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Food and Agriculture
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Продовольственная и
сельскохозяйственная организация
Объединенных Наций

Organización de las
Naciones Unidas para la
Alimentación y la Agricultura

منظمة
الغذية والزراعة
للأمم المتحدة

LATIN AMERICAN AND CARIBBEAN FORESTRY COMMISSION

THIRTY-FIRST SESSION

Montevideo, Uruguay, 2 - 6 September 2019

Information Note for Participants

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GENERAL INFORMATION

Venue and dates

1. At the kind invitation of the Government of the Republic of Uruguay, the 31st Session of the Latin American and Caribbean Forestry Commission (LACFC) will be held at the Hilton Garden Inn, Montevideo, Uruguay, from 2 to 6 September, 2019.

Transportation

2. Official delegates of LACFC member countries will be met by Ministry of Livestock, Agriculture and Fisheries staff at the airport. Duly identified staff will provide transportation from the Carrasco International Airport to the Hilton Hotel and other nearby hotels recommended by the organizers where reservations have been made.

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

Should participants wish to make their own airport/hotel/ airport transportation arrangements, we recommend using the transfer services available at the airport terminal. Fares range between \$ 1260 - \$ 1350 (Uruguayan pesos) / approx. USD 40.

Opening session

3. The opening session will take place at 9:00 a.m. on Monday, 2 September, 2019.

Communications

4. All correspondence related to the Session should be addressed to the Commission Secretariat as follows:

Ms Hivy Ortiz Chour	Secretariat phone:+56-2 2923 2137/ 2319/ 2248
Secretary of the Commission	<u>Email:</u>
FAO Regional Office for	Hivy.Ortizchour@fao.org;
Latin America and the Caribbean	magdalena.elizalde@fao.org;
Santiago, Chile	barbara.jarschel@fao.org

Ms Lorena de Brum

Phone: 598 29151900 interno 217

Email: dforestal@mgap.gub.uy

Mr. Leonardo Boragno

Email: lboragno@mgap.gub.uy

Correspondence related to hotel reservations should be addressed to:

Hilton Garden Inn

(USD 105 single room, includes breakfast / USD 115 double room, includes breakfast)

Contact: Natalia Añón / Sales Executive

Phone: +598 2623 8024 (office) / Mobile: +598 9757 8024

Email: natalia.anon@hilton.com

Website: www.hiltonhotels.com

Palladium Business Hotel

(USD 55 single room, includes breakfast)

Contact: Martin Quijano

Phone +598 2628 8484

Email: ventas@palladiumhotel.com.uy

Website: <https://www.palladiumhotel.com.uy/>

Regency Way Montevideo Hotel

(USD 65 single room, includes breakfast)

Contact: Ximena Peña

Phone: +598 2628 7777

Email: reservas@regency.com.uy

Sitio web: <https://www.regencyway.com.uy/>

Registration

6. Participants are kindly requested to return the Registration Form attached at the end of this Information Note to the LACFC Secretariat.

Accreditation and identification cards

7. Identification cards will be issued at the Hilton Garden Inn (event venue) on Sunday 1 September, from 5:30 to 7:00 p.m., and Monday 2 September, from 8:30 to 9:00 a.m.

Accommodation

8. Special arrangements have been made for participants at the Hilton Garden Inn, located at Av. Dr. Luis Bonavita, Montevideo Shopping, Montevideo, 11300, Montevideo, Uruguay. Phone: +598-2-6238000; Email: natalia.anon@hilton.com; Website: www.hiltonhotels.com. The rate per night for a single room is USD 105 and USD 115 for a double room. Hotel prices as indicated will be guaranteed until 20 August, 2019, therefore, the Secretariat recommends reservations be made in advance. The use of hotel facilities is included (pool and gym).

9. Participants are kindly requested to contact the hotel directly and provide credit card details to confirm their booking.

Meals

10. The Government of Uruguay will provide coffee breaks. Delegates and participants must make their own lunch and dinner arrangements. There are numerous restaurants and cafés at the hotel and in the surrounding area.

Working languages

11. The working languages of the Session will be Spanish and English. Simultaneous interpretation services will be provided, and documents will be available in both languages.

Documentation

12. Working documents will be available to governments and invited organizations prior to the event at the FAO Regional Office website: <http://www.fao.org/americas/eventos/ver/es/c/1184257/>.

13. In line with FAO's commitment to environmental responsibility, a limited number of copies of Commission documents will be made available upon request.

Passports and visas

14. Most Latin American and Caribbean countries do not require a tourist visa to enter Uruguay. Please consult the Uruguay National Migration Office website for further details at: https://migracion.minterior.gub.uy/index.php?option=com_content&view=article&id=1280. Participants will be duly and timely informed of any vaccine requirements.

Currency

15. The local currency in Uruguay is the Uruguayan Peso (UYU). Major credit cards are accepted by most hotels, restaurants, car rental agencies and tour operators. Credit cards such as Mastercard/Maestro, PLUS (Visa) and American Express, among others, can be used in most ATMs. The exchange rate is 1 USD = 35 UYU (May 2019). There are foreign currency exchanges throughout the city.

Field trip

16. A field trip has been organized for Thursday, 5 September. Participants should wear light clothes, use sunscreen and take a light jacket.

Weather

17. Temperatures in Montevideo in September fluctuate between 10°C (50°F) and 18°C (64°F).

Electricity

18. Uruguay has a voltage of 220 with type C / F / I / L outlets.

LACFC REGISTRATION FORM**LATIN AMERICAN AND CARIBBEAN FORESTRY COMMISSION****THIRTY-FIRST SESSION**

Montevideo, Uruguay, 2 to 6 September, 2019

Please complete this form, either typed or in block letters, and send it by email to **Hivy Ortiz Chour**, LACFC Secretariat, at Hivy.Ortizchour@fao.org; magdalena.elizalde@fao.org, before 20 August, 2019

Name: _____

Surname(s): _____

City: _____

Country: _____

Institution: _____

Job title: _____

Address: _____

Phone: (____) _____ Fax: (____) _____

Email: _____

Hotel reservation: (Name of hotel) from _____ to _____

Single room: Double room:

Arrival at Carrasco International Airport, Montevideo

Date: _____ Time: _____ Airline: _____ Flight N°: _____

Departure from Carrasco International Airport, Montevideo

Date: _____ Time: _____ Airline: _____ Flight N°: _____

NB: Participants must make their own accommodation arrangements. As indicated above, hotel reservations should be made before 20 August, 2019, to guarantee the booking and special rates.

Enquiries may also be addressed to:

1. **Ms Hivy Ortiz Chour** Secretariat phone:+56-2 2923 2137/ 2319/ 2248
Secretary of the Commission Email:
FAO Regional Office for Hivy.Ortizchour@fao.org;
Latin America and the Caribbean magdalena.elizalde@fao.org;
Santiago, Chile barbara.jarschel@fao.org

REGISTRATION FORM FOR
HILTON GARDEN INN MONTEVIDEO AND FIELD TRIP

The following information is required to confirm your reservation at the Hilton Garden Inn Montevideo:

Name of guest: _____

Number of people: _____

Name of accompanying person: _____

Check in: _____ Check out: _____

Type of room:

Single (1 king size bed) Double (1 king size bed) Twin (2 double beds)

Form of payment:

VISA MasterCard American Express

Card number: _____

Expiry date: _____

Email: _____

Phone: _____

Registration for field trip:

Special needs: