



## Logistics Note

**FAO-OEA / CIE-IICA GROUP WORKSHOP ON AGRICULTURAL AND LIVESTOCK STATISTICS FOR  
LATIN AMERICAN AND THE CARIBBEAN  
Twenty eight period of sessions and Workshop on Integrated Survey Systems  
(AGRIS)**

Quito-Ecuador

**Dates: From the 23<sup>rd</sup> to 26<sup>th</sup> of October 2017**

The following note details information in regards to your trip to Ecuador and participation in the meetings of reference.

### **DSA (Daily Subsistence Allowance):**

Your corresponding DSA will be paid at the FAO Representation of each country of origin. Depending to your date of departure, you will be contacted so that the payment can be withdrawn according to the procedure of each office.

The DSA for your travel expenses will include:

- Terminals: transfers to and from the airport in the city of departure and arrival (Quito)
- Dinner
- Incidental/Miscellaneous expenses

### **Transportation:**

- At the airport, upon your arrival, you will find a transfer service previously coordinated by FAO for your transportation to the hotel. The cab driver will be carrying a sign with the FAO logo and the name of the reference meeting.
- The transport has a value of \$ 25 (USD), which must be paid by the participant directly.
- Likewise, your return transfer will be arranged with the same transfer service under the same conditions.
- The distance in time from the airport to the hotel varies from 45 to 75 minutes, depending on traffic conditions.

### **Accommodation:**

- Your reservation has been made in the **Wyndham Garden Hotel**.
- Address: Alemania E5-103 and Av. República, Quito, Ecuador.
- Telephone number: +593 2 – 226 – 5265
- Website: <http://es.wyndhamhotelgroup.com/hotels/ecuador/quito/wyndham-garden-quito/hotel-overview>
- FAO will directly cancel the accommodation during the event dates. This includes breakfast.

**Food:**

- As mentioned above, breakfast is included for the days of participation in the event.
- Lunch will also be provided during the days of the event.
- ***Important:*** Please complete the information requested in the annex attached to this document.

**Convention Centre Eugenio Espejo:**

- The twenty-eighth session of the working group and the workshop on integrated systems of surveys (AGRIS) will be held at the Conventions Centre Eugenio Espejo located in the Avenida Gran Colombia in Quito.
- The transportation from the hotel to the Convention Centre has been directly coordinated with the hotel.
- Upon your arrival to the site of the event, the logistics team of the FAO office in Ecuador will be there to provide support through the realization of the agenda.
- There will be simultaneous translation for the events (spanish to english).

**General Information:**



Country: Republic of Ecuador

President: Lenin Moreno

Province: Pichincha

City: Quito

Altitude: 2800 meters above sea level

Weather: variation from 14°C -25°C (moderate winds, sun in the morning and occasional rain)

Official Currency: US Dollars

Official Language: Spanish

### Touristic Attractions in Quito:



**Middle of the World Monument.-** The "Middle of the World" monument was built on the latitude 0 in the north of Quito. The "City of the middle of the world" is a traditional square with shops, restaurants and craft workshops.



**Historic Center.-** Located in the heart of Quito, is considered as a Cultural Heritage of Humanity and has several attractions, including: The Compañía de Jesus Church, San Francisco Church, the Presidential House, Museum of the City, Traditional Neighborhood "La Ronda", Monument El Panecillo.



**Mirador Itchimbia.-** Has a privileged view of the center north of the city, you can access a number of cafés and restaurants offering traditional dishes. The park's centerpiece is the Centro Cultural Itchimbia, in a large glass-and-iron building modeled after the city's original Mercado Santa Clara, which hosts regular art exhibitions and cultural events. The park is a popular destination for runners.

### **Considerations:**

- Due to the high altitude of the city, you can experience some symptoms like headache, dizziness, choking, among others; it is recommended to drink plenty of water and seek medical assistance if you feel any of these symptoms.
- If you require medical assistance please communicate with security personnel. If you are in the hotel, report to reception. It is better if you avoid using ATMs located on the street.
- In order to prevent typhoid fever or stomach infection, please refrain from eating on the street.
- For your safety, do not accept objects of unknown persons in the street.
- Quito sits on a geological fault therefore frequent earth movements occur; some perceptible and others of considerable magnitude. Know the escape routes and meeting points of the sites that contain it. Please do not run and rather look for a safe place, such as beams or columns, try to create a triangle staying away from windows and cover yourself.

### **The Logistics Team and Emergency Contacts:**

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**Annex I**

**Medical Information**

| <b>Personal Data and Medical Information</b>        |  |
|---|--|
| <b>Name and Last Name:</b>                          |  |
| <b>Date of Birth:</b>                               |  |
| <b>Country:</b>                                     |  |
| <b>Emergency Contacts</b>                           |  |
| <b>Name and Last Name:</b>                          |  |
| <b>Phone Number:</b>                                |  |
| <b>E-mail:</b>                                      |  |
| <b>Medical History</b>                              |  |
| Indicate any type of food restriction               |  |
|   |  |
|   |  |
| Indicate if you take special medication             |  |
|   |  |
|   |  |
| Indicate any chronic disease and the emergency care |  |
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