



World Summit
on Food Security

Journal



E

16 to 18 November 2009

WSFS 2009/DJ/
Announcements

ANNOUNCEMENTS

Call centre for the World Summit on Food Security (WSFS)

A Call Centre for the Summit, tel. (+39) 06 570 53101, has been set up to receive calls, reply to queries and refer callers to relevant offices.

Liaison Aides

FAO will provide a Liaison Aide for each Head of delegation. Arrangements should be made with the Protocol Branch:

fax (+39) 06 5705 6105

e-mail: WSFS2009-Services@fao.org

Speaking time and statements

Statements will be limited to **five minutes** for country delegations and **four minutes** for United Nations Agencies and other organizations.

To ensure accurate interpretation of statements and timely transcription and posting after delivery, statements should be submitted electronically at least three hours before delivery (in Word or PDF) to WSFS2009-Services@fao.org. If use of e-mail is not possible, the text may be sent by fax to (+39) 06 570 55700.

The name of the country and speaker should be indicated at the top of the first page in English, French or Spanish.

Meeting Rooms for Heads of Delegations

A limited number of small meeting rooms may be reserved for use by Heads of States and Heads of Government for bilateral or multilateral meetings. Meeting rooms may be reserved by Country Delegations on an hourly basis.

To reserve meeting rooms, Country Delegations are invited to send an email request to WSFS2009-Services@fao.org, with a clear indication of the date, preferred time, delegations to be met and number of attendees. Final confirmation of booking will be given via email before the meeting.

Languages of proceedings

Proceedings will be conducted in Arabic, Chinese, English, French, Russian and Spanish. If speakers wish to make statements in a language other than these, they must provide a text in one of the aforementioned languages to the WSFS Secretariat. The delegation concerned should also make available to the Interpretation Group (Room A-273E) a person who knows both the language in which the statement is delivered and the language into which it has been translated to ensure synchronization between the speaker and the interpreter.

Documents and publications

Only official Summit documents (WSFS 2009 series) will be distributed at the documents desk in the Korean Conference Service Centre (first floor, Building A). FAO and other publications will be displayed and distributed in the Flag Hall (ground floor, Building B). Summit fact sheets will also be displayed in the Atrium.

No documents or posters may be displayed in FAO without approval of the WSFS Summit Secretariat. Any unauthorized material will be removed. Documents and posters should be removed from FAO by 16.00 hours on November 18.

Telephone, fax, printing and internet facilities

The Slovak Business Centre (ground floor, Building B, extension 57090) is available for Internet, printing, telephone and fax services. An internet point will also be available in the Atrium. The computers in this area allow access to the FAO Web site, the Internet in general and personal e-mail accounts.

Wireless Internet Service (WiFi) will be available in and around the Plenary Hall, the Red and Green Rooms, and in other meeting rooms. To use the service, a laptop or PDA that has Wireless LAN capabilities, conforming to 802.11b or 802.11g standards, is needed. The user name and password will be given in the print version of the Summit Journal.

Medical emergencies

For medical emergencies, participants may dial 30 from all in-house telephones or 06 570 53400 from outside FAO Headquarters. For all other medical services, participants may call extension 53577 from all in-house telephones (06 570 53577 from outside FAO Headquarters). They may also go directly to the Medical Service (First Floor, Building B) or the Medical Unit in Building A (Rooms A 326-313) during working hours of the Organization (08:30 - 18:00).

For urgent medical assistance outside the working hours of the Summit, participants are requested to call 118 or the Guardia Medica/Doctors-on-Call 06 582 01030 or avail of the services of the hotel doctor.

Other services

Services located on the ground floor of Buildings B and D include: banks (open from 08:40 to 16:30); automated teller machines that accept international bank cards; a post office (open from 08:30 to 15:00); a newspaper stand which also sells city bus/metro tickets; a bookshop and a pharmacy.

Further Information for participants is available at: <http://www.fao.org/wsfs/wsfs-info-parts/wsfs-practical-summit/en/>

WSFS Secretariat

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