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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 LATIN AMERICA AND THE CARIBBEAN

## Thirty-fourth Session

Mexico City, (Mexico), 29 February - 3 March 2016

## Information Note

### Conference arrangements

1. The 34<sup>th</sup> Session of FAO Regional Conference for Latin America and the Caribbean will be held in the Hotel Krystal Grand Reforma, on Paseo de la Reforma N°1, Colonia Tabacalera, Mexico City, from the 29 February to 3 March 2016. The Conference will start with a Senior Officers' Meeting on 29 February until the morning of 1 March. The inaugural ceremony of the Ministerial Session will take place on 1 March at 14:30 hours in the José María Morelos y Pavón meeting room at the Ministry of Foreign Affairs, on Plaza Juárez N°20, Colonia Centro, Mexico City. The Ministerial session will conclude on 3 March.
2. The Conference working hours will be 08:30 to 13:00 hours and 14:30 to 18:30 hours, unless the Conference decides otherwise.
3. The Order of the Day will be issued daily with detailed information on Conference business, timetable, items for discussion and matters of general interest.
4. The provisional annotated Agenda (LARC/16/1), provisional Timetable (LARC/16/INF/2) and the provisional List of documents (LARC/16/INF/3) are distributed electronically and available at <http://www.fao.org/about/meetings/regional-conferences/larc34/documents/es/>. The agenda will continue to be provisional until the Conference starts and the final agenda is adopted.
5. FAO has appointed the Conference Secretary (paragraph 14), who will be assisted by FAO staff whose names and functions will be included in a list to be circulated on the first day of the Conference.

### Working languages

6. Simultaneous interpretation will be provided in Spanish, French and English. The documentation will also be issued in Spanish, French and English.

*This document can be accessed using the Quick Response Code on this page. This is a FAO initiative to minimize its environmental impact and promote greener communications. Other documents can be consulted at [www.fao.org](http://www.fao.org)*



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## Press liaison and information

7. During the Conference, the FAO Information Officer, together with the counterpart Officer appointed by the Government of Mexico, will liaise with the press and handle matters for public information.
8. Journalists can be accredited by using the registration button on the Regional Conference website <http://www.fao.org/about/meetings/larc34/es> or by reporting to the press office set up in the Gran Insurgentes meeting room, presenting endorsement of the media they represent.

## Documentation

9. The working documents will be available before the start of the Conference at <http://www.fao.org/about/meetings/regional-conferences/larc34/documents/es/>. As the Regional Conference wishes to be environmentally responsible, participants are asked to bring the documents in electronic format, although a limited number of printed copies will be made available upon request. A USB memory stick with the documents will be provided at the time of registration *in situ*. Participants are therefore advised to bring their laptops so that they can access the documents electronically, thus reducing the need for printed copies. The meeting rooms will have free wi-fi access.
10. Documents produced during the Conference will be made available to participants at the documents distribution desk located in the Salón Reforma lobby where correspondence and messages will also be distributed, and where participants can request general information.

## Draft recommendations

11. Delegates wishing to submit draft recommendations or other documents that require the adoption of a decision by the Conference should deliver the Spanish, French or English text in advance to the Conference Secretariat.
12. Participants wishing to distribute other texts relating to the agenda of the Regional Conference are requested to deliver copies in Spanish, French and English to the Secretariat.
13. In order to facilitate the work of the Secretariat and ensure accuracy of interpretation, it is recommended that intended observations or statements be sent in advance to [RLC-Conferencia@fao.org](mailto:RLC-Conferencia@fao.org). Delegates are also requested to provide accurate transcripts of their interventions to facilitate the work of the media.

## Correspondence

14. All correspondence relating to the Regional Conference should be addressed to the Conference Secretary at the following address:

**Conference secretary**

Mr Tito Díaz

34<sup>th</sup> Session of FAO Regional Conference for Latin America and the Caribbean

FAO Regional Office for Latin America and the Caribbean

Santiago, Chile

E-mail: [RLC-Conferencia@fao.org](mailto:RLC-Conferencia@fao.org)

Fax: (56-2) 2923-2001 /02

Tel: (56-2) 2923-2309

15. Delegates and observers will have access to information on travel and tourism at the Regional Conference site. Computers with wi-fi access and Internet will also be available.

## Entry formalities in Mexico

16. Participating delegations should contact the Embassy or Consulate of Mexico to enquire about entry requirements, please see [http://www.inm.gob.mx/index.php/page/Paises\\_Visa](http://www.inm.gob.mx/index.php/page/Paises_Visa). The

diplomatic or consulate missions will inform those requiring visas, whether holders of ordinary, official, service or diplomatic passports, of the formalities for obtaining a visa.

17. Although there are no vaccination requirements for international travellers, please consult the embassy or consulate on requesting your visa.
18. Participants are requested to state on their registration forms that can be found on the Regional Conference website <http://www.fao.org/about/meetings/larc34/es>, the airline, flight number with arrival date and time into the country, hotel reservation and whether local transport will be required, among other information. Participants are advised to place distinctive markings on their baggage to facilitate identification and avoid difficulties on arrival at the airport.
19. Computers will be available in the delegates' lounge to confirm the date and time of return flights. They can also contact the travel desk that will be located in the Salón Reforma lobby.

### **Foreign Exchange and banking services**

20. The Mexican currency is the Peso, which can be used to pay for all transactions in the country; international credit cards are preferred in tourist establishments and other commercial or public service locations, neither notes nor cheques are accepted in hotels, only credit cards. If your debit card is for international use and the automated teller machine displays the logo on your card, such as Visa, Cirrus or Plus, you will have no problem in withdrawing cash.

### **First Aid**

21. First aid will be available during meetings at the Hotel Krystal Grand Reforma.

### **Registration**

22. Participants are requested to enter their data through the link on the Regional Conference website <http://www.fao.org/about/meetings/larc34/es>. Identification badges will be issued in the Salón Reforma lobby of the Hotel Krystal on Sunday 28 February from 15:00 to 17:00 hours and Monday 29 of February from 08:00 hours. **Only participants duly accredited by official letter will receive identification badges**, allowing them access to the Conference meeting rooms. All participants are requested to report to the registration area as soon as possible to receive their badges.
23. In the event of difficulties in accessing online registration, participants are requested to complete the form provided at the end of this document and to send it to the address indicated in paragraph 14.
24. A provisional list of participants will be circulated during the second day of the Regional Conference, which will subsequently be revised, if necessary. Any correction or addition to the list should be notified to the Conference Secretariat.

### **Accreditation**

25. Delegates are reminded that they will need to present **duly authorized credentials** to certify their status as a representative of their country or institution to the Conference.

### **Meals**

26. The Hotel Krystal Grand Reforma offers a buffet and a la carte lunch on its premises. Other options are available in the vicinity at an average cost of USD 20.

## Receptions

27. 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.
28. An evening reception offered by the Host Government is scheduled for Wednesday 2 March.

## Climate

29. At the end of February and beginning of March the temperature in Mexico City fluctuates between 7 °C and 22 °C (44 °F and 72 °F) with probable showers.

## Electricity

30. The electric current in Mexico City is 110 volts/60 Hz. Electrical sockets are for A-type plugs with two flat pins and B-type plugs with two flat pins and a third cylindrical earth pin.

## Local transport

31. Participants will be provided with airport/hotel/airport transport that will operate according to the information entered on flight arrival/departure and hotel reservation given on the online registration form.
32. The recommended hotels are all located within seven to ten minutes' walking distance of each other.

## Map of hotels and conference centre

*<https://www.google.com/maps/d/edit?mid=zc2evoWxMGEA.kQUOU7prcOU8&usp=sharing>*

## Hotel accommodation

33. The following hotels are located close to the meeting rooms, where the Regional Conference will be held (Hotel Krystal Grand Reforma). Once you have made your reservation please complete your reservation form with this information, <http://www.fao.org/about/meetings/larc34/es>.

Hotel	Reservations	Rates
<p>Krystal Grand Reforma Paseo de la Reforma No. 1, Col. Tabacalera, México D.F. +52 55 50631000 <a href="http://www.krystal-hotels.com/mexico">http://www.krystal-hotels.com/mexico</a></p>	<p>Go to: <a href="https://bookings.ihotelier.com/bookings.jsp?hotelID=96442&amp;userType=GRP">https://bookings.ihotelier.com/bookings.jsp?hotelID=96442&amp;userType=GRP</a>  In the Group Code box enter <b>FAO CONFERENCE</b></p>	<p>Standard single USD 155 Standard double USD 179 Altitude sgl/dbl USD 204 Junior suite USD 262  <i>includes breakfast and taxes</i></p>
<p>Hotel Hilton Mexico City Reforma Av. Juárez 70, Cuauhtémoc, Centro, México DF +52 55 5130 5300 <a href="http://www3.hilton.com/en/hotels/distrito-federal/hilton-mexico-city-reforma-MEXRFHH/index.html">http://www3.hilton.com/en/hotels/distrito-federal/hilton-mexico-city-reforma-MEXRFHH/index.html</a></p>	<p>Go to: <a href="http://www.hilton.com/en/hi/groups/personalized/M/MEXRFHH-GRCFAO-20160228/index.jhtml?WT.mc_id=POG">http://www.hilton.com/en/hi/groups/personalized/M/MEXRFHH-GRCFAO-20160228/index.jhtml?WT.mc_id=POG</a>  Group Name:<b>FAO-LARC34</b> Group Code: <b>GRCFAO</b></p>	<p><i>Rates deadline 15 Feb</i> Sgl/dbl room USD 198.25  <i>includes breakfast and tips, does not include taxes</i></p>
<p>Fiesta Inn Centro Histórico Av. Juárez 76, Col. Centro, México D.F. +52 55 51302900 <a href="http://www.fiestainn.com/es/web/fiesta-inn-centro-historico-ciudad-de-mexico">http://www.fiestainn.com/es/web/fiesta-inn-centro-historico-ciudad-de-mexico</a></p>	<p>Go to: <a href="http://www.fiestainn.com/">http://www.fiestainn.com/</a>  In the "Promo Code" box enter <b>G13BOM@ALA</b>  Tel. Reservations +52 555 53266900</p>	<p>Standard sgl room MXN 1752.10 Standard dbl room MXN 995.85  <i>includes breakfast, tips and taxes</i></p>
<p>Hotel One Centro Histórico Av. Juárez 88, Cuauhtémoc, Centro, México DF +52 55 51300030 <a href="http://www.onehotels.com/es/web/one-ciudad-de-mexico-alameda">http://www.onehotels.com/es/web/one-ciudad-de-mexico-alameda</a></p>	<p>Go to: <a href="http://www.onehotels.com/es/home">http://www.onehotels.com/es/home</a>  In the "Promo Code" box enter <b>G13BMP@OAL</b>  Tel. Reservations +52 555 53266900</p>	<p>Standard sgl room MXN 948.20 Standard dbl room MXN 545.50  <i>includes breakfast, tips and taxes</i></p>
<p>Hotel Casa Blanca Ciudad de México Calle Lafragua 7, Cuauhtemoc, Tabacalera, México, D.F. +52 55 50964500 <a href="http://www.hotel-casablanca.com.mx/">http://www.hotel-casablanca.com.mx/</a></p>	<p>For the attention of: Mónica Falcón  E-mail: ventas2@hotel-casablanca.com.mx  Quote code <b>LFAFO</b></p>	<p>Single room MXN 1249.50 Double room MXN 1428 Triple room MXN 1904  <i>includes breakfast and taxes</i></p>

**ARRIVAL NOTIFICATION FORM**

**Name**

.....

**Position**

.....

**Institution**

.....

**E-mail** .....

*official*  *personal*

**Telephone**..... **Fax** .....

**Mobile** .....

Attending as: **Head of Delegation**  **Delegate**  **Observer**  **Secretariat**

**Accompanying party:** Yes  No  Number of persons

**Arrival:** Date..... Time..... Airline/flight #.....

Arriving from .....

**Departure:** Date..... Time..... Airline/flight #.....

**Hotel reserved** .....

**Do you require transport from the airport to the hotel?** Yes  No

