



**Convention on
Biological Diversity**

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ENGLISH ONLY

SUBREGIONAL WORKSHOP FOR WEST ASIA AND
NORTH AFRICA ON CAPACITY-BUILDING FOR
IMPLEMENTATION OF THE CBD PROGRAMME
OF WORK ON PROTECTED AREAS
Dubai, United Arab Emirates, 16-20 April 2012

INFORMATION NOTE FOR PARTICIPANTS

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1. Opening and registration

The Subregional Workshop for West Asia and North Africa on Capacity-building for Implementation of the CBD Programme of Work on Protected Areas will be held in Dubai from Monday, 16 April to Friday, 20 April 2012.

The workshop will start at 9:00 a.m. on Monday, 16 April 2012 and registration will take place at the venue of the workshop at 8:00 a.m. the same day.

2. Venue

The workshop will be held at:

The City Seasons Hotel

Al Maktoum Road, Port Saeed
Deira Dubai, United Arab Emirates
P.O. Box 182002

Dubai, United Arab Emirates

Tel no. +971 4 2942777

Fax no. +971 4 2942714

Toll Free. 8007327667

Email: reserve@cityseasonshotel.com

Website: www.cityseasonsgroup.com

3. Working language

The workshop will be held in English with Arabic interpretation.

4. Documents

Participants are kindly reminded to bring their own copies of the documents for the workshop as there will be no extra copies made available on site. Pre-session documents will be on the Secretariat's web site as they become available:



<http://www.cbd.int/doc/?meeting=WSCBPA-WANAFR-01>

5. General information on access to Dubai



Dubai is serviced by Dubai International Airport (10 km from the city centre). Metered taxis are available at the arrivals and cost about AED 40 depending on size of vehicle and takes about 10-15 minutes.

Transfer (Airport to Hotel and Hotel to Airport) will be coordinated by the City Seasons Hotel for all Delegates attending the workshop who are staying at their hotel. **Sponsored delegate's** flights details will be provided to the hotel by the Secretariat. While **Non-Sponsored** wishing to obtain this

service and staying at the City Seasons Hotel should provide their flights details directly to the Hotel at the time of reservation.

6. Visa information



Information on visas is listed in **annex A** below. Participants requiring an entry visa for the United Arab Emirates and are strongly advised to contact the nearest Emirati 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.**

General information on visa procedures is available on the web site of the United Arab Emirates Ministry of Foreign Affairs at: http://www.mofa.gov.ae/mofa_english/portal/79e01fed-3501-4ebb-accd-9e27950433a7.aspx. Also, a listing of relevant Emirati diplomatic/consular missions abroad can be found at the following link: http://www.mofa.gov.ae/mofa_english/portal/2c7ff8a6-c6fa-4418-95a8-db64287fab26.aspx. Kindly consult directly with the Embassy/Consulate in your country/region for the most up-to-date information on visa requirements.

Visa application form:

http://www.mofa.gov.ae/mofa_english/portal/5e13ef1b-1bc2-486a-a606-33b291e29bcc.aspx

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

7. Hotel information

A block booking has been made at the City Seasons Hotel (workshop venue) on behalf of all sponsored participants according to your flight arrangements.

Non-sponsored participants may avail themselves of the block booking by contacting the City Seasons hotel directly. A special rate, which includes three meals, is offered for non-sponsored participants at rate of AED 600 (approximately US \$160). The hotel details are listed below.

The City Seasons Hotel

Al Maktoum Road, Port Saeed
Deira Dubai, United Arab Emirates
P.O. Box 182002

Dubai, United Arab Emirates

Tel no. +971 4 2942777

Fax no. +971 4 2942714

Toll Free. 8007327667

Email: reserve@cityseasonshotel.com

Website: www.cityseasonsgroup.com

Further information on hotels in Dubai and other general information are available on the web site of the city of Dubai:

<http://www.definitelydubai.com/>



8. Payment of the daily subsistence allowances (DSA)

The relevant DSA will be paid to the sponsored participants on the first day of the workshop. Sponsored participants are asked to present their passports which will be photocopied and returned to them.

9. Official language

The official language in the United Arab Emirates is Arabic. English is spoken in hotels and restaurants.

10. Weather and time zone information



In April, temperatures in Dubai usually range between a maximum of 32°C in the daytime and a minimum of 20°C at night. Current weather conditions in the area can be found at: <http://www.worldweather.org/117/c01190.htm>.

The standard time zone is GMT/UTC +4 hours.

11. Electricity

The electrical currents are 240 volts, 50 Hertz. The plugs used are as shown in the illustration below.



12. Currency



The currency in the United Arab Emirates is the Emirati Dirham (AED or UAE dirham). The current exchange rate as at 29 February 2012 is US \$1 = AED 3.67 and € 1 = AED 4.90.

13. 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, accident and travel insurances for the period of participation prior to departure.

Annex A – Visa Information

General information on visa procedures from the web site of the Ministry of Foreign Affairs of the United Arab Emirates

Documents required for Visa:

1. Visa Application form duly completed.
2. Passport copies (applicant and companions).
3. A letter to specify sponsor, whether from the country's Ministry of Foreign Affairs or its diplomatic mission.
4. Specifying the type of required permission (tourist, business, etc.).
5. Permission classification (short term, long term, multiple entry, complementary).
6. Please ensure that the passport is valid (for at least 6 months)
7. A clear passport photo.

National citizens from other Gulf Cooperation Council (GCC) countries do not require a visa to visit the United Arab Emirates. Produce your GCC country passport or ID Card upon arrival at the point of entry into the United Arab Emirates. GCC countries are as follows: Bahrain, Oman, Kuwait, Qatar, Saudi Arabia.

Participants from countries listed below will be granted a free of charge visa for a single visit upon arrival in the United Arab Emirates.

Andorra	Germany	Liechtenstein	San Marino
Australia	Greece	Luxembourg	Singapore
Austria	Holy See	Malaysia	Spain
Belgium	Iceland	Monaco	Sweden
Brunei Darussalam	Ireland	Netherlands	Switzerland
Denmark	Italy	New Zealand	United Kingdom of Great Britain and Northern Ireland
Finland	Japan	Norway	United States of America
France	Korea, Republic of	Portugal	

It should be noted that these lists may vary slightly from time to time and it is therefore best to check with your local UAE embassy or the airline that you are using to fly to the United Arab Emirates.

If you do NOT fall into one of the above categories, you will require a visa and a sponsor for your visit. The sponsor normally applies for the visa on your behalf.
