



JOURNAL

of the 35th (Special) Session of the FAO Conference

FAO, Rome, 18 - 22 November 2008

ANNOUNCEMENTS

STATEMENTS

Due to the limited availability of speaking time, statements will be limited to **seven minutes** for heads of delegation and **four minutes** for organizations. When a representative or observer has spoken for his/her allotted time, the Chairperson shall call him/her to order.

WRITTEN STATEMENTS BY HEADS OF DELEGATION FOR PLENARY

To ensure both accurate interpretation of statements and timely production of verbatim records, delegations are kindly requested to submit the electronic version of their statements (WORD or PDF) to: Conference-Statements@fao.org. The name of the delegation and speaker should be indicated at the top of the first page in one of the following languages: English, French or Spanish.

Given the need to produce verbatim records within a tight time frame, preference is given to the use of e-mail to submit statements. Those unable to use e-mail for this purpose are kindly requested to send the text by fax to: (+39) 0689280554 or to hand in nine (9) copies of written statements to be delivered by their Head of Delegation, as soon as possible in advance, to Room A-273E, where they will be distributed to the interpreters.

The meeting will be conducted in Arabic, Chinese, English, French, Spanish and Russian. If speakers wish to make statements in a language other than these, they must provide a text in one of the aforementioned languages to the Secretariat. The delegation concerned should also make available to the Interpretation Group (please refer to Room A-273E, tel (+39) 0657054731) a person who knows both the language in which the statement is delivered and the language into which it has been translated to ensure synchronization between the speaker and the interpreter.

Participants wishing to make available copies of their statements to the Conference participants should provide the desired number of copies to the Documents Desk, at the Korean Conference Service Centre (1st Floor, Building A, at the entrance of the Red and Green Rooms).

PROVISIONAL LIST OF PARTICIPANTS

A limited number of Provisional Lists of Participants will be available from the afternoon of Wednesday 19 November 2008 at the Documents Desk, Korean Conference Service Centre (1st Floor, Building A) for the purpose of checking the accuracy of the entries only. Participants are requested to submit any corrections or amendments to this list to the Documents Desk, at the Korean Conference Service Centre, for inclusion in the final list which will be included in the final report of the Conference on the Conference Web site.

DOCUMENTS OF THE CONFERENCE

The documents of the Conference are posted at http://www.fao.org/unfao/bodies/conf/c2008/index_en.htm. A very limited quantity will also be available during the Conference at the Documents Desk in the Korean Conference Service Centre (1st Floor of Building A).

BILATERAL MEETING ROOMS

A limited number of bilateral meeting rooms are available for use by delegations on an hourly basis. (Please refer to Room A-231, Extension 55872).

ENVIRONMENTALLY FRIENDLY CONFERENCE

Participants are invited to enjoy the following climate-friendly goods and services:

- Conference and Council documents have been printed double-sided on 100% recycled paper.
- All documents have been printed in a limited number of copies. Participants are encouraged to consult documents on line (via WiFi access and internet stations) and to think twice before requesting extra copies.
- Alternatives to plastic-bottled drinking water have been provided inside the Plenary Hall.
- Differentiated waste bins are available outside the Plenary Hall. Conference-generated waste will be measured after the meeting.

TRAVEL FACILITIES (FLIGHT RESERVATION AND RECONFIRMATION)

Carlson Wagonlit Travel (CWT) is the official travel agency of the Conference. Their offices, located on the Ground Floor of Building D (Room D-074), are open from 09.00 to 17.00 hours.

For further information, participants may contact CWT on extension number **55970** (or 06 57055970 from outside FAO) or by e-mail: faotravel@cwtbook.it.

For emergency requirements outside business hours, CWT offer a **24 Hour Emergency Service** dedicated to providing traveller assistance (Tel: from within Italy **800 – 871932**; and **+44 208 7579000** from all other countries).

CATERING FACILITIES

The FAO Headquarters complex offers the following dining and snack bar facilities.

- **Cafeteria** - Terrace (8th Floor Building B): 11.45 to 14.30 hours.
- **FAO Restaurant** (A la Carte Menu) (8th Floor Building C): extension no. 56823 (tel. no. 06-57056823) 12.00 to 14.30 hours.
- **Polish Bar** (Ground Floor Building A) (**Limited Access to Delegates**): 07.30 to 17.30 hours.
- **Bar B** (8th Floor Building B): 09.00 to 15.00 hours.
- **Blue Bar (or Bar C)** (8th Floor Building C): 07.30 to 11.15 hours and 11.45 to 17.00 hours.
- **Bar D** (Ground Floor Building D): 07.30 to 17.00 hours.

Bancomat and credit cards are accepted at the Restaurant, Polish Bar and Blue Bar.

Vending machines: in various locations inside the buildings.

MEDICAL SERVICES

For medical emergencies, participants may dial 30 from in-house telephones or 06-57053400 from outside FAO Headquarters. For other medical services, participants may call extension 53577 from in-house telephones (06-5705-3577 from outside FAO Headquarters). They may also go directly to the Medical Service (1st Floor, Building B) during working hours of the Conference.

For urgent medical assistance outside the working hours, participants are requested to call 118 or *Guardia Medica/Doctors-on-Call* 06 58201030 or use the services of the hotel doctor.

BANKING AND CURRENCY EXCHANGE FACILITIES

The *Banca Intesa San Paolo* is located on the Ground Floor, Building B, and is open from 08.35 hours to 16.35 hours.

The *Banca Popolare di Sondrio* is located on the Ground Floor, Building D (D-016), and is open from 08:30 to 16:30 hours. Cash dispensers (ATM) for credit card withdrawals are located at the entrance of both Banks and the Post Office, which is on the left of *Banca Intesa San Paolo*.

WIFI COVERAGE AND INTERNET POINT - CHECK

Wireless Internet Service (WiFi) for Conference participants will be available in and around the Plenary Hall, the Red and Green Rooms, and in other meeting rooms. In order to use the service, a laptop or PDA that has Wireless LAN capabilities, conforming to 802.11b or 802.11g standards, is needed. The following user network, name and password should be used:

Network: **Guest_Internet**

Username: **visitor**

Password: **2go2web**

An Internet point is available for participants in the Atrium, located on the Ground Floor between Building A and Building B. The computers in this area allow access to the Internet and can be used for personal e-mail account access and FAO Web site browsing.

Secretariat of the 35th (Special) Session of the Conference

Director-General	Jacques Diouf	B-406	53433/53434
Deputy Director-General	James G. Butler	B-411	53117/53118
Directeur de Cabinet	Hervé Lejeune	B-462	53096/53669
Secretary General of the Conference	Ms Lorraine B. Williams	B-202	52311
Assistant Secretary General of the Conference	Ali Mekouar	A-139	55612
Focal Point for NGOs/CSOs	Yasuo Endo	A-411	52033
