

**Convention on  
Biological Diversity**

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14 November 2016

ENGLISH ONLY

CONFERENCE OF THE PARTIES TO THE  
CONVENTION ON BIOLOGICAL DIVERSITY

Thirteenth meeting

CONFERENCE OF THE PARTIES SERVING AS  
THE MEETING OF THE PARTIES TO THE  
CARTAGENA PROTOCOL ON BIOSAFETY

Eighth meeting

CONFERENCE OF THE PARTIES SERVING AS  
THE MEETING OF THE PARTIES TO THE  
NAGOYA PROTOCOL ON ACCESS TO GENETIC  
RESOURCES AND THE FAIR AND EQUITABLE  
SHARING OF BENEFITS ARISING FROM THEIR  
UTILIZATION

Second meeting

Cancún, Quintana Roo, México, 4-17 December 2016

**INFORMATION NOTE FOR PARTICIPANTS**

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## 1. VENUE AND DATES

The Thirteenth meeting of the Conference of the Parties to the Convention on Biological Diversity (COP-13), the Eighth meeting of the Conference of the Parties serving as the meeting of the Parties to Cartagena Protocol on Biosafety (COP-MOP-8) and the Second meeting of the Conference of the Parties serving as the meeting of the Parties to the Nagoya Protocol on Access to Genetic Resources and the Fair and Equitable Sharing of Benefits Arising from their Utilization (COP-MOP-2), (hereinafter “the Meetings”) will be held at the Moon Palace Convention Centre, Cancun, Quintana Roo, Mexico, from 4 to 17 December 2016. **The High Level Segment will precede the Meetings on 2 and 3 December 2016.**

### **The Moon Palace Golf and Spa Resort/Convention Centre**

Carretera Cancún – Chetumal km 36.5

Riviera Maya 77500 C.P

Cancún, Quintana, Roo, Mexico

Tel: +52-998-881 6000

Fax: +52-998-881 6001

Web site: [www.moonpalacecancun.com](http://www.moonpalacecancun.com)

**Host Country COP-13, COP-MOP-8 and COP-MOP-2 web site:** [cop13.mx](http://cop13.mx)

## 2. OFFICIAL OPENING

The official opening of the Meetings will take place at the Moon Palace on 4 December 2016. The formal sessions of the Meetings 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.** (excluding 10-11 December 2016). For detailed information, please refer to the proposed organization of work (document UNEP/CBD/COP/13/1/Add.2, UNEP/CBD/BS/COP-MOP/8/1/Add.2, UNEP/CBD/NP/COP-MOP/2/1/Add.2) which will be made available at: [www.cbd.int/COP2016](http://www.cbd.int/COP2016).

## 3. HIGH-LEVEL MINISTERIAL SEGMENT

A High-Level Ministerial Segment (HLS) hosted by the Government of Mexico and organized in consultation with the Bureau of the Conference of the Parties and the Executive Secretary of the Convention will precede the Meetings.

The HLS will start on 2 December 2016 at 10:00 a.m. at the Arena building of the Moon Palace and continue until 3 December 2016. The results of the HLS will be presented in the opening session of the COP-13, COP-MOP-8 and COP-MOP-2 on 4 December 2016.

The discussions throughout the two days will take place in plenary sessions and in four roundtables (two parallel sessions per day) as follows: Friday 2 December: Agriculture and Tourism; Saturday 3 December: Forests and Fisheries. The interventions of Ministers or Heads of Delegations will be done as part of an interactive dialogue that will take place in the roundtable discussions. Each Minister or Head of Delegation will have the opportunity to participate in one roundtable discussion each day.

### Registration:

A dedicated counter for the HLS in the registration tent will be operational from 1 December 2016 to 3 December 2016, from 8:00 a.m. to 6:00 p.m., for the collection/issuance of the meeting badges and HLS pins.

For Ministers:

A welcome package, which will include the HLS pin, will be made available and may be collected by a member of their COP 13 delegation/authorized personnel at the HLS registration counter in the

registration tent as of 1 December 2016. Badges for ministers will be issued in advance and will be provided with the package.

For heads of delegation and accompanying persons/representatives of United Nations agencies and all other invited organizations:

Meeting badge and HLS pin are required to be collected in person at the registration tent as of 1 December 2016.

In view of the large number of participants expected at the sessions of the HLS, access to the HLS meeting rooms will be restricted. Therefore, please ensure that you wear the HLS pin as well as a valid COP 13 badge to access the HLS meeting rooms.

Each Minister or Head of delegation will be entitled to the assistance of two supporting officials (1+2 format) in the meeting rooms.

Transportation for HLS:

Transportation will be offered to ministers and dignitaries. The schedule of services will sent in due course.

To view the list of official hotels served by dedicated transportation for the meetings, kindly refer below to item 8 on accommodation.

Ministers and dignitaries who will be using diplomatic cars offered by local diplomatic representations or private cars are kindly requested to obtain vehicle permits. Information was sent directly to officials.

Vehicle access for COP venue

Participants are kindly informed that vehicle access to the Moon Palace will be highly restricted between 29 November and 17 December 2016.

Parties and Governments wishing to obtain a permit for official vehicle access to the meeting venue are required to fill in the attached form below and submit the official request to the Secretariat as soon as possible.

Kindly note that only one Vehicle Permit per Government or organization, in addition to the Minister's car, will be allowed.

Permits can be collected at the registration tent of the conference as of 28 November 2016.

The HLS information note providing details on the programme of the HLS prepared by the host Government is available on the Secretariat's web site at: <https://www.cbd.int/doc/meetings/cop/cop-13-hls/other/cop-13-hls-info-note-en.pdf>

Other information related to the HLS can be found on the Host Government web site: <http://cop13.mx/en/high-level-segment-hls/> and the Secretariat's web site: <https://www.cbd.int/cop/preparation/cop13-hls/default.shtml>

The Secretariat's focal point for all issues related to the HLS is Ms. Amy A. Fraenkel (see item 25 below for contact details).

## 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 11 November 2016**. Earlier registration is encouraged, and is required for eligible delegations requesting financial support (Please refer to Item 11 of this Note).

The letter, which must indicate the names, titles and contact details and, when possible, passport number, of delegates nominated to attend the Meetings, 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  
World Trade Centre  
413 St. Jacques Street, Suite 800  
Montreal, Quebec  
H2Y 1N9, Canada  
Fax: + 1-514-288-6588  
E-mail: [secretariat@cbd.int](mailto:secretariat@cbd.int)

The nomination letter should clearly indicate the meeting that each delegate is officially designated to attend i.e. COP-13, COP-MOP-8 of the Cartagena Protocol or COP-MOP-2 of the Nagoya Protocol or all the three meetings.

In accordance with rule 18 of the rules of procedure for meetings of the COP, which also applies, *mutatis mutandis*, to the COP-MOPs of the Cartagena and Nagoya Protocols, credentials of representatives of States Parties to the Convention and the Cartagena and Nagoya Protocols, as well as the names of alternate representatives and advisers, must be submitted to the Secretariat **no later than twenty-four hours** after the opening of the meetings in order to confirm that delegates have been duly appointed, authorized and empowered to represent their country at the meetings. Any later change in the composition of the delegation shall also be communicated to the Secretariat.

The credentials must be issued either by the Head of State or Government or by the Minister of Foreign Affairs or, in the case of a regional economic integration organization, by a competent authority of that organization. A credential should indicate the date and place where it was issued, be signed by the competent authority and indicate the title of the signatory. In the case of a person acting ad interim, as the Head of State or Government or as the Minister of Foreign Affairs, the title must indicate that the person is exercising such powers ad interim. In this respect, the Secretariat will accept the following formulations: Acting President, Acting Prime Minister, Acting Minister of Foreign Affairs, President ad interim, Prime Minister ad interim and Minister of Foreign Affairs ad interim.

Parties to the Convention that are also Parties to Cartagena Protocol and/or Nagoya Protocol may submit one set of credentials covering the participation of their representatives in COP-13 and/or COP-MOP 8 of the Cartagena Protocol and/or COP-MOP 2 of the Nagoya Protocol.

Original credentials, duly signed as indicated above, and prepared in one of the six official languages of the United Nations (Arabic, Chinese, English, French, Russian or Spanish) should be sent by mail to the Secretariat or deposited during COP-13 with the staff of the Secretariat at the Credentials Desk located at the Registration area of the conference venue, the Moon Palace Convention Centre in Cancun. If the credentials have been executed in another language, a courtesy translation in English would be

appreciated to facilitate the examination of credentials. A list of valid credentials will be posted on the Secretariat website at: <https://www.cbd.int/doc/?meeting=COP-13>. The Secretariat strongly recommends to Parties to verify that their credentials have been listed on the official site of the Secretariat.

In accordance with rule 19 of the rules of procedure, the Bureau will examine the credentials and submit its report to the COP and the COP-MOPs.

States that are not Parties to the Convention or to any of the Protocols are not required to provide their representatives with credentials.

Sample formats of credentials for each or all of the above-mentioned meetings are provided in **Annex A**.

Questions regarding the credentials should be directed to Mr. Worku Damena Yifru (see item 25 below for contact details).

## **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 11 November 2016**, and must indicate the names, titles and contact details of the delegates to the meeting. The letter should also clearly indicate the meeting or meetings that each nominee is designated to attend, i.e. COP-13, COP-MOP-8 of the Cartagena Protocol or COP-MOP-2 of the Nagoya Protocol or all the three meetings.

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 11 November 2016**, and must indicate the names, titles and contact details of the delegates to the meeting, and the meeting or meetings that each delegate is officially designated to attend.

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 11 November 2016**

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 Head of the organization, and must indicate the names, titles and contact details of the delegates to the meeting. The letter should also indicate the meeting or meetings that each nominee is officially designated to attend.

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 venue of the Meetings is subject to the presentation of a valid conference badge. Badges with photographs will be issued at the Registration Tent located in front of the main entrance upon the presentation of a valid passport or an identification card with a photograph, Priority Pass along with a copy of the letter of nomination or credential referred to in 4.1, above. Registration will start on 30 November and continue until 17 December 2016 between 8:00 a.m. and 6:00 p.m. daily with extended hours on 3, 4, 5, and 12 December until 7:00 p.m.

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

## **6. PROCEDURES FOR MEDIA ACCREDITATION**

Media participation at CBD meetings is subject to accreditation by the CBD Secretariat. Media accreditation is strictly reserved for members of the press - print, photo, radio, TV, film, news agencies and online media - who represent a bona fide media organization. Accreditation will be granted upon presentation of valid press credentials including:

1. Completed online accreditation form (Annex B available in English or Spanish);
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;
4. Photocopy of passport/national ID card.

Please also note the following:

- Independent broadcast or film production companies are required to provide a letter from a broadcast organization or film distributor which has committed to air or distribute the work or from the UN partner organization that supports the production.
- Print media representatives may be required to submit two bylined articles within the past four months and a copy of the publication.
- Radio and TV media representatives may be asked to submit two recordings of reports within the past four months.
- Photographers are required to submit original tear sheets or photos with credits of the issuing organization.
- Online media must meet the following requirements, in addition to those above:
  - o The web publication must belong to a registered company, such as a media organization, and have a specific, verifiable non-web address and a telephone number;
  - o The online journal requesting accreditation for its correspondent must have a substantial amount of original news content or commentary or analysis on international issues;

- If the web site is new, the applicant seeking accreditation must provide the latest data on the site's visitors or other relevant material (press citations, etc.) about the outlet's audience. The applicant must have an established record of having written extensively on international issues and must present copies of three recently published articles with his/her byline;
- Online publications which are communications outreach or advocacy publications of non-governmental or non-profit organizations do not qualify for media accreditation.
- Freelance Journalists: Freelance journalists can only obtain accreditation for a specific event or time period. Freelance journalists, including photographers, must provide clear evidence they are on assignment from a specific news organization or publication. A valid assignment letter from that news organization, or publication, is required.

To avoid delays upon arrival, please submit the duly completed Media Accreditation Form together with the documents listed above by **21 October 2016** to Mr. Johan Hedlund (see item 25 below for contact details).

It is also possible to register on-site by providing all the documents referred to above, but note that delays may be experienced in processing. Note that double accreditation is not permitted (e.g. as press and delegate, or as press and NGO).

Once accreditation is confirmed, press passes for the meeting, can be picked up at the registration counter onsite 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, please contact Mr. David Ainsworth. For information on requesting press conferences, please contact Mr. Johan Hedlund (See item 25 below for contact details).

Information regarding media guidelines and media briefing schedule, and other relevant information will be provided at a later date on the Meetings web site at: [www.cbd.int/COP2016](http://www.cbd.int/COP2016).

## 7. DOCUMENTS

In order to minimize the negative environmental impact of the Meetings, in-session documents will only be available through print on demand system. With regard to pre-session documentation, delegates requiring hardcopies are urged to bring their own copies. USB keys containing pre-session documents will be available upon request.

Pre-session and information documents for each of the meetings are available on the Secretariat's web site as follows:

### COP-13

[www.cbd.int/doc/?meeting=COP-13](http://www.cbd.int/doc/?meeting=COP-13)

### COP-MOP-8

[www.cbd.int/doc/?meeting=MOP-08](http://www.cbd.int/doc/?meeting=MOP-08)

### COP-MOP-2

[www.cbd.int/doc/?meeting=NP-MOP-02](http://www.cbd.int/doc/?meeting=NP-MOP-02)

In-session documents will be available on the Secretariat's web site at: [www.cbd.int/insession](http://www.cbd.int/insession).

## **8. OFFICIAL STATEMENTS**

To assist with the interpretation process, delegates wishing to make interventions during official sessions of the Meetings are strongly urged to deposit a hard copy of their statement at the document distribution counter located at the Moon Palace Arena Lobby, ground floor at least **1 hour in advance**.

The statement should include the following information in its header:

- 1- Party/organization name;
- 2- Identify session of intervention: Plenary, working groups I and II;
- 3- Date and time of intervention;
- 4- Agenda item number.

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 attending each of the Meetings will be prepared by the Secretariat and made available on its web site soon after the closing of the COP-13, COP-MOP-8 and COP-MOP-2 meetings at the following link: [www.cbd.int/COP13-LoP.pdf](http://www.cbd.int/COP13-LoP.pdf). Participants not wishing to have their full coordinates appear on the list of participants should notify the Secretariat staff at the registration counter.



## 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, a medical unit will be available on site for emergencies.

The Moon Palace Hotel provides all inclusive services to its guests (food and beverages at all times) at any of the hotel complex restaurants and eateries.

For participants not staying at the Moon Palace, food services will be offered on site on a commercial basis.

### Restaurants:

The Moon Palace will dedicate two of its restaurants for the exclusive use of the participants at the meetings (restaurant Buganblias serving Mexican/international buffet and restaurant La Gondola serving Italian menu). Both restaurants are located on the main floor of the Sunrise Building. Meal tickets will be available for purchase on site. Hours of operation are from 6:45 a.m. to 11:00 p.m.

### Food Kiosks:

A number of food kiosks will be available throughout the venue serving a variety of light meals, snacks and beverages. Operating hours are from 7:30 a.m. to 11:00 p.m. (Sunrise Building) and from 8:30 a.m. to 11:30 p.m. (Arena Building). Payment will be accepted in cash (US dollars or Mexican Pesos) and by credit card (Visa, MasterCard or American Express).

### Banking:

- ATM /cash machines are available on the main floor of the Sunrise building.
- Currency Exchange services are available at the Moon Palace Hotel Reception desk in the Sunrise building (USD, CAD and EURO)

### **Help Desks at Conference Venue**

The Conference Venue will have facilitation desks to provide information about the facilities, tours, transport, accommodation and other useful information.

## 11. TRAVEL AND DAILY SUBSISTENCE ALLOWANCE ARRANGEMENTS

Subject to the availability of contributions to the Special Voluntary Trust Fund for Facilitating Participation of Parties in the Convention process established by Decision III/24, and in accordance with the interim policy adopted by the Bureau in this regard, the Secretariat expects to be in a position to finance the participation of a representative from eligible countries. Eligible Parties to the Convention wishing to solicit such assistance are kindly requested to inform the Secretariat of the name and contact information of the designated representative to receive financial support as soon as possible but no later than **15 September 2016**. Please note that the Secretariat will be unable to respond positively to requests for financial support after this deadline

Funded participants, with approved funding letters, requiring special arrangements regarding their hotel deposit are kindly requested to send an e-mail directly to: Mr. Mauricio Marrón: [mmarron@mundomex.com.mx](mailto:mmarron@mundomex.com.mx) with subject line: 'COP-13 funded-delegate-delegate name-hotel name – special arrangement request', and the e-mail to contain arrival and departure information as well as hotel name and dates booking is required. Please note that your booking will be considered final at this stage.

The DSA office will be open from Friday, 2 December to Wednesday 7 December from 9:00 a.m. to 5:00 p.m. If more opening hours are necessary, the information will be posted on the venue monitors.

For any query related to travel and daily subsistence allowance (DSA), sponsored participants are invited to contact the designated focal person Ms. Martine Christin (see item 25 below for contact details).

## 12. VISAS

All foreign visitors to Mexico are required to hold a passport with minimum six months validity and are required to complete all formalities, as required by Immigration Authorities.

For holders of **Ordinary Passports**, to verify if a visa is required in your ordinary national passport to enter Mexico, visit the following link: <http://www.gob.mx/cms/uploads/attachment/file/8932/visasordinarios.pdf>

For holders of **Diplomatic, Official or Service Passports**, to verify if a visa is required to enter Mexico, please visit the following link: <http://www.gob.mx/cms/uploads/attachment/file/47882/visasnoordinarios.pdf>

However, please note the special exceptions described below.

In case a visa is required in your passport, please contact the Mexican Consular Office where you intend to apply, to obtain the requirements for your visa.

- List of Mexican Embassies abroad:

<http://directorio.sre.gob.mx/index.php/embajadas-de-mexico-en-el-exterior>

- List of Mexican Consulates abroad:

<http://directorio.sre.gob.mx/index.php/consulados-de-mexico-en-el-exterior>

- List of Embassies and Consulates in Mexico:

<http://directorio.sre.gob.mx/index.php/representaciones/misiones-extranjeras-acreditadas-en-mexico>

In the absence of Mexican Diplomatic Representation in your country of citizenship or residence, applications for visas will be accepted at any other Mexican Diplomatic representation which issues visas. Please visit the links above.

Visa applicants are required to be submit their application in person at the respective visa processing office. **Visas upon arrival are not permitted under Mexican legislation.**

## **SPECIAL VISA EXEMPTIONS**

Please note that a foreign citizen holding a valid passport and having any of the following documents does not require a Mexican visa:

- a) Valid multiple entry visa from Canada, the United States of America, Japan, the United Kingdom of Great Britain and Northern Ireland, or any of the countries of the Schengen Area (Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxemburg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden and Switzerland);
- b) A document certifying permanent residence in Canada, USA, Japan, the United Kingdom of Great Britain and Northern Ireland, or any of the countries of the Schengen Area (see above list);
- c) APEC Business Traveler Card (ABTC) approved by Mexico

## **STANDARD VISA REQUIREMENTS**

The standard requirements for visas for participants at the CBD COP-13, COP-MOP 8 of the Cartagena Protocol and COP-MOP 2 of the Nagoya Protocol are as follows:

To obtain a Mexican visa in your ordinary passport you must present the following requirements:

- I. Original and copy of valid passport or ID Travel Document;
- II. One color passport size photograph that should be taken assuring visibility of the face and looking at the front of the camera, the picture should be taken without glasses, with a white background. The photo should be at least 32.0 millimeters x 26 millimeters and 39.0 millimeters x 31.0 millimeters as maximum;
- III. Original and copy of the documents that prove legal status, if the foreign visitor is not a national of the country where the visa is requested;
- IV. The following documents, as applicable, in order to certify that the foreign visitor is an accredited delegate or participant at the meetings:
  1. Proof of registration to participate in the meetings (Priority Pass issued by the Secretariat of the Convention on Biological Diversity);
  2. Official Visa Assistance Letter issued by the Secretariat of the Convention on Biological Diversity;
- V. Other requirements may apply\*. Please contact the visa post in which application for visas will be submitted to confirm requirements, prior to submitting your application.

Please note that all visas will be issued with limited validity and do not permit holders to engage in gainful activities while in the country.

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\* The usual requirements for visas for Mexico are available at the following links:

In English: <https://www.cbd.int/doc/meetings/cop/cop-13/cop13-visa-en.pdf>

In Spanish: <https://www.cbd.int/doc/meetings/cop/cop-13/cop13-visa-es.pdf>

If facing challenges to obtain your visa after submitting your application, please send an e-mail to the Secretariat to Ms. Maria Crespo ([maria.crespo@cbd.int](mailto:maria.crespo@cbd.int)) with the following information:

Name:  
E-mail address:  
Country of origin:  
Country of visa application:  
Reference number (if any):  
In the subject include: COP-13 Visa

### **13. GREENING OF THE MEETINGS**

The Government of Mexico and the Secretariat of the Convention on Biological Diversity aim to create a setting that is true to the spirit of the Convention and that meets the requirements of environmental protection in general. Mexico is therefore organizing the Meetings 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, to give participants first-hand experience of the ideas behind the environmental concept and thus indirectly also promote the goals of the meeting.

The main areas that the concept will address are: waste management, travel of participants, and efficient use of energy and water during the meeting. Climate protection will also play a key role.

#### **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 Meetings. To facilitate efficient waste recycling, waste will be collected separately.

The venue holds a waste management programme which includes: glass, plastic (PET & PEAD), paper and cardboard, aluminium, used cooking oil, organic waste, multi-layered containers and electronics recycling, including appropriate management of chemicals and dangerous wastes.

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

#### **13.2 Energy and water**

Energy and water consumption for the meeting will be kept as low as possible.

Water fountains and dispensers will be placed strategically throughout the conference venue. Participant kit bags will contain a souvenir tumbler to drink water from the dispenser. Paper cups will also be placed at the water fountains, but participants are urged to minimize the use of paper cups.

The venue has water treatment plants, and the treated water is used to irrigate the gardens and the hotel's golf course.

### **13.3 CO2 reduction**

In order to reduce CO<sub>2</sub> emissions from transit and make delegates movement convenient and comfortable in Cancun, the Government of Mexico will provide complimentary transport for the delegates during the COP-13.

### **13.4 Climate protection / Carbon Footprint**

The Government of Mexico is committed to minimizing the negative impacts on the climate as caused by the conference. All greenhouse gas emissions, e.g. in the transport and energy sectors, will be kept as low as possible. All non-avoidable greenhouse gas (GHG) emissions, for example emissions resulting from the long flights which many participants must take to and from Mexico, will be calculated and compensated.

### **13.5 Dress Code**

In order to reduce the need for air conditioning and thereby keep use of energy and associated greenhouse gas emissions to a minimum, a “casual elegant” or “smart casual” dress code will be observed for all the Meetings. (i.e. no need for jackets or other warm clothing).

## **14. TRANSPORTATION**

The Government of Mexico will offer complimentary transportation to/from Cancun airport to the Meeting venue and the Designated Hotels from 28 November to 18 December 2016. The schedule of services will be published in due course. To view the list of official hotels for the Meetings kindly visit the English website: <https://www.reservaciones-cop13.com/en/hotels> and the Spanish website: <https://www.reservaciones-cop13.com/es/hotels>

### Vehicle access for COP venue

Participants are kindly informed that vehicle access to the Moon Palace will be highly restricted between 29 November and 17 December 2016.

Parties and Governments wishing to obtain a permit for official vehicle access to the meeting venue are required to fill in the attached form below and submit the official request to the Secretariat as soon as possible.

Kindly note that only one Vehicle Permit per Government or organization, in addition to the Minister’s car, will be allowed.

Permits can be collected at the registration tent of the conference as of 28 November 2016.

### **14.1. Welcome Desks**

#### **Airport Facilitation Counter & Signage**

For the convenience of delegates welcome desks will be organized to assist participants for departure and arrivals, see below for details.

#### **Arrivals**

At the Mexico City International Airport a Transfer Help Desk will be set up to assist with transfers to Cancun.

At the Cancun International Airport a Help Desk, with COP-13, COP-MOP-8, and COP-MOP-2 Meetings logo will be operational from 27 November to 15 December 2016. The desk will service all arrivals and will assist in directing delegates to their respective transfer shuttle busses and when needed, with hotel reservations.

### **Departures**

The help desk at Cancun International Airport will be operational for all departure flights between 15 December and 19 December 2016.

## **15. HOTEL ACCOMMODATION**

To book accommodation at the Moon Palace Hotel and Spa in which the Meetings will be held or at other off site Designated Hotels, access is through the COP-13 COP-MOP-8 and COP-MOP-2 booking engine in English: <https://www.reservaciones-cop13.com/en/hotels> and Spanish: <https://www.reservaciones-cop13.com/es/hotels>

Please note that some hotels are all inclusive and others are on a bed and breakfast basis. The Designated Hotel map is available in Annex C below.

Hotel reservations for COP-13, COP-MOP-8 and COP-MOP-2 are handled by the COP-13 Official Accommodation Agent, MundoMex, on a first-come, first-served basis.

### **Mundo MEX Contacts:**

Telephones: +52-(55)-4746-2100

E-mail: [hotelescop13@mundomex.com.mx](mailto:hotelescop13@mundomex.com.mx)

All accommodation rates include applicable taxes, service charges, Government levies and mandatory medical insurance.

**All hotels bookings should be made on-line through the host country web site in English:** <https://www.reservaciones-cop13.com/en/hotels> **and Spanish:** <https://www.reservaciones-cop13.com/es/hotels> Booking terms and conditions are posted.

## **16. SHIPMENTS**

### **16.1 Shipments to the Moon Palace, Cancun**

For all shipments of publications and materials to Cancun, participants may use any service provider (such as DHL, UPS, TNT, Schenker, etc.) provided that the shipment arrangement includes door-to-door services and customs clearance. All shipping-related costs are borne by the organization concerned.

Kindly make arrangements to ensure that your service provider delivers the shipment to the Moon Palace to the address below between **20-27 November 2016** only. No shipments will be allowed in the venue thereafter.

Attention: Grupos y Convenciones / Mr. Rene Palavicini  
Hotel Moon Palace Golf & Spa Resort  
Carretera Federal 307 / Km. 340 Chetumal  
Cancún, Quintana Roo. C.P. 77500 México  
Mobile: +52 1 (55) 9185 1677

Tel.: +52 (998) 8816000

Please take note of the following:

- Boxes must be numbered in a “1 of X format”. Whenever possible, a copy of the publication should be affixed to each box.
- Shipments will be available for collection as of 29 November 2016 at 3:30 p.m. at the shipping counter located in the Arena building.
- Storage and handling fees will apply and will be payable upon collection of the shipment:
  - Shipments smaller than a pallet are subject to 75.00 USD each.
  - Pallets are subject to 125.00 USD each.

## **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, with a brief description, including the full name and coordinates of their government or organization, to the CBD Secretariat to the attention of Mr. Neil Pratt (see item 25 below for contact details).

### **17.2 Display tables for promotional materials**

Display tables will be made available within the meeting venue for promotional materials and publications for all groups.

## **18. EXHIBITION STANDS**

Information on exhibition applications is available at the following link: <http://cop13.mx/en/expo/>. The deadline for applications is 15 October 2016.

All details and pricing is available in the following document: <http://cop13.mx/en/wp-content/uploads/2016/09/mainstreaming-biodiversity-expo.pdf>

The exhibition information is also available in Spanish at: <http://cop13.mx/wp-content/uploads/2016/08/expo-integrando-la-biodiversidad-3.pdf>

The focal point for enquiries on exhibition stands, additional requests, set-up, equipment, etc is:

Mr. Ricardo Martz Roman

E-mail: [exposition.cop13@semarnat.gob.mx](mailto:exposition.cop13@semarnat.gob.mx)

## **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 Meetings on the first floor of the Universal building, attached to the Moon Palace Arena daily from 5 to 9 December and 12 to 16 December 2016.

The CEPA Fair provides an opportunity for Parties and Organizations to highlight their work and 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.

In keeping with the theme of the Meetings, which is “**Mainstreaming Biodiversity for Human Well-being**” this year’s Fair will not only focus on Aichi Biodiversity Target 1 and the United Nations Decade on Biodiversity, but it will also look at Aichi Biodiversity Target 2 “By 2020, at the latest, biodiversity values have been integrated into national and local development and poverty reduction strategies and planning processes and are being incorporated into national accounting, as appropriate, and reporting systems”.

A detailed programme and agenda will be made available in due course.

The CEPA Fair at the Meetings includes two components shown below.

### **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 the Meetings, 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:



- The role of CEPA for mainstreaming biodiversity in Agriculture, Fisheries, Forestry or Tourism;
- The role of CEPA for mainstreaming biodiversity in other sectors;
- The role of CEPA for mainstreaming biodiversity in cross-cutting policies including development, national accounting, and various ways of valuing biodiversity;
- CEPA and the Biosafety Protocol;
- CEPA and the Nagoya Protocol;
- Raising awareness of the Media on the importance of biodiversity;
- Building capacity for CEPA at national and regional levels;
- Mainstreaming biodiversity into education for sustainable development;
- The role of natural history museums, zoos, botanical gardens and CEPA;
- The role of key actors, including cities and businesses, in CEPA;
- Information technology and CEPA (including social networking); and
- Indigenous and local communities (ILCs) and communicating traditional knowledge.

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 1 September 2016**. Kindly submit your request to [cepa.fair@cbd.int](mailto:cepa.fair@cbd.int) and **include in the subject line *CEPA Fair COP-13***.

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' 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-13.

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-13, 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 Mr. David Ainsworth, [david.ainsworth@cbd.int](mailto:david.ainsworth@cbd.int) and include in the subject line: Rio Conventions Pavilion COP-13.

## 21. CITIES SUMMIT: FIFTH GLOBAL BIODIVERSITY SUMMIT OF CITIES AND SUBNATIONAL GOVERNMENTS

The Secretariat of the CBD and the Government of Mexico, in close collaboration with CONABIO, ANAAE and ICLEI (Local Governments for Sustainability), will organize the Cities Summit: “Mainstreaming Biodiversity where Nature Matters Most” Summit from 10 to 11 December 2016. The link to the web page on the summit is as follows: <http://cop13.mx/en/global-biodiversity-summit-cities-subnational-governments/>

A notification will be issued at a later stage to provide all the details of this event.

## 22. PARALLEL MEETINGS AND SPECIAL EVENTS

The Government of Mexico in collaboration with the Secretariat of the CBD and other partners will also organize a number of parallel meetings and special events as follows:

Event	Dates and venue
Civil Society and Youth Alliances for Biodiversity Mainstreaming to Wellbeing	28-30 November 2016 Cancun International Convention Centre, Cancún
3 <sup>rd</sup> Science for Biodiversity Forum	1-2 December 2016 Cancun International Convention Centre, Cancún
2016 Business and Biodiversity Forum	2-3 December 2016, Moon Palace , Universal Building
<b>CBD COP13 GLOBE Legislators Forum</b>	7 December 2016, Moon Palace, Universal Building
Forum on Indigenous Experience, Biological and Cultural Diversity	9-11 December 2016, Moon Palace, Universal Building
5 <sup>th</sup> Global Biodiversity Summit of Cities and Subnational Governments	10-11 December 2016, Moon Palace Arena

The Government of Mexico will also organize a Pavilion showcasing Mexico’s biodiversity at the Cancun International Convention Center, Cancún for the entire period of the Meetings.

Further details on these events will be provided in due course via the web site and through notifications.

## 23. SIDE-EVENTS

The Secretariat invites side-events for COP-13, COP-MOP-8 and COP-MOP-2 which further enrich the discussions on items on the agenda of these Meetings. Requests should be made using the **online** side-event submission system available on the Secretariat’s web site at: [www.cbd.int/side-events](http://www.cbd.int/side-events) or through the meetings page. The deadline for the receipt of requests is **15 September 2016**. Requests received after the deadline will not be considered.

The new on-line system offers many options: you can download your organization’s logo, partner logos, upload your side-event flyer, information, and add links and other relevant side-event information.

Preference will be given to side-events which are of direct relevance to the issues that will be discussed at the COP-13, COP-MOP-8 and COP-MOP-2 meetings. For your ease of reference, the agendas for the Meetings can be found at: <http://www.cbd.int/meetings/>.

If the number of applications exceeds the number of available slots, the number of side-event requests will be limited. Partners may be encouraged to co-organize events of a similar topic.

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 **26 October 2016** at: [www.cbd.int/side-events](http://www.cbd.int/side-events).

Side-events focal point and coordinator during the meetings is:

Ms. Lisa Pedicelli  
Conference Services  
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](mailto:lisa.pedicelli@cbd.int)

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 Moon Palace Golf and Spa Resort/Convention Centre:

**(a) Catering**

The catering menu is available in Annex D below (complete and return form). Organizers of side-events wishing to request catering services for events should send their requests to Ms. Margarita Luna at the e-mail address listed below:

**Moon Palace Resort**

Subject: "Catering order for COP-13 Side-events (add 4 digit event ID number)"

**Ms. Margarita Luna**

Moon Palace Resort Cancun  
Carretera Cancun-Chetumal Km. 36.5  
Cancún, Quintana Roo  
CP. 77500 – México  
E-mail: [marluna@palaceresorts.com](mailto:marluna@palaceresorts.com)

**(b) Interpretation equipment and interpreters**

Please contact any or all of the following focal points for interpretation equipment and hiring of interpreters on a commercial basis.

Elsa Aguilar Valles e-mail: [eav@gilsol.mx](mailto:eav@gilsol.mx) tel: +984-876-2497  
Fernando Howland: e-mail: [fho@gilsol.mx](mailto:fho@gilsol.mx), tel: +984-876-2498

Norma Cardoso Castillo: e-mail: [oficinacentral@gilsol.mx](mailto:oficinacentral@gilsol.mx) tel: +55-5846-7967

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 30 January 2017**.

### **Side-event coverage offered on a commercial basis by IISD Reporting Services**

IISD Reporting Services is offering organizers of side-events the opportunity to hire IISD's video coverage team to create and distribute videos of their events. The video package includes: providing one videographer and one video producer to attend your side event and provide video wrap-up coverage; producing a 4-6 minute, high-definition video at the end of the event, containing footage of the event, including speakers and discussions, as well as interviews with panel members and members of the audience, as appropriate; guaranteeing inclusion of the side-event in the written version of IISD's side events publication, ENB on the Side (ENBOTS); uploading the completed video within 48 hours of the event conclusion; featuring the video of your event on the IISD RS website and IISD's Facebook pages; hosting the video on two high-speed streaming servers (Vimeo and YouTube); distributing the video link to the IISDRS e-mail lists including Climate-L; providing a license to use the video for your own non-commercial purposes; and creating a prominent link to our coverage of this meeting from the IISD RS website homepage at <http://www.iisd.ca>.

For further information, please contact Ms. Melanie Ashton at: [melanie@iisd.org](mailto:melanie@iisd.org)

You might also include, more information on IISD's video services is available here: <http://www.iisd.ca/videos/>

## **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](mailto:ailis.rego@cbd.int)

## **25. LIST OF CBD FOCAL POINTS**

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

- **Focal point for the High Level Segment**  
**Ms. Amy A. Fraenkel**  
Principal Officer  
Mainstreaming, Cooperation and Outreach Support Division  
Secretariat of the Convention on Biological Diversity  
413 Saint-Jacques Street, Suite 800  
Montreal, Quebec, Canada H2Y 1N9

Fax: +1-514-288-6588  
Tel: +1 514 288 2220, ext: 377  
E-mail : [amy.fraenkel@cbd.int](mailto:amy.fraenkel@cbd.int)

- **Focal point for Credentials**

**Mr. Worku Damena Yifru**

Senior Legal Officer  
Secretariat of the Convention on Biological Diversity  
World Trade Centre  
413 St. Jacques Street, Suite 800  
Montreal, Quebec  
H2Y 1N9, Canada  
Tel: +1-514-287-7006  
Fax: +1-514-288-6588  
E-mail: [worku.yifru@cbd.int](mailto:worku.yifru@cbd.int)

- **Focal point for Media Accreditation**

**Mr. Johan Hedlund**

Associate Information Officer  
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](mailto:johan.hedlund@cbd.int)

- **Focal point for Press Releases and other Media Information and CEPA Fair and the Rio Pavilion**

**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](mailto:david.ainsworth@cbd.int)

- **Focal point for Daily Subsistence Allowance and Related Travel Inquiries**

**Ms. Martine Christin**

Finance and Budget Officer  
Secretariat of the Convention on Biological Diversity  
World Trade Centre  
413 St. Jacques Street, Suite 800  
Montreal, Quebec  
H2Y 1N9 Canada  
Tel: + 1-514-288-2220 Ext. 332  
Fax: + 1-514-288-6588  
E-mail: [secretariat@cbd.int](mailto:secretariat@cbd.int)

- **Focal point of contact for Indigenous Peoples 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](mailto:john.scott@cbd.int)
- **Focal point of contact for United Nations, other Intergovernmental Organizations and 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](mailto:neil.pratt@cbd.int)
- **Focal point of contact for Youth**  
**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](mailto:chantal.robichaud@cbd.int)
- **Focal point of contact for Gender and Women's Caucus**  
**Ms. Tanya McGregor**  
Secretariat of the Convention on Biological Diversity  
World Trade Centre  
413 St. Jacques Street, Suite 800  
Montreal, Quebec,  
H2Y 1N9 Canada  
E-mail: [tanya.mcgregor@cbd.int](mailto:tanya.mcgregor@cbd.int)
- **Focal point of contact for Business**  
**Ms. Kristina Bowers**  
Secretariat of the Convention on Biological Diversity  
World Trade Centre  
413 St. Jacques Street, Suite 800  
Montreal, Quebec,  
H2Y 1N9 Canada  
E-mail: [kristina.bowers@cbd.int](mailto:kristina.bowers@cbd.int)

- **Focal point of contact for Cities and Local Authorities**

**Mr. Oliver Hillel**

Programme Officer, Subnational implementation/ Technical and Scientific  
Cooperation/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](mailto:oliver.hillel@cbd.int)

- **Focal point of contact for side-events**

**Ms. Lisa Pedicelli**

Conference Services  
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](mailto:lisa.pedicelli@cbd.int)

- **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](mailto:paulo.tagliari@cbd.int)

## 26. CURRENCY AND RATE OF EXCHANGE

The currency in Mexico is the Mexican Peso. The exchange rate is not fixed, therefore we recommend checking the current exchange rate before departure and upon arrival in Mexico. Currency exchange facilities are readily available at the venue and in banks and hotels.

## 27. OFFICIAL LANGUAGE

The official language in Mexico is Spanish. However, in Cancun English is widely spoken and understood in hotels and restaurants.

## 28. WEATHER AND TIME ZONE INFORMATION

In December, temperatures in Cancun range between a maximum of 28°C in the daytime and a minimum of 21°C at night. The time zone is GMT/UTC -5 hours. More information can be found at: <http://worldweather.wmo.int/en/city.html?cityId=1209>

## 29. ELECTRICITY

The voltage and frequency in Mexico is 127Volts, 60 Hertz as illustrated below.



## 30. 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 CREDENTIAL FOR THE  
THIRTEENTH MEETING OF THE CONFERENCE OF THE PARTIES  
TO THE CONVENTION ON BIOLOGICAL DIVERSITY (COP 13)**

**CREDENTIALS**

I, the undersigned [*Head of State or Government or Minister of Foreign Affairs*], hereby make known that the following delegation has been duly appointed, authorized and empowered to represent [*Country*] at the **thirteenth meeting of the Conference of the Parties to the Convention on Biological Diversity** to be held in Cancun, Mexico from the fourth to the seventeenth of December, (and the preceding High Level Segment on the second and third December) in the year two thousand and sixteen.

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

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

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

**DONE** in [*City*] on the [*Day*] of [*Month*] in the [*Year*]

*Seal and Signature*

**SAMPLE CREDENTIAL FOR THE  
EIGHTH MEETING OF THE CONFERENCE OF THE PARTIES SERVING AS THE  
MEETING OF THE PARTIES TO THE CARTAGENA PROTOCOL ON BIOSAFETY  
(COP-MOP 8)**

**CREDENTIALS**

I, the undersigned [*Head of State or Government or Minister of Foreign Affairs*], hereby make known that the following delegation has been duly appointed, authorized and empowered to represent [*Country*] at the **eighth meeting of the Conference of the Parties serving as the meeting of the Parties to the Cartagena Protocol on Biosafety** to be held in Cancun, Mexico from the fourth to the seventeenth of December (and the preceding High Level Segment on the second and third December) in the year two thousand and sixteen.

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

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

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

**DONE** in [*City*] on the [*Day*] of [*Month*] in the [*Year*]

*Seal and Signature*

**SAMPLE CREDENTIAL FOR THE  
SECOND MEETING OF THE CONFERENCE OF THE PARTIES SERVING AS THE  
MEETING OF THE PARTIES TO THE NAGOYA PROTOCOL ON ACCESS TO  
GENETIC RESOURCES AND THE FAIR AND EQUITABLE SHARING OF BENEFITS  
ARISING FROM THEIR UTILIZATION (COP-MOP 2)**

**CREDENTIALS**

I, the undersigned [*Head of State or Government or Minister of Foreign Affairs*], hereby make known that the following delegation has been duly appointed, authorized and empowered to represent [*Country*] at the **second meeting of the Conference of the Parties serving as the meeting of the Parties to the Nagoya Protocol on Access to Genetic Resources and the Fair and Equitable Sharing of Benefits Arising from their Utilization** to be held in Cancun, Mexico from the fourth to the seventeenth of December (and the preceding High Level Segment on the second and third December) in the year two thousand and sixteen.

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

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

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

**DONE** in [*City*] on the [*Day*] of [*Month*] in the [*Year*]

*Seal and Signature*

**SAMPLE CREDENTIAL FOR**  
**THIRTEENTH MEETING OF THE CONFERENCE OF THE PARTIES TO THE**  
**CONVENTION ON BIOLOGICAL DIVERSITY (COP 13)**

**AND**

**EIGHTH MEETING OF THE CONFERENCE OF THE PARTIES SERVING AS THE**  
**MEETING OF THE PARTIES TO THE**  
**CARTAGENA PROTOCOL ON BIOSAFETY (COP-MOP 8)**

**CREDENTIAL**

I, the undersigned [*Head of State or Government or Minister of Foreign Affairs*], hereby make known that the following delegation has been duly appointed, authorized and empowered to represent [*Country*] at the **thirteenth meeting of the Conference of the Parties to the Convention on Biological Diversity, and the eighth meeting of the Conference of the Parties serving as the meeting of the Parties to the Cartagena Protocol on Biosafety** to be held in Cancun, Mexico from the fourth to the seventeenth of December (and the preceding High Level Segment on the second and third December) in the year two thousand and sixteen.

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

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

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

**DONE** in [*City*] on the [*Day*] of [*Month*] in the [*Year*]

*Seal and Signature*

**SAMPLE CREDENTIAL FOR**

**THIRTEENTH MEETING OF THE CONFERENCE OF THE PARTIES TO THE  
CONVENTION ON BIOLOGICAL DIVERSITY (COP 13),**

**EIGHTH MEETING OF THE CONFERENCE OF THE PARTIES SERVING AS THE  
MEETING OF THE PARTIES TO THE  
CARTAGENA PROTOCOL ON BIOSAFETY (COP-MOP 8),  
AND**

**SECOND MEETING OF THE CONFERENCE OF THE PARTIES SERVING AS THE  
MEETING OF THE PARTIES TO THE NAGOYA PROTOCOL ON ACCESS TO  
GENETIC RESOURCES AND THE FAIR AND EQUITABLE SHARING OF BENEFITS  
ARISING FROM THEIR UTILIZATION (COP-MOP 2)**

**CREDENTIAL**

I, the undersigned [*Head of State or Government or Minister of Foreign Affairs*], hereby make known that the following delegation has been duly appointed, authorized and empowered to represent [*Country*] at the **thirteenth meeting of the Conference of the Parties to the Convention on Biological Diversity, the eighth meeting of the Conference of the Parties serving as the meeting of the Parties to the Cartagena Protocol on Biosafety, and the second meeting of the Conference of the Parties serving as the meeting of the Parties to the Nagoya Protocol on Access to Genetic Resources and the Fair and Equitable Sharing of Benefits Arising from their Utilization** to be held in Cancun, Mexico from the fourth to the seventeenth of December (and the preceding High Level Segment on the second and third December) in the year two thousand and sixteen.

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

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

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

**DONE** in [*City*] on the [*Day*] of [*Month*] in the [*Year*]

*Seal and Signature*

**Annex B – Media Accreditation Form  
(in English and Spanish)**

**Media Accreditation Instructions**

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:

- E Completed Media Accreditation Form, which can be found **below** and also on the [Host Country website](#).
2. Letter of assignment on official letterhead of a media organization signed by the Publisher/Assignment Editor, Editor-in-chief of 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  
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](mailto:johan.hedlund@cbd.int)

It is also possible to register on-site. Note that double accreditation is not allowed (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 meetings 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: + 1-514-287 7025  
Fax: + 1-514-288-6588  
E-mail: [david.ainsworth@cbd.int](mailto:david.ainsworth@cbd.int)

**REQUEST FOR ACCREDITATION OF MEDIA REPRESENTATIVES**

**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  Government/State   
Private  Other (specify): \_\_\_\_\_
21. Type of medium *(check as many as necessary)*:  
Daily newspaper  Photo/visual  Television   
News agency/service  Radio  Weekly publication   
Other (specify): \_\_\_\_\_
22. Position:  
Cameraperson  Director  Photographer  Reporter   
Correspondent  Editor  Producer  Technician   
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: \_\_\_\_\_

## Instrucciones para la Acreditación de Medios

La participación de Medios en las reuniones del CDB está sujeta a la acreditación por la Secretaría del CDB. La acreditación está estrictamente reservada a los miembros de los medios de prensa, impresión, foto, radio, TV, cine y agencias de noticias que cumplan plenamente los requisitos de acreditación de medios de la ONU. La acreditación se concederá previa presentación de credenciales de prensa válidas, incluyendo cada una de los siguientes:

E  
olicitud completada para la Acreditación de Representantes de Medios de Comunicación, que se encuentra a continuación y también en el sitio web del país anfitrión.

2. Carta de nombramiento o asignación con membrete oficial de un medio de comunicación firmada por el Editor, o Jefe de la Oficina Principal, especificando el nombre y la denominación del cargo del periodista. No se aceptarán cartas sin firmar o correos electrónicos.
3. Fotocopia de la tarjeta de trabajo/pase válido de prensa.
4. Fotocopia del pasaporte/tarjeta de identificación nacional.

Para evitar retrasos a la llegada, por favor envíe la solicitud para la Acreditación de Representantes de Medios de Comunicación debidamente llenada junto con los documentos que se indican a continuación para:

Sr. Johan Hedlund  
Secretaría del Convenio sobre la Diversidad Biológica  
413 St. Jacques Street, Suite 800  
Montreal, Quebec, H2Y 1N9 Canadá  
Tel: + 1 514 287 6670  
Fax: + 1-514-288-6588  
E-mail: [johan.hedlund@cbd.int](mailto:johan.hedlund@cbd.int)

También es posible registrarse en el sitio. Tenga en cuenta que la doble acreditación no se permite (por ejemplo, como la prensa y delegado, o como prensa y ONG).

Los pases de prensa pueden ser recogidos en el mostrador de registro con la presentación de dos formas de identificación con fotografía (pasaporte, pase de prensa oficial nacional, licencia de conducir, identificación del trabajo, etc.) o de un pase de fotos de prensa de las Naciones Unidas en Nueva York, París, Ginebra, Viena o Nairobi.

Tenga en cuenta que los periodistas acreditados para cubrir las reuniones deben hacer sus propias reservas de viaje y hotel.

Para comunicados de prensa y otra información, por favor póngase en contacto con:

Sr. David Ainsworth  
Oficina de Información  
Secretaría del Convenio sobre la Diversidad Biológica  
413 St. Jacques Street, Suite 800  
Montreal, Quebec, H2Y 1N9 Canadá  
Tel: + 1-514-287 7025  
Fax: + 1-514-288-6588  
E-mail: [david.ainsworth@cbd.int](mailto:david.ainsworth@cbd.int)



**SOLICITUD PARA LA ACREDITACIÓN DE REPRESENTANTES DE MEDIOS DE COMUNICACIÓN**

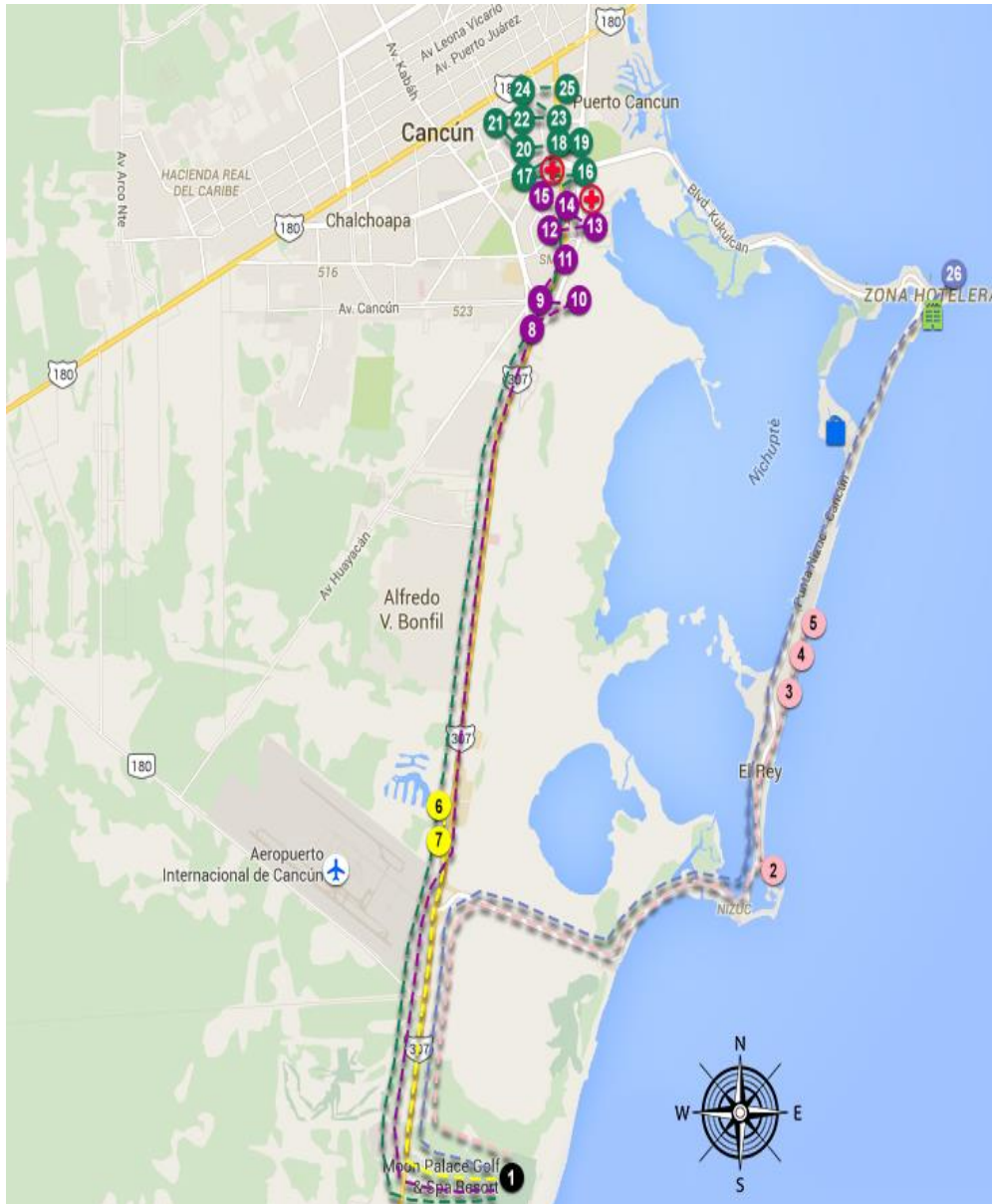
**DATOS PERSONALES** *(Por favor, escriba claramente a máquina o letra de molde)*



1. Nombre: \_\_\_\_\_  
(Apellidos) (Nombres)
2. Fecha de nacimiento: \_\_\_\_\_ 3. Lugar de nacimiento: \_\_\_\_\_
4. Nacionalidad: \_\_\_\_\_ 5. Número de pasaporte: \_\_\_\_\_
6. Dirección permanente de oficina *(En caso de ser diferente a la de oficina central)*: \_\_\_\_\_
7. Tel.: (\_\_\_\_) \_\_\_\_\_ 8. Fax: (\_\_\_\_) \_\_\_\_\_ 9. Correo electrónico: \_\_\_\_\_
10. Dirección de contacto durante la Conferencia: \_\_\_\_\_
11. Tel.: (\_\_\_\_) \_\_\_\_\_ 12. Fax: (\_\_\_\_) \_\_\_\_\_ 13. Correo electrónico: \_\_\_\_\_

**DATOS DE LA ORGANIZACIÓN DE MEDIOS DE COMUNICACIÓN QUE REPRESENTA**

14. Nombre de la organización: \_\_\_\_\_
15. Nombre de contacto y cargo: \_\_\_\_\_
16. Dirección postal de oficina central: \_\_\_\_\_
17. Tel.: (\_\_\_\_) \_\_\_\_\_ 18. Fax: (\_\_\_\_) \_\_\_\_\_ 19. Correo electrónico: \_\_\_\_\_
20. Estatus/Titularidad:  
Educativo/Público  Gubernamental/Estatal   
Privado  Otro (especifique): \_\_\_\_\_
21. Tipo de medio *(seleccione todas las que sean necesarias)*:  
Periódico  Fotografía/Visual  Televisión   
Agencia de noticias  Radio  Publicación semanal   
Otro (especifique): \_\_\_\_\_
22. Cargo:  
Camarógrafo/a  Director/a  Fotógrafo/a  Reportero/a   
Corresponsal  Editor/a  Productor/a  Técnico/a   
Otro (especifique): \_\_\_\_\_
23. Idioma de trabajo de la organización: \_\_\_\_\_
24. Sus principales temas o campos de cobertura *(en caso afirmativo)*: \_\_\_\_\_  
\_\_\_\_\_
- Fecha: \_\_\_\_\_ Firma: \_\_\_\_\_

## Annex C – Designated Hotel Map



1	<b>Moon Palace Golf &amp; Spa Resort Cancún</b>
2	<b>The Westin Resort &amp; Spa Cancún</b>
3	<b>Emporio Hotel &amp; Suites Cancún</b>
4	<b>Fiesta Americana Condesa Cancún</b>
5	<b>Marriott Casa Magna Resort Cancún</b>
6	<b>Courtyard Marriott Cancún</b>
7	<b>Confort Inn</b>
8	<b>ONE Cancún</b>
9	<b>Four Points by Sheraton Cancun Centro</b>
10	<b>City Express Cancún</b>
11	<b>Ibis Cancún</b>
12	<b>Ambiance Suites Cancún</b>
13	<b>Bonampak</b>
14	<b>La Quinta Inn &amp; Suites</b>
15	<b>Hostal El Marpez</b>
16	<b>Smart By Oasis</b>
17	<b>Hostal Haina</b>
18	<b>Antillano</b>
19	<b>Adhara Cancún</b>
20	<b>Xbalamqué Resort &amp; Spa</b>
21	<b>Caribe Internacional</b>
22	<b>Ramada</b>
23	<b>Parador</b>
24	<b>Hacienda de Castilla</b>
25	<b>Margaritas</b>
26	<b>Grand Fiesta Americana Coral Beach</b>
	<b>La Isla Shopping Center</b>
	<b>Centro de Convenciones de Cancún</b>



**Annex D**

**EVENT AND SIDE-EVENT CATERING FORM**

Catering service is provided by the Moon Palace Golf & Spa Resort. Please complete the attached Catering Order Form, one for each event/side-event, and return by email to:

Ms. Margarita Luna  
 E-mail: [marluna@palaceresorts.com](mailto:marluna@palaceresorts.com)

For any further information, special requests of if you require a special type of menu not shown in the pages below, please contact Ms. Luna (as shown above).

A minimum of 10 orders per selection is required (unless otherwise marked). The same menu can be increased in multiples of 10 orders only with the exception of Platters that can be ordered individually. This menu can be used for both lunch and dinner side-events and special events.

Catering requests will only be confirmed upon receipt of full payment of the order. All prices are in US Dollars. All events need to be planned, confirmed and fully paid within 10 business days of the event.

**PAYMENT INFORMATION:**

- Credit Card Authorization form duly completed, along with the front and back (scanned) copy of the credit card and card holder ID (the credit card form is attached in English and Spanish versions).
- Wire transfer (Banking information below).

<b>BANKS IN MEXICO / US DOLLARS</b>	
BANK:	Banamex
SUBSIDIARY	845
ACCOUNT:	9003720
CLABE:	2691084590037200
SWIFT:	BNMXMXMM
NAME:	
ADDRESS:	Banco Nacional de México S.A Piso 3. 75 Calle Emilio Castelar
REFERENCE:	

<b>DEPOSIT FROM OTHER COUNTRIES / US DOLLARS</b>	
BANK:	BANK OF AMERICA
ACCOUNT:	898068411568
ABA:	26009593
SWIFT:	BOFAUS3N
ABA ACH:	63100277
ADDRESS:	100N TRY ON ST, STE 170 CHARLOTTE, USA
REFERENCE:	ORGANIZATION NAME



#### CANCELLATION

In the event of cancellation, cancellation charges will be applicable as follows:

- 40% if the event is cancelled at least 5 days before the day of the event.

#### DISCLAIMER ON ALLERGIES

Foods prepared for side-events may contain dairy, nuts, gluten, seafood and/or soy products according to menus offered. Customers with food allergies/ intolerances wishing to eat at Moon Palace Golf & Spa Resort during side- events do so entirely at their own risk. We are unable to accept liability for any reaction customers may have resulting from food allergies.

#### GENERAL INFORMATION

Food, Liquor, soft drinks must be procured through the Moon Palace Golf & Spa Resort at the List Price. Alcohol from other sources is not permitted on site.

### ORGANIZER INFORMATION

Name of Organization:	
Contact Name:	
Country:	
Address:	
Telephone:	
Email:	

### SIDE-EVENT OR EVENT INFORMATION

Side-event or event ID Number:	
Title or event name:	
Function Date:	
Location / Room name:	
Guaranteed number:	
Time of Delivery:	

### FOOD & BEVERAGE

- All prices are in US DOLLARS.
- Prices include 16% TAX.

### SANDWICHES

	QUANTITY	COST
1) Grilled Vegetable Sandwich \$5.00 US <i>(Eggplant, zucchini, tomato, red pepper, olive oil, salt and pepper)</i>	<input type="text"/>	<hr/>
2) Ham & Cheese Sandwich (pork) \$6.00 US	<input type="text"/>	<hr/>
3) Tuna Sandwich \$6.00 US	<input type="text"/>	<hr/>
4) Grilled Chicken Sandwich \$7.00 US	<input type="text"/>	<hr/>
5) Club Sandwich (pork ) \$7.50 US <i>(Chicken breast, bacon, ham, cheese, lettuce, tomato, salt and pepper)</i>	<input type="text"/>	<hr/>
6) Smoked salmon Sandwich \$8.00 US	<input type="text"/>	<hr/>
7) Turkey Sandwich \$7.50 US <i>(Turkey breast with gouda cheese)</i>	<input type="text"/>	<hr/>
8) Green Sandwich \$7.00 US <i>(Soy bean sprouts, alfalfa sprouts, baby spinach olive oil, salt and pepper)</i>	<input type="text"/>	<hr/>
Sub-total		<hr/> <hr/>

### HOT DISHES

	QUANTITY	COST
1) Cheese stuffed potatoes (8 pieces) \$4.00 US	<input type="text"/>	<hr/>
2) Teriyaki chicken skewer ( 4 pieces) \$5.50 US	<input type="text"/>	<hr/>
3) Spring Rolls ( vegetarian / 4 pieces) \$5.50 US	<input type="text"/>	<hr/>
4) Chicken Satay \$6.00 US	<input type="text"/>	<hr/>
5) Salmon croquette ( 4 pieces) \$6.50 US	<input type="text"/>	<hr/>
6) Meat and cheese Argentinean turnovers \$6.50 US	<input type="text"/>	<hr/>
Sub-total		<hr/> <hr/>

**ASSORTED PLATTERS**

	QUANTITY	COST
1) Veggie & Hummus Platter ( sprinkled with feta cheese / serves 10 ppl) \$40.00 US	<input type="text"/>	<hr/>
2) Mixed Salad ( Lettuce, tomato, cucumber, avocado and balsamic dressing / serves 10 pp ) \$40.00 US	<input type="text"/>	<hr/>
3) Caesar Salad ( with chicken / serves 10 ppl) \$45.00 US	<input type="text"/>	<hr/>
4) Greek Salad ( Serves 10 ppl) \$50.00 US	<input type="text"/>	<hr/>
5) Fresh Fruit & Cheese Tray ( seasonal fruit & assorted cheese accompanied with crackers / serves 10 ppl) \$55.00 US	<input type="text"/>	<hr/>
6) Assorted sushi with soy sauce ( 60 pieces) \$70.00 US <i>(Vegetarian, kanikama, tuna, salmon)</i>	<input type="text"/>	<hr/>
7) Assorted dessert platter (Chocolate cake, cheese cake and Neapolitan Crème Caramel / 20 pieces ) \$60.00 US	<input type="text"/>	<hr/>
8) Assorted Danish Pastries (20 pieces) \$35.00 US	<input type="text"/>	<hr/>
9) Assorted Cookies (30 pieces ) \$35.00 US	<input type="text"/>	<hr/>
Sub-total	<hr/>	<hr/>

**DRINKS**

	QUANTITY	COST
1) Bottled water 500 ml. \$2.50 US (each)	<input type="text"/>	<hr/>
2) Mineral water (local/ Can 355ml ) \$2.00 US	<input type="text"/>	<hr/>
3) Soft drinks / Can 355ml \$3.00 US	<input type="text"/>	<hr/>
4) Assorted Juice (250 ml / Tetra pack) \$3.00 US <i>(orange or apple)</i>	<input type="text"/>	<hr/>
5) House beer / Can 355ml \$3.00 US	<input type="text"/>	<hr/>
6) Red House Wine / 1 bottle 750 ml \$20.00 US	<input type="text"/>	<hr/>
7) White House Wine / 1 bottle 750 ml \$20.00 US	<input type="text"/>	<hr/>
Sub-total	<hr/>	<hr/>
TOTAL	<hr/>	



**COFFEE BREAKS**

	QUANTITY	COST
<b>1) Early Moring Coffee Break. Serves 10 ppl</b> Coffee, Tea, Assorted Danish pastries, sliced seasonal fruit, assorted juices, assorted soft drinks, bottled water 500ml. \$120.00 US	<input style="width: 100px; height: 40px;" type="text"/>	<hr style="width: 100%;"/>
<b>2) Coffee &amp; Cookies. Serves 10 ppl (afternoon/evening)</b> Coffee, Tea, assorted cookies, assorted soft drinks, juices (250 ml/ Tetra pack / orange or apple) and bottled water 500ml. \$140.00 US	<input style="width: 100px; height: 40px;" type="text"/>	<hr style="width: 100%;"/>
<b>3) Coffee Break and Snacks, Serves 10ppl (afternoon/evening)</b> Coffee, Tea, Assorted cookies, assorted dry snacks (popcorn, peanuts, etc) , assorted soft drinks, juices ( 250 ml/ Tetra pack / orange or apple) and bottled water 500ml. \$185.00 US	<input style="width: 100px; height: 40px;" type="text"/>	<hr style="width: 100%;"/>
Sub-total		<hr style="width: 100%;"/>
		<hr style="width: 100%;"/>
	TOTAL	<hr style="width: 100%;"/>

## RECEPTION PACKAGE

The Reception Package includes 6 different canapés that may be selected from the list below (cold Hors D’oeuvres or hot Hors D’oeuvres) per person. The minimum guarantee to order a Reception Package is 20 people.

- Please select a total of 6 options from the list below to create one (1) Reception Package for one person (it will be multiplied by the number of people)
- Minimum order for 20 people.
- Price per person **\$20.00 US**

### COLD HORS D’OEUVRES

### CHECK BOXES TOTAL OF 6 PER PACKAGE

- 1) Cheese Truffles flavored with chipotle chile
- 2) Salami sombrero canapé (pork)
- 3) Guacamole with tortilla chips
- 4) Vegetable crudités with assorted dips
- 5) Prosciutto with melon canapé (pork)
- 6) Blue cheese in celery boat
- 7) Cherry tomatoes stuffed with tuna fish
- 8) Herbal cream cheese canapé
- 9) Salmon with cream cheese canapé
- 10) Ham rolls with asparagus (pork)
- 11) Surimi and celery tartlet (fish)
- 12) Shrimp with pineapple canapé
- 13) Tuna Fish Tartlet
- 14) Roast Beef and cucumber roll
- 15) Chicken Vol au vent


### HOT HORS D’OEUVRES

- 16) Traditional Cheese and mushroom turnover
- 17) Ham & Cheese flour tortilla sincronizada (pork)
- 18) Chicken tacos
- 19) Vegetable strudel  
*(filo pastry with carrots, zucchini, bell pepper and potatoes)*
- 20) Mini beef kebab
- 21) Marinated fried chicken wings


Notes:

Number of People \_\_\_\_\_  
TOTAL \_\_\_\_\_





CREDIT CARD AUTHORIZATION FORM (English form)

Date\_\_\_\_\_.

Hotel: \_\_\_\_\_

Group name: \_\_\_\_\_

Check in date: \_\_\_\_\_ Check out date: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Credit Cards Accepted: Visa \_\_\_\_\_ MasterCard \_\_\_\_\_ Amex \_\_\_\_\_

Credit Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ CVV#: \_\_\_\_\_

(Last 3 digits on the signature line for Visa and MasterCard or 4 digit security code for AMEX)

Total Amount authorized to be charged: \$\_\_\_\_\_ usd.

In lieu of my credit card imprint, I authorize Palace Resorts S.A de C.V. to charge the above-mentioned credit card account to be used as a payment on the above mentioned group. By signing below, I acknowledge charges described herein and accept terms and conditions stipulated in the group contract between Palace Resorts S.A de C.V. and \_\_\_\_\_ Group. I further acknowledge these charges are irrevocable and any disputes regarding contracted services will be decided as per the terms and conditions outlined in the Group Contract.

**SIMPLIFIED PRIVACY NOTICE**

Palace Resorts, S.A. de C.V whose address to hear and receive notice or communication is Km. 21 of the Cancun-Puerto Morelos Highway facing the Moon Palace Hotel, Cancun, municipality of Benito Juarez, state of Quintana Roo, informs you that the images of the facilities recorded by our systems will be used for monitoring and security purposes and for the safety of our guests and employees.

For more information concerning the processing of your personal information and your rights in relation thereto, please view our Full Privacy Notice available either through our Person in Charge of Personal Information or by requesting a copy at the following e-mail [derechosARCO@palaceresorts.com](mailto:derechosARCO@palaceresorts.com).

Cardholder's Signature \_\_\_\_\_

Please e-mail your **completed form and proper ID** (driver's license, travel agent card, or passport)

These documents must be legible and clear.



AUTORIZACION A TARJETA DE CREDITO (Spanish form)

Fecha\_\_\_\_\_.

Hotel: \_\_\_\_\_

Nombre del grupo: \_\_\_\_\_

Fecha de llegada: \_\_\_\_\_ Fecha de salida: \_\_\_\_\_

Teléfono #: \_\_\_\_\_

E-mail: \_\_\_\_\_

Nombre tarjetahabiente: \_\_\_\_\_ Teléfono #: \_\_\_\_\_

Dirección: \_\_\_\_\_

Ciudad \_\_\_\_\_ Estado \_\_\_\_\_ CP \_\_\_\_\_ Visa

\_\_\_\_\_ MasterCard \_\_\_\_\_ Amex \_\_\_\_\_

Tarjeta de crédito #: \_\_\_\_\_ Fecha vencimiento: \_\_\_\_\_ CVV#: \_\_\_\_\_

(Últimos 3 dígitos en la línea de firma para Visa y MasterCard o 4 dígitos del código de seguridad para AMEX)

Cantidad total autorizada de cargo: \$ \_\_\_\_\_ USD \_\_\_\_\_

Autorizo a Palace Resorts S.A de C.V a realizar el cargo a mi tarjeta de crédito arriba mencionada por concepto del pago del grupo\_\_\_\_\_. Con mi firma, acepto los cargos descritos en los términos y condiciones estipulados en el contrato del grupo con Palace Resorts S.A de C.V.

AVISO DE PRIVACIDAD CORTO

Palace Resorts, S.A. de C.V. , con domicilio social, y para oír y recibir notificaciones, en el inmueble ubicado en Km 21 de la Carretera Cancún Puerto Morelos frente del Hotel Moon Palace, C.P. 77500, de la Ciudad de Cancún, Municipio de Benito Juárez, Estado de Quintana Roo, informa que las imágenes captadas por nuestros sistemas serán tratadas con la finalidad de vigilancia y seguridad de las instalaciones del responsable y para seguridad de los empleados y visitantes.

Para mayor información acerca del tratamiento de sus datos personales y de los derechos que puede hacer valer usted puede acceder al Aviso de Privacidad Integral correspondiente a través de nuestro Responsable de Datos Personales en el domicilio antes indicado o solicitarlo a través del siguiente correo electrónico: [derechosARCO@palaceresorts.com](mailto:derechosARCO@palaceresorts.com).

Firma del tarjetahabiente \_\_\_\_\_.

Por favor enviar el formato lleno junto con una copia de la identificación oficial (IFE o pasaporte vigente), así como una copia de la tarjeta de crédito Estos documentos deben ser legibles y claros.