

June 2000



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

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COMMISSION ON GENETIC RESOURCES FOR FOOD AND AGRICULTURE

Third Inter-sessional Meeting of the Contact Group

Teheran, Islamic Republic of Iran, 26-31 August 2000

INFORMATION NOTE FOR PARTICIPANTS

1. The Third Inter-sessional Meeting of the Contact Group of the Commission on Genetic Resources for Food and Agriculture will be held in the Iranian Centre for International Conferences (ICIC), Aghaie Ave. Bahonar Street, Teheran (tel: +98-21-2402987, 2402013; fax: +98-21- 2402547, 2400568), from 26 to 31 August 2000. The Opening Session will take place on Saturday 26 August 2000, at 10.00 hrs.
2. The Meeting will be conducted in Arabic, Chinese, English, French and Spanish.

COMMUNICATIONS

3. All correspondence related to the Meeting should be addressed to the Commission Secretary as follows:

Mr. José T. Esquinas-Alcázar
Secretary
Commission on Genetic Resources for Food and Agriculture
AGD – C.710
FAO - Viale delle Terme di Caracalla
00100 Rome (Italy)
Tel: + 39-06-57054986
Fax: + 39-06-57056347
e-mail: jose.esquinas@fao.org

4. Correspondence related to hotel reservations and meeting at airport should be addressed to the *Liaison Officer* at the following address:

Ms. Mino Aghajani,
AREEO, Tabnak Ave. P.O. Box 111, Tehran 19835, I. R. Iran
Tel: + 98-21-2402013 – 2402987
Fax: +98-21-2402547 – 2400568
E-mail: CGRFA.Meeting@AREEO.or.ir

A copy should be sent to the Commission Secretary for information.

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FORMALITIES FOR ENTRY INTO IRAN

5. Travellers arriving to Iran need no international certificates of vaccination. Closer to the date of departure, information concerning any temporary health regulations in force should be obtained from the airline company.
6. Any entry visa to Iran should be obtained prior to arrival. Requests for visas should be submitted at least three weeks before departure, by email to: CGRFA.Meeting@AREEO.or.ir, or by fax to +98-21-2402547 – 2400568 (attention: Minoos Aghajani, tel: + 98-21-2402013 – 2402987). No visa will be granted at the airport, except for the cases in which there is no Iranian Consulate or Diplomatic Mission, provided that the necessary information is sent to the authorities in Teheran, at the above address, at least three weeks in advance. The form to be filled for visa requests is in **Appendix A**.
7. Participants who have given advance information about details of their arrival will be provided with transport to the hotel. The form to be used for such requests is in **Appendix B**. Participants are advised to mark their baggage clearly for easy identification in order to avoid inconvenience and delay at the airport on arrival.

FOREIGN EXCHANGE AND BANKING FACILITIES

8. Travellers may bring with them foreign exchange (cash, traveller's cheques, bank drafts) in convertible currencies, to be exchanged for Iranian Rial (IR). The rate in June is 1 US\$=8,150. Travellers may bring reasonable amount for foreign currency into Iran.

REGISTRATION

9. All members of delegations and observers should register soon after arrival with the Reception Desk at the meeting site, where they will be provided with badges and documents.
10. A Provisional List of Participants will be issued during the Meeting, and revised as necessary. Corrections or additions to the list should be handed to the Commission Secretary.

DOCUMENTATION

11. Working documents of the Meeting will be sent to all Governments and Organizations invited. Documents prepared during the Meeting will be obtainable from the Documents Distribution Desk outside the Meeting Hall.

HOTEL ACCOMMODATION

12. The organizers in Iran will arrange, on request, reservations at the Azadi Hotel, about 20 minutes drive from the Conference Centre. This is a five-star hotel. Room prices before discount are:

Single bed: US\$ 122 daily
Double bed: US\$ 147 daily

For participants to the Meeting, a 20% discount will be offered. Prices include breakfast.

13. There are banking facilities, a travel agent, and internet and e-mail facilities at the hotel. The hotel address is:

Azadi Grand Hotel
Chamran Expressway
Evin crossroad
Tel: +98-21-2073021/9
+98-21-2073031/6
Fax: +98-21-2073038
+98-21-2073061

14. Further information on the hotel is available on the internet at <http://www.azadigrandhotel.com>.

15. Participants are advised to make their hotel and flight reservations as soon as possible. They should ensure that they have firm return bookings before departure for Iran, and should reconfirm these bookings soon after arrival in Teheran.

16. Requests for hotel reservations should be made on **Appendix C** attached and sent to the Commission Liaison Officer at the address shown in paragraph 5 not later than 1 August 2000 with a copy to the Commission Secretary for information.

WEATHER

17. Weather in Teheran is hot. The average daily maximum temperature is 35-40°C and the night minimum temperature is 20-30°C.

ELECTRICITY

18. The voltage in Teheran is 220 volts A.C.

FIRST AID

19. First aid will be available in the meeting premises as well as the Hotel through out the Meeting .

APPENDIX A – ANNEXE A – ANEXO A

THIRD INTER-SESSIONAL MEETING OF THE CONTACT GROUP

Tehran – Islamic Republic of Iran, 26-31 August 2000

Visa Application Form

1. NAME Prénom – Nombre	
2. SURNAME Nom de famille - Apellidos	
3. DATE OF BIRTH Date de naissance – Fecha de nacimiento	
4. PLACE OF BIRTH Lieu de naissance – Lugar de nacimiento	
5. FATHER'S NAME Nom du père – Nombre del padre	
6. NATIONALITY Nationalité - Nacionalidad	
7. PASSPORT NO. No du passeport – No del pasaporte	
8. TYPE OF PASSPORT Type de passeport – Tipo de pasaporte	
9. DATE & PLACE OF ISSUE Date et lieu d'issuance – Fecha y lugar de expedición	
10. EXPIRY DATE Date d'échéance – Fecha de caducidad	
11. OCCUPATION Métier - Profesión	
12. PLACE VISA TO BE COLLECTED Lieu de collection du Visa Lugar de retirada del Visado	
14. DURATION OF STAY IN IRAN Duration du séjour en Iran – Duración de la estancia en Irán	
15. DATE OF ENTRY IN IRAN Date d'entrée en Iran – Fecha de entrada en Irán	
16. LAST DATE OF ENTRY IN IRAN Date de la dernière entrée en Iran – Ultima fecha de entrada en Irán	

Please send the completed form to the following address not later than three weeks before the start of the Meeting:

Prière d'envoyer l'information complète à l'adresse suivante, pas plus tard de trois semaines avant le début de la réunion:

Por favor, enviar el formulario completo a la dirección siguiente, a más tardar tres semanas antes del inicio de la reunión:

Minoo Aghajani

e-mail: CGRFA.Meeting@AREEO.or.ir

Tel: + 98-21-2402013 – 2402987

Fax: +98-21-2402547 - 2400568

APPENDIX B – ANNEXE B – ANEXO B**THIRD INTER-SESSIONAL MEETING OF THE CONTACT GROUP****Teheran – Islamic Republic of Iran, 26-31 August 2000****Hotel Reservation and Notification of Arrival Form**

1. Name and Surname
Nom et prénom – Nombre y apellidos
2. Title/Position/Delegation
Titre/position/délégation – Título/posición/delegación
3. As: Delegate Observer Secretariat
Comme: Délégué/e Observateur Secrétariat
Como: Delegado/a Observador/a Secretariado
4. Accompanied by spouse Yes No
Accompagné/e par épouse Oui Non
Acompañado/a por consorte Sí No
5. Full Address – Adresse - Dirección:
.....
.....
Tel: Fax: E-mail
6. Will be in Teheran from To
Sera à Teheran du au
Estancia en Teherán del al
7. Will arrive on at hours, Flight No.
Arrivera le à heures, N° du vol
Llegada el día a las..... horas, Vuelo N°
8. Requires hotel accommodation: Yes No
Single Room Double Room
- Chambre d'hôtel requise: Oui Non
Chambre simple Chambre double
- Requiere reserva de hotel: Sí No
Habitación individual Habitación doble.....

Please send the completed form to the following address not later than three weeks before the start of the Meeting:

Prière d'envoyer l'information complète à l'adresse suivante, pas plus tard de trois semaines avant le début de la réunion:

Por favor, enviar el formulario completo a la dirección siguiente, a más tardar tres semanas antes del inicio de la reunión:

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Post Meeting Tours Reservation Form

1. Esfahan

One day travel to Esfahan, US \$ 100. This include air travel ticket (45 min. flight), transport to and from the air port, one hot meal and guided tour.

Tour de la durée d'une journée à Esfahan, prix: \$ 100. Ceci inclut le billet d'avion (vol de 45 minutes), transport de et vers l'aéroport, un repas chaud, et visite guidé.

Excursión de un día a Esfahan, precio: \$100. Incluye billete de avión (vuelo de 45 minutos), transporte desde y hacia el aeropuerto, una comida caliente y la visita con guía.

2. Shiraz

One day travel to Shiraz, US \$ 100. This include air travel ticket (60 min. flight), transport to and from the air port, one hot meal and guided tour.

Tour de la durée d'une journée à Shiraz, prix: \$ 100. Ceci inclut le billet d'avion (vol de 60 minutes), transport de et vers l'aéroport, un repas chaud, et visite guidé.

Excursión de un día a Shiraz, precio: \$100. Incluye billete de avión (vuelo de 60 minutos), transporte desde y hacia el aeropuerto, una comida caliente y la visita con guía.

1. Name and Surname
Nom et prénom
Nombre y apellidos
2. Accompanying person (Name and Surname)
Accompagnateur/trice (Nom et prénom)
Nombre y apellidos de acompañante
3. Title/Position/Delegation
Titre/position/délégation – Título/posición/delegación
4. Please tick as appropriate – Marquer le/s tour/s choisi/s – Marque la/s visita/s elegida/s

Esfahan.....

Shiraz

Please send the completed form to the following address not later than three weeks before the start of the Meeting:

Prière d'envoyer l'information complète à l'adresse suivante, pas plus tard de trois semaines avant le début de la réunion:

Por favor, enviar el formulario completo a la dirección siguiente, a más tardar tres semanas antes del inicio de la reunión:

Mino Aghajani

e-mail: CGRFA.Meeting@AREEO.or.ir

Tel: + 98-21-2402013 – 2402987

Fax: +98-21-2402547 - 2400568