



CONVENTION ON BIOLOGICAL DIVERSITY

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ENGLISH ONLY

TENTH MEETING OF THE SUBSIDIARY BODY ON SCIENTIFIC,
TECHNICAL AND TECHNOLOGICAL ADVICE
7-11 February 2005, Bangkok, Thailand

and

THIRD MEETING OF THE AD HOC OPEN-ENDED WORKING
GROUP ON ACCESS AND BENEFIT-SHARING
14-18 February 2005, Bangkok, Thailand

Information for Participants

1. Venue

The tenth meeting of the Subsidiary Body on Scientific, Technical and Technological Advice (SBSTTA-10) and the third meeting of the Ad Hoc Open-ended Working Group on Access and Benefit Sharing (ABS-3) shall be held back-to-back in Bangkok, Thailand from 7-11 February 2005 and 14-18 February 2005 respectively. Both meetings will be held at:

United Nations Conference Centre (UNCC)
Rajadamnern Nok Avenue
Bangkok 10200
Thailand
Tel.: + 66-2-288-1174 / 66-2-288-1140/66-2-288-2008
Fax: + 66-2-288-3022/66-2-288-1000
e-Mail: likitnukul.unescap@un.org
Website: <http://www.unescap.org/uncc>

2. Registration and identification name badges

2.1 SBSTTA-10 meeting

Registration for SBSTTA-10 will commence on *Saturday, 5 February 2005* from *12 noon to 6 p.m.* and will continue on *Sunday, 6 February 2005* from *10 a.m. to 3 p.m.* and on *Monday, 7 February 2005, at 8 a.m.* at the Registration Counter located on the ground floor of the UNCC.

2.2 ABS-3 meeting

Registration for **ABS-3** will commence on **Sunday, 13 February 2005**, from **12 noon to 6: p.m.** and will continue on **Monday, 14 February 2005 at 8 a.m.** at the same Registration Counter referred to under 2.1 above.

Delegates are encouraged to pre-register using the attached forms to facilitate the on site registration. Please use **Annex A** for SBSTTA-10 meeting and **Annex B** for ABS-3 meeting. Based on the received and duly completed pre-registration forms name badges will be prepared and handed over at the registration desk **only** upon the presentation of a valid passport or an identification card with a photograph.

For security reasons, the display of name badges is mandatory for admission to the UNCC premises as well as to its meeting rooms. In addition, delegates are requested to have their valid passports and identification cards for entry into the UNCC.

Information pertaining to room allocations for the plenary and the working groups as well as regional group meeting rooms will be made available at the meeting venue.

3. Official opening

3.1. SBSTTA-10 meeting

The official opening for SBSTTA-10 will take place at **9 a.m.** on **Monday, 7 February 2005** at the main plenary hall. The formal sessions of the meeting will be held daily from **9:00 a.m. to 12 noon** and from **2 to 5 p.m.**

3.2. ABS-3 meeting

The official opening of the ABS-3 meeting will take place on **Monday, 14 February 2005 at 9 a.m.** The formal sessions of the meeting will be held daily from **9 a.m. to 12 noon** and from **2 to –5 p.m.**

4. Documents

Delegates are kindly reminded to bring their own copies of the pre-session documents for both SBSTTA-10 and ABS-3 meetings, including the Information documents. For reasons of economy, **only** Parties and Governments shall be provided with **one set** of documents **per delegation**.

CD-ROMs containing the pre-session documents, in the six United Nations official languages, as well as the information documents of each meeting shall also be made available to delegates and participating organizations that wish to reproduce on site additional copies of documents. These CD-ROMs will be available at the Documentation Counter and the copies may be made on **commercial basis** at the Business Centre located at the delegates' lounge on level 1 of the UNCC.

5. Services to Delegates

UNCC offers a variety of services including a restaurant, a cafeteria, medical unit facilities, a bank, a post office, coin and card-operated telephones, Cyber Café and a Business Centre. The Business Centre will provide, on *commercial basis*, the following services: photocopying, facsimile (incoming and outgoing), and the sale of pre-paid telephone cards. Upon request, delegates may obtain a receipt for services rendered.

Delegates may also access their e-mail, *free of charge*, at the Cyber Café situated on Level 1 of the UNCC.

6. Arrival/Departure at/from Bangkok International Airport (BKK)

The Royal Thai Government will set-up at Bangkok International Airport a special clearly marked *Customs Counter* dedicated for SBSTTA-10 and ABS-3 delegates.

A *Help Desk* will also be set up to provide delegates with information on taxis and limousines and the respective applicable fares from the airport to the hotels. Taxis with meters starting at Thai Baht (TB) 35 (approx. US\$ 0.90) charge about 700-800 TB (approx. US\$ 17-50 - 20). Limousines charge much higher fares, which are at fixed rates of 900 TB (approx. US\$ 22). Toll fee for expressway is additional. The Help Desk will be operational on **5 and 6 February 2005, for those attending the SBSTTA-10 meeting** and on **12 and 13 February 2005, for those attending the ABS-3 meeting**.

For more information on taxis, please go to: <http://www.thailandguru.com/transport-taxi.html>.

To facilitate baggage clearance, delegates are kindly requested to attach clearly marked labels on their luggage with the words "***CBD SBSTTA-10 and/or ABS-3 Meetings***".

It should be noted that delegates will have to pay, in local currency, upon departure an airport tax of 500 TB.

7. Transportation to the Conference Centre

Most of the hotels offer free-of-charge shuttle services to/from UNCC at dedicated times. Please refer to Annex C below for additional information on the hotel courtesy shuttle service. Delegates who choose to stay at hotels other than those listed in Annex C should make their own transportation arrangements to /from UNCC.

8. Hotel information

Delegates are responsible for making their own hotel bookings. The month of February being a peak season, it is recommended that delegates arrange their hotel accommodation as early as possible, but **no later than 20 December 2004**. Please refer to Annex C on hotel information provided by the Royal Thai Government on hotels in the vicinity of the UNCC, the meeting venue.

Credit cards or cash deposits are required for hotel reservations. However this requirement may be waived for non-holders of credit cards upon the provision of an *official letter* issued by the respective Government confirming that the participant(s) is/are the country's official delegate(s) to the SBSTTA-10 and ABS-3 meetings. Delegates should ensure that the said official letter is provided at the time the hotel reservation is made.

The Royal Thai Government has negotiated special room rates for delegates attending SBSTTA-10 and ABS-3 meetings. In order to benefit from these favourable rates, delegates must advise the hotels upon making their reservations that they are attending the CBD SBSTTA-10 and / or ABS-3 meetings.

9. Official language

The official language in Thailand is Thai . However, English and Chinese are widely spoken and understood in hotels and restaurants.

10. Promotional materials

Tables will be made available at the UNCC for the display of promotional material and publications. Prior to shipping promotional material to the UNCC, interested delegates and organizations should contact Ms. Sumetee Jongmu, whose coordinates are provided under the "Side Events" heading below, to enquire about space availability and shipping dates. Delegates and organizations are kindly reminded that shipment of promotional material should be on door-to-door basis as UNCC cannot be responsible for customs clearance and handling of shipments. Boxes must be clearly marked, numbered (e.g. 1 of X) and show the full address of the sender and the name of the meeting.

Shipments may be collected at the UNCC upon presentation of official shipping documents. Please check with Ms. Jongmu at the UNCC upon arrival.

11. Side-events

Requests for side-events should be made as soon as possible preferably on-line at <http://www.biodiv.org/register/> or by completing the attached forms (**Annex D** for SBSTTA-10 and **Annex E** for ABS-3). The deadline for receipt of requests is **31 December 2004. Requests received after the deadline shall not be considered.**

Side events requests will be processed on a first-come, first-served basis. An updated calendar of side-events will be accessible at the Secretariat's web site as follows:

- **SBSTTA-10:** <http://www.biodiv.org/register/side-events/list.aspx?mtg=SBSTTA-10>
- **ABS-3:** <http://www.biodiv.org/register/side-events/list.aspx?mtg=ABSWG-03>

Requests should be addressed to:

Mr. Aballache Yesli
 Conference Officer
 Secretariat of the Convention on Biological Diversity
 World Trade Center
 413 St Jacques Street, Suite 800
 Montreal, Quebec, Canada H2Y IN9
 Telephone (Direct line): +1 514 287 7043
 Fax: + 1 514 288 65 88
 E- mail: aballache.yesli@biodiv.org

Subject to availability of rooms and provided that side-event requests are received before the set deadline (31 December 2004), meeting rooms, equipped with one LCD projector, for PowerPoint presentation and one overhead projector, for transparency presentations are provided **at no cost** to the side-events organizers.

Organizers of side-events requiring additional technical equipment and catering requirements should address, **with a copy** to the Secretariat's Conference Officer (aballache.yesli@biodiv.org), their requests and enquiries regarding availability and cost to the designated person whose coordinates are:

Ms. Sumetee Jongmu
 Meeting Services Assistant
 Conference Management Unit
 Tel.: + 66-2-288-2008
 Fax: + 66-2-288-3022
 Email: jongmu.unescap@un.org

Please note that only five (5) side-events per day shall be scheduled over the lunch period and on exceptional basis two (2) in the evening after the closing of the afternoon session(s). Organizers of side-events whose requests cannot be accommodated are encouraged to consider combining their events with other relevant scheduled side events. It should be borne in mind that side-events may be rescheduled to accommodation requests from the plenary and or the Working Groups.

12. Weather and time zone information

In February, daytime temperatures in Bangkok range between a maximum of 30° C and a minimum of 23° C. The standard time zone is GMT + 7 hours.

13. Electricity

220 volts, 50 Hertz [two-pin, flat and vertical, connection]

14. Currency

The Thai currency is the Thai Baht (TB). The current exchange rate is approximately 40 Thai Baht to 1 US\$. Facilities in currency exchange are readily available in banks and hotels.

15. Travel

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

16. Visas

Delegates from countries listed in **Annex F** attached hereto **require** an entry visa for Thailand and are **strongly advised** to approach the nearest Thai Diplomatic/Consular Missions in order to secure the required entry visa prior to departure.

Visas will be issued to delegates upon submission of an official letter from their respective Government nominating them as official representatives to SBSTTA-10 and or ABS-3 meetings.

Information on visa related issues is available on the website of the Ministry of Foreign Affairs of Thailand at: <http://www.mfa.go.th/web/12.php>.

Delegates experiencing difficulties to access this web site and /or requiring any visa-related assistance are requested to **directly** contact the designated Thai Government focal point at the following coordinates:

Ms. Nirawan Pipisombat
Senior Environmental Officer
Office of Natural Resources and Environmental Policy and Planning
Telephone: + 66-2-271-3251 / 279-7186-9 Ext. 227
Fax: + 66-2-279-8088
E-mails: nirawan_p@hotmail.com; sirikb@yahoo.com

17. Health Requirements

The Ministry of Health has laid down regulations that applicants who traveled from or through the countries which have been declared yellow fever infected areas must provide an International Health Certificate indicating that they have received a yellow fever vaccination.

The International Health Certificate must be submitted together with the visa application form. The traveler will also have to present the said certificate to the Immigration Officer upon arrival at the port of entry in the Kingdom. As for those nationals of the countries listed below but who have not traveled from/through those countries, such a certificate is not required. However, they should possess concrete evidence showing that their domicile is not in an infected area so as to prevent undue inconvenience.

Following are countries which are declared yellow fever areas:

Yellow fever vaccination certification is required for nationals residing in the countries listed below:

A Angola	K Kenya	U Uganda
B Benin Bolivia Brazil Burkina Faso Burundi	L Liberia	V Venezuela
C Cameroon Central African Republic Chad Colombia Congo Cote d'Ivoire	M Mali Mauritania	Z Zaire
E Ecuador Equatorial Guinea Ethiopia	N Niger Nigeria	
F French Guyana	P Panama Peru	
G Gabon Gambia Ghana Guinea-Bissau Guinea Guyana	R Rwanda	
	S Sao Tome & Principe Senegal Sierra Leone Somalia Sudan Suriname	
	T Tanzania	

Annex A

TENTH MEETING OF THE SUBSIDIARY BODY ON SCIENTIFIC, TECHNICAL AND TECHNOLOGICAL
ADVICE (SBSTTA-10) BANGKOK – THAILAND, 7 – 11 FEBRUARY 2005

Pre-Registration Form (Please print)

Due to the large number of forms involved, the Secretariat will not be able to acknowledge receipt of individual applications. Pre-registered delegates will only be contacted in cases where further information is needed.

Mr. / Mrs. / Ms. / Amb. / Dr. / Prof. Female Male

FAMILY NAME: _____

FIRST NAME: _____

FUNCTION/TITLE: _____

Have you attended CBD meeting(s) before?: Yes No

Representing:

GOVERNMENT: _____

Ministry/department/agency: _____

OR

ORGANIZATION: _____

(SHORT NAME / ACCRONYM): _____

(Check one) UN/ Specialized Agency Inter-governmental organization Non-governmental organization
 Indigenous community organization Media Industry Other

Official Address: _____

Telephone: + (____) _____

Fax: + (____) _____

Telex: + (____) _____

E-Mail: _____

URL: _____

Preferred languages:

- English
- French
- Spanish
- Russian
- Arabic
- Chinese

Signature: _____ Date: _____

Please return duly completed no later than 7 January 2005 to:

Secretariat of the Convention on Biological Diversity
World Trade Center
413 Saint-Jacques St., Suite 800
Montreal, Quebec, Canada
H2Y 1N9
Fax: + 1 (514) 288-6588
e-mail: secretariat@biodiv.org

Based on the received and duly completed pre-registration forms, badges will be prepared and handed over at the Registration Desk **only** upon the presentation of a valid passport or an identification card with a photograph.

Annex B

THIRD MEETING OF THE AD HOC OPEN-ENDED WORKING GROUP ON ACCESS AND BENEFIT
SHARING (BANGKOK, THAILAND FROM 14-18 FEBRUARY 2005)

Pre-Registration Form (Please print)

Due to the number of forms involved, the Secretariat will not be able to acknowledge receipt of individual applications. Pre-registered participants will only be contacted in cases where further information is needed.

Mr. / Mrs. / Ms. / Amb. / Dr. / Prof. Female Male

FAMILY NAME: _____

FIRST NAME: _____

FUNCTION/TITLE: : _____

Have you attended CBD meeting(s) before?: Yes No

Representing:

GOVERNMENT: _____

Ministry/department/agency: _____

OR

ORGANIZATION: _____

(SHORT NAME / ACRONYM): _____

(Check one) UN/ Specialized Agency Inter-governmental organization Non-governmental organization Indigenous and local community organization Media Industry Other

Official Address: _____

Telephone : + (_____) _____

Fax : + (_____) _____

Telex : + (_____) _____

E-MAIL : _____

URL: _____

Signature : _____ Date: _____

Preferred languages:

- English
- French
- Spanish
- Russian
- Arabic
- Chinese

Please return duly completed no later than 31 December 2004 to:

Secretariat of the Convention on Biological Diversity
World Trade Center
413 Saint-Jacques St., Suite 800
Montreal, Quebec, Canada
H2Y 1N9
Fax : + 1 (514) 288-6588
E-mail: secretariat@biodiv.org

Based on the received and duly completed pre-registration forms, badges will be prepared and handed over at the Registration Desk **only** upon the presentation of a valid passport or an identification card with a photograph.

Exchange rate: 1 US\$ = 40 Thai Baht

Exchange rate: 1 US\$ = 40 Thai Baht

Annex C (Revised 24 December 2004) *

LIST OF HOTELS WITH INDICATIVE ROOM RATES

Note: (1) Delegates should make their bookings and indicate that they are attending CBD SBSTTA-10 and ABS-3 meetings.

Unless otherwise specified, the room rates quoted below are nett and inclusive of government tax and service charges.

A. FIVE-STAR HOTELS	Number of rooms	Room rates	Distance to UNCC	Shuttle to/from UNCC
1. Pan Pacific 952 Rama IV Road, Suriyawongse, Bangrak Bangkok 10500, Thailand Tel: +66 (0) 2632-9000 Fax: +66 (0) 2632-9001 E-mail: bangkok@panpacific.com Website: www.panpacific.com	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> Superior Atrium: Single US\$ 120++ /Double US\$ 130++ Deluxe Atrium (booking on request): Single US\$ 130++ /Double US\$ 140++ Junior Suite (booking on request): Single US\$ 185++ /Double US\$ 195++ <p>NB. Room rates are inclusive of breakfast Cut-off-date: 17 December 2004</p>	9 km	Shuttle services one daily roundtrip transfer from Hotel-UN-Hotel at 8.00 a.m. and 5.30 p.m. with minimum guaranteed 10 persons.)
2. Nai Lert Park Bangkok 2 Wireless Road Bangkok 10330, Thailand Tel: + 66 (0) 2253 0123 Fax: +66 (0) 2254 8740 E-mail: sales@nailertpark.swissotel.com Website: www.nailertpark.swissotel.com	130	<p>Room Rates:</p> <ul style="list-style-type: none"> Swiss Deluxe: Single US\$ 110 net/Twin US\$ 125 net Executive Deluxe: Single US\$ 165 net/Twin US\$ 180 net <p>NB. Room rates are inclusive of breakfast Cut-off-date: 15 January 2005</p>	10 km	Shuttle services: one daily roundtrip transfer from Hotel-UN-Hotel 40% of unsold rooms will be released by 30 December 2004

* This revision is issued to reflect new cut-off dates provide by a few hotels on the list and to indicate the new web site for the Prince Palace hotel.

<p>3. AMARI WATERGATE HOTEL 847 Petchburi Road, Pratunam, Rajthevi, Bangkok 10400 Tel: +66 (0) 2653 9000 Fax: +66 (0) 2653 9045 E-mail: watergate@amari.com Website: www.amari.com</p> <p>Please use the attached Reservation Form for your booking</p>	30	<ul style="list-style-type: none"> ◆ Superior room: Single US\$ 100 net/Twin US\$ 110 net ◆ Deluxe room: Single US\$ 120 net/Twin US\$ 130 net ◆ Executive room: Single US\$ 130 net/Twin US\$ 140 net ◆ Corner Suite: Single US\$ 210 net/Twin US\$ 210 net ◆ Executive Suite US\$ 250 net/Twin US\$ 250 net <p>NB. Room rates are inclusive of breakfast Cut-off-date: 10 January 2005</p>	9 km	Shuttle services one daily roundtrip transfer from Hotel-UN-Hotel with minimum guaranteed 10 persons. (in the morning 07.30 hrs. and in the afternoon 17.00 hrs.)
B. FOUR-STAR HOTELS	Number of rooms	Room rates	Distance to UNCC	Shuttle to/from UNCC
<p>4. Siam City Hotel, Bangkok 477 Si Ayuthay Road, Phayathai Bangkok 10400, Thailand Tel: + 66 (0) 2247 0123 Fax: +66 (0) 2247 0165 E-mail: siamcity@siamhotels.com Website: www.siamhotels.com</p> <p>Please use the attached Reservation Form for your booking.</p>	120	<ul style="list-style-type: none"> • Single Bht 2,800 nett/US\$ 70 nett • Double Bht 3,000 nett/US\$ 75 nett <p>NB. Room rates are inclusive of breakfast Cut-off date: January 10, 2005</p>	8 km	Shuttle services one daily roundtrip transfer from Hotel-UN-Hotel
<p>5. Radisson Hotel Bangkok 92 Soi Saengcham, Rama 9 Road, Huay Kwang Bangkok 10320, Thailand Tel: + 66 (0) 2641 4777 Fax: +66 (0) 2641 5029 E-mail: pornchai@radisson.co.th Website : www.radisson.co.th</p> <p>Booking: please use the attached form</p>	100	<ul style="list-style-type: none"> • Superior: Single US\$ 70 nett Double US\$ 75 nett • Business Suite: Single US\$ 140 net Double US\$ 145 nett <p>Please see attached form NB. Room rates are inclusive of breakfast: Cut-off-date: January 2005</p>	6 km	Shuttle services one daily roundtrip transfer from Hotel-UN-Hotel

C. THREE-STAR HOTELS	Number of rooms	Room rates	Distance to UNCC	Shuttle to/from UNCC
6. Royal Princess Hotel, Larn Luang, Bangkok 269 Larn Luang Road, Pomprab Bangkok 10100, Thailand Tel: + 66 (0) 2281 3088 Fax: +66 (0) 2280 1314 E-mail: pranee@dusit.com , smplb@dusit.com Website: www.dusit.com	100	<ul style="list-style-type: none"> Superior: Single Bht 1,800 (US\$ 45) net/Double Bht 2,000 (US\$ 50) (US\$ 50) net Deluxe: Single Bht 2,000 (US\$ 50) net/Double Bht 2,200 (US\$ 55) net Suite: Single Bht 6,000 (US\$) 150 net/Double Bht 6,500 (US\$ 162.50) net NB. Room rates are inclusive of breakfast Cut-off-date: 7 January 2005	2 km (10-15 minutes walk)	N/A
C. THREE-STAR HOTELS	Number of rooms	Room rates	Distance to UNCC	Shuttle to/from UNCC
7. Prince Palace Hotel 488/800 Bo Bae Tower, Damrongrak Rod, Klong Mahanak, Pomprab, Bangkok 10100, Thailand Tel: + 66 (0) 628 1111 Fax: +66 (0) 628 1000 Booking by e-mail or thru web site below: info@princepalace.co.th http://www.princepalace.co.th/biodiv_reservation	130	<ul style="list-style-type: none"> Single Bht 1,300 (US\$ 32.50) net/Double Bht 1,500 (US\$ 37.50) net inclusive of breakfast Cut-off-date: 15 January 2005	2 km	Shuttle services one daily roundtrip transfer from Hotel-UN-Hotel
8. Viengtai Hotel 42 Tanee Road, Banglambu Bangkok 10200, Thailand Tel: + 66 (0) 2280 5435-45 Fax: +66 (0) 2281 8153 E-mail: info@viengtai.co.th Website: www.viengtai.co.th	N/A	<ul style="list-style-type: none"> Standard: Single Bht 1,000 (US\$ 25) net/Double Bht 1,100 (US\$ 27.50) net/Triple Bht 1,400 net (US\$ 35) Deluxe Single Bht 1,200 (US\$ 30) net/Double Bht 1,400 (US\$ 35) net NB. Room rates are inclusive of breakfast	1.5 km	Shuttle services one daily roundtrip transfer from Hotel-UN-Hotel
9. Golden Horse Hotel 5/1-2Dumrong Rak Road Bangkok 10100, Thailand Tel: + 66 (0) 2280 1920-9	50	<ul style="list-style-type: none"> Single Bht 700 (US\$ 17.50)++/Double Bht 800 (US\$ 20) ++ inclusive of breakfast 	800 m	N/A

Fax: +66 (0) 2280 3404		Cut-off-date: 20 December 2004		
10. GRANDE VILLE HOTEL 903 Mahachai Road, Bangkok 10200, Thailand Tel: +66 (0) 2225 0050 Fax: +66 (0) 2225 7593 Info@grandevillehotel.com	50	Single/Double Bht 1,200 ++ (inclusive of breakfast) • Cut-off-date: 20 January 2005	5 km	Shuttle services one daily roundtrip transfer from Hotel-UN-Hotel with minimum guaranteed 10 persons

HOTEL RESERVATION FORM FOR SIAM CITY HOTEL
**SBSTTA-10 “ Tenth meeting of Subsidiary Body on Scientific,
 Technical Advice meeting on 7-11 February 2005 ”**

Please fax or e-mail the completed form by **January 10, 2005** to Siam City Hotel at:

Fax : (662) 247-0165 or E-mail : sales@siamhotels.com

Name :

Title :

Country

Telephone E-mail

Room requirement (please tick the appropriate box)

Room Type	Single	Twin
Run of House	<input type="checkbox"/> Bht 2,800.- or approx. \$US 70.-	<input type="checkbox"/> Bht 3,000.- or approx. \$US 75.-

**** The above rate are nett, inclusive of breakfast, taxes and transfer from hotel to UN to hotel ****

Smoking

Non- Smoking

Flight Details

Arrival date _____ Flight _____ Time _____

Departure date _____ Flight _____ Time _____

Method of payment

Credit Card type: Amex Visa Master Card

Card Holder _____ Expire date _____

Card Number _____ Signature _____

Cancellation Policy : Kindly inform 3 days before arrival. The hotel reserve the right to charge one night accommodation for no show guest.

Final Reservation : **By January 21, 2005**

IMPORTANT NOTE:

The above special rate is only available to participants who book directly through the Conference Organizer or our Reservations Office. When bookings are made direct to the hotel, the name of the conference **MUST** be mentioned ortherwise the special rate will not be offered.

Conference participants who do not use the above methods of booking or arrange their booking through other means **will not be entitled to a rebate.**

Hotel contact person
 Ms. Nathathai Pisalsinthu
 Senior Sales Manager
 Siam City Hotel, Bangkok
 Tel 66-2-2470123 / Fax: 66-2-2470165
www: siamhotels.com

HOTEL RESERVATION FORM FOR SIAM CITY HOTEL

**Third meeting of the AD-HOC open-ended working group on Access and Benefit Sharing -
14-18 February 2005 -**

-----Please

fax or e-mail the completed form by **January 10, 2005** to Siam City Hotel at:

Fax : (662) 247-0165 or E-mail : sales@siamhotels.com

Name :

Title :

Country

Telephone E-mail

Room requirement (please tick the appropriate box)

Room Type	Single	Twin
Run of House	<input type="checkbox"/> Bht 2,800.- or appx. \$US 70.-	<input type="checkbox"/> Bht 3,000.- or appx. \$US 75.-

**** The above rate are nett, inclusive of breakfast, taxes and transfer from hotel to UN to hotel ****

Smoking

Non- Smoking

Flight Details

Arrival date _____ Flight _____ Time _____

Departure date _____ Flight _____ Time _____

Method of payment

Credit Card type: Amex Visa Master Card

Card Holder _____ Expire date _____

Card Number _____ Signature _____

Cancellation Policy : Kindly inform 3 days before arrival. The hotel reserve the right to charge one night accommodation for no show guest.

Final Reservation : **By January 21, 2005**

IMPORTANT NOTE:

The above special rate is only available to participants that book directly through the Conference Organizer or our Reservations Office. When bookings are made direct to the hotel, the name of the conference **MUST** be mentioned or the special rate will not be offered.

Conference participants that do not use the above methods of booking or arrange their booking through other means **will not be entitled to a rebate.**

Hotel contact person
Ms. Nathathai Pisalsinthu
Senior Sales Manager
Siam City Hotel, Bangkok
Tel 66-2-2470123 / Fax: 66-2-2470165
www: siamhotels.com

Hotel Room Reservation Form for Amari Watergate Hotel

Tenth Meeting of the Subsidiary Body on Scientific, Technical and Technological Advice
(SBSTTA-10) 7-11 February 2005 and Third Meeting of the Ad Hoc Open-ended
Working Group on Access and Benefit Sharing (ABS-03) 14-18 February 2005

847 Petchburi Rd.,Pratunam,Rajthavi,
Bangkok 10400,Thailand.

Hotel contact: Khun Chollada Nateluecha – Senior Sales Manager

Tel. + (66) 2 – 653 9000 # 5103 Fax + (66) 2 – 653 9045 and + (66) 1 – 627 7770

E-mail : Sales@Watergate.Amari.com

Room at **Amari Watergate Hotel** are quoted to a special group rate, subject to availability. Please fax or e-mail your request directly to the above indicated fax number or e-mail account before January 10, 2005. You will receive a confirmation letter from hotel. Please tick appropriate box below ;

Superior Room (include breakfast)

- Yes, Single room charge USD 100.-net
- Yes, Twin room charge USD 110.-net

Executive Room (include breakfast)

- Yes, Single room charge USD 130.-net
- Yes, Twin room charge USD 140.-net

Deluxe Room (include breakfast)

- Yes, Single room charge USD 120.-net
- Yes, Twin room charge USD 130.-net

Corner Suite Room (include breakfast)

- Yes, Single room charge USD 210.-net
- Yes, Twin room charge USD 210.-net

Executive Suite Room (include breakfast)

- Yes, Single room charge USD 250.-net
- Yes, Twin room charge USD 250.-net

Limousine service (by BMW Series 5)

- Yes, Round trip (Airport–Hotel–Airport) charge USD 70.-net or Bht. 2,568.-net
- Yes, One way (Airport–Hotel) charge USD 35.-net or Bht. 1,284.-net
- Yes, One way (Airport–Hotel) charge USD 35.-net or Bht. 1,284.-net

(All room charge and Limousine service charge include 10% service charge and 7% government tax.)

Name :Last name : **Country :**

Tel : **Fax :** **E-mail :**

Check in date : **Time :** Flight :

Check out date : **Time :** Flight :

Credit no : Expiry date:.....

Organization name :

Remark

1. Standard check in / out is 12.00 hrs. Early check in and late check out upon the space availability
2. Credit card detail is important for confirm space
3. “ **No show**” Charge one first night
4. Hotel will receive booking until **January 10, 2005**. If later than **January 10, 2005** the status upon the space availability.
5. In case of due direct to hotel (Not attach this registration form) you will get the standard price

HOTEL RESERVATION FORM FOR RADISSON HOTEL BANGKOK

Return Form to: Khun Pornchai Sungsungwan with a CC to Sales Department
RADISSON HOTEL BANGKOK

Telephone: + (66 2) 641-4777
 Fax sales : + (66 2) 641-5029
 Email: pornchai@radisson.co.th or
 Email : sales@radisson.co.th

**SBSTTA-10 "tenth meeting of Subsidiary Body on Scientific,
 Technical Advice meeting on 7-11 February 2005"**

This form must be completed by delegates who wish to be housed in the Radisson hotels. Each reservation must be made on "Hotel Accommodation Form". PLEASE TYPE / WRITE IN BLOCK LETTERS

Company Name : _____ County _____
 Tel : _____ Fax : _____ Email : _____
 Authorized By: _____ Signature : _____ Date : _____

No. of Room required :- _____ Rooms

Room Rate Superior Room : Single -US\$ 70.- Twin-US\$ 75.- Triple -US\$ 95.-
Business Suite : Single -US\$ 140.- Twin-US\$ 145.- Triple -US\$ 165.-
Limousine Airport Pick up @ US\$ 17.- Transfer to Airport @ US\$ 17.-
 Round-Trip @ US\$ 34.-

Accommodation details: Please provide names of all delegates / accompanying persons occupying the room.

Name	Passport No.	Arrival Date/Flight/Time	Departure Date/Flight/Time

Special requests: Smoking Room Non Smoking Room

Confirmation and Deposit requirement:

The completed booking form must be duly signed by the delegate and must be received not later than 22 January 2005.

A deposit equal to a one room night's rate is required by the payment. Acknowledgement of this reservation will be sent to you from the Hotels. Cancellation of hotel reservation by written notification on or before 22 January 2005 shall be granted a refund of one-night deposit. Non-refundable shall be made for cancellations after 22 January 2005.

No Shows:

No-show on the prescribed date of check-in will be subject to forfeiture of one-night deposit paid and automatic release of the booked room. Cut-off time for checking in is 18.00hrs. on the expected date of arrival. Please advise us of your flight information, date and time of arrival. The one-night deposit shall be forfeited if the guest does not check in before the cut-off time.

Payment: Guest Account Company Account Cash Credit Card
 Room incl. ABF All Express

Total Amount Payable: _____ Credit Card No: _____
 Signature as on credit card: _____ Date: _____
 Full Name as on credit card: _____ Expiry Date: _____

Credit Card Type: AMEX Visa Master Card JCB

HOTEL RESERVATION FORM FOR RADISSON HOTEL BANGKOK

Return Form to: Khun Pornchai Sungsungwan with a CC to Sales Department
RADISSON HOTEL BANGKOK

Telephone: + (66 2) 641-4777
 Fax sales : + (66 2) 641-5029
 Email: pornchai@radisson.co.th or
 Email : sales@radisson.co.th

**Third meeting of the AD-HOC open-ended working group on Access and Benefit Sharing-
 14-18 February 2005**

This form must be completed by delegates who wish to be housed in the Radisson hotels. Each reservation must be made on "Hotel Accommodation Form". PLEASE TYPE / WRITE IN BLOCK LETTERS

Company Name : _____ County _____
 Tel : _____ Fax : _____ Email : _____
 Authorized By: _____ Signature : _____ Date : _____

No. of Room required :- _____ Rooms

- Room Rate Superior Room :** Single -US\$ 70.- Twin-US\$ 75.- Triple -US\$ 95.-
 Business Suite : Single -US\$ 140.- Twin-US\$ 145.- Triple -US\$ 165.-
Limousine Airport Pick up @ US\$ 17.- Transfer to Airport @ US\$ 17.-
 Round-Trip @ US\$ 34.-

Accommodation details: Please provide names of all delegates / accompanying persons occupying the room.

Name	Passport No.	Arrival Date/Flight/Time	Departure Date/Flight/Time

Special requests: Smoking Room Non Smoking Room

Confirmation and Deposit requirement:

The completed booking form must be duly signed by the delegate and must be received not later than 22 January 2005.

A deposit equal to a one room night's rate is required by the payment. Acknowledgement of this reservation will be sent to you from the Hotels. Cancellation of hotel reservation by written notification on or before 22 January 2005 shall be granted a refund of one-night deposit. Non-refundable shall be made for cancellations after 22 January 2005.

No Shows:

No-show on the prescribed date of check-in will be subject to forfeiture of one-night deposit paid and automatic release of the booked room. Cut-off time for checking in is 18.00hrs. on the expected date of arrival. Please advise us of your flight information, date and time of arrival. The one-night deposit shall be forfeited if the guest does not check in before the cut-off time.

- Payment:** Guest Account Company Account Cash Credit Card
 Room incl. ABF All Express

Total Amount Payable: _____ Credit Card No: _____
 Signature as on credit card: _____ Date: _____
 Full Name as on credit card: _____ Expiry Date: _____

Credit Card Type: AMEX Visa Master Card JCB



**CONVENTION ON
BIOLOGICAL DIVERSITY**

SER/# ---

Deadline : 31 December 2004

Side-Events Request Form

**Tenth Meeting of the Subsidiary Body on Scientific, Technical and Technological Advice (SBSTTA-10) -
Bangkok – Thailand, 7 – 11 February 2005**

Side event requests are processed on a first-come, first-served basis

Please ensure that the information below (1 to 6) is provided

For on-line requests, please click here: <http://www.biodiv.org/register/>

1. **Event Title:** _____

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

3. **Expected number of Participants:** _____

4. **Preferred date and time:**

- First Choice: DD/02/2004 time: 12:15- 13:45
- Second choice: DD/02/2004 time: 12:15- 13:45
- Third choice: DD/02/2004 time: 12:15- 13:45

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

- LCD Projector (for PowerPoint presentations)
- PC
- Overhead Projector (for transparencies)
- Other * (please specify):

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

6. **Date of submission: DD/MM/YY**

7. **Message (optional):**

*** For additional technical equipment and catering requirements, please refer to page 5 heading 11. "Promotional Materials and Side Events" of the "Information for Participant" Note.**



**CONVENTION ON
BIOLOGICAL DIVERSITY**

SER/# ---

Deadline : 31 December 2004

Side-Events Request Form

Third meeting of the Ad Hoc Open-ended Working Group on Access and Benefit Sharing (ABS-3)

Bangkok, Thailand from 14-18 February 2005

*Side event requests are processed on a **first-come, first-served basis***

Please ensure that the information below (1 to 6) is provided

For on-line requests, please click here: <http://www.biodiv.org/register/>

1. **Event Title:** _____

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

3. **Expected number of Participants:** _____

4. **Preferred date and time:**

- a. First Choice: DD/02/2004 time: 12:15- 13:45
- b. Second choice: DD/02/2004 time: 12:15- 13:45
- c. Third choice: DD/02/2004 time: 12:15- 13:45.

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

- a. LCD Projector (for PowerPoint presentations)
- b. PC
- c. Overhead Projector (for transparencies)
- d. Other * (please see also note below):

6. **Date of submission: DD/MM/YY**

7. **Message (optional):**

*** For additional technical equipment and catering requirements, please refer to page 5 heading 11. "Promotional Materials and Side Events" of the "Information for Participant" Note.**

Annex F

VISA AND ENTRY REQUIREMENTS FOR THAILAND (according to information provided by the host country)

COUNTRIES WHOSE CITIZENS DO NOT REQUIRE A VISA TO ENTER THAILAND

1. TOURIST VISA EXEMPTION

According to the Interior Ministerial Announcements dated 6 February B.E. 2538 (1995), 8 December B.E. 2541 (1998), 1 October B.E. 2545 (2002) and 20 December B.E. 2545 (2002), passport holders from 39 countries do not require a visa when entering Thailand for tourism purposes if their stay in the Kingdom does not exceed 30 days.

The applicant must possess instrument of means of living expenses 10,000 Baht per person and 20,000 Baht per family accordingly.

Please be advised that ordinary passport holders of 39 countries who intend to engage in certain activities are eligible to apply for a visa when entering the Kingdom if their qualifications meet the conditions set forth by the Office of Immigration Bureau. For more information, please contact the Office Of Immigration Bureau, Soi Suan Plu, off South Sathorn Road, Bangkok 10120, Tel. (626) 287-3101-10 or at website <http://police.go.th>.

A

Australia
Austria

B

Belgium
Brazil
Bahrain
Brunei Darussalam

C

Canada

D

Denmark

F

Finland
France

G

Germany
Greece

H

Hong Kong

I

Indonesia
Ireland
Israel
Italy

J

Japan

K

Korea
Kuwait

L

Luxembourg

M

Malaysia

N

The Netherlands
New Zealand
Norway

P

Peru
The Philippines
Portugal

Q

Qatar

S

Singapore
Spain
South Africa
Sweden
Switzerland

T

Turkey

U

United Arab Emirates
United Kingdom
United States of America

V

Vietnam

2. TEMPORARY TOURIST VISA: VISA ON ARRIVAL

According to the Interior Ministerial Announcements, passport holders from 14 countries may apply for visas at the immigration checkpoints for the purpose of tourism for the period of not exceeding 15 days.

The applicant must possess instrument of means of living expenses 10,000 Baht per person and 20,000 Baht per family accordingly.

The applicant must produce instrument of means of transport (full paid ticket), which is usable within 15 days since the date of entry.

Visa on arrival is provided at 23 designated international checkpoints and applicants should produce the application form to which his/her recent photograph (2 ½ inches) is attached. The application fee is 1,000 Baht.

Visitors who enter the Kingdom with Visa on Arrival generally cannot file an application for extension of stay except in special cases such as illness which prevents them from traveling, etc. They can submit an application at the Office of Immigration Bureau, Immigration Division 1, Soi Suan Plu, Sathorn Road, Bangkok 10120. Tel. (662) 287-3127 or 287-3101-10 ext. 3364-5 or at website <http://www.police.go.th/frconten.htm>.

List of 14 countries are as follows:

- | | |
|-------------------|------------------------|
| 1. Bhutan | 8. Maldives |
| 2. China | 9. Mauritius |
| 3. Cyprus | 10. Oman |
| 4. Czech Republic | 11. Poland |
| 5. Hungary | 12. Russian Federation |
| 6. India | 13. Saudi Arabia |
| 7. Kazakhstan | 14. Ukraine |

3. LIST OF COUNTRIES THAT HAVE CONCLUDED AGREEMENTS ON THE EXEMPTION OF VISA REQUIREMENTS WITH THAILAND

I. Country which has concluded agreement on the exemption of visa requirement for holders of diplomatic passport with Thailand and permitted to stay for 30 days

The Kingdom of Cambodia

II. List of countries which have concluded agreement on the exemption of visa requirement for holders of diplomatic or official passport or service/special passport with Thailand and permitted to stay for 30 and 90 days

90 Days

- | | |
|-------------------|---------------------|
| 1. Argentina | 15. Luxembourg |
| 2. Austria | 16. Malaysia |
| 3. Belgium | 17. Mexico |
| 4. Bhutan | 18. The Netherlands |
| 5. Brazil | 19. Nepal |
| 6. Chile | 20. The Philippines |
| 7. Croatia | 21. Poland |
| 8. Czech Republic | 22. Romania |

9. Germany
10. Hungary
11. India
12. Israel
13. Italy
14. Republic of Korea

23. Russian Federation
24. Singapore
25. Slovak Republic
26. South Africa
27. Switzerland (including Liechtenstein)
28. Tunisia
29. Turkey

30 Days

1. Mongolia
2. Laos
3. China
4. Myanmar
5. Vietnam

III. Country which has concluded agreement on the exemption of visa requirement for holders of diplomatic, official and ordinary passports with Thailand and permitted to stay for 90 days

Republic of Peru

IV. List of countries which have concluded agreement on the exemption of visa requirement for holders of national passport with Thailand and permitted to stay for 30 to 90 days

90 Days

1. Brazil
2. Republic of Korea
3. Chile

30 Days

1. Hong Kong SAR
2. Vietnam
3. Macao Special Administrative Region
