



3rd Science for Biodiversity Forum

Participants Note

Table of Contents

1. VENUE AND DATES	2
2. REGISTRATION	2
3. ON-SITE REGISTRATION	2
4. DOCUMENTS	2
5. VISAS	2
5.1 SPECIAL VISA EXEMPTIONS.....	3
5.2 STANDARD VISA REQUIREMENTS	3
6. GREENING OF THE MEETINGS	4
6.1 WASTE MANAGEMENT	4
6.2 ENERGY AND WATER.....	4
6.3 CO ₂ REDUCTION	4
6.4 CLIMATE PROTECTION / CARBON FOOTPRINT	5
6.5 DRESS CODE.....	5
7. TRANSPORTATION	5
7.1. WELCOME DESKS.....	5
<i>Airport Facilitation Counter & Signage</i>	5
<i>Arrivals</i>	5
8. HOTEL ACCOMMODATION	5
9. CURRENCY AND RATE OF EXCHANGE	6
10. OFFICIAL LANGUAGE	6
11. WEATHER AND TIME ZONE INFORMATION	6
12. ELECTRICITY	6
13. DISCLAIMER	6
ANNEX A	7

3rd Science for Biodiversity Forum

Participants Note

1. VENUE AND DATES

The Third Science for Biodiversity Forum, will be held at the Cancun International Convention Centre (Cancun ICC), Cancun, Quintana Roo, Mexico the 1st and 2nd December 2016.

Boulevard Kukulcan KM. 9 1^{er} Piso,
Zona Hotelera, 77500 Cancún, Q.R.

Web site: <http://www.cancunicc.com/en/home/>

2. REGISTRATION

Pre-Registration must be done through the official Forum's webpage no later than 11 November 2016.

<http://cop13.mx/en/science-for-biodiversity-forum/>

3. ON-SITE REGISTRATION

Access to the venue of the Meetings is subject to the presentation of the registration badge. 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.

4. DOCUMENTS

In order to minimize the negative environmental impact of the Forum, documents will only be available electronically and in the Forum's official webpage.

5. 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 submit their application in person at the respective visa processing office. Visas upon arrival are not permitted under Mexican legislation.

5.1 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.

5.2 Standard Visa Requirements

The standard requirements for visas for participants at the Science for Biodiversity Forum 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;

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.

* 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>

6. 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.

6.1 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: plastic (PET), paper and cardboard, used cooking oil, organic waste 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, enabling participants to dispose waste separately. This means that every participant can actively support environmentally sound waste management.

6.2 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.

6.3 CO₂ reduction

In order to reduce CO₂ 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.

6.4 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.

6.5 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 the Forum (i.e. no need for jackets or other warm clothing).

7. TRANSPORTATION

The Government of Mexico will offer complimentary transportation to/from Cancun airport to the Cancun ICC 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: www.reservaciones-cop13.com/

7.1. 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.

8. HOTEL ACCOMMODATION

To book accommodation at any of the Designated Hotels, access is through the COP-13 COP-MOP-8 and COP-MOP-2 booking engine at: www.reservaciones-cop13.com 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

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 at: www.reservaciones-cop13.com Booking terms and conditions are posted. The **closest** official hotel for the Science Forum is the Grand Fiesta Americana Coral Beach (as can be seen in Annex A).

9. 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.

10. OFFICIAL LANGUAGE

The official language in Mexico is Spanish. However, in Cancun English is widely spoken and understood in hotels and restaurants. The plenaries of the Forum will have live translation Spanish-English.

11. 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>

12. ELECTRICITY

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



13. DISCLAIMER

The Science for Biodiversity Forum organizers disclaim 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

