



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

Organización
de las
Naciones
Unidas
para la
Agricultura
y la
Alimentación

TWENTY-NINTH FAO REGIONAL CONFERENCE FOR LATIN AMERICA AND THE CARIBBEAN

Caracas, Venezuela, 24 to 28 April 2006

INFORMATION NOTE

Conference arrangements

1. The Twenty-ninth FAO Regional Conference for Latin America and the Caribbean will be held in the Hotel Hilton Caracas from 24 to 25 April 2006. The Technical Committee of the Conference will meet on 24 and 25 April 2006. The inaugural ceremony of the plenary session will take place at 09.00 hours on 26 April 2006 in the Gran Salón (A and B) of the Hotel Hilton Caracas.
2. Conference working hours will be 08.30 to 13.00 and 14.30 to 18.30 hours, unless the Conference decides otherwise.
3. An order of the day will be issued each day with detailed information on Conference business, the timetable, the items for discussion and other matters of general interest.
4. The Provisional Agenda (LARC/06/INF/2) and the Provisional List of Documents (LARC/06/INF/3) are included with the letter of invitation, together with the Provisional Annotated Agenda (LARC/06/1). This latter document will continue to be provisional until adopted as the final agenda when the Conference has begun.
5. FAO has appointed the Conference Secretary (para.12) who will be assisted by FAO staff whose names and functions will be included in a list circulated on the first day of the Conference.

Working languages

6. There will be simultaneous interpretation in English, French and Spanish. The documentation will also be in English, French and Spanish.

Press liaison and information

7. During the Conference, the Information Officer of the FAO Regional Office, assisted by the Information Officer appointed by the Government of Venezuela, will liaise with the press and take care of public information matters.

For reasons of economy, this document is produced in a limited number of copies. Delegates and observers are kindly requested to bring it to the meetings and to refrain from asking for additional copies, unless strictly indispensable.
Most FAO meeting documents are available on Internet at www.fao.org

8. Journalists will be accredited at the press office set up in the Hotel Hilton Caracas on presentation of two passport-size photographs and a letter of assignment from their employer.

Documentation

9. The working documents will be sent to all invited governments and organizations before the Conference begins and will be available on the Internet at <http://www.rlc.fao.org/larc06>. Documents drafted during the Conference will be available to participants at the documents distribution desk located outside the Gran Salón (C), where staff will also deliver mail and messages and provide general information.

Draft recommendations

10. Delegates wishing to submit draft recommendations or other documents requiring the adoption of a decision by the Conference are requested to deliver the Spanish or English text to the Conference Secretariat, if possible in three typed copies. Delegations wishing to circulate other written material relating to the Conference agenda are requested to provide the Secretariat with 100 copies in Spanish, 50 in English and 10 in French.

Advance communication of statement texts

11. Delegates are kindly requested to provide the Conference Secretariat with three typed copies of statement texts in advance in order to facilitate the work of the Secretariat and the interpreters.

Correspondence

12. All correspondence concerning the Regional Conference should be addressed to the Conference Secretary at the following address:

The Conference Secretary

Mr. Guilherme Schuetz
29th FAO Regional Conference for Latin America and the Caribbean
FAO Regional Office for Latin America and the Caribbean,
Casilla 10095
Santiago, Chile
E-Mail: rlc-conferencia@fao.org
Fax: (56-2) 337-2001 /02
Tel: (56-2) 337-2229 / 337-2128

From 17 to 29 April 2006, his address will be as follows:

29th FAO Regional Conference for Latin America and the Caribbean,
Hotel Hilton
Avenida México con Sur 25, El Conde
Apartado 6380
Caracas 1010-A, Venezuela
Teléfono (58 212) 503-4173 /-74 central
Fax (58 212) 503-5009 central
E-Mail: rlc-conferencia@fao.org

13. Postal and communication services and information on travel and tourism will be available to delegates and observers on Conference premises.

14. An area near the meeting rooms will be equipped with telephones for international calls at the disposal of delegates and observers. Internet connection services will also be available.

Formalities for entry into Venezuela

15. Delegates attending the Conference should contact the embassy or consulate of Venezuela to find out about entry formalities. The Venezuelan Government will inform all its representations of the event and will request their support in processing visa formalities. Where there is no diplomatic mission in the country concerned, participants should send to the Conference Secretary their full name, as given on their passport, date and place of birth, nationality, passport number, date and place of issue and validity of passport and duration of stay in Venezuela so that an entry visa can be requested from the relevant authorities.

16. Venezuela has no vaccination requirements for international travellers.

17. Participants are requested to provide advance notice of their arrival (at least four weeks before their journey). They should indicate the date and time of arrival, the carrier and flight number and all other relevant information. This will help to expedite customs formalities and hotel transfer. Participants are advised to place distinctive labelling on their baggage to facilitate identification and avoid delays on their arrival at the airport.

18. The Venezuelan authorities will make special arrangements to meet participants on their arrival, assisting them with passport control, baggage reclaim and customs formalities and transfer to their hotel. Similar arrangements will be made on their departure.

19. Participants are advised to contact the travel desk at the Hotel Hilton Caracas immediately on arrival to confirm their return flights and receive information on the programme of visits organized for their accompanying parties.

Foreign exchange and banking services

20. The Venezuelan currency is the Bolivar which can be used for all transactions contracted in that currency within the national territory, in tourist installations and other commercial and public service establishments. International credit cards are also accepted. Most banks and exchange bureaus accept traveller's cheques.

First aid

21. Medical and first aid services will be available on a 24-hour basis at the Hotel Hilton Caracas.

Registration

22. Registration will take place at the Hilton Hotel Caracas on Saturday 22 April between 15.00 and 18.00 hours; on Sunday 23 April between 09.00 and 17.00 hours; and on Monday 24 April from 08.00 hours. All participants are kindly requested to register as soon as possible in the antechamber to the Gran Salón (C) where they will be given identity badges. A provisional list of participants will be issued during the first day of the Conference and subsequently amended as necessary. Any correction or addition to the list should be notified to the Conference Secretariat. Only registered participants will receive identity badges giving them access to Conference meeting rooms.

Accreditation

23. Delegates are reminded that they will have to present duly authorized credentials to certify their status as delegate of their country or institution at the Conference.

Receptions

24. Delegates wishing to host receptions are requested to inform the Conference Secretariat as soon as possible after their arrival so that a programme of receptions can be drawn up. Formal dress is required at the inaugural ceremony.

Climate

25. Caracas is situated approximately 10° 30' North and 66° 55' West and stands at 900 m above sea level. The average temperature in April is 25°C (77°F) with probable fluctuations between 22° and 27°C.

Electricity

26. The voltage in Caracas is 110 volts and 60 cycles.

Hotel accommodation

27. Requests for hotel reservations should be made using the form in Appendix A which should be sent to the Conference Secretariat as soon as possible. Reservation requests will be held until **2 April 2006**; reservations after that date will not benefit from the special rates indicated below.

28. The average cost of a meal in Caracas is about US\$15.

29. The Conference Secretariat and the Venezuelan Government have made special arrangements to accommodate all participants in the following hotel:

Hotel Hilton Caracas

Avenida México con El Conde

Caracas, Venezuela

Teléfono (58 212) 503-4173 /-74 central

Fax (58 212) 503-5009 central

Special rates available to participants per room with buffet breakfast included:

Type of room	US\$
Standard (Torre Sur)	55
Double (Torre Sur)	65
Executive Single	105
Executive Double	115
Executive Suite	220

Appendix A
HOTEL RESERVATION AND ARRIVAL FORM

Name	
Title and position	
Country/organization	
Postal address	
.....	
Telephone	Fax
E-mail <i>official</i> <input type="checkbox"/> <i>personal</i> <input type="checkbox"/>	
Attending as: Head of Delegation <input type="checkbox"/> Delegate <input type="checkbox"/> Observer <input type="checkbox"/> Secretariat <input type="checkbox"/>	
Accompanying party:	Yes <input type="checkbox"/> No <input type="checkbox"/> Number in accompanying party <input type="checkbox"/>
Arrival:	Date..... Hour Airline/Flight N°.....
Arriving from.....	
Departure:	Date..... Hour Airline/Flight N°
Accommodation desired:	Standard <input type="checkbox"/> Double <input type="checkbox"/>
Executive single <input type="checkbox"/>	Executive double <input type="checkbox"/> Executive suite <input type="checkbox"/>
Special needs::	
.....	

NOTE: Each delegate or observer is kindly requested to fill in this form and to send a copy by e-mail or fax to the Conference Secretariat as soon as possible and not later than 2 April 2006, even if full flight details are not available. These can be sent later.