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27 August 2010

NOTIFICATION

COP/MOP-5 and COP-10 Side-events are available on-line

Dear Madam/Sir,

I am pleased to inform you that the side-events registered for the Fifth meeting of the Conference of the Parties serving as the Meeting of the Parties to the Cartagena Protocol on Biosafety (COP-MOP 5) and the Tenth meeting of the Conference of the Parties to the Convention on Biological Diversity (COP 10) in Nagoya, Japan in October 2010 have been allocated and are presently available on the Secretariat's web site at:

COP/MOP-5: <http://www.cbd.int/mop5/side-events/?mtg=mop-05>

COP-10: <http://www.cbd.int/cop10/side-events/?mtg=cop-10>

The Secretariat received an overwhelming number of side-event requests and in order to accommodate the maximum number possible, an additional time slot from 4:30 p.m. to 6:00 p.m. was added. The Secretariat would like to thank all organizers who agreed to merge their side-events. Information on the side-events, rules and regulations is also available at the above links.

Should there be any corrections or cancellations to be made, kindly inform Ms. Lisa Pedicelli (lisa.pedicelli@cbd.int).

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

Ahmed Djoghlaif
Executive Secretary

To all CBD and CPB National Focal Points and Relevant Organizations

SIDE-EVENT INFORMATION, RULES, REGULATIONS AND PROCEDURES

Participation in side-events

Please note that all side-event speakers and special guests need to be pre-registered to attend the COP-MOP-5 and/or COP-10 meeting even if it is only to attend side-events.

On-site side-event assistance

We will shortly publish on this web site information pertaining to a dedicated telephone line which will be available on-site to assist side-events organizers with IT equipment, special catering needs, assistance to locate shipment of publications/material, assistance with clearing speakers or special invitees to enter the venue, from 9:00 a.m. to 6:00 p.m. during the COP/MOP-5 and the COP-10 meetings. More information will be provided by 8 October 2010 (kindly revisit this page for updated information).

Standard equipment in all side-event rooms

All side-event rooms are equipped with the following:

- LCD projector with sound/audio;
- Computer or laptop;
- Microphone on the podium;
- 2 microphones per room for participants;

Side-event organizers responsibilities

The following items have cost implications.

- Rental of any other type of equipment needed for a side-event can be made by through:
Rental of technical equipment
Congress Corporation
E-mail: side_event@congre.co.jp
Fax: +81-52-950-3370
- All costs associated with the catering for side-events are borne by the organizer(s). Catering requests should be made to the following organization:
Catering
Meitetsu Grand Hotel
E-mail: ncc-cop10@meitetsu-gh.co.jp
Fax: +81-52-683-7730
Catering request form: <http://www.nagoya-congress-center.jp/english/catering.html>
Please note that more detailed information with regard to catering services will be available on the web site
- All interpretation needs, interpretation equipment
Interpretation services and equipment
Congress Corporation
E-mail: side_event@congre.co.jp
Fax: +81-52-950-3370

Display of side-event information

Special panels will be allocated for advertizing of side-events at the meeting venue. Advertising will not be permitted in any other area and will be immediately removed. Organizers may distribute flyers directly to participants.

Food and drink in side-event rooms

NO FOOD OR DRINK IS ALLOWED IN THE FOLLOWING MEETING ROOMS:

Century Hall
Shitori Hall
Event Hall

Food and drink may be consumed in the all other side-event rooms provided that the organizers ensure that the space is cleaned up after the event.

Room number description

All side-events room numbers are descriptive according to the meeting venue: for example: Room 234, (2) highlights the building, (3) refers to the floor number and the last digit is room number.

Room location change

In the event that the room location is changed, it is the responsibility of the organizers to advise the catering, equipment rental and interpretation services. An e-mail will be sent to you by the Secretariat to advise you of any room change. Kindly ensure that the information provided in the side-event request contains the correct contact e-mail.

The Secretariat has booked all side-event spaces during the COP-MOP-5 and COP-10, and therefore it will be not be possible to move/change the date and time of your event.

Room set-up and IT equipment

There are a variety of room set-up styles such as U-shape, classroom, theatre. Please be advised that the room set-up cannot be altered, and the podium, chairs, tables, and equipment should not be moved for any reason.

Additional time slot for side-events

The Secretariat received an overwhelming number of side-event requests and in order to accommodate the maximum number possible, an additional daily time slot from 4:30 p.m. to 6:00 p.m. was added.

Equipment provided in side-event rooms

All rooms are equipped with a computer/laptop equipped with internet, LCD projector (with sound and image connection to the projector), microphone on podium and 2 or more microphones for participants).

Rooms containing interpretation equipment

Please be advised that only the following rooms are equipped with interpretation booths.

- Century Hall (6 booths)
- Shitori Hall (6 booths)
- Event Hall (6 booths)
- Nagoya University (2 booths)

Compendium of side-events

In order that the Secretariat may publish a compendium of side-events held during the meeting, side-event organizers are kindly requested to send to Ms. Pedicelli (lisa.pedicelli@cbd.int) a short abstract on the objective of the side-event, as well as a summary of the side event **no later than 15 November 2010**. Any submission received after the deadline will not be included in the compendium.