



Fourteenth meeting of the Conference of the Parties
The Hague (Netherlands), 3-15 June 2007

Information note for participants

INTRODUCTION

From 2 to 15 June 2007 approximately 1,500 environmental experts and policy makers from around the world will gather in The Hague for the 14th meeting of the Conference of the Parties to the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CoP14) and the 55th and 56th meetings of the CITES Standing Committee.

This information note for participants provides practical information to conference participants.

VENUE AND DATES

The Government of the Netherlands is hosting these meetings, which will be held at the World Forum Convention Center (WFCC) from 2 to 15 June 2007.

World Forum Convention Center
10, Churchillplein
P.O. Box 82000
NL-2508 EA THE HAGUE
The Netherlands.

Telephone: + 31 (70) 306 63 66
Fax: + 31 (70) 306 64 43
Internet: www.worldforumcc.nl

The 55th meeting of the Standing Committee will be convened on Saturday 2 June 2006.

The official opening ceremony of the 14th meeting of the Conference of the Parties to CITES will take place on Sunday 3 June 2007 at 15h00.

The working meetings of the 14th meeting of the Conference of the Parties will start on Monday 4 June 2007 at 9h00 and are scheduled to end on Friday 15 June 2007 at 17h00.

REGISTRATION AND IDENTIFICATION BADGES

Registration of participants will take place at the WFCC as follows:

Friday 1 June 2007:	from 13h00 till 17h00
Saturday 2 June 2007:	from 9h00 till 17h00
Sunday 3 June 2007:	from 9h00 till 14h30
Monday 4 June 2007:	from 8h00 till 17h00.

After these dates, only two registration desks will remain open in the morning from 8h00 till 12h30 and in the afternoon from 14h00 till 17h30.

Name badges will be distributed at the registration desks on the basis of registration forms previously completed and submitted by participants to the Secretariat either through online registration or by fax. For security reasons, name badges must be worn in a visible place in order to gain admittance to the World Forum Convention Center. Participants are required to present their personal identification (passport or other official document) with a recent identification picture at the registration desks and to wear their badges at all times in the Convention Center.

FORMALITIES FOR ENTRY INTO THE NETHERLANDS

Participants are advised to contact the consular authorities of the Government of the Netherlands early, in order to allow sufficient time for the processing of visa applications. The Government of the Netherlands has instructed its embassies to issue visas free of charge to participants in CoP14. To facilitate the issuance of a visa, an invitation letter from the Government of the Netherlands should be attached to a *Visa Assistance Form (VAF)*. This letter and *VAF* will be sent to participants after they have registered online. Information on visa procedures, including a list of Dutch embassies and consulates, is available on the website of the Dutch Ministry of Foreign Affairs at www.minbuza.nl.

Please note that it is not possible to obtain a visa on arrival in the Netherlands.

Annex 3 provides more information about the issuance of visas to persons visiting the Netherlands to attend the meeting and a list of countries whose citizens require an entry visa for the Netherlands.

In case of problems with visa applications, please contact us by mail at CoP14Citesvisa@minlnv.nl.

ACCESS TO THE NETHERLANDS / ARRIVAL DETAILS

The international airport in the Netherlands is Amsterdam Schiphol Airport. The Government of the Netherlands will provide a shuttle service to transport the delegates from the airport to the hotels (and vice versa) on Friday 1 June, Saturday 2 June and Sunday 3 June 2007, and immediately after CoP14.

From Schiphol Airport it is also easy to travel to The Hague by train. Trains from Schiphol railway station to The Hague will normally leave from platform 4 or 5. The Hague has two intercity railway stations: Den Haag Centraal (The Hague Central Station) and Den Haag Holland Spoor (The Hague Hollands Spoor), which have regular connections with many major cities such as Amsterdam, Brussels and Paris. Furthermore, the Dutch authorities will set up a clearly marked information desk at Amsterdam Schiphol airport where CoP14 delegates can obtain information on travel to The Hague by train. A train ticket can be purchased at the desk of the Dutch Railway Company (Nederlandse Spoorwegen – NS). Depending on the location of the hotel, delegates will be advised to exit at either The Hague Central Station or The Hague Hollands Spoor Station in The Hague.

Make sure to buy a ticket at the railway station of the airport because it is not possible to buy one on the train.

Within The Hague there is an extensive system of public transport. For more information you can contact the information desk of the HTM (public transport office) at the railway station in The Hague.

Taxis are available at both stations to take delegates to their hotels.

For participants travelling by car, please note that The Hague is connected to the A12 highway.

HOTEL ACCOMMODATION FOR SPONSORED DELEGATES

The Netherlands will provide hotel accommodation for sponsored delegates. The names of whom and other contact information will be provided by the CITES Secretariat, which is responsible for the Sponsored Delegates Project.

The Netherlands will assign a hotel room and will inform sponsored delegates in due time of the name and address of their hotel.

Queries should be sent to: CoP14CitesIDA@minlnv.nl.

HOTEL ACCOMMODATION FOR OTHER DELEGATES

Other delegates are reminded that they are responsible for making their own hotel accommodation arrangements. It is highly recommended that you make a hotel reservation as soon as possible as June is a very busy month in The Hague for business as well as for tourists.

The Dutch Ministry of Agriculture, Nature and Food Quality has made block bookings at the following hotels at special prices that apply only for reservations made before 1 March 2007.

The hotel reservation forms for the different hotels are attached to this document. Hotel reservation forms must be sent to the hotels directly.

List of recommended hotels

ACCOR Group Hotels Room rates at the ACCOR Group: per room per night, includes breakfast Email for the ACCOR Group hotels: H5389-RE@accor.com	
Dorint Novotel Hotel (adjoining the Convention Center) Johan de Wittlaan 42-44 NL-2517 JR THE HAGUE	Superior: single EUR 190 double EUR 210 Deluxe: single EUR 220 double EUR 240 Deluxe plus: single EUR 230 double EUR 250 City tax not included
Ibis City Centre Hotel Jan Hendrikstraat 10 NL-2512 GL THE HAGUE	Single: Monday–Thursday EUR 99 Weekend: EUR 79 Double: Monday–Thursday EUR 109 Weekend: EUR 89 City tax not included
Mercure Hotel Spui 180 NL-2511 BW THE HAGUE	Single: EUR 178 City tax not included
Novotel Den Haag Hofweg 5-7 NL-2511 AA THE HAGUE	Single: EUR 178 City tax not included
Ibis Scheveningen Gevers Deynootweg 63 NL-2586 BJ THE HAGUE (Scheveningen)	Single: EUR 97 Double: EUR 118 City tax not included
OTHERS, per room per night	
Golden Tulip Bel Air Hotel (near the Convention Center) Johan de Wittlaan 30 NL-2517 JR THE HAGUE Email: reservations@goldentulipbelairhotel.nl	Single/double: EUR 160 Breakfast not included City tax not included
Crowne Plaza Promenade Hotel (near the Convention Center) Van Stolkweg 1 NL-2585 JL THE HAGUE Email: Info@crowneplazadenhaag.nl	Single: EUR 185 Double: EUR 195 Breakfast not included City tax not included
Carlton Beach Hotel Gevers Deynootweg 201 NL-2586 HZ THE HAGUE (Scheveningen)	Single superior/ double superior: EUR 190 Breakfast included City tax not included
MORE HOTELS	
See the websites: www.hotels.nl/the-hague or http://denhaaggb.holland.com	

INTERPRETATION

Simultaneous interpretation will be provided in English, French and Spanish during the meeting.

SERVICES TO DELEGATES

The Netherlands will offer a variety of services to delegates at the World Forum Convention Center. There is a bank, a business centre, where delegates can make copies, send faxes, etc., a travel agency, an Internet café, public telephones, a medical unit and several restaurants. Tourist information will also be available.

In addition, the Netherlands will provide to participants free tickets for the public transport in The Hague for the duration of the meeting. These tickets will be available at the Convention Center, after registration.

DOCUMENTATION

Discussion and debate at CoP14 will be based on the official documents, which will be posted on the CITES website at www.cites.org for English, www.cites.org/fra for French and www.cites.org/esp for Spanish.

SPECIAL EVENTS

Sunday 3 June 2007:	Official opening ceremony, followed by a welcoming reception
Friday 8 June 2007:	Informal Conference Beach Party
Saturday 9 June 2007:	Excursions for participants
Wednesday 13 June 2007:	Reception / buffet dinner hosted by the Government of the Netherlands.

MINISTERIAL ROUND TABLE

The Ministerial Round Table is scheduled for Wednesday 13 June 2007. Further information will follow. This meeting will be for ministers only.

EXHIBITION BOOTHS

Limited space is available at the conference venue for exhibition booths. The Conference Organizer will offer a basic stand, which will include:

- 1 table (with table cover), size 240x80 cm;
- 2 poster boards (portrait format) behind the table, the boards are 220 cm high with a display surface of 147 cm x 97 cm; and
- 2 chairs.

Please note: All extra supplies (technical equipment, food and beverages, etc.) can be ordered at the WFCC and will be charged directly by the WFCC to the delegation/organization.

Set up: Preferably Saturday 2 June 2007, from 9h00 till 17h00.

Clearance: Friday 15 June 2007 (immediately after closure of the meeting).

Parties and organizations wishing to reserve an exhibition booth should use the *Request form for an exhibition booth* (Annex 6) and send it by email as soon as possible, **but no later than 15 February 2007**, to: CoP14Cites@minlnv.nl.

RENTING OFFICES / MEETING ROOMS

For information about renting rooms, see Annexes 4 and 5.

SIDE EVENTS

Parties or organizations interested in organizing a side event should contact Ms Maritza de Campos at the CITES Secretariat at maritza.campos@cites.org. After approval by the CITES secretariat, the organizer can contact the Convention Center (WFCC) directly.

Please note: All extra supplies (technical equipment, food and beverages, etc.) can be ordered at the WFCC and will be charged directly to the organizer of the side event.

BANK / CREDIT CARDS

A small bank will be opened at the Convention Center. Cash dispenser machines are also available and accept the following cards: EC card, Eurocard/MasterCard and Visa. The participants will also find a large number of banks throughout the city that accept all the usual credit cards.

OFFICIAL LANGUAGE

The official language of the Netherlands is Dutch.

TIME ZONE

The time in the Netherlands is GMT + 01h00 hour.

CLIMATE

The Netherlands has a moderate coastal climate with cool summers and mild winters. The average temperature (day time) in June is 18-22° C.

As rain is not uncommon at any time of the year, we advise participants to bring with them a raincoat or an umbrella.

ELECTRICITY

220 Volts, 50 Hertz.

CURRENCY

Only the euro will be accepted in the Netherlands. Traveller's cheques can be exchanged for euros throughout the country and major credit cards are accepted in most of the hotels and stores.

THE NETHERLANDS / THE HAGUE

The Netherlands is best known for tulips, windmills and clogs. Kinderdijk's 19 windmills are in the World Heritage List. The Dutch flowers are well known all over the world. The scenery ranges from flat polders in the west and north to forest and moor in the centre, south and east.

Over the centuries, the Dutch have had to protect themselves against water by building dikes and reclaiming land from the sea, thus creating famous lowland polders and impressive water defences.

For sea lovers, the Netherlands offers splendid wide beaches. Also The Hague / Scheveningen, at just a few kilometres from the Convention Center, is very famous for its beaches.

The Hague is the seat of the Royal Family, the Government and just about all ministries. The legislature is formed by the two Houses of the States-General (House of Representatives and the Senate) together with the sovereign and ministers.

The Hague plays an increasingly important role in the political environment of Europe today. The city is an important European centre for management decisions and is the headquarters of many advisory bodies and umbrella organizations. It also hosts more than 80 embassies and consulates, and is considered to be the centre of the lobby circuit where decisions in the national and international arenas are made and influenced.

The Hague has everything to make both business and festive gatherings special. The city is centrally located and has an international ambience. It also offers ample opportunities for relaxation.

FURTHER INFORMATION

Queries regarding hotel and other logistics should be directed to the Ministry of Agriculture, Nature and Food Quality of The Netherlands:

- Hotel reservations for sponsored delegates: CoP14CitesIDA@minInv.nl
- Visa information: CoP14Citesvisa@minInv.nl
- Other information: CoP14Cites@minInv.nl.