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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

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FAO REGIONAL CONFERENCE FOR EUROPE

Thirtieth Session

Antalya, Turkey, 4-6 May 2016

Information Note

A. Conference Arrangements

1. The 30th Session of the FAO Regional Conference for Europe (ERC) will be held at the Hotel Akra Barut in Antalya, Turkey, from 4 to 6 May 2016.
2. An Order of the Day with detailed information on conference business, the schedule and items to be discussed, as well as other information of general interest, will be made available on the [Regional Conference web site](#).
3. The name and functions of the ERC Conference Secretariat members and other staff assisting the Conference will be provided upon arrival at the ERC venue.

B. Working languages

4. Simultaneous interpretation will be provided in English, French, Russian and Spanish and meeting documentation will be available in the same languages. Turkish language interpretation will also be available.

C. Press liaison and information

5. For the duration of the Conference the Communications Officer of the Regional Office for Europe and Central Asia, in cooperation with a Press Officer of the Government of Turkey, will be responsible for relations with the press and all matters concerning information to the public.
6. Accreditation can be requested online by clicking [here](#), or following the link found on the [Regional Conference web site](#). A letter of assignment from the journalist's editor or employer should be uploaded during the online registration process. Accreditation will not be possible at the conference venue.

*This document can be accessed using the Quick Response Code on this page;
an FAO initiative to minimize its environmental impact and promote greener communications.
Other documents can be consulted at www.fao.org*



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D. Documentation

7. All the pre-session documents are accessible on the [Regional Conference web site](#). Printed copies of the pre-session documents will also be available on the spot, but only upon request and in limited quantities as an effort to achieve a "papersmart" Conference. In addition, participants will receive documents in electronic format on pen drives when registering. Participants are encouraged to carry personal laptops in order to access documents online and thus reduce the need for hard copies. Complimentary Wi-Fi service will be available at the conference venue.

8. In-session documents are grouped into three categories: LIM documents, statements and daily journals (Order of the Day), and will be published on the [Regional Conference web site](#) and distributed at the Document Desk located in front of the conference hall, where staff will also deliver mail and messages and deal with general enquiries.

E. Draft recommendations and amendments

9. Participants wishing to submit draft recommendations or other documents requiring a decision by the Conference, are requested to send their texts to the Conference Secretary in either English, French, Spanish or Russian by e-mail, and if possible in five printed copies.

10. Participants wishing to distribute other written material related to the Conference agenda are requested to deliver 100 copies in English, 50 in French, 40 in Russian and 20 in Spanish to the Secretariat for distribution.

F. Advance communication of the texts of speeches and statements

11. To facilitate the Secretariat's task and ensure accuracy of interpretation, prepared speeches and statements should be sent to the Conference Secretary in advance of delivery by e-mail to ERC-ECA-Secretariat@fao.org. Delegates are also kindly requested to provide their speeches as delivered, to facilitate media coverage.

G. Correspondence and inquiries

12. All correspondence concerning the Regional Conference for Europe should be addressed to the Conference Secretariat at the FAO Regional Office for Europe and Central Asia and to the Government Liaison Officer in Turkey, at the addresses below:

Mr Goran Stavrik
Conference Secretary
Regional Office for Europe and Central Asia
Food and Agriculture Organization of the United Nations
Benczur utca 34, Budapest, Hungary
Tel: +36 1 4612010, Mob: +36 30 4732187
E-mail: ERC-ECA-Secretariat@fao.org

Mr Volkan Gungoren
Government Liaison Officer
Department for International Organizations
Ministry of Food, Agriculture and Livestock
Eskisehir Yolu 9 km, Lodumlu, Ankara, Turkey
Tel: +90 312 2873360/8820-258 8820
E-mail: volkan.gungoren@tarim.gov.tr

Ms Ainur Kulzhanova
Conference Assistant
Regional Office for Europe and Central Asia
Food and Agriculture Organization of the United Nations
Benczur utca 34, Budapest, Hungary
Tel: +36 1 8141252
E-mail: ERC-ECA-Secretariat@fao.org

Ms Aysegul Akin
Conference Affairs Officer
Subregional Office for Central Asia
Food and Agriculture Organization of the United Nations
Ivedik Cad. No. 55, Ankara, Turkey
Tel: +90 312 307 9529
E-mail: ERC-ECA-Secretariat@fao.org

H. Registration

13. All Conference participants are requested to register online following the link provided on the Regional Conference web site. Registration will also allow participation in the CFS multi-stakeholder dialogue event scheduled for the afternoon of 3 May 2016.
14. On-site check-in for the CFS multi-stakeholder dialogue and the 30th Session of the ERC will be continuously possible from 1 May 2016 at the registration desks in Akra Barut Hotel located in the hotel lobby and in front of the conference hall.
15. 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.

I. Hotel accommodation

16. The Host Government is facilitating hotel booking for all participants through a designated event-organizing company: Armada Tour (contact details below). A list of hotels where rooms can be reserved at special rates during the Conference period is provided in Annex A to this Information Note. After completing the online registration on the Regional Conference web site, participants will be requested to indicate their preferred hotel (one of the two listed in Annex A) and will receive additional information on the hotel booking formalities.

Armada Tour – Mr Sinan Senem

Telephone: +90 312 427 07 33

Fax: +90 312 427 07 34

Mobile: +90 534 774 97 91

E mail: sinan@06armadatur.com

J. Catering Services

17. Coffee breaks will be offered to all participants during the conference week. The Government of Turkey has made special all-inclusive arrangements with the Akra Barut Hotels - all participants staying at any of the two hotels listed in Annex A, booked at special rates through Armada Tour, will be offered an open buffet breakfast, open buffet lunch with unlimited soft drinks, open buffet dinner with unlimited soft drinks, tea and coffee, as well as two bottles of water, two bottles of soft drinks and two bottles of mineral water in the minibar.

K. Local Transportation

18. Transfers will be provided to all delegates upon arrival to, and departure from Antalya between the airport and Akra Barut Hotels. The contact persons for transportation issues are:

Mr Sinan Senem

Armada Tour

Telephone: +90 312 427 07 33

Fax: +90 312 427 07 34

Mobile: +90 534 774 97 91

E mail: sinan@06armadatur.com

Mr Tolgahan Bahtiyar

Ministry of Food, Agriculture and Livestock

Telephone: +90 312 287 33 60-4631

Mobile: +90 532 327 46 96

E mail: tolgahan.bahtiyar@tarim.gov.tr

L. Formalities for entry into Turkey

19. All delegates and observers who attend the 30th Session of the **FAO Regional Conference for Europe** are required to hold a valid travel document recognized by Turkey, the expiration date of which must be at least three months after the date of the end of the Conference (or after the date of expiry of the visa). Turkey applies EU regulations, for which reason visa issuance at airports and other border crossing points is not applicable to Conference participants (see also Annex B). Visa information may be subject to change in the near future, so for updated information, the nearest Turkish Embassy/Consulate and the Conference Secretariat should be contacted or the web site of the Ministry of Foreign Affairs of Turkey at <http://www.mfa.gov.tr/visa-information-for-foreigners.en.mfa>¹ may be consulted.

20. The Turk authorities will make special arrangements for participants upon their arrival, to assist them with entry formalities, if needed, and to provide them with transfers to their respective hotels. Similar arrangements will be made at the end of the Conference.

21. Upon arrival in Turkey, participants are advised to contact the information desk at the Conference premises for the reconfirmation of their departure date and time. Information desks will be operational in both Istanbul Atatürk and Antalya Airports for welcoming participants.

M. Director-General's Working Meeting with Heads of Delegations

22. The FAO Director-General will have a working meeting with Ministers and Heads of Delegation on Wednesday, 4 May 2016, from 17.00 hours at the conference venue, in the Akra Barut Hotel.

N. Side events

23. During the conference week a number of side events will take place. A schedule and details on the side events can be found on the [Regional Conference web site](#).

O. Study tour and spouse programme

24. The Host Government invites all the participants to attend a study tour on the morning of Friday, 6 May 2016. Participants wishing to take part are kindly requested to inform staff at the registration desk not later than 13.00 hours on Thursday, 5 May 2016, so that the Host Government can make the necessary arrangements. More details will be made available upon arrival and relevant information will be included in the Order of the Day. More details on the study tour will be provided on the [Regional Conference web site](#).

25. The Host Government will also be organizing a programme for delegates' spouses. More information on this will be provided on-site.

P. Social events

26. An evening reception for ERC participants on Wednesday, 4 May 2016 is planned to be hosted by His Excellency Faruk Çelik, Minister for Food, Agriculture and Livestock of Turkey.

¹ As of 1 April 2016, citizens with **ordinary** passports of the following countries in the Europe and Central Asia region need to obtain entry visas for Turkey: Armenia (also official passport holders), Austria, Belgium, Croatia, Cyprus, Ireland, the Netherlands, Norway, Poland, Portugal, Spain and United Kingdom.

Q. CFS Multi-stakeholder dialogue

27. The involvement of the Committee on World Food Security (CFS) at the Regional Conference is intended to foster ownership through a multi-stakeholder dialogue on Tuesday, 3 May 2016. More details will be made available on the Regional Conference web site and the CFS web site.

R. Foreign exchange and banking

28. Information on Turkish Customs' regulations can be found at <http://english.gtb.gov.tr/>. Turkey's currency is the Lira and its abbreviation is TRY.

29. Foreign currencies may be exchanged at banks or authorized exchange offices. International airports and larger hotels also offer currency exchange services. Exchange rates offered by the exchange offices at the airport are significantly lower than the official rates. The indicative exchange rates for foreign currencies, valid on 04 April 2016 according to Forex Buying announced by the Central Bank of Turkey are:

- one USD = 2.8197 TRY
- one EUR = 3.2146 TRY
- one GBP = 4.0314 TRY

30. ATM machines are available at the main banks, at airports, shopping centres and at the conference facilities. Major credit cards including American Express, MasterCard and Visa are accepted at large hotels, car rental companies and stores in the main cities.

31. The closest ATM machine is around 400 metres from the conference venue. The closest bank is one kilometre away from the conference venue. Guests can exchange Euro or US dollars at the hotel reception with 15 percent commission.

S. Medical services and first aid

32. Medical and first aid services will be available on the conference premises.

T. Weather and time

33. The average temperature in Antalya in May is about 20°Celsius. Turkey is in the Eastern European Time Zone, EET (Central European Time +1.00).

U. Electricity

34. Turkey's electrical current is 220 V. Sockets take standard continental European dual round-pronged plugs. A plug adaptor is required for non-European appliances.

V. Communications

35. Internet, telephone and fax facilities will be available on the conference premises. An international direct dialling service is available throughout Turkey. Dialling rules:

Dialling within Antalya: +90 242 + #.

International dialling from Turkey: 00+country code+area code+telephone #

ANNEX A

ACCOMMODATION

| Name and address of Hotels | Tariff |
|---|---|
| <p>Akra Barut Hotel (5 Stars)</p> <p>Address: Sirinyali Mah. Lara Cad. No:24 Muratpasa/Antalya</p> <p>Phone: +90 242 310 99 99 Pbx</p> <p>http://www.baruthotels.com/en/akra</p> | <p>Single room: €120</p> <p>Double room: €170</p> <p>Junior suite (single or double use): €280</p> |
| <p>Akra Park Barut (4 Stars)</p> <p>Address: Yesilbahce Mah. Metinkasapoglu Cad. No:281 Muratpasa/Antalya</p> <p>Phone: +90 242 310 99 99 Pbx</p> <p>http://www.baruthotels.com/en/akrapark</p> | <p>Single room: €100</p> <p>Double room: €150</p> <p>Junior suite (single use): N/A</p> <p>*NOTE: Accommodation in Akra Park Barut is limited to 25 persons</p> |

The above special fixed prices comprise all taxes and fees.

Akra Park Barut is located on the opposite side of the street from the Akra Barut Hotel, and is easily reachable through an overpass in less than five minutes' walk. The Akra Park Barut does not have its own restaurant, so meals would be served at the Akra Barut Hotel.

More details on the hotel booking procedure will be provided by e-mail after confirmation of online registration.

Booking requests should be received by 18 April 2016.

Cancellation policy:

- Free (no fee) if cancelled by 22 April 2016 (inclusive)
- If cancelled from 23 April 2016 until one day before arrival: a cost of one night applies
- If cancelled one day before arrival or in case of no show or in case of change of booking upon arrival (earlier checkout), full amount will be charged

For any queries, participants may contact the Government Liaison Officer and/or the representative of Armada Tour.

ANNEX B**General Information on Turkish Visas for participants from International Organizations and meetings held in Turkey**

In exceptional cases, such as official visits, international meetings, organizations etc., participants who require visas to enter Turkey can obtain them either from the nearest Turkish missions abroad or at the border gates upon arrival. Alternatively, they can obtain an e-visa online from the official web site (www.evisa.gov.tr)

Necessary invitation letters or similar documents, especially issued by the organization or by the relevant Turkish authority for all participants have to be submitted when applying for visas at Turkish missions.

All types of visa applications have to be made online prior to submitting the original documents to the Turkish missions.

The missions are informed by the Ministry of Foreign Affairs in advance regarding the international event and are instructed to issue visas to the invitees provided that they present the required documents mentioned above.

Depending on the requirements of the organization or the decision of Turkish authorities (usually MFA), visas may be granted free of charge either at the Mission or at the border gates. However, obtaining an e-visa always requires regular visa payment.

Due to force majeure, if participants of international events are unable to contact the nearest Turkish Mission, they can obtain visas at the border gates by presenting the aforementioned necessary documents.

As required by law (No. 6458 Law on Foreigners and International Protection), the validity period of passports or travel documents of visitors wishing to enter Turkey must be at least 60 days in excess of the expiry date of their visas, visa exemption period or residence permit.

The total duration of sojourn for visitors to Turkey (with all types of visas) cannot exceed 90 days within a 180-day period. Holders of diplomatic and official passports are exempt from this obligation. Visitors who intend to stay in Turkey longer than the aforementioned period are required to apply for residence permits.