

June 2008

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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  
Agricultura  
y la  
Alimentación

**TWENTY-SIXTH FAO REGIONAL CONFERENCE FOR EUROPE  
THIRTY-FIFTH SESSION OF THE EUROPEAN COMMISSION ON  
AGRICULTURE**

**Innsbruck, Austria, 26-27 June 2008  
Innsbruck, Austria, 25 June 2008**

**INFORMATION NOTE**

**Conference Arrangements**

1. The FAO Regional Conference for Europe (ERC) will be held at the Congress Centre, Innsbruck on 26 and 27 June 2008. The opening ceremony will start at 08.00 hours on Thursday 26 June 2008. The Regional Conference will be preceded by the 35<sup>th</sup> Session of the European Commission on Agriculture (ECA) which will be held on Wednesday 25 June 2008 at the same venue. The ECA session will begin at 09.00 hours on Wednesday 25 June 2008.
2. An Order of the Day will be issued daily with detailed information on Conference business, the schedule and items to be discussed, as well as other information of general interest.
3. FAO will appoint the Conference Secretary who will be assisted by other FAO staff, whose names and functions will be recorded on a list issued on the first day of the Conference.

**Working Languages**

4. For the ECA session there will be simultaneous interpretation in English, French, Russian and Spanish and for the ERC session in English, French, German, Russian and Spanish. The documentation for both sessions will be issued in English, French, Russian and Spanish.

**Press liaison and information**

5. For the duration of the Conference, an FAO Information Officer, assisted by a Press Officer of the Federal Government of Austria, will be responsible for relations with the press and all matters concerning information to the public.
6. An accreditation desk will be placed at the Conference site. Journalists should bring two passport-size photographs and a letter of assignment from their editor or employer.

This document is printed in limited numbers to minimize the environmental impact of FAO's processes and contribute to climate neutrality. Delegates and observers are kindly requested to bring their copies to meetings and to avoid asking for additional copies.  
Most FAO meeting documents are available on the Internet at [www.fao.org](http://www.fao.org)

### **Documentation**

7. The working documents will be sent to all invited governments and organizations prior to the Conference. Documents drafted during the Conference will be available at the Documents Distribution Desk located outside the Conference hall, where staff will also deliver mail and messages and deal with general enquiries.

### **Draft recommendations and amendments**

8. Delegates wishing to submit draft recommendations or other documents requiring a decision by the Conference are requested to hand their texts to the Conference Secretary, in English, French, Russian or Spanish and if possible in five typewritten copies. Delegates wishing to distribute other written material related to the Conference agenda are requested to deliver 100 copies in English, 50 in French, 20 in Russian and 20 in Spanish to the Secretariat for distribution.

### **Advance communication of the texts of speeches and statements**

9. To facilitate the Secretariat's task and ensure accuracy of interpretation, prepared speeches or statements should be handed in advance to the Conference Secretary, in five typewritten copies.

### **Correspondence**

10. All correspondence concerning the Regional Conference should be addressed to the Conference Secretary at the FAO Regional Office for Europe and Central Asia and to the Conference Liaison Officer, at the addresses below:

Conference Secretary  
FAO Regional Office for Europe and Central Asia  
Benczúr utca 34  
Budapest, Hungary  
Tel: +36-1-4612023  
Fax: +36-1-3517029  
E-mail: [tomasz.lonc@fao.org](mailto:tomasz.lonc@fao.org)

Conference Liaison Officer  
Federal Ministry of Agriculture, Forestry,  
Environment and Water Management  
Stubenring 1  
1010 Vienna  
Tel: +43-1-711002812  
Fax: +43-1-711002959  
E-mail: [hedwig.woegerbauer@lebensministerium.at](mailto:hedwig.woegerbauer@lebensministerium.at)

11. Telephone and fax facilities will be available on the Conference premises.

### Formalities for entry into Austria

12. During the period of the European Football Championships being held in Austria and Switzerland from 7 to 29 June 2008, the Austrian authorities have informed that there will be stricter border controls and that it would be advisable to travel to Austria with a passport.

Nationals of certain member countries of the Europe Region require a visa for entry into Austria. Participants are therefore invited to contact the Austrian consulate, or the consulate of a Member State of the SCHENGEN area representing Austria in their country, to obtain a visa, should this be required. If any assistance is required, please contact:

Mag. Johannes Kresbach  
Contact Officer for visa formalities  
Federal Ministry of Agriculture, Forestry,  
Environment and Water Management  
Department III 3 (FAO, OECD, Food Aid, Economic Provisions)  
Stubenring 1  
1010 Vienna  
Tel: +43 1 71100 (Ext. 2753)  
Fax: +43 1 71100 2959  
Mobile phone: +43 664 61 12 802  
E-mail: [johannes.kresbach@lebensministerium.at](mailto:johannes.kresbach@lebensministerium.at)

13. Participants are advised to communicate, at least six weeks before their arrival, all details concerning airline, flight number and expected time of arrival in Austria and date of departure, to the address indicated in Annex A. Participants are strongly advised to label their luggage clearly to facilitate its identification.

14. A reception desk will be installed at Innsbruck airport to help arriving participants with passport control, customs formalities and luggage recovery and to provide any other necessary assistance.

### Foreign exchange and banking facilities

15. There is no limit to the amount of foreign currency that may be introduced into Austria. The exchange bureaux and banks will provide information on exchange rates and will take care of exchange and transfer operations. The national currency is the Euro.

### First-aid Services

16. First-aid services will be available on the Conference premises.

### Hotel reservations

17. All hotel reservations will be made through the Congress Centre, Innsbruck. Delegates are invited to complete the hotel reservation form provided in Annex A (pages 5 and 6) and to send the original as soon as possible to Ms Nadja Fleisch, Project Manager, Innsbruck Congress Centre (Fax: +43-512 575607, e-mail: [n.fleisch@come-innsbruck.at](mailto:n.fleisch@come-innsbruck.at)), with a copy to the Conference Secretary (Fax: +36-1-3517029, e-mail: [tomasz.lonc@fao.org](mailto:tomasz.lonc@fao.org)) and to the Conference Liaison Officer (Fax: +43 1 711002959, e-mail: [hedwig.woegerbauer@lebensministerium.at](mailto:hedwig.woegerbauer@lebensministerium.at)) not later than six weeks before the Conference. The Austrian authorities will provide transport for all delegates and observers from the airport to the hotels listed in Annex B. The Conference facilities are within walking distance of these hotels.

18. Accommodation will be available for participants and their families at the hotels listed in Annex B on page 7.

### **Registration**

19. Registration for the ERC session will be between 10.00 and 17.00 hours on Wednesday 25 June 2008 and between 07.30 and 08.00 hours and also following the Opening Ceremony on Thursday 26 June 2008 at the conference venue Innsbruck Congress Centre, Rennweg 3, 6020 Innsbruck, Austria. The Conference Secretariat will prepare a provisional list of participants on the first day of the Conference and should be notified of any corrections or additions needed, with all relevant information provided to the Documents Distribution Desk. Registration for the ECA session will be between 16.00 and 18.30 hours on Tuesday 24 June 2008 and between 08.00 and 09.00 hours on Wednesday 25 June 2008 at the conference venue Innsbruck Congress Centre.

### **Climate**

20. The climate in Austria is generally pleasant and warm in June with the possibility of rain, and temperatures range from 20°C during the day to 10°C at night.

### **Electricity**

21. Electric current frequency in Austria is 50 Hz., voltage – 220 V.

### **Study tours**

22. At the invitation of the Host Government, there will be a study tour for delegates on the morning of Friday 27 June 2008. Delegates wishing to participate are kindly requested to inform staff at the Documents Distribution Desk in advance so that the Host Government can make the necessary arrangements. More details on the tour will be provided locally and will be communicated in advance in the Order of the Day. The Host Government is also planning a visit for spouses. More details will be made available on arrival and any relevant information will be included in the Order of the Day.

### **Catering Services**

23. The Congress Centre, Innsbruck, has a restaurant and a coffee bar. A lunch will be hosted by the Austrian Federal Ministry of Agriculture, Forestry, Environment and Water Management on Thursday 26 June 2008.

### **Social Events**

Tuesday 24 June 2008: Reception hosted by the Mayor of the City of Innsbruck and Governor of the Tyrol

Wednesday 25 June 2008: Reception hosted by the Austrian Federal Minister of Agriculture, Forestry, Environment and Water Management

Thursday 26 June 2008: Reception hosted by the FAO Director-General

ANNEX A

**TWENTY-SIXTH FAO REGIONAL CONFERENCE FOR EUROPE  
Innsbruck (Austria), 26-27 June 2008  
THIRTY-FIFTH SESSION OF THE EUROPEAN COMMISSION ON AGRICULTURE  
Innsbruck (Austria), 25 June 2008**

HOTEL RESERVATION AND NOTIFICATION OF ARRIVAL

- 1. Name: .....
- 2. Country/Organization:.....
- 3. Title and position: .....
- 4. Postal address: .....

.....Fax number: .....

E-mail: .....

- 5. Attending as:  Delegate  Observer  Secretariat
  - 6. Accompanied by spouse:  Yes  No
- Name of spouse: .....

7. Anticipated stay in Austria: From..... To.....

8. Arrival: Date:..... Time: .....

Airline and Flight No.: .....

Train (give details): .....

From (City):.....

Departure: Date: ..... Time:.....

Airline and Flight No.: .....

Train (give details) .....

To (City) .....

9. Accommodation:

	Name of hotel	Type of room
1.	Austria Trend ****	<input type="checkbox"/> Single <input type="checkbox"/> Double <input type="checkbox"/>
2.	Grauer Bär ****	<input type="checkbox"/> Single <input type="checkbox"/> Double <input type="checkbox"/>
3.	Schwarzer Adler ****	<input type="checkbox"/> Single <input type="checkbox"/> Double <input type="checkbox"/>

10. Please indicate hotels in order of preference:

11. Credit card details:

Visa .....  Eurocard Mastercard .....  American Express

Card No: ..... Expiry date: .....

Delegate's signature: ..... Date: .....

**N.B. Participants are invited to send one copy of Annex A to each of the addressees below as soon as possible and preferably six weeks before the Conference, even if complete flight information is unavailable. This information can be sent by fax or e-mail at a later date.**

Ms Nadja Fleisch  
Project Manager  
Innsbruck Congress Centre  
Rennweg 3  
6020 Innsbruck  
Austria  
Tel: +43 5125936-162  
Fax: +43 512575607  
E-mail:  
[n.fleisch@come-innsbruck.at](mailto:n.fleisch@come-innsbruck.at)

Mr Tomasz Lonc  
Conference Secretary  
FAO Regional Office for  
Europe and Central Asia  
Benczúr utca 34  
Budapest, Hungary  
Tel: +36-1 4612023  
Fax: +36-1 3517029  
E-mail:  
[tomasz.lonc@fao.org](mailto:tomasz.lonc@fao.org)

Dr Hedwig Wögerbauer  
Conference Liaison Officer  
Federal Ministry of Agriculture,  
Forestry, Environment and  
Water Management  
Stubenring 1  
1010 Vienna, Austria  
Tel: +43 1 711002812  
Fax: +43 1 711002959  
E-mail:  
[hedwig.woegerbauer@lebensministerium.at](mailto:hedwig.woegerbauer@lebensministerium.at)

## ANNEX B

## LIST OF HOTELS

Name of Hotel	Number of rooms held by organizers	Tariff <sup>1</sup>
<b>Austria Trend ****</b> Rennweg 12a A-6020 Innsbruck  Tel: +43/512/2115-0 Fax: +43/512/2115-500 email: <a href="mailto:congress@austria-trend.at">congress@austria-trend.at</a> <a href="http://www.austria-trend.at/chi">www.austria-trend.at/chi</a>	22-24 June 2008 15 rooms  24-27 June 2008 60 rooms	Single room €149,00 Double room €190,00
<b>Grauer Bär ****</b> Universitätsstr. 5-7 A-6020 Innsbruck  Tel: +43/512/5924-540 Fax: +43/512/574535 email: <a href="mailto:grauer-baer@innsbruck-hotels.at">grauer-baer@innsbruck-hotels.at</a>  <a href="http://www.innsbruck-hotels.at">www.innsbruck-hotels.at</a>	22-24 June 2008 40 rooms  24-27 June 2008 100 rooms	Single room €109,00 Double room €149,00
<b>Schwarzer Adler ****</b> Kaiserjägerstrasse 2 A-6020 Innsbruck  Tel: +43/512/587109 Fax: +43/512/561697 email: <a href="mailto:info@derAdler.com">info@derAdler.com</a>  <a href="http://www.derAdler.com">www.derAdler.com</a>	22-27 June 2008 20 rooms	Single room €136,00 Double room €187,00

<sup>1</sup> These are special prices obtained for the Conference by the organizers and include buffet-breakfast.