

INFORMATION NOTE FOR PARTICIPANTS
CMS COP11
Quito, Ecuador

VENUE

The 11th Conference of the Parties to CMS will take place at the “Quorum Quito Conference Center”, in the valley of Cumbayá, some 30 minutes by car away from the center of Quito:

Address:

Urb Santa Lucia, Oceanic Way, Passage A

Within Paseo San Francisco

Quito - Ecuador

<http://www.quorumquito.com>

ARRIVAL AT QUITO AIRPORT

The new Mariscal Sucre International Airport is located in Tababela, approximately 35 km from the city center of Quito. Upon arrival registered participants will be attended by host country staff to facilitate transport to their respective hotels.

Alternatively, participants may take a taxi. The trip to the city centre takes approximately one hour depending on traffic. The price is around US\$30.

VISAS / CUSTOMS

Citizens of the following countries require visas for Ecuador: Afghanistan, Bangladesh, China, Eritrea, Ethiopia, Kenya, Nepal, Nigeria, Pakistan and Somalia (<http://cancilleria.gob.ec/requisitos-para-solicitud-de-visas-no-inmigrantes-e-inmigrantes/>).

However, on the special occasion of COP11, Ecuador will provide visas-on-arrival for participants from these countries. Participants from these countries are requested to present an invitation letter to the authorities in Quito in advance of their arrival. The Secretariat will issue such letters upon request.

Local Ecuadorian staff will have a desk at the airport to assist with visas-on-arrival.

INFORMATION ON THE CITY OF QUITO

Quito is located at 2,800 m above sea level in the northern Andes. On the first day of your stay, it is recommended to drink plenty of water, walk slowly and avoid excessive physical exercise and alcohol if you are not accustomed to high altitudes.

Quito's historic city centre was one of the first cities declared World Heritage Site by UNESCO and is considered the largest colonial district in the Americas. In addition, diverse natural areas, such as Paramo landscapes and tropical Andean forest, can be found in the surrounding areas of Quito.

More information about the city can be found in this video:

http://www.youtube.com/watch?feature=player_embedded&v=kSgmOC9Xh5c

HOTEL INFORMATION

All participants may book their hotel rooms through the following website: <http://www.amazangaexpeditions.com/cop11cms>. The website offers special rates for the duration of the COP.

Sponsored participants are kindly requested to make their own hotel bookings. They will receive a full Daily Subsistence Allowance (DSA) to cover the cost of their accommodation, meals and terminal expenses. Flight tickets for sponsored participants are being arranged by the CMS Secretariat.

TRANSPORTATION TO/FROM CONFERENCE VENUE

In order to minimize the impact on the environment and ensure that delegates' movement throughout Quito is both convenient and comfortable, complimentary transportation between the venue and designated hotels will be available during the COP. Schedules of the shuttle service will be available at the hotels and at the conference venue.

SERVICES TO PARTICIPANTS AT THE CONFERENCE VENUE

On-site registration

To have access to the conference venue, participants should go first to the reception desk, located at the main entrance of the venue. Participants are requested to bring an identification document (e.g. passport, ID card, driver's license) which should be shown at the registration desk. At the registration desk participants will receive a badge which should always be worn when they are on the meeting premises.

On-site registration will start on 2 November 2014 at 9 a.m. and run throughout the COP. Upon registration, participants will receive an ID valid for the duration of the meeting. Participants are encouraged to register as soon as possible in order to avoid congestion right before the opening of the meeting.

Throughout the COP, strict security measures are observed. At all times the display of the ID is mandatory for admission to the Conference venue as well as to the meeting rooms. Lost IDs should be reported without any delay to the CMS Secretariat.

List of delegations

A list of delegations that are attending the COP will be made available on the CMS website (www.cms.int/COP11/documents) under heading "Information documents", as well as distributed during the meeting. Participants not wishing their full coordinates to appear on the list of participants should notify the Secretariat staff at the registration desk.

Documents

In order to minimize the environmental impact of the meeting and for reasons of economy, delegates are kindly reminded to bring their own copies of the pre-session documents for the meeting, including the Information documents, which can be downloaded from the CMS website at <http://www.cms.int/en/cop11/documents>.

Internet, PC access and photocopying facilities

Participants will have access, free of charge, to a limited number of PCs located at the conference venue. Wireless internet (WIFI) will be available everywhere on the meeting premises. Limited printing and photocopying facilities will be also at disposal of participants.

OFFICIAL OPENING

The official opening of the COP will take place at the Conference venue at 9 a.m. on Tuesday, 4 November 2014. The formal sessions of the meeting will be held daily from 9a.m. to 12:30pm and from 3:00 p.m. to 6:45 p.m. at the Conference venue.

HIGH-LEVEL PANEL

A High-Level Ministerial Panel will take place on 3 November 2014 from 1:00 to 4 p.m. The format will be in an open round table setting comprised of ministers and high-level panelists. The round table will be facilitated by a professional broadcaster or journalist.

More information on the High-Level Ministerial Panel is available on the CMS website at <http://www.cms.int/en/cop11/logistics>. The contact point in the Secretariat is Ms. Laura Cerasi, Email: lcerasi@cms.int.

EXHIBITIONS

Those who are interested in displaying an exhibition are kindly requested to inform the Secretariat as soon as possible to enable the necessary arrangements. The person to contact at the Secretariat is Ms. Veronika Lenarz, E-mail: vlendarz@cms.int.

Activities to be exhibited and posters should be relevant to the objectives of the Convention on Migratory Species and related Agreements. Selection of exhibitors will take into account geographical balance.

Exhibition can be set up between 2 and 4 November 2014. The final deadline for dismantling is the evening of 9 November 2014.

SIDE EVENTS

Parties, country observers and relevant organizations are encouraged to contribute actively to the success of the meeting by showcasing their work or any related issue of interest in the form of a side event. Initiatives and projects to be presented should be relevant to the objectives of the Convention and specifically to the items of the COP11 agenda.

We kindly request those that are interested in this opportunity to inform the Secretariat by filling out the [application form](#). Please return it to the Secretariat (E-mail: secretariat@cms.int or fax: (+49 228) 815 2449) **no later than 15 August 2014**.

Time and room allocation

Side event space will be provided free of charge at the venue throughout the conference period. The Secretariat will allocate the accepted applications after the indicated deadline and will confirm them approximately one month prior to the conference. The Secretariat may have to decline some of the applications due to space constraints.

Side events are typically scheduled at lunch time or evening and have a maximum duration of one hour to avoid overlap with important Working Group and Committee meetings.

The following criteria will be taken into consideration for the allocation of side events:

1. Relevance to the Convention's work and COP agenda;
2. Feasibility and preference on certain dates in accordance with the COP programme;
3. Avoidance of thematic overlaps per time slot;
4. The expected level of participation and room size;
5. Order of request (when registration is received).

It should be noted that side events may be rescheduled in the interests of the official sessions of the meeting.

Technical specifications

Side event rooms are normally equipped with a computer, a projector, a screen, internet access and power sockets. No interpretation for side events will be provided.

Organizers of side events are free to bring their own equipment, including technical items, at their own risk.

Catering

Organizers of side events might wish to offer food and drinks. Catering for the side event may be provided only by the official caterer(s) for the venue. Contact details will be posted at <http://www.cms.int/en/cop11/side-events> as soon as they become available.

SHIPPING OF MATERIALS FOR EXHIBITIONS AND SIDE EVENTS

Organizers of exhibitions and side events who wish to ship items (information and display materials and/or equipment) to the conference venue may contact the designated person. Contact details will be posted on the CMS website as soon as they become available. Organizers of exhibits and side events will be responsible for the transport, setting up and dismantling of the materials and their customs clearance.

CONFERENCE EXCURSION

A conference excursion organized by the Government of Ecuador will take place in the vicinity of Quito on 8 November 2014. Participants will be able to choose between various options. We recommend bringing a rain coat and outdoor shoes, considering the chances for rain on that day.

TOURIST INFORMATION

Information about Ecuador (e.g. excursions, museums, activities) will be provided at the information desk of the Quorum Conference Centre. Further information, including on tour operators, is also available on the following websites:

<http://ambiente.gob.ec/en/web/cop11/inicio>

<http://ecuador.travel>

<http://www.amazangaexpeditions.com/cop11cms/full-day-tours>

OFFICIAL LANGUAGE IN ECUADOR

The official language in Ecuador is Spanish. English is spoken in touristic and recreational sites in the larger cities.

WEATHER AND TIME ZONE INFORMATION

Weather in Quito is likely to be sunny during the day and cold during the night with temperatures between 8 and 25°C.

Current weather conditions in Quito can be found at:

<http://www.theweathernetwork.com/weather/ecuador/pichincha/quito>

The standard time zone is GMT/UTC -5hours.

CURRENCY

The official currency is the United States Dollar. With respect to coins, US coins as well as coins minted in Ecuador circulate and both have exactly the same value. Credit cards such as Master Card, Visa, American Express, Diners Club and Discover are widely accepted. Currency exchange offices can be found in the airport and at some local banks.

VOLTAGE AND TYPE OF PINS

The electric current in Ecuador is 120 volts, 60 Hertz as shown below.



EMERGENCY NUMBERS

Police: 101

Fire: 911

Ambulance: 911

DISCLAIMER

The CMS Secretariat disclaims 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 insurance for the period of participation.