

# Convention on Biological Diversity

Distr.  
GENERAL






18 March 2016

ENGLISH ONLY

SUBSIDIARY BODY ON SCIENTIFIC,  
TECHNICAL AND TECHNOLOGICAL  
ADVICE  
Twentieth meeting  
Montreal, Canada, 25-30 April 2016  
and  
SUBSIDIARY BODY ON IMPLEMENTATION  
First meeting  
Montreal, Canada, 2-6 May 2016

### INFORMATION NOTE FOR PARTICIPANTS

**QUICK LINKS** (Control + click on icons for web page, click on page number to directly access text in document)

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## 1. OFFICIAL OPENINGS

The official opening of the twentieth meeting of the Subsidiary Body on Scientific, Technical and Technological Advice (SBSTTA-20) will take place at **10:00 a.m. on Monday, 25 April 2016.**

The official opening of the first meeting of the Subsidiary Body on Implementation (SBI-1) will take place at **10:00 a.m. on Monday, 2 May 2016.**

A reception for SBSTTA-20 meeting will be held on Monday, 25 April 2016 at 6:30 p.m. at the International Civil Aviation Organization (ICAO). For more information on the programme of work for the meeting, please refer to the Revised Annotations to the Provisional Agenda, which are available on the Secretariat's web site at: <https://www.cbd.int/doc/?meeting=SBSTTA-20>.

A reception for SBI-1 meeting will be held on Monday, 2 May 2016 after plenary. at the International Civil Aviation Organization (ICAO). For more information on the programme of work for the meeting, please refer to the Revised Annotations to the Provisional Agenda, which are available on the Secretariat's web site at: <https://www.cbd.int/doc/?meeting=SBI-01>.

## 2. VENUE

All of the meetings listed above will be held at:

### **The International Civil Aviation Organization (ICAO)**

999 Robert Bourassa Boulevard\* (between Viger and St-Antoine Streets)

Montreal, Quebec

H3C 5H7, Canada

Tel: +1-514-954-8219

Metro, line 2: Orange line – station: Square-Victoria-OACI

(\* please note that the location is the same, the street has been renamed. Previously named: University Street)

## 3. PRE-REGISTRATION

### 3.1 CONTRACTING PARTIES

Pre-registration of representatives from Contracting Parties is subject to the receipt by the Secretariat of an official letter of nomination for each of the meetings. The letter should indicate the names, titles and contacts of delegates attending the meetings (SBSTTA-20 and/or SBI-1) and should be sent to the attention of the Executive Secretary at the address below, as soon as possible, preferably by 20 April 2016. Without an official notification from representatives of contracting Parties nominated to attend the meeting, indicating the names, titles and contacts of delegates and including the head of the delegation, registration will not be possible.

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

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

## **3.2 OBSERVERS**

### **3.2.1 STATES NOT PARTY TO THE CONVENTION**

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

### **3.2.2 THE UNITED NATIONS AND ITS SPECIALIZED AGENCIES**

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

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

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

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

Please note that a Priority Pass will be issued by e-mail to all pre-registered participants. Please present the Priority Pass at the registration counter at the venue; this will accelerate the obtention of your conference badge.

#### 4. ACCESS TO THE MEETING VENUE AND NAME BADGES

Access to the meeting venue is subject to the presentation of a valid conference badge. Conference badges with photographs will be issued at the registration counter located at 999 Robert Bourassa Boulevard starting from Sunday, 24 April 2016 from 8:30 a.m. to 5:00 p.m.

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

Registration schedule:

- **24 April from 8:30 a.m. to 5:00 p.m.**
- **25 – 29 April** (Monday to Friday) **from 8:00 a.m. to 6:00 p.m.**
- **30 April from 8:00 a.m. to 12:00 p.m.**
- **1 May from 8:30 a.m. to 5:00 p.m.**
- **2 – 5 May** (Monday to Thursday) **from 8:00 a.m. to 6:00 p.m.**
- **6 May** (Friday) **from 8:00 a.m. to 3:00 p.m.**

Please note that for those attending the SBI-1 meeting only, registration will commence on Thursday, 28 April 2016.

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

#### 5. MEETING ROOM ALLOCATIONS/RESERVATIONS

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

Meeting rooms are available for all groups starting on 24 April 2016 for SBSTTA-20, 1 May 2016 for SBI-1 from 10:00 a.m. to 6:00 p.m. and continuing every day **from 8:00 a.m. to 9:45 a.m.** For any other use outside this slot, the access to the meeting rooms needs to be confirmed, on a daily basis. Requests, prior to the start of the meeting, can be submitted to CBD Secretariat ([secretariat@cbd.int](mailto:secretariat@cbd.int)), and on site by contacting Lisa Pedicelli or Paulo Tagliari at the document distribution counter.

#### 6. DOCUMENTS



##### Pre-session

Pre-session documents in all languages and information documents for both meetings can be retrieved from the Secretariat's web site:

SBSTTA-20: <https://www.cbd.int/doc/?meeting=SBSTTA-20>

SBI-1: <https://www.cbd.int/doc/?meeting=SBI-01>

Please note that these documents will not be printed on site and delegates are kindly requested to bring their own copies as necessary. Copies on USB keys will be available upon request.

### In-session

The Secretariat will be using the print smart initiative where all in-session documents will be posted online on our web site and documents in hard copies will only be available for printing on demand. An area near the document distribution centre will be set-up for this purpose.

## 7. VISA AND HEALTH REQUIREMENTS

### 7.1 VISA REQUIREMENTS FOR CANADA



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

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

A number of countries (listed in annex A below) require Biometrics (fingerprints and photos) in order to enter Canada on a visa. Information can be found at the following link: <http://www.cic.gc.ca/english/visit/biometrics.asp>.

#### On-line visa application:

Anyone can apply online for a visa to enter Canada. However individuals who are required to provide biometrics still need to present themselves at a Visa Application Centre to provide this information. An application will not go forward without the biometric information. The CIC will send you a biometric instruction letter by email through your MyCIC account when they receive your application. Read and print this letter and bring it, along with your passport or other travel document, to a visa application centre (VAC) to give your biometrics. Find your closest VAC.

Please continuously check your MyCIC account for any incoming e-mails, queries, request for information and responses.

Important new information for participants from visa exempt countries who were previously able to travel to Canada without prior authorization are now required to complete an Electronic Travel Authorization (eTA). The eTA will be valid for 5 years or expiry of your passport.

**Visa-exempt foreign nationals who fly to or transit through Canada need an Electronic Travel Authorization (eTA), mandatory as of 15 March 2016.** Travellers are required to have an eTA before they can board a flight to Canada. (exceptions include U.S. citizens and travellers with a valid visa for Canada).

Applying for the eTA is an online process which takes only a few minutes to complete.

There is a fee of CAN \$7.00 for the electronic travel authorization (eTA).

The eTA link is as follows: <http://www.cic.gc.ca/english/visit/visas.asp>

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

## 7.2 HEALTH REQUIREMENTS

There are no vaccination requirements for any international traveller.

## 8. HOTEL INFORMATION

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

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

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

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



## 9. GENERAL INFORMATION ON ACCESS TO MONTREAL



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

<b>Bus:</b>	<b>One way trip</b>
Montreal-Trudeau Airport/Downtown (several locations) STM Express bus No. 747 (runs 24 hrs a day)	CAD \$10 Fares can be purchased from the automated dispensers at the international arrivals level. The \$10 fare can also be paid in cash <b>with exact change in coins only</b> on board the bus. More information: <a href="http://www.stm.info/en/info/networks/bus/shuttle/more-about-747-aeroport-p-e-trudeau-centre-ville-shuttle">http://www.stm.info/en/info/networks/bus/shuttle/more-about-747-aeroport-p-e-trudeau-centre-ville-shuttle</a>
<b>Taxis:</b> Montreal-Trudeau /Downtown	CAD \$40 Fixed rate to go downtown Fares for other destinations according to taxi meter. Minimum fare \$17. <a href="http://www.admtl.com/en/access/taxis-limousines">http://www.admtl.com/en/access/taxis-limousines</a>

## **10. SERVICES FOR PARTICIPANTS**

### **10.1 VISA FOR COP-13**

The Government of Mexico, host of COP-13, through its Consulate in Montreal will be accepting visa applications for the COP-13 meeting in Cancun during the SBSTTA-20 and SBI-1 meetings.

The contact information for the Mexican Consulate is the following:

Mexican Consulate in Montreal  
2055 Rue Peel, Suite 1000  
Montreal, Quebec H3A 1V4  
E-mail: [docmon03@sre.gob.mx](mailto:docmon03@sre.gob.mx)  
Phone: +514-228-2502, ext. 223 or 232  
Contacts: Henry Valdivia or Vianey Yturri

Participants must complete all visa formalities prior to entering the country. Please note that **the Mexican government does not issue visas upon arrival.**

### **10.2 ICAO INTERNET CORNER AND PRINTSHOP**

Participants will have access to the internet at an internet corner located within the ICAO Conference building on the first floor. The ICAO conference building is also equipped with WIFI internet access and no password is required.

Participants wishing to avail themselves of the reproduction (and publication) facilities of the ICAO printshop are requested to contact at the address below Mr. Ronald Mccann, Acting Head, Reproduction Services Unit, directly for cost estimates and other relevant information, as appropriate. During the meeting, Mr. Mccann can be reached at extension 8389 (on-site).

Mr. Ronald Mccann  
999 Robert Bourassa Boulevard  
Montreal, Quebec  
H3C 5H7 - Canada  
Telephone: + 1-514-954-8219 - Ext 8389  
Fax: + 1-514-954-8206  
E-mail: [rmccann@icao.int](mailto:rmccann@icao.int)

## **11. PROMOTIONAL MATERIAL**

### **11.1 DISPLAY TABLES**

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

## 11.2 SHIPPING OF PROMOTIONAL MATERIAL

Participants wishing to enquire about space availability regarding storage of promotional material at the meeting venue (ICAO Conference building) should address their requests to the CBD Secretariat ([secretariat@cbd.int](mailto:secretariat@cbd.int)), with a copy to Mr. Fabio Mhaouek ([fmhaouek@icao.int](mailto:fmhaouek@icao.int)). For any query on customs clearance, please **contact your courier service directly**.

All shipments of promotional materials must be:

- Addressed to:

**The International Civil Aviation Organization (ICAO)**

Attention: CBD Meeting – SBSTTA-20

999 Robert Bourassa Boulevard

Montreal, Quebec

Canada

H3C 5H7

- Arriving in Montreal no earlier than one week prior to the start of the meeting;
- Arranged on a door-to-door basis, as ICAO does not deal with customs clearance and handling of the shipments, nor pay any shipment costs;
- Marked to the attention of CBD Meeting (as above);
- Identified with the title of the meeting (i.e. SBSTTA-20 or SBI-1);
- Communicated to the CBD Secretariat ([secretariat@cbd.int](mailto:secretariat@cbd.int)), with a copy to Mr. Fabio Mhaouek ([fmhaouek@icao.int](mailto:fmhaouek@icao.int)), indicating the expected date of arrival in Montreal, the airway bill number and the number of boxes sent.

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

## 12. SIDE-EVENTS

The Secretariat invites side-events for SBSTTA-20 and SBI-1 which further enrich the discussions on items on the agenda of each meeting. Requests should be made using the **new online** side-event submission system which is available on the Secretariat’s web site at: <https://www.cbd.int/side-events/> . Please note that if you already have a CBD account for side-events, it is still active. The deadline for the receipt of requests is **31 March 2015**. Requests received after the deadline will not be considered.

Preference will be given to side-events which are of direct relevance to the issues that will be discussed at each of the meetings: SBSTTA-20 and SBI-1 (please refer to the annotations to the provisional agenda for each meeting).

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.

Subject to the availability of rooms and provided that side-event requests are received before the set deadline, the meeting rooms, equipped with LCD projectors and computers/laptops for PowerPoint presentations, will be provided at no cost to the side-event organizers. However, there may be a cost to the organizers when an event is scheduled in a room that does not already



contain the required equipment. Should this be the case, organizers will be notified accordingly. It should be noted that side-events may be rescheduled depending on official sessions of the meeting. Should such a situation occur, it is the responsibility of side-event organizers to advise the caterer accordingly.

The list of side-event requests, once processed by the Secretariat, will be made available on CBD's web site at [inde.cbd.int](http://inde.cbd.int).

Organizers of side-events wishing to enquire about costs for catering are requested to communicate with your choice of the following service providers directly with a copy to Ms. Lisa Pedicelli ([lisa.pedicelli@cbd.int](mailto:lisa.pedicelli@cbd.int)).

### **Catering**

Mr. Tony Wehbe and Mr. Ray Khalil  
Lordia Cafeteria, ICAO Building  
999 Robert-Bourassa Street  
Montreal, Quebec Canada H3C 5H7  
Telephone: + 1 (514) 954-8219 ext.7085  
Mobile: +1-514-928-4739  
E-mail: [cafe.lordia@hotmail.com](mailto:cafe.lordia@hotmail.com)

Gisèle Gauthier Traiteur/Caterer  
Attn : Ms. Josée Sauvé  
5450, rue St-Denis,  
Montréal (Québec)  
H2J 2M5  
Tel: +514-272-2121, poste 222  
E-mail: [ggt@ggtraiteur.com](mailto:ggt@ggtraiteur.com)  
Web-site: [www.ggtraiteur.com](http://www.ggtraiteur.com)

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

**It should be noted that food and drinks are not allowed in the meeting rooms, catering will be set-up outside of the meeting rooms.**

### **13. PAYMENT OF THE DAILY SUBSISTENCE ALLOWANCES (DSA)**

The DSA will be distributed during each of the meetings. The schedule will be posted on site.

### **14. OFFICIAL LANGUAGES**

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

## 15. WEATHER AND TIME ZONE INFORMATION



In April, average temperatures in Montreal usually range between a maximum of +11°C in the daytime, and a minimum of -2°C at night. Please bring appropriate warm clothing for cold weather conditions. Current weather conditions in the area can be found at: <http://worldweather.wmo.int/en/city.html?cityId=634>; <http://www.theweathernetwork.com/weather/canada/quebec/montreal>.

## 16. ELECTRICITY

The electrical currents are 120 volts, 60 Hertz a as shown in the pictures below.



## 17. CURRENCY



The currency in Canada is the Canadian Dollar (CDN \$). The current exchange rate as at 1 March 2016 is US \$1 = CDN \$1.33 and € 1 = CDN \$1.50 (source: [www.xe.com](http://www.xe.com); rates subject to change).

## 18. DISCLAIMER

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

## Annex A – Country Listing

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

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

<p><b>A</b></p> <p>Afghanistan*</p> <p>Albania*</p> <p>Algeria*</p> <p>Angola</p> <p>Argentina</p> <p>Armenia</p> <p>Azerbaijan</p> <p><b>B</b></p> <p>Bahrain</p> <p>Bangladesh*</p> <p>Belarus</p> <p>Belize</p> <p>Benin</p> <p>Bhutan</p> <p>Bolivia</p> <p>Bosnia and Herzegovina</p> <p>Botswana</p> <p>Brazil</p> <p>Bulgaria</p> <p>Burkina Faso</p> <p>Burundi</p> <p><b>C</b></p> <p>Cabo Verde</p> <p>Cambodia*</p> <p>Cameroon</p> <p>Central African Republic</p> <p>Chad</p> <p>China</p> <p>Colombia*</p> <p>Comoros</p> <p>Congo, Democratic Republic of the*</p> <p>Congo, Republic of the</p> <p>Costa Rica</p> <p>Cote d'Ivoire</p> <p>Cuba</p> <p><b>D</b></p> <p>Djibouti</p> <p>Dominica</p> <p>Dominican Republic</p> <p><b>E</b></p> <p>East Timor</p> <p>Ecuador</p> <p>Egypt*</p> <p>El Salvador</p> <p>Equatorial Guinea</p>	<p><b>E (cont'd)</b></p> <p>Eritrea*</p> <p>Ethiopia</p> <p><b>F</b></p> <p>Fiji</p> <p><b>G</b></p> <p>Gabon</p> <p>Gambia</p> <p>Georgia</p> <p>Ghana</p> <p>Grenada</p> <p>Guatemala</p> <p>Guinea</p> <p>Guinea-Bissau</p> <p>Guyana</p> <p><b>H</b></p> <p>Haiti*</p> <p>Honduras</p> <p><b>I</b></p> <p>India</p> <p>Indonesia</p> <p>Iran, Islamic Republic of *</p> <p>Iraq*</p> <p>Israel</p> <p><b>J</b></p> <p>Jamaica*</p> <p>Jordan*</p> <p><b>K</b></p> <p>Kazakhstan</p> <p>Kenya</p> <p>Kiribati</p> <p>Korea, Democratic People's Republic of</p> <p>Kuwait</p> <p>Kyrgyzstan</p> <p><b>L</b></p> <p>Lao, People's Democratic Republic of*</p> <p>Lebanon*</p> <p>Lesotho</p> <p>Liberia</p> <p>Libya*</p> <p>Lithuania</p>	<p><b>M</b></p> <p>Madagascar</p> <p>Malawi</p> <p>Malaysia</p> <p>Maldives</p> <p>Mali</p> <p>Marshall Islands</p> <p>Mauritania</p> <p>Mauritius</p> <p>Mexico</p> <p>Micronesia, Fed. States of</p> <p>Moldova</p> <p>Mongolia</p> <p>Montenegro</p> <p>Morocco</p> <p>Mozambique</p> <p>Myanmar*</p> <p><b>N</b></p> <p>Namibia</p> <p>Nauru</p> <p>Nepal</p> <p>Nicaragua</p> <p>Niger</p> <p>Nigeria*</p> <p><b>O</b></p> <p>Oman</p> <p><b>P</b></p> <p>Pakistan*</p> <p>Palau</p> <p>Palestinian Authority*</p> <p>Panama</p> <p>Paraguay</p> <p>Peru</p> <p>Philippines</p> <p>Poland</p> <p><b>Q</b></p> <p>Qatar</p> <p><b>R</b></p> <p>Romania</p> <p>Russian Federation</p> <p>Rwanda</p> <p><b>S</b></p> <p>Saint Kitts and Nevis</p> <p>Saint Lucia</p> <p>Saint Vincent and the Grenadines</p>	<p><b>S (Cont'd)</b></p> <p>Sao Tomé e Príncipe</p> <p>Saudi Arabia*</p> <p>Senegal</p> <p>Serbia</p> <p>Seychelles</p> <p>Sierra Leone</p> <p>Somalia*</p> <p>South Africa</p> <p>South Sudan*</p> <p>Sri Lanka*</p> <p>Sudan*</p> <p>Suriname</p> <p>Swaziland</p> <p>Syrian Arab Republic*</p> <p><b>T</b></p> <p>Tajikistan</p> <p>Tanzania, United Republic of</p> <p>Thailand</p> <p>The former Yugoslav Republic of Macedonia</p> <p>Togo</p> <p>Tonga</p> <p>Trinidad and Tobago</p> <p>Tunisia*</p> <p>Turkey</p> <p>Turkmenistan</p> <p>Tuvalu</p> <p><b>U</b></p> <p>Uganda</p> <p>Ukraine</p> <p>United Arab Emirates</p> <p>Uruguay</p> <p>Uzbekistan</p> <p><b>V</b></p> <p>Vanuatu</p> <p>Venezuela</p> <p>Viet Nam*</p> <p><b>Y</b></p> <p>Yemen*</p> <p><b>Z</b></p> <p>Zambia</p> <p>Zimbabwe</p>
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\* Countries requiring biometrics (fingerprint and photos).

**Current rate of exchange:**  
US \$1 = CDN \$1.33 and €1 = CDN \$1.50

## Annex B – Hotel Listing

### LIST OF HOTELS WITH INDICATIVE ROOM RATES FOR 2016 IN CANADIAN DOLLARS

PRICES DO NOT INCLUDE THE APPLICABLE TAXES: GST 5% + PST 9.975% and accommodation tax 3.5%

RATES ARE INDICATIVE AND SUBJECT TO CHANGE

HOTELS	ROOM RATES IN CANADIAN DOLLARS (Rates on certain holidays / special events may not be available)	DISTANCE TO THE MEETING VENUE (Walking)	REMARKS		
<b>1. Hotel Inter-Continental Montreal</b> 360 St. Antoine Street West, Montreal, Quebec Tel.: +1-514-847-8525 America toll free: 1-800-361-3600 Fax: +1-514-847-8730 E-mail: <a href="mailto:yulhb-reservations@ihg.com">yulhb-reservations@ihg.com</a> Reservation link: <a href="http://www.ichotelsgroup.com/intercontinental/en/gb/reservations/dates-preferences/montreal">Hotel Intercontinental Montreal - ICAO / UNITED NATIONS HEADQUARTERS</a> Web site: <a href="http://www.ichotelsgroup.com/intercontinental/en/gb/reservations/dates-preferences/montreal">http://www.ichotelsgroup.com/intercontinental/en/gb/reservations/dates-preferences/montreal</a>	<b>Please request the <u>ICAO</u> Rates at the time of booking.</b>  <u>Standard Room</u> Jan 1 - Apr 10: \$169.00 Apr 11- Oct 27: \$205.00 Oct 28 - Dec 31: \$169.00  <u>Club Room</u> Jan 1 - Apr 10 : \$209.00 Apr 11- Oct 27 : \$245.00 Oct 28 - Dec 31 : \$209.00	5 minutes	Rates include: <ul style="list-style-type: none"> <li>High speed internet</li> </ul>		
<b>2. Hyatt Regency Montreal</b> 1255 Jeanne-Mance Montreal, Quebec, H5B 1E5 Tel: +1-514- 982-1234 Fax: +1-514-841-2069 Web site: <a href="http://www.montreal.hyatt.com">www.montreal.hyatt.com</a> Reservation link: <a href="http://montreal.hyatt.com/en/hotel/home.html?corp_id=78642">http://montreal.hyatt.com/en/hotel/home.html?corp_id=78642</a>	<b>Please request the <u>ICAO</u> rates at the time of booking or group code #78642 for online bookings.</b>  Jan – May \$159.00 June – Oct \$199.00 Nov – Dec \$159.00  Note: Rates are for standard single room only; other upgraded rooms types and suites are available for additional charges.	10 minutes	Rates include: <ul style="list-style-type: none"> <li>High speed internet</li> </ul>		
<b>3. Square Phillips (Hotel &amp; Suites)</b> 1193 Place Phillips Montreal, Quebec, H3B 3C9 Tel. +1-514-393-1193 Fax: +1-514-393-1192 E-mail: <a href="mailto:info@squarephillips.com">info@squarephillips.com</a> Web site: <a href="http://www.squarephillips.com">www.squarephillips.com</a>	<b>Please request <u>SCBD</u> rates at the time of booking. Daily (D) and weekly (W) rates available (For single or double occupancy)</b>  <table border="1"> <tr> <td><u>Studio:</u> Jan-Apr (D \$134.00-W \$125.00) May-Oct (D \$157.00-W \$141.00) Nov-Dec (D \$134.00-W \$125.00)</td> <td><u>Junior Suite (Queen):</u> Jan-Apr (D \$145.00-W \$132.00) May-Oct (D \$169.00-W \$152.00) Nov-Dec (D \$145.00-W \$132.00)</td> </tr> </table> Note: Rates for Loft Suite (King), One bedroom and Two bedroom suites are also available. Monthly rates available for all room types. Please contact hotel directly for details.	<u>Studio:</u> Jan-Apr (D \$134.00-W \$125.00) May-Oct (D \$157.00-W \$141.00) Nov-Dec (D \$134.00-W \$125.00)	<u>Junior Suite (Queen):</u> Jan-Apr (D \$145.00-W \$132.00) May-Oct (D \$169.00-W \$152.00) Nov-Dec (D \$145.00-W \$132.00)	10 Minutes	Rates include: <ul style="list-style-type: none"> <li>Buffet Breakfast</li> <li>Free High Speed internet</li> <li>Daily newspaper</li> <li>Local calls</li> </ul>
<u>Studio:</u> Jan-Apr (D \$134.00-W \$125.00) May-Oct (D \$157.00-W \$141.00) Nov-Dec (D \$134.00-W \$125.00)	<u>Junior Suite (Queen):</u> Jan-Apr (D \$145.00-W \$132.00) May-Oct (D \$169.00-W \$152.00) Nov-Dec (D \$145.00-W \$132.00)				
<b>4. Le Westin Montréal</b> 270 St-Antoine West Montreal, Quebec Tel: +1-514-380-3333 Fax: +1-514-380-3332 E-mail: <a href="mailto:reservations@westinmontreal.com">reservations@westinmontreal.com</a> Web site: <a href="http://www.westinmontreal.com/">http://www.westinmontreal.com/</a>	<b>Please request <u>ICAO</u> rates at the time of booking.</b>  Jan – Apr: \$165.00 May – July: \$205.00 Aug – Oct: \$205.00 Nov – Dec: \$165.00  Note: Rates for standard room, other room types are available for additional charges.	5 Minutes	Rates include: <ul style="list-style-type: none"> <li>High speed internet</li> </ul>		
<b>5. Hotel Le Dauphin</b> 1025, De Bleury Montreal, Quebec Tel: +1-514-788-3888 Fax: + 1-514-788-3889 E-mail: <a href="mailto:mtl_centre@hoteldauphin.ca">mtl_centre@hoteldauphin.ca</a> Web site: <a href="http://www.hoteldauphin.ca">www.hoteldauphin.ca</a>	<b>Please request <u>CBD</u> or <u>ICAO</u> rates at the time of booking.</b>  Single: \$140.00 Double: \$150.00 Triple: \$160.00 Quadruple: \$170.00 Note: Rates for standard room.	5 minutes	Rates include: <ul style="list-style-type: none"> <li>Breakfast</li> <li>WIFI access</li> </ul>		

HOTELS	ROOM RATES IN CANADIAN DOLLARS (Rates on certain holidays / special events are not available)	DISTANCE TO THE MEETING VENUE (Walking)	REMARKS								
<p><b>6. L'Appartement Hotel</b> 455 Sherbrooke Street West Montreal, Quebec Tel.: +1-514-284-3634 Fax: +1-514-287-1431 E-mail: <a href="mailto:info@appartementhotel.com">info@appartementhotel.com</a> Web site: <a href="http://www.appartementhotel.com">www.appartementhotel.com</a></p>	<p><b>Please request <u>SCBD</u> or <u>ICAO</u> rates at the time of booking. Daily (D) and weekly (W) rates available.</b> For single or double occupancy</p> <table border="1" data-bbox="586 363 1239 489"> <tr> <td data-bbox="586 363 911 394"><b>Studio (Queen):</b></td> <td data-bbox="911 363 1239 394"><b>1 bedroom suite:</b></td> </tr> <tr> <td data-bbox="586 394 911 426">Jan – Apr (D\$114.00-W\$103.00)</td> <td data-bbox="911 394 1239 426">Jan – Apr (D\$134.00-W\$124.00)</td> </tr> <tr> <td data-bbox="586 426 911 457">May – Oct (D\$129.00-W\$110.00)</td> <td data-bbox="911 426 1239 457">May – Oct (D\$141.00-W\$127.00)</td> </tr> <tr> <td data-bbox="586 457 911 489">Nov – Dec (D\$114.00-W\$103.00)</td> <td data-bbox="911 457 1239 489">Nov – Dec (D\$134.00-W\$124.00)</td> </tr> </table> <p>Note: Rates for two bedroom suites, studio with double beds are also available. Monthly rates available for all room types. Please contact hotel directly for details.</p>	<b>Studio (Queen):</b>	<b>1 bedroom suite:</b>	Jan – Apr (D\$114.00-W\$103.00)	Jan – Apr (D\$134.00-W\$124.00)	May – Oct (D\$129.00-W\$110.00)	May – Oct (D\$141.00-W\$127.00)	Nov – Dec (D\$114.00-W\$103.00)	Nov – Dec (D\$134.00-W\$124.00)	15 minutes	<p>Rates include:</p> <ul style="list-style-type: none"> <li>• Buffet Breakfast</li> <li>• High speed internet</li> <li>• Daily newspaper</li> <li>• Local calls</li> </ul>
<b>Studio (Queen):</b>	<b>1 bedroom suite:</b>										
Jan – Apr (D\$114.00-W\$103.00)	Jan – Apr (D\$134.00-W\$124.00)										
May – Oct (D\$129.00-W\$110.00)	May – Oct (D\$141.00-W\$127.00)										
Nov – Dec (D\$114.00-W\$103.00)	Nov – Dec (D\$134.00-W\$124.00)										
<p><b>7. Travelodge Montreal Centre</b> 50, René-Lévesque Blvd. West Montreal, Quebec Tel.: +1-514-874-9090 Fax: +1-514-874-0907 E-mail: Mr. Vincent Bailly <a href="mailto:vbailly@travelodgemontreal.ca">vbailly@travelodgemontreal.ca</a> CDB meeting link: <a href="http://www.travelodge.com/hotels/quebec/montreal/hotel-travelodge-montreal-centre/hotel-overview?propId=TL09782&amp;rate_code=LKCB">http://www.travelodge.com/hotels/quebec/montreal/hotel-travelodge-montreal-centre/hotel-overview?propId=TL09782&amp;rate_code=LKCB</a> Web site: <a href="http://www.travelodgemontrealcentre.com/">http://www.travelodgemontrealcentre.com/</a></p>	<p><b>Please request <u>CBD</u> or <u>ICAO</u> rates at the time of booking.</b></p> <p>Jan – Apr: Standard single or double occupancy: \$79.00 May – Oct: Standard single or double occupancy \$99.00 Nov – Dec: Standard single or double occupancy \$79.00</p> <p>Bachelor studio with Queen bed and kitchenette: \$70.00</p> <p>Rates for corner rooms, triple and quadruple occupancy also available. Please contact hotel directly for details.</p>	15 minutes	<p>Rates include:</p> <ul style="list-style-type: none"> <li>• Internet /WIFI</li> <li>• Continental buffet breakfast</li> </ul>								
<p><b>8. L'HOTEL</b> 262 St Jacques West Montreal, Quebec, H2Y 1N1 Tel.: +1-514-985-0019 Fax.: +1-514-985-0059 Web site: <a href="http://www.lhotelmontreal.com/">http://www.lhotelmontreal.com/</a></p>	<p><b>Please request <u>CBD</u> or <u>ICAO</u> rate at the time of booking.</b> Single or double occupancy</p> <p>Jan – Apr: Superior:\$149.00; Premium \$159.00; Executive: \$199 May-Oct : Superior:\$182.00; Premium \$192.00; Executive: \$229 Nov – Dec: Superior:\$159.00; Premium \$169.00; Executive: \$209</p> <p>(Superior: 300 sq.ft. - Queen bed, Premier: 440 sq.ft - King bed, Executive: 480 sq.ft - King bed).</p> <p>Note: Some blackout dates apply, kindly check with hotel.</p>	5 minutes	<p>Rates include:</p> <ul style="list-style-type: none"> <li>• Breakfast</li> <li>• High speed internet</li> </ul>								
<p><b>9. Le Nouvel Hotel</b> 1740 Rene-Levesque West Montreal, Quebec, H3H 1R3 Tel: +1-514-931-8841 x 2600 US/Can toll free: 1-800-363-6063 Fax: +1-514-931-5581 Web site: <a href="http://www.lenouvelhotel.com/">http://www.lenouvelhotel.com/</a></p>	<p><b>Please request <u>ICAO</u> rate at the time of booking</b></p> <p>Jan – Apr: 1 – 6 nights - Executive room or Condo*: \$118 And 7 - 29 nights - Executive room or Condo*: \$114 16 Oct.-Dec: 30 + nights - Executive room or Condo*: \$100 May-Aug : 1 – 6 nights - Executive room or Condo*: \$126 7 - 29 nights - Executive room or Condo*: \$122 30 + nights - Executive room or Condo*: \$109 Sep – 15 Oct: 1 – 30+ nights - Executive room or Condo*: \$164</p> <p>(* Condo: Large room with Kitchenette)</p> <p>Note: For single occupancy and \$20 per extra person. Some rates are not available during blackout dates.</p>	15 minutes	<p>Rates include:</p> <ul style="list-style-type: none"> <li>• American Breakfast</li> <li>• WIFI</li> </ul>								
<p><b>10. Holiday Inn Montréal Centre Ville</b> 999 rue St-Urbain Montréal, Quebec H2Z 1K4 Tel: +514-878-4027 Fax: +514-878-6341 Reservations: +514-878-9888 US/Can toll free: 1-888-878-9888 E-mail: <a href="mailto:reservations@hicvmtl.com">reservations@hicvmtl.com</a> Web site: <a href="http://www.holidayinn downtownmontreal.com">www.holidayinn downtownmontreal.com</a></p>	<p><b>Please request <u>UNITED NATIONS</u> rate at the time of booking</b></p> <p>Jan – Apr: Single:\$136.00; Double: \$146 May-Oct : Single:\$160.00; Double: \$170 Nov – Dec: Single:\$139.00; Double: \$149</p>	7 minutes	<p>Rates include:</p> <ul style="list-style-type: none"> <li>• American Buffet Breakfast</li> <li>• High speed internet/WIFI</li> </ul>								

Other hotels available at the following link: <http://www.icao.int/Meetings/Pages/List-Of-Hotels.aspx>

**Annex C – Side-Event Request Form**

**CBD**



**Convention on  
Biological Diversity**

**Deadline: 31 March 2016**

**SIDE-EVENTS REQUEST FORM**

**SBSTTA-20**

**SBI-1**

Please check appropriate meeting box and ensure that all the information below is completed

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

1. **Event Title:** \_\_\_\_\_  
\_\_\_\_\_

2. **Full name and acronym of organizer(s):** \_\_\_\_\_  
\_\_\_\_\_

3. **Expected number of Participants:** \_\_\_\_\_

4. **Preferred date and time:**

(a)	First Choice:	____/____/2016	time:	13:15 – 14:45	<input type="checkbox"/>	18:15 – 19:45	<input type="checkbox"/>
(b)	Second choice:	____/____/2016	time:	13:15 – 14:45	<input type="checkbox"/>	18:15 – 19:45	<input type="checkbox"/>
(c)	Third choice:	____/____/2016	time:	13:15 – 14:45	<input type="checkbox"/>	18:15 – 19:45	<input type="checkbox"/>

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

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

6. **Date of submission:** (\_\_\_\_ / \_\_\_\_ / \_\_\_\_) dd/mm/yy

7. **Short event description** (text below can be sent as an attachment) :  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- For any catering arrangements, please refer to page 7 under heading 12. Any event requiring special equipment is at the expense of the organizer; for any query & assistance, please contact: [secretariat@cbd.int](mailto:secretariat@cbd.int).