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Food and Agriculture  
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Продовольственная и  
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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-fifth Session

Montego Bay, Jamaica, 5-8 March 2018

## Information Note

### Conference arrangements

1. The 35th FAO Regional Conference for Latin America and the Caribbean will be held in the Montego Bay Convention Centre, Rose Hall, Montego Bay, St. James, Jamaica, from 5 to 8 March 2018. The conference will start on 5 March with a Senior Officers' Meeting which will continue on the morning of 6 March. The opening of the Ministerial Session will take place on 6 March at 14:30 hours. The Ministerial Session will conclude on 8 March. The inaugural ceremony will be at 08:30 hours on 7 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/18/1), Provisional Timetable (LARC/18/INF/2) and Provisional List of Documents (LARC/18/INF/3) are distributed electronically and are available at <http://www.fao.org/about/meetings/regional-conferences/larc35/documents/en/>. 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 English, French and Spanish. The documentation will also be issued in English, French and Spanish.

*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](http://www.fao.org)*



LARC35

### **Press liaison and information**

7. During the conference, the FAO Information Officer, together with the counterpart Officer appointed by the Government of Jamaica, 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/larc35/en> or by reporting to the press office set up in the Montego Bay Convention Centre, 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/larc35/documents/en/>. 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 Montego Bay Convention Centre 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 English, French and Spanish text in advance to the Secretariat.

12. Participants wishing to distribute other texts relating to the agenda of the Regional Conference are requested to deliver copies in English, French and Spanish 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***

Ms. Eve Crowley  
35th Session of the 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)  
Tel: (56-2) 2923-2305

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

## Conference Venue

16. The Montego Bay Convention Centre is conveniently located along the Elegant Corridor of Rose Hall, Montego Bay. It is close to the preferred hotels for the conference, a full service medical facility, local activities, shopping centres, restaurants and only 15 minute drive from the Sangster International Airport.

Montego Bay Convention Centre  
Rose Hall, Montego Bay  
St. James, Jamaica, W.I.  
Telephone: (876) 6229330  
<http://www.mbconventioncentre.com>

## Entry formalities in Jamaica

17. Participating delegations should contact the nearest Jamaican diplomatic or consular mission to enquire about entry requirements. Please visit [www.mfaft.gov.jm](http://www.mfaft.gov.jm) for a list of these offices. The diplomatic or consular missions will inform those requiring visas, whether holders of ordinary, official, service or diplomatic passports, of the formalities for obtaining a visa. For further information or assistance regarding visas, please visit [www.pica.gov.jm](http://www.pica.gov.jm) or send an email to [visajamaica@pica.gov.jm](mailto:visajamaica@pica.gov.jm).

## Health requirements

18. Jamaica has a travel requirement in place for Yellow Fever. All persons older than one (1) year, who are travelling from a country where there is a risk of Yellow Fever transmission, and persons who are transiting through a country with risk of Yellow Fever transmission for more than 12 hours, are required to show proof of vaccination against Yellow Fever before entering the country.

- a) Nationals of the following countries need to show proof of vaccination against Yellow Fever:  
Angola, Argentina, Benin, Bolivia (Plurinational State of), Brazil, Burkina Faso, Burundi, Cameroon, the Central African Republic, Chad, Colombia, the Democratic Republic of Congo, Côte d'Ivoire, the Ecuador, Equatorial Guinea, Ethiopia, French Guyana, Gabon, the Gambia, Ghana, Guinea, Guinea-Bissau, Guyana, Kenya, Liberia, Mali, Mauritania, the Niger, Nigeria, Panama, Paraguay, Peru, Senegal, Sierra Leone, South Sudan, the Sudan, Suriname, Togo, Trinidad and Tobago, Uganda and Venezuela (Bolivarian Republic of).
- b) Nationals of the following countries need to show proof of vaccination against measles, rubella and polio:  
Albania, Belarus, Bosnia and Herzegovina, Bulgaria, Croatia, Estonia, Kazakhstan, Latvia, Lithuania, Montenegro, Republic of Moldova, Romania, Serbia, Slovenia and The former Yugoslav Republic of Macedonia.
- c) No travel requirements for malaria are in place. Persons arriving from countries endemic for malaria will be interviewed at the Health Desk at the airport. Persons who are arriving from countries with risk for transmission of other diseases of public health concern will be treated as per any restrictions/instructions in place at the time from the Ministry of Health.

*NOTE: Travelers should check the International Travel and Health website for updates.*

## Arrangements at the Airport

19. Participants are encouraged to fly directly to Montego Bay (not to Kingston) for ease, transport and security reasons.

20. Participants are requested to state on their registration forms that can be found on the Regional Conference website <http://www.fao.org/about/meetings/larc35/en>, 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.

21. 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.

22. Computers will be available in the delegates' lounge at the conference venue to confirm the date and time of return flights. They can also contact the travel desk that will be located in the Montego Bay Convention Centre.

### **Foreign exchange and banking services**

23. The official currency of Jamaica is the Jamaican Dollar. The official rate of exchange fluctuates daily depending on the foreign exchange market. Foreign currency may be exchanged for Jamaican Dollars at banks or licensed exchange bureaus in airports and hotels. International credit cards are preferred in tourist establishments and other commercial or public service locations.

### **First aid**

24. First aid will be available during meetings at the Montego Bay Convention Centre and at the hotel.

### **Registration**

25. Participants are requested to enter their data through the link on the Regional Conference website <http://www.fao.org/about/meetings/larc35/en>. Identification badges will be issued in advance for delegates duly registered and will be provided in the information desk of the Iberostar Rose Hall on Sunday 4 March. Only participants duly accredited by an official letter will receive identification badges, allowing them access to the Regional Conference meeting rooms. All participants are requested to report to the registration area as soon as possible to receive their badges.

26. 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 Email indicated in paragraph 14.

27. 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 Secretariat.

### **Accreditation**

28. 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 Regional Conference.

### **Meals**

29. The Montego Bay Convention Centre offers a buffet and *à la carte* lunch on its premises free of charge to participants. All rates offered by the preferred hotels are all-inclusive and cover all meals, beverages and taxes.

## Receptions

30. 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.
31. Formal dress is required at the inaugural ceremony.
32. An evening reception offered by the Host Government will be held during the week of activities (date to be confirmed).

## Climate

33. The average maximum daytime temperature in Jamaica in March is 29 degrees Celsius (85 degrees Fahrenheit) with high humidity. There are usually seven hours of sunshine each day, which represents 58 percent of the 11 hours of daylight.

## Electricity usage

34. In Jamaica 110 volts/50 cycles is standard; however, 220 volts is used in some hotels.

## Transport to conference venue

35. During the Regional Conference period, shuttle buses will provide transportation for participants from the official hotel (Iberostar Hotel and Resorts), and Hilton Rose Hall Resort & Spa to the Regional Conference venue and other venues programmed.

## Hotel accommodation

36. The Iberostar Hotel and Resorts is the official conference hotel and will offer specially discounted rates for the participants. Payment by credit card and bank transfer is acceptable. It is highly recommended that participants reserve accommodation as early as possible as the special room rates have been obtained for delegates until 15 February 2018. After this deadline, the hotels will not be able to guarantee these special rates and regular rates will be offered. Rates are all-inclusive and cover room, meals, beverages and taxes. Once you have made your reservation, please complete your reservation form with this information, <http://www.fao.org/about/meetings/larc35/en>.

Please see below a table showing the proposed hotels in close proximity to the Montego Bay Convention Centre.

*Clients must call the hotel directly in Jamaica at 1-876-680-0000 or emailing requests is fine.*

Hotel	Reservations	Rates
Iberostar Rose Hall Beach Rose Hall Main Road, Montego Bay-Little River PO +1 876 680 000 <a href="https://www.iberostar.com/hoteles/montego-bay/iberostar-rose-hall-beach">https://www.iberostar.com/hoteles/montego-bay/iberostar-rose-hall-beach</a>	For reservation, please email <a href="mailto:crhre3@iberostar.com">crhre3@iberostar.com</a> or telephone +1 876 680 0000.  Please be sure to use Group Code: 5707 and Group Reference: FAO Regional Conference.  Contact Person: Sovina Ralph	USD 170 per person per night based on double occupancy  USD 210 per night based on single occupancy  USD 156 per person per night based on triple occupancy  USD 42 per child aged 3-12  <i>All-Inclusive</i>

Hotel	Reservations	Rates
<p>Iberostar Rose Hall Suites  Rose Hall Main Road,  Montego Bay-Little River PO  +1 876 680 000  <a href="https://www.iberostar.com/hoteles/montego-bay/iberostar-rose-hall-suites">https://www.iberostar.com/hoteles/montego-bay/iberostar-rose-hall-suites</a></p>	<p>For reservation, please email <a href="mailto:roare1@iberostar.com">roare1@iberostar.com</a> or telephone +1 876 680 0000.</p> <p>Please be sure to use Group Code: 5157 and Group Reference: FAO Regional Conference.</p> <p>Contact Person: Yasheka Carter</p>	<p>USD 196 per person per night based on double occupancy</p> <p>USD 256 per night based on single occupancy</p> <p>USD 180 per person per night based on triple occupancy</p> <p>USD 52 per child aged 3-12</p> <p><i>All-Inclusive</i></p>
<p>Iberostar Grand Hotel Rose Hall  Rose Hall Main Road,  Montego Bay-Little River PO  +1 876 680 000  <a href="https://www.thegrandcollection.com/en/hotels/montego-bay/grand-rose-hall">https://www.thegrandcollection.com/en/hotels/montego-bay/grand-rose-hall</a></p>	<p>For reservation, please email <a href="mailto:ghrre1@iberostar.com">ghrre1@iberostar.com</a> or telephone +1 876 680 0000.</p> <p>Please be sure to use Group Code: 2557 and Group Reference: FAO Regional Conference.</p> <p>Contact Person: Zana Green</p>	<p>USD 251 per person per night based on double occupancy</p> <p>USD 331 per night based on single occupancy</p> <p><i>All-Inclusive</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