


October 2013

	منظمة الأغذية والزراعة للأمم المتحدة	联合国 粮食及 农业组织	Food and Agriculture Organization of the United Nations	Organisation des Nations Unies pour l'alimentation et l'agriculture	Продовольственная и сельскохозяйственная организация Объединенных Наций	Organización de las Naciones Unidas para la Alimentación y la Agricultura
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# FAO Regional Conference for Asia and the Pacific

## Thirty-second Session

Ulaanbaatar, Mongolia, 10–14 March 2014

## INFORMATION NOTE

### Conference arrangements

1. The FAO Regional Conference for Asia and the Pacific will be held at the Best Western Premier Tuushin Hotel from 10 to 14 March 2014. The inaugural ceremony of the Conference will take place at the Grand Ballroom (Soyombo Banquet Hall) at 09:00 hours on 13 March.
2. The normal working hours of the conference will be 9.00 to 12.00 hours and 14.00 to 17.00 hours, unless otherwise decided by the Conference.
3. An “Order of the Day” will be issued daily, giving detailed information of the Conference business, the timetable of meetings, items to be discussed and other information of general interest.
4. The Provisional Annotated Agenda (APRC/14/1) has been circulated with the invitation letter.
5. FAO will provide the Secretary of the Conference, assisted by a number of FAO staff whose names and functions will be included in a list to be issued on the first day of the Conference.

### Working languages

6. Simultaneous interpretation will be provided in Chinese, English, French and Russian. The documentation will be issued in Chinese, English, French and Russian.

### Press Liaison and information

7. For the duration of the Conference, an FAO Information Officer, assisted by a Press Officer of the Government of Mongolia, will provide contacts with the press and be responsible for matters concerning information to the public.
8. Journalists will be accredited on presenting two passport size photographs and a letter of assignment from their editor or employer to the accreditation desk at the Conference venue.

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a FAO initiative to minimize its environmental impact and promote greener communications.  
Other documents can be consulted at [www.fao.org](http://www.fao.org)*



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### Documentation

9. The working documents will be sent to all governments and organizations invited, before the holding of the Conference. Documents drafted during the Conference will be available at the documents distribution desk, outside the Conference hall. The desk will also deliver mail and messages and deal with general inquiries.

### Draft recommendations and amendments

10. Delegates who wish to submit draft recommendations or other documents requiring a decision by the Conference are requested to hand their texts in English to the Conference Secretary, if possible in three typewritten copies. Delegates wishing to circulate other written material related to the Agenda of the Conference are requested to deliver 15 copies in Chinese, 100 copies in English, 15 copies in French and 15 copies in Russian to the Secretariat for distribution.

### Advance communications of text of speeches and statements

11. When prepared speeches or statements are to be made, it would help the Secretariat and ensure accuracy in interpretation, if three typed copies of the texts were handed to the Secretariat of the Conference in advance.

### Correspondence

12. All correspondence concerning the Regional Conference should be addressed to the **Conference Secretary** at the FAO Regional Office for Asia and the Pacific, 39 Phra Atit Road, Bangkok, 10200, Thailand, Tel: (+66) 2 6974000, Fax: (+66) 2 6974445, E-mail: [APRC@fao.org](mailto:APRC@fao.org) and copied to the **Government Liaison Officer** at the address below:

Ms Erdenejargal Tumurbaatar  
Director of International Cooperation Division  
State Administration and Management Department  
Ministry of Industry and Agriculture  
Government Building #9  
Enkhtaivan Avenue 16A  
Ulaanbaatar, Mongolia  
Tel.: (+976) 11261908  
Fax: (+976) 11262853; (+976) 11453121  
E-mail: [conference@mofa.gov.mn](mailto:conference@mofa.gov.mn)

During the Conference the address of the **Conference Secretary** is:

Dr Joachim Otte  
Conference Secretary  
32nd FAO Regional Conference for Asia and the Pacific  
[APRC@fao.org](mailto:APRC@fao.org)

13. Postal, telephone and facsimile services will be provided at the Conference premises as well as a travel and tourist information desk.

### **Formalities for entry into Mongolia**

14. Travellers to Mongolia requiring an entry visa are advised to obtain one from a diplomatic mission or consulate of Mongolia prior to the date of travel. In the event that no diplomatic mission or consulate exists in a particular country, travellers should inform the Government Liaison Officer and the Conference Secretary, at the addresses indicated in paragraph 12 above, providing full name as in the travel document, date and place of birth, nationality, passport number, date and place of issue, validity, port of entry and expected duration of stay in Mongolia, in order to ensure that a visa will be granted on arrival.

### **Online registration form and travel**

15. The online registration form, including hotel registration, is available at:

<https://www.regonline.com/32ndAPRC>

Participants are requested to register online by **14 February 2014** to ensure that they are properly met on arrival at the Chinggis Khaan International Airport, Ulaanbaatar, Mongolia. Participants are advised to mark their luggage clearly in order to facilitate identification.

16. The authorities of the Government of Mongolia will make special arrangements for participants upon their arrival, assist them with formalities regarding immigration, visas, customs, collection of luggage and provide them with transport to their respective hotels. Similar arrangements will be made at the end of the conference.

17. All participants to the Conference are advised to finalize, at an early date, return travel arrangements. Immediately upon arrival in Ulaanbaatar, participants are advised to contact the travel desk at the Conference premises for special internal visits for spouses and for the reconfirmation of their departure date and time.

### **Foreign exchange and banking**

18. Participants may bring with them any foreign currency. The foreign exchange and banks will provide the necessary information and measures of exchange rates and transfer. A bank/foreign exchange desk will be available on the conference premises. The monetary unit is the Tugrik. At the time of going to press the exchange rate is approximately 1USD equals 1697.5 Tugrik (23 October 2013). The following credit cards will be accepted: American Express, VISA and Master Card.

### **Medical services and first aid**

19. Medical and first aid services will be available at the Conference premises. Medical services could also be provided by hotels.

### **Hotel accommodation**

20. Online bookings for hotel accommodation for participants and their families should be received no later than **14 February 2014**. Please use the online registration form available at:

<https://www.regonline.com/32ndAPRC>

### **Registration upon arrival at the venue**

21. All delegates and observers are requested to register soon after arrival so that they can be provided with identification badges and document bags. The registration desk will be open on Sunday, 9 March 2014 from 13:00 to 18:00 hours. During other days, the registration desk will be open from 8:00 to 18:00 hours. The Conference secretariat will issue a Provisional List of Participants on the first

day of the Conference. The Secretariat should be notified of any corrections or additions to this list. Only registered participants will be issued special badges, which will permit them to enter the Conference meeting venues.

#### **Weather and time**

22. Ulaanbaatar is located between 47° 55' 0 north and 106° 55' degrees east of the equator. During the month of March the weather in Ulaanbaatar is cold, with an average low temperature of -14°C and an average high temperature of -1°C. It is advisable to bring warm clothing.
23. Mongolia is 8 hours ahead of GMT (standard time).

#### **Electricity**

24. The voltage in Mongolia is 230 volts AC (50 HZ). Type C and E adapters are recommended.