

INFORMATION NOTE FOR PARTICIPANTS

COFI Sub-Committee on Aquaculture

10th Session

Trondheim, Norway, 23-27 August 2019

1. Venue

The 10th Session of the COFI Sub-Committee on Aquaculture will be held from 23 to 27 August 2019 at the Clarion Hotel & Congress in Trondheim, Norway.

Address: Brattørkaia 1, 7010 Trondheim, Norway

Tel: +47 73 92 55 00

E-mail: cl.trondheim@choice.no

The hotel is situated next to the fjord, at a walking distance from the city of Trondheim.

2. The Town

Trondheim is a small historical city of Norway.

From 20 to 23 August 2019, the city will host [the world's largest aquaculture technology exhibition: Aqua Nor](#).

If possible, we encourage you to visit the fair during your stay in Trondheim. The exhibition and trade fair is held biannually in Trondheim. In 2017, the event attracted 27 000 visitors representing 71 nations. A total of 600 exhibitors showcased their technologies and shared their expertise at the stands. Seminars and events were held for companies, authorities and research institutions.

You can download the «Trondheimsappen» for your smartphone (available for both iPhone and Android). This will give you information about restaurants, sightseeing, shopping, and more.

3. Hotel accommodation

An informal block booking has been made at the Clarion Hotel & Congress for participants to the Sub-Committee on Aquaculture.

Please make your room reservation as soon as possible, and **no later than 15 July 2019**:

- [Reservations can be made directly online by clicking here.](#)

Due to the very high affluence during the AquaNor event in Trondheim, the price of hotel rooms are much higher in that period. Please note that the room rates at the venue during COFI-SCA is:

- 22 August: NOK2945 (USD347)
- 23 to 27 August: NOK1190 (USD140)

Note that the hotel is cash-free, they accept all major debit and credit cards.

4. Catering services / reception

Buffet lunch, coffee, tea and refreshments will be provided on all days of the Conference.

A Conference welcoming reception will be organized at the venue on the evening of Friday 23 August 2019.

5. Registration

Access to the Conference Center will be allowed only for registered participants. Participants wishing to register for the 10th Session of the COFI Sub-Committee on Aquaculture should proceed as indicated below. The deadline for the registration is **14 August 2019**

Representatives of FAO Members: the Director-General would appreciate being informed of the representatives designated to attend the Tenth Session of the Sub-Committee on Aquaculture. Registration can only be done by the Permanent Representation of the Member to FAO. Online registration is accessible through the password-protected **FAO Members Gateway**. Instructions for online registration can be downloaded from the PRWS. Please note that online registration requires the uploading of a recent passport-size digital photograph. See the photo requirements below.

Representatives of invited International Observer Organizations: only Delegates from invited International Organizations can attend the Tenth Session of COFI-SCA. Observer delegates are advised to register in advance of the meeting by completing the International Organizations Observer Registration Form and forwarding it **by email to FI-Registration@fao.org**, together with a recent passport-size digital photograph. See the photo requirements below.

Photo requirements :

- Photo must be in colour, featuring a frontal view of head and shoulders, similar to a passport photo
- Photo must have a light or neutral background and show very little of the background above and on either side of the head - no hats, sunglasses or accessories that obscure your face
- Photo must be in digital JPEG (.jpg or .jpeg) format and should have a width to height ratio of approximately 3:4. In other words, a photo that is 2 cm wide should be approximately 2.5 cm high

6. Working languages

Simultaneous interpretation and conference materials will be provided in Arabic, Chinese, English, French, Russian and Spanish.

7. Conference materials

Conference materials will be made available on the dedicated website of the conference (<http://www.fao.org/about/meetings/cofi-sub-committee-on-aquaculture/en/>). Participants are encouraged to use personal laptops/tablets during the Conference as the Conference will be generally paperless. Only the Agenda and a limited number of documents will be available in hard copies.

8. Transportation from the airport.

- **Train (NOK 90,-)**
The train takes about 35 minutes from the airport to Trondheim central station. The hotel is 700 meters from the central station.
- **Bus (NOK 130,-)**
Airport bus service - Flybussen (Nettbuss)
Værnes-ekspressen – Unibuss
The bus takes about 40 minutes from the airport to Trondheim central station. The hotel is 700 meters from the central station.
- **Taxi NOK (700,-)**
The taxi stand is located directly outside the arrival hall at the airport.

9. Visa information

Participants who need a visa in order to enter the Schengen area (Schengen short stay visa) are recommended to apply for a visa as early as possible. Participants who travel to Norway via a third country are reminded that they should also check with the authorities of that country whether they might need a transit visa.

Kindly note that it is your responsibility to apply for and obtain a visa in advance of your journey to Norway. General information on visa requirements for Norway are found on the website of the Norwegian Directorate of Immigration (UDI) <https://www.udi.no/en/>

To facilitate the application process, please consult the nearest Norwegian diplomatic mission for information about the specific procedures and supporting documentation needed for visa applications from your country. For an overview of Norwegian diplomatic missions and links to their contact information, please visit <http://www.norway.info/>

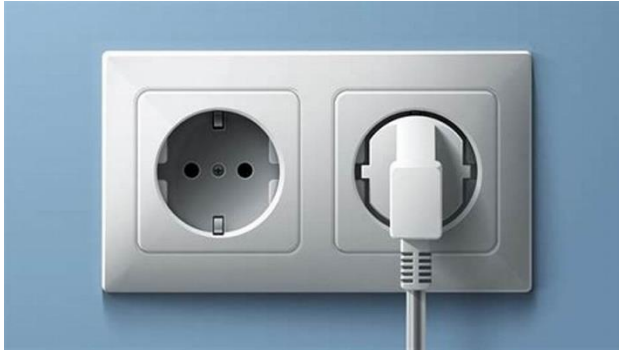
Handling time for visa applications, once a complete application dossier has been submitted, is normally 15 working days, but in some instances it might take up to 30 days. Once you have completed the online registration process, you will receive a confirmation letter by email to submit with your visa application.

10. Currency

The official currency is the Norwegian Krone (NOK). There are ATM / cash machines available to withdraw money. In addition, all restaurants and shops in Trondheim accept credit cards. The most up-to-date exchange rate can be obtained from [XE.com Online Currency Converter](#).

11. Electricity

The electrical power supply is 220-240 volts/50 Hz. Electrical outlets/plugs are of the two round-pronged types (the most common type is depicted in the picture below although there could be some variations) therefore you may need to bring an adaptor.



We thank you for your interest in participating in the Sub-Committee and look forward to welcoming you to Trondheim.