

## NOTIFICATION

### “Information Note for Participants” and Side-Events Registration for Part Two of the Fifteenth meeting of the Conference of the Parties and concurrent meetings of the Parties to the Cartagena and Nagoya Protocols

Dear Madam/Sir,

I am writing to provide some logistical information about Part Two of the Fifteenth meeting of the Conference of the Parties to the Convention on Biological Diversity, the Tenth meeting of the Conference of the Parties serving as the meeting of the Parties to the Cartagena Protocol on Biosafety, and the Fourth 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.

I am pleased to inform you that the “Information Note for Participants” for the meetings will be available on Monday, 15 August 2022 and accessible on the CBD website at: <https://www.cbd.int/conferences/2021-2022/info-note>. In that regard, I wish to draw your attention to the following:

- (1) **Venue:** The venue of the meetings will be:

Palais des Congrès de Montréal  
Convention and Exhibition Center  
1001 Place Jean Paul Riopelle (main entrance)  
Montréal, Québec H2Z 2B3  
Canada

It should be noted that the WG2020-5 meeting, from 3 to 5 December 2022, will be held at the same venue.

- (2) **Visa:** Delegates requiring a visa to enter Canada will need to apply for the visa as soon as possible and will be provided with a visa assistance letter after accreditation to the meetings. The letter, which will include an IRCC Special Event Code and waiver of relevant visa and biometrics fees, will need to be included in the E-visa application. Due to visa processing times, we kindly urge delegates who will require an entry visa to submit their nomination letter to the Secretariat and complete the online registration, if possible, well in advance to allow sufficient time for visa processing.
- (3) **Accommodation:** Special negotiated rates and room blocking for the meetings have been secured. These rates can be reserved through the dedicated COP 15 online booking system accessible at: <http://cop15.gvq.ca>, which will be operational **as of 15 August 2022**.

Kindly note that the block booking criteria outlined below is intended to accommodate large delegations to stay in one hotel, if they so wish:

- First week (15-21 August 2022) – for delegations of 40 persons and more
- Second week (22-28 August 2022) – for delegations of 10 persons and more
- Third week (29 August 2022) and onwards – for delegations of 9 persons or under

To: CBD National Focal Points, ABS National Focal Points, Cartagena Protocol Focal Points, SBSTTA Focal Points, international organizations, indigenous peoples and local communities and relevant organizations

- (4) **Side events:** The online registration for side-event requests for the meetings will be **open from 15 August 2022 to 30 September 2022**, and the link is accessible at: <https://www.cbd.int/side-events/>. Governments, as well as organizations accredited to CBD meetings (please refer to notification [2022-045](#) for accreditation process for organizations), who wish to organize side-events are kindly requested to submit their request within the above timeframe. Preference and priority will be given to side-events convened by multiple partners hosting the side-event and requests may be limited or reduced depending on the slots available. The final list of side-events will be posted on **15 October 2022**. Please refer to the Information Note for Participants for further details.
- (5) **Exhibition stands:** All exhibitors need to be registered to attend the COP 15 and related meetings. The online registration for exhibition booths/stands requests for the meetings will be **open from 15 August 2022 to 30 September 2022**. Governments, as well as organizations accredited to CBD meetings, who wish to book an exhibition space are invited to submit their requests within the above timeframe. Please note that the allocation of booths will be based on the availability of space. The final list of selected exhibitions will be posted on **15 October 2022**. Please refer to the Information Note for Participants for further details on the booking process, as well as exhibition costs, booth specifications, etc.

Kindly note that the Information Note for Participants will be updated as details become available. Participants are therefore encouraged to check back regularly for new updates.

I thank you for your kind attention to the above matters.

Please accept, Madam/Sir, the assurances of my highest consideration

Elizabeth Maruma Mrema  
Executive Secretary