republic of the
Costa Rica
Cuba
Czech Republic

D

Djibouti
Dominica
Dominican Republic

E

East Timor
Ecuador
Egypt
El Salvador
Equatorial Guinea

E (cont'd)

Eritrea
Ethiopia

F

Fiji

G

Gabon
Gambia
Georgia
Ghana
Grenada
Guatemala
Guinea
Guinea-Bissau
Guyana

H

Haiti
Honduras

I

India
Indonesia
Iran, Islamic Republic of
Iraq
Israel
Ivory Coast

J

Jamaica
Jordan

K

Kazakhstan
Kenya
Kiribati
Korea, Democratic People's
Republic of
Kuwait
Kyrgyzstan

L

Lao, People's Democratic
Republic of
Lebanon
Lesotho
Liberia
Libyan Arab Jamahiriya
Lithuania

M

Macao
Madagascar
Malawi
Malaysia
Maldives
Mali
Marshall Islands
Mauritania
Mauritius
Mexico
Micronesia, Fed. States of
Moldova
Mongolia
Montenegro
Morocco
Mozambique
Myanmar

N

Nauru
Nepal
Nicaragua
Niger
Nigeria

O

Oman

P

Pakistan
Palau
Palestinian Authority
Panama
Paraguay
Peru
Philippines
Poland

Q

Qatar

R

Romania
Russian Federation
Rwanda

S

Sao Tomé e Príncipe
Saudi Arabia
Senegal
Serbia
Seychelles

S (Cont'd)

Sierra Leone
Somalia
South Africa
Sri Lanka
Sudan
Suriname
Syrian Arab Republic

T

Tajikistan
Tanzania, United Republic
of
Thailand
The former Yugoslav
Republic of Macedonia
Togo
Tonga
Trinidad and Tobago
Tunisia
Turkey
Turkmenistan
Tuvalu

U

Uganda
Ukraine
United Arab Emirates
Uruguay
Uzbekistan

V

Vanuatu
Venezuela
Viet Nam

Y

Yemen

Z

Zambia
Zimbabwe

Rate of exchange: US \$1 = CDN \$0.99 and
€1 = CDN \$1.30

Annex B – Hotel Listing

LIST OF HOTELS WITH INDICATIVE ROOM RATES IN CANADIAN DOLLARS PRICES DO NOT INCLUDE THE APPLICABLE TAXES: GST 5% + QST 9.5%

RATES ARE INDICATIVE AND SUBJECT TO CHANGE

A. FIVE STAR HOTELS	Approximate room rates	Distance to the meeting venue	Remarks
1. Hotel Inter-Continental Montreal 360 St. Antoine Street West, Montreal, Quebec Tel.: +1-514-847-8525, option #3 America toll free: +1-800 361 3600 Fax: +1-514-847-8730 E-mail: montreal@interconti.com ; yulhb-reservations@ihg.com Web site: http://www.ichotelsgroup.com/intercontinental/en/gb/reservations/dates-preferences/montreal	Please request the <u>SCBD</u> or <u>ICAO</u> Rates at the time of booking. Jan – Apr \$159.00 1 King Bed May – Oct \$189.00 1 King Bed Nov – Dec \$159.00 1 King Bed	7 minutes' walk	Rates include: <ul style="list-style-type: none"> • High speed internet
2. Hyatt Regency Montreal 1255 Jeanne-Mance, Montreal, Quebec, H5B 1E5 Tel: +1-514- 982-1234 Fax: +1-514-841-2069 Web site: www.montreal.hyatt.com	Please request the <u>CBD/SCBD</u> rates at the time of booking or #78642 for online bookings. Jan – Apr \$145.00 May – Oct \$180.00 Nov – Dec \$145.00	13 minutes' walk	Rates include: <ul style="list-style-type: none"> • High speed internet
B. FOUR-STAR HOTELS			
3. Delta Centre Ville 777 University Street Montreal, Quebec Tel.: +1-514-879-1370 Fax: +1-514-879-1761 Web link for reservations: www.deltahotels.com/bg3	Please Request the <u>CBD</u> or <u>ICAO</u> rates at the time of booking. Jan – Dec \$155.00 Single Jan – Dec \$175.00 Double	1 minute walk	Rates include: <ul style="list-style-type: none"> • High speed internet • Breakfast
4. Holiday Inn Select 99 Viger Street West Montreal, Quebec Tel.: +1-514-878-9888 Fax: +1-514-878-6341 Web site: www.ichotelsgroup.com	Please request the <u>CBD/SCBD</u> or <u>UN</u> rates at the time of booking. Jan - Apr \$125.00 May – Oct \$149.00 Nov – Dec \$125.00	10 minutes' walk	Rates include: <ul style="list-style-type: none"> • High speed internet
5. Hôtel de la Montagne 1430 de la Montagne Street Montreal, Quebec Tel.: +1-514-288-5656 Toll free in North America: + 1-800-361-6262 Fax: +1-514-288-9658 Web site: www.hoteldelamontagne.com	Please request <u>CBD</u> or <u>ICAO</u> rates at the time of booking. Jan - Dec \$155.00 1 King Bed Jan - Dec \$185.00 2 Queen Beds	20 minutes' walk	Rates include: <ul style="list-style-type: none"> • High speed internet
6. Square Phillips (Hotel & Suites) 1193 Place Phillips Montreal, Quebec H3B 3C9 Tel. + 1-514-393-1193 Fax: + 1-514-393-1192 Web site: www.squarephillips.com	Please request <u>SCBD</u> rates at the time of booking. Daily (D) and weekly (W) rates available. Studio: Jan-Apr (D \$130.00-W \$121.00) May-Oct (D \$149.00-W \$133.00) Nov-Dec (D \$132.00-W \$123.00) (rates for other rooms sizes are available, contact hotel directly)	9 minutes' walk	Rates include: <ul style="list-style-type: none"> • Breakfast • Free internet • Local calls
7. Embassy Suites 208 St-Antoine West Montreal, Quebec Tel: +1-514-288-8886 Fax: 514-288-8899 Web site: http://embassysuites1.hilton.com/en_US/es/hotel/YUL_DNES-Embassy-Suites-Montreal-Quebec/index.do	Please request <u>ICAO</u> rates at the time of booking. Rates are divided in two: under 2 weeks and over 2 weeks. Under 2 weeks, \$159.00 Over 2 Weeks, \$129.00	10 minutes' walk	Rates include: <ul style="list-style-type: none"> • Breakfast • High speed internet • Two drinks daily

B. FOUR-STAR HOTELS (continued)	Approximate room rates	Distance to the meeting venue	Remarks
8. Le Westin Montréal 270 St-Antoine West Montreal, Quebec Tel: 514-380-3333 Fax:514-380-3332 Web site: http://www.westinmontreal.com/	Please request <u>ICAO</u> rates at the time of booking. Jan – Apr \$159.00 May – Oct \$179.00 Nov – Dec \$159.00	7 minutes' walk	Rates include: <ul style="list-style-type: none"> • High speed internet
C. THREE-STAR HOTELS			
9. Best Western 3407 Peel Street (corner of Peel and Sherbrooke Street) Montreal, Quebec Tel: +1-514-288-4141 or Toll-free: +1-800-361-7791(Canada &U.S.A.) Fax: +1-514-288-3021 Reservations: sam@hotelvillemarie.com Web site: www.hotelvillemarie.com	Please request <u>ICAO</u> rates at the time of booking. Nov – Apr \$109.00 May – Oct \$135.00	20 minutes' walk	Rates include: <ul style="list-style-type: none"> • High speed internet
10. Hotel Le Dauphin 1025, De Bleury Montreal Tel: +1-514-788-3888 Fax: + 1-514-788-3889 E-mail: mtl_centre@hoteldauphin.ca Web site: www.hoteldauphin.ca	Please request <u>CBD</u> rates at the time of booking. Nov – Apr \$115.00 May – Oct \$129.00	7 minutes' walk	Rates include: <ul style="list-style-type: none"> • Breakfast • High speed internet
11. L'Appartement-in-Montréal 455 Sherbrooke Street West Montreal, Quebec Tel.: +1-514-284-3634 Fax: +1-514-287-1431 Web site: www.appartementhotel.com	Please request <u>SCBD</u> rates at the time of booking. Daily (D) and weekly (W) rates available. Studio: Jan – Apr (D\$112.00-W\$101.00) May –Oct (D\$125.00-W\$108.00) Nov – Dec (D\$112.00-W\$101.00) (rates for other rooms sizes are available, contact hotel directly)	20 minutes' walk	Rates include: <ul style="list-style-type: none"> • Breakfast • High speed internet • Local calls
12. Hotel La Tour Centrale 400 René-Lévesque Blvd. W. Montreal, Quebec Tel.: + 1-514-866-8861 Fax: + 1-514-866-7257 E-mail : sales@hotelcentreville.com Web site: www.hotelcentreville.com	Please request <u>CBD</u> rates at the time of booking. Apr -8 May: \$75.00 studio/\$85 suite 9 May-Oct: \$82.00 studio/\$92 suite	10 minutes' walk	Rates Include: <ul style="list-style-type: none"> • High Speed Internet
13. Travelodge 50, René-Lévesque Blvd. West Montreal, Quebec Tel.: +1-514-874-9090 Fax: +1-514-874-0907 E-mail: reserve@travellodgemontréal.ca Web site: www.travelodge.com	Please request <u>CBD</u> rates at the time of booking. Jan – Apr \$73.00 May – Oct \$93.00 Nov – Dec \$73.00	20 minutes' walk	Rates include: <ul style="list-style-type: none"> • High speed internet
14. L'HOTEL 262 St Jacques West Montreal, QC H2Y 1N1 Tel.: +1-514-985-0019 Fax.: +1-514-985-0059 Web site: http://www.lhotelmontreal.com/	Please request <u>CBD</u> rate at the time of booking. Jan – Apr \$115.00 May-Oct \$135.00 Nov – Dec \$115.00	7 minutes' walk	Rates include: <ul style="list-style-type: none"> • Breakfast • High speed internet

Annex C – Side-Event Request Form

CBD



Convention on Biological Diversity

Deadline: 30 March 2012

SIDE-EVENTS REQUEST FORM

SIXTEENTH MEETING OF THE SUBSIDIARY BODY ON SCIENTIFIC, TECHNICAL AND TECHNOLOGICAL ADVICE (SBSTTA-16) 30 APRIL – 5 MAY 2012, MONTREAL, CANADA

Please ensure that all the information below is completed

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

1. Event Title: _____

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

3. Expected number of Participants: _____

4. Preferred date and time:

(a)	First Choice:	___/___/2012	time:	13:15 – 14:45	<input type="checkbox"/>	18:15 – 19:45	<input type="checkbox"/>
(b)	Second choice:	___/___/2012	time:	13:15 – 14:45	<input type="checkbox"/>	18:15 – 19:45	<input type="checkbox"/>
(c)	Third choice:	___/___/2012	time:	13:15 – 14:45	<input type="checkbox"/>	18:15 – 19:45	<input type="checkbox"/>

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

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

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

7. Short event description: _____

• For any catering arrangements, please refer to page 6 under heading 12. Any event requiring special equipment is at the expense of the organizer; for any query & assistance, please contact: secretariat@cbd.int.
