



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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15 August 2008

FIFTH MEETING OF THE SIGNATORY STATES
Bali, Indonesia, 20-23 August 2008

IMPORTANT CHECKLIST OF THINGS TO PREPARE FOR BALI

Read the **Information Note for Participants** on the IOSEA website to be reminded of important information on the hotel/venue, visa requirements, and other questions.

Contact the Local Organiser **URGENTLY** if your travel is being sponsored by IOSEA, and you are experiencing difficulty obtaining your **e-ticket** (sirani@wwf.or.id) or **visa** (yudit_tia@yahoo.com, firda_ku@yahoo.com or pingkankr@yahoo.com).

If you are not sponsored by IOSEA and wish to take advantage of the complimentary airport pick-up service to the Sanur Hotel (only), send the Local Organiser your flight number and the date/time of your arrival in Bali, at least 2 days prior to travel. (Sponsored delegates will be picked up automatically.)

Notify the Secretariat (iosea@un.org or iosea2@yahoo.com) or Local Organiser immediately if you are obliged to cancel or delay your travel on account of an emergency.

Official representatives: bring the original **Letter of credentials** authorising you to attend the meeting and, where applicable, to sign Memorandum of Understanding.

Prepare your **contributions to the sub-regional consultations** taking place on the afternoon of 20 August (please refer to the 'Outline for Sub-regional Consultations' for details)

Fill in the questionnaire that was already circulated on National Networks / Committees, and bring it to Bali.

Prepare any constructive **interventions** (up to 5 minutes) you may wish to make in either of the two workshops on Coastal Development or Fisheries Interactions.

Check, in the Annotated Agenda, whether you are expected to provide a formal **presentation** or other input to the main meeting.

Bring **electronic and 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 DVDs that you would like to have shown during lunch or coffee breaks (time and technology permitting)

Print out and bring paper copies of all **meeting documents** (to keep photocopying in Bali to a minimum) or, better still, bring soft copies on your laptop.