



Memorandum of Understanding on the
Conservation and Management of Marine Turtles and
their Habitats of the Indian Ocean and South-East Asia

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28 August 2014

SEVENTH MEETING OF THE SIGNATORY STATES
Bonn, Germany, 8-11 September 2014

IMPORTANT CHECKLIST OF THINGS TO PREPARE FOR BONN

- Read and bring with you the **FACT SHEET FOR DELEGATES** (Inf. 1, Rev. 1) to be reminded of important information on the hotels and meeting venues, visa requirements, and other questions.
- Contact Ms. Nonglak in Bangkok < Nonglak.Kasemsant@unep.org > URGENTLY if your travel is being sponsored by IOSEA and you are experiencing difficulty obtaining your **e-ticket or visa**.
- Notify the IOSEA Secretariat (iosea@un.org or Nonglak.Kasemsant@unep.org) immediately if you obliged to cancel or delay your travel on account of an emergency.
- Visit the IOSEA website 'Meetings section' http://www.ioseaturtles.org/iosea_meeting.php?id=17 and download all of the meeting documents onto a portable device. To avoid waste, hard copies of documents will be supplied in Bonn only upon request, with some delay.
- Official representatives:** bring the original **Letter of credentials** authorising you to attend the meeting.
- Prepare your **contributions to the sub-regional consultations** taking place on the afternoon of Monday 8 September (please refer to the 'Outline for Sub-regional Consultations': Doc . 2.1 for details)
- If not already done, please fill in the questionnaire on National Networks / Committees (already circulated), and bring it to Bonn.
- Check, in the Annotated Provisional Agenda, whether you are expected to provide a formal **presentation** or other input to the main meeting.
- Bring **electronic and/or hardcopy versions** of any information you wish to share with the Secretariat or other participants (including, for example, updates to national reports, information on tag series used in your country)
- Bring any posters that you would like to display and DVDs that you would like to have shown during lunch or coffee breaks (time and equipment permitting)
- Bring nice weather! (The long range forecast calls for temperatures of about 20-25° day time / 10-15° night-time.)