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منظمة
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FAO REGIONAL CONFERENCE FOR LATIN AMERICA AND THE CARIBBEAN

Thirty-seventh Session

Quito, Ecuador, 28 March - 1 April 2022

Information Note

Conference arrangements

1. The 37th Session of the FAO Regional Conference for Latin America and the Caribbean (LARC 37) will be held at the Swissôtel Quito, Ecuador, from 28 March to 1 April 2022, in hybrid modality. The Conference will begin on 28 March with a Senior Officers Meeting, which will continue on 29 March. The opening of the Ministerial Session will take place on 30 March at 8:00 hours (UTC/GMT -5), with the opening ceremony. The Ministerial Session will conclude on 1 April.
2. All session times are given in Quito local time (UTC/GMT -5).
3. The Order of the Day will be published daily with detailed information on the business of the Conference, the timetable, the topics to be discussed and other information of general interest.

Documentation

4. The Provisional Annotated Agenda (LARC/22/1), the Provisional Timetable (LARC/22/INF/2) and the Provisional List of Documents (LARC/22/INF/3) are available on the LARC 37 website. Working documents will be made available to all participating governments and organizations before the Regional Conference commences at: <https://www.fao.org/about/meetings/regional-conferences/larc37/documents/en/>.
5. In line with the Regional Conference's policy of using environmentally friendly practices, participants are advised to bring their own personal computers or portable devices so that they can access documents electronically and thus reduce the need for hard copies. The meeting rooms will have a Wi-Fi connection.

Working languages

6. Simultaneous interpretation will be provided in English, French and Spanish. The documentation will also be issued in these languages.
7. In order to facilitate the work of the Secretariat and ensure accuracy of interpretation, delegates are kindly requested to submit digital copies of their remarks or statements for delivery in advance to RLC-Conferencia@fao.org. Delegates are also requested to provide accurate transcripts of their interventions to facilitate the work of the media. Pre-recorded videos of the delegates will be posted on the website of the Regional Conference and will not be transmitted in the Plenary.

Documents can be consulted at www.fao.org.

Press liaison and information

8. During the Regional Conference, the FAO Information Officer, together with the counterpart Officer appointed by the Government of Ecuador, will liaise with the press and handle matters for public information.

9. The Regional Conference website is available at: <https://www.fao.org/events/detail/larc37/en>.

LARC37 platform

10. Delegates and official observers attending remotely will be able to access the platform for the 37th Session of the LARC at <https://fao.6connex.eu/event/conference/larc37/login> and, upon registration, they will receive instructions on how to access the Zoom conference system.

Webcasting

11. All plenary sessions will be webcast live and uploaded to the Regional Conference website (<https://www.fao.org/events/detail/larc37/en>).

Correspondence and general enquiries

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

Conference Secretary

Mr Jorge Meza

FAO Regional Office for Latin America and the Caribbean, Santiago, Chile

e-mail: RLC-Conferencia@fao.org

13. Delegates and observers will have access to information on travel and tourism on the Regional Conference website.

Conference venue

14. The Swissôtel Quito is conveniently located in Quito's La Floresta neighbourhood - a commercial and residential area 45 minutes from Mariscal Sucre International Airport. Quito's famous attractions are easily accessible from Latin America's best-preserved historic centre, with its array of museums, churches, shopping malls, parks and local markets.

Swissôtel Quito

Avenida 12 de octubre y Luis Cordero

Quito, Ecuador

Telephone No: +593 2 256 7600

ventas@swissuio.com

Requirements for entering Ecuador

15. There are only three countries in Latin America and the Caribbean that require a visa to enter Ecuador: Cuba, Haiti, and the Bolivarian Republic of Venezuela. Countries from other continents can view entry requirements at the following link: <https://www.ministeriodegobierno.gob.ec/requisitos-para-ingresar-a-ecuador/>.

16. Delegates and official observers who require or wish to apply for a visa to enter Ecuador should apply through either FAO or the Ministry of Agriculture and Livestock (MAG), in order for the Ceremonial and Protocol Department of the Ministry of Foreign Affairs to approve and issue the relevant visa. This can either be done manually – in those cases where Ecuador has a local Consulate or Embassy – or electronically.

17. It is worth noting that either FAO or the abovementioned Ministry (MAG) will have to submit the visa application by 20 March 2022. Visas will be issued free of charge.

18. The following will have to be submitted in order for a visa to be issued:
- Visa application submitted by FAO or MAG;
 - Visa form duly filled out and signed; the form can be downloaded from https://www.cancilleria.gob.ec/wp-content/uploads/2019/02/formulario_de_visas.pdf;
 - Color picture with a white background in JPG format; and
 - Copy of the main page of the applicant's passport, which must be valid for at least six months.
19. More information on Ecuador's entry requirements is available at: <https://www.cancilleria.gob.ec/2020/06/15/visas-en-el-ecuador/>.

Biosafety Protocol

20. The Government of Ecuador will adopt a risk-based approach to COVID-19 related security at LARC 37 and public activities for the duration of the event. To achieve this, appropriate policies and procedures will be implemented to minimize the risk of spreading COVID-19 (prevention) and to react in the event that any member of a delegation, support staff or volunteer contracts COVID-19 during any of the activities (reaction).
21. National authorities will provide information on guidelines and conditions to ensure that all participants are protected against COVID-19. This includes measures at the country's ports of entry and at the event venue as well as the availability of health services and contact monitoring mechanisms.
22. The Biosafety Protocol can be found here: <http://www.fao.org/3/cb9040es/cb9040es.pdf>.

COVID-19 regulations for international travellers

23. All participants arriving from abroad will be required to comply with current Government of Ecuador regulations regarding the entry of international visitors,¹ which include the following:
- a. anyone boarding a flight must submit an online Traveller's Health Declaration, available at: <https://declaracionsalud-viajero.msp.gob.ec/>.
 - b. all travellers over three years of age must present a vaccination certificate with a QR code, or a valid COVID-19 vaccination certificate issued at least 14 days prior to the flight date, or a negative laboratory PCR test, taken up to 72 hours prior to boarding their flight to Ecuador. Passengers under three years of age are not required to meet these criteria.

Other regulations

24. Vaccination against yellow fever is recommended for all travellers (national and international) who include in their travel itinerary, or who reside in, the provinces of the Ecuadorian Amazon (Napo, Pastaza, Orellana, Sucumbíos, Zamora Chinchipe and Morona Santiago); as well as for travellers visiting countries with active yellow fever outbreaks, such as: Brazil, Democratic Republic of Congo and Uganda. Travellers visiting these countries are required to present their international vaccination certificate in accordance with the International Health Regulations (IHR). The vaccination guidelines are aimed at all travellers, irrespective of their immigration/administrative status (diplomatic, refugee or repatriated, among others).
25. The vaccine should be administered at least 14 days before travel to risky areas and a single dose confers lifelong immunity.

¹ Guidelines of the National Emergency Operations Committee (COE) for entry into Ecuador from abroad, which entered into force at 0.01 am on 11 February 2022.

Access to the Regional Conference

26. Delegates and official observers will be required to undergo a temperature check, sanitize their hands, wear a face mask, and present a valid COVID-19 certificate attesting compliance with the following conditions:
- a. A full course of COVID-19 vaccination, completed no later than nine months prior to entry. Any vaccine against COVID-19 recognized by the World Health Organization or approved for routine use by the national health authority of an FAO Member is acceptable.
 - b. A negative antigen test carried out no later than 24 hours before entry. A testing station will be available from 06:00 to 07:00 hours and from 16:30 to 20:00 hours to facilitate the testing of all participants prior to entry to the Regional Conference. Given that a negative result will be required to enter the plenary session, participants are advised to arrive well in advance in order to complete the testing requirements.
27. For more information, please consult the Biosafety Protocol of the Regional Conference here: <http://www.fao.org/3/cb9040es/cb9040es.pdf>.

Reception at the airport

28. Delegates and official observers are requested to state on their registration forms (available on the Regional Conference platform <https://fao.6connex.eu/event/conference/larc37/login>) the airline, flight number, date and time of arrival into the country, hotel reservation and whether local transport will be required, among other information. Participants are advised to place distinctive markings on their luggage to facilitate identification and avoid difficulties on arrival at the airport.
29. If required, participants will be provided with airport/hotel/airport transport that will operate according to the information entered on the online registration form pertaining to flight arrival/departure and hotel reservation.
30. Computers will be available in the delegates' lounge at the conference venue to confirm the date and time of return flights.
31. For more information on travel in Ecuador, please see: <https://ecuador.travel/en/information/>.

Foreign exchange and banking services

32. The US dollar is the official currency of Ecuador. Foreign currency may be exchanged only at banks or licensed exchange bureaux, preferably in airports and hotels. If possible, it is advisable to exchange currency at a bank branch located in a shopping centre. You should be accompanied by someone when going to a bank or cash machine. Use cash machines in well-lit public places. Do not accept the help or company of strangers.

First aid

33. A first aid service will be available during meetings at the Swissôtel Quito.

Registration and accreditation

34. Registration for the Regional Conference can be completed through the LARC 37 platform: <https://fao.6connex.eu/event/conference/larc37/login>.
35. Delegates are kindly 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.
36. Daily registration for entry to the Regional Conference will be required to ensure security and biosafety measures and you will be required to present your authorized credentials.

Meals

37. The Swissôtel Quito will offer food services: breakfast is included in the accommodation rate. The hotel will also provide lunch and coffee in its facilities free of charge for participants during the working hours of the Regional Conference.

Receptions

38. Formal attire is required for the opening ceremony.

39. The host Government will hold an evening reception on 30 March 2022 at the Convent of San Francisco in the historic centre of Quito at 18:30 hours. Transportation to the reception will be provided for delegates and official observers.

Weather conditions

40. In Quito, the average daytime maximum temperature in March is 18 °C (64.4 °F) and can drop to 9-10 °C (48 °F) in the evening. There are generally six hours of sunshine a day, which represents 50 percent of the 12 hours of daylight.

Electricity

41. The voltage in Ecuador is generally 120 V. The frequency is 60 Hz. The power plugs and sockets are type A / B.



Hotel accommodation

42. As all Regional Conference activities will take place at the Swissôtel Quito, we recommend that all official delegations opt for this accommodation choice to facilitate organization and safeguard biosafety measures. The hotel will offer a special discounted rate to participants.

43. The hotel's room options are shown below:

Hotel	Rates
<p>Swissôtel Quito Avenida 12 de octubre y Luis Cordero Quito, Ecuador Telephone No: +593 2 256 7600</p> <p>Reservations: https://www.swissclubuio.com/fao</p> <p>Queries: ventas@swissuio.com</p>	<p>Advantage single room USD 107.25 Advantage double room USD 118.25 Grand single room USD 129.25 Grand double room USD 140.25 Executive single room USD 151.25 Executive double room USD 162.2</p> <p><i>Breakfast buffet included</i></p> <p><i>Rates include 10 percent service charge and USD 2.75 tourist tax; foreigners are exempt from the 12 percent VAT.</i></p>