



منظمة الأغذية  
والزراعة  
للأمم المتحدة

联合国  
粮食及  
农业组织

Food  
and  
Agriculture  
Organization  
of  
the  
United  
Nations

Organisation  
des  
Nations  
Unies  
pour  
l'alimentation  
et  
l'agriculture

Продовольственная и  
сельскохозяйственная  
организация  
Объединенных  
Наций

Organización  
de las  
Naciones  
Unidas  
para la  
Agricultura  
y la  
Alimentación

## THIRTY-FIRST REGIONAL CONFERENCE FOR LATIN AMERICA AND THE CARIBBEAN

**Panama City, Panama, 26 to 30 April 2010**

### INFORMATION NOTE

#### Conference arrangements

1. The 31<sup>st</sup> FAO Regional Conference for Latin America and the Caribbean will be held in the Sheraton Panama Hotel & Convention Center, Panama City, from 26 to 30 April 2010. The Technical Committee of the Conference will meet on 26 and 27 April 2010. The Inaugural Ceremony of the Plenary Session will take place at 09.00 hours on 28 April 2010 in the Gran Salón of the hotel.
2. Conference working hours will be 08.30 to 13.00 and 14.30 to 18.30, 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 Timetable (LARC/10/INF/2) and the Provisional List of Documents (LARC/10/INF/3) are included with the letter of invitation, together with the Provisional Annotated Agenda (LARC/10/1). This will continue to be provisional until the Conference begins and adopts the final Agenda.
5. FAO has appointed the Conference Secretary (para. 12). He will be assisted by FAO staff whose names and functions will be indicated on 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 is printed in limited numbers to minimize the environmental impact of FAO's processes and contribute to climate neutrality. Delegates and observers are kindly requested to bring their copies to meetings and to avoid asking for additional copies.

Most FAO meeting documents are available on the Internet at [www.fao.org](http://www.fao.org)

## **Press liaison and information**

7. During the Conference, the FAO Information Officer, assisted by the Officer appointed by the Government of Panama, will liaise with the press and handle public information matters.

8. Journalists will be accredited in the Press Office set up in the “La Caleta” room, on presentation of two passport-size photographs and a letter of assignment from their employer.

## **Documentation**

9. Working documents will be sent to all invited governments and organizations before the start of the Conference and will also be available on the Internet at <http://www.rlc.fao.org>. Documents produced during the Conference will be available to participants at the documents distribution desk located in the lobby of the Plenary meeting room, where staff will also deliver mail and messages, and be available for general information.

## **Draft recommendations**

10. Delegates wishing to submit draft recommendations or other documents that require the adoption of a decision by the Conference should deliver the Spanish or English text to the Conference Secretariat, if possible in three typed copies. Delegations wishing to circulate other written material relating to the Conference agenda should provide the Secretariat with 100 copies in Spanish, 50 in English and 10 in French.

## **Advance communication of statement texts**

11. Delegates are kindly requested to provide in advance to the Conference Secretariat three typed copies of statements in order to facilitate the work of the Secretariat and the interpreters.

## **Correspondence**

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

**Conference Secretary**

Mr Guilherme Schuetz

31<sup>st</sup> FAO Regional Conference for Latin America and the Caribbean

FAO Regional Office for Latin America and the Caribbean

Casilla 10095

Santiago, Chile

E-Mail: [rlc-conferencia@fao.org](mailto:rlc-conferencia@fao.org)

Fax: (56-2) 923-2001 /02

Tel: (56-2) 923-2229 / 923-2309

13. Delegates and observers will have access to public telephones and information on travel and tourism at the Conference site.

14. During the Conference, computers with Internet connection will be available to delegates and observers in an area near to the meeting rooms.

## **Entry formalities for Panama**

15. Delegates attending the Conference should contact the Embassy or Consulate of Panama to enquire about entry requirements. The Panamanian Government will inform all its representations of this event and will request their support in processing visa applications. Where there is no diplomatic mission in a particular country, participants should send to the Conference Secretary their full name, as stated on their passport; date and place of birth; nationality; passport number, date and place of issue and validity; and duration of stay in Panama, so that an entry visa

can be requested from the relevant authorities. The invitation to attend the Regional Conference should be shown to the Panamanian Diplomatic Representation to facilitate the visa process.

16. Panama recommends vaccination against yellow fever for all travellers coming from or going to countries with risk of transmission.

17. Participants are requested to provide advance notice of their arrival (at least four weeks before travelling). They should indicate the date and time their arrival, the carrier and flight number and any other relevant information. This will help expedite customs formalities and hotel transfer. Participants are advised to label their luggage clearly to facilitate identification and avoid delays on arrival at the airport.

18. The Panamanian authorities will arrange to meet participants on their arrival, assisting them with entry formalities, customs, baggage claim and hotel transfer. Similar arrangements will be made on their departure.

19. Participants are advised to contact on arrival the travel agency in the Conference building to confirm their return flights and receive information on the programme of visits organized for their accompanying party.

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

20. The official Panamanian currency is the Balboa, although the US dollar is also legal tender, both serving to pay for all transactions on the national territory, in tourist establishments and other commercial or public service locations. International credit cards are also accepted. Automated teller machines are available in the hotel lobby for the withdrawal of cash in US dollars.

### **First aid**

21. Medical attention and first aid care will be available on a 24-hour basis in the Hotel Sheraton.

### **Registration**

22. Registration will take place in the lobby of the Gran Salón on Sunday 25 April between 12:00 and 17:00 hours, and on Monday 26 April from 08.00 hours. All participants are kindly requested to register as soon as possible so they can receive their identification badges. A provisional list of participants will be issued on the first day of the Conference and subsequently amended as necessary. Any correction or addition to the list should be notified to the Conference Secretariat. Only duly accredited and registered participants will receive badges giving them access to Conference facilities.

### **Accreditation**

23. Participants are reminded that they will need duly authorized credentials to certify their status as Delegate (representative of a member country) or Observer (representative of an institution) at the Conference.

### **Receptions**

24. 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.

## Climate

25. Panama City is at sea level. In April it has a minimum temperature of 23°C and a maximum of 35°C, with relative humidity of 75%. The rainy season begins towards the end of the month. There is no risk of hurricanes as Panama lies to the south of the hurricane belt.

## Electricity

26. The electrical current in Panama is 120 volts and 60 Hz. The hotel also has 220 volts.

## Hotel accommodation

27. Requests for hotel reservation should be made using the attached form in Appendix A, which should be sent as soon as possible to the Conference Secretariat at the indicated address. Reservation requests will be held until **8 April 2010**. After that date reservations will not be at the special rates indicated below.

28. The average cost of a meal in Panama City is 15 to 25 USD.

29. The Conference Secretariat has made special arrangements for all participants to stay at the **Sheraton Panama Hotel & Convention Center**, as follows:

Via Israel y Calle 77 San Francisco  
Panama City  
Telephone (507) 305-5100

<b>Type of room</b>	<b>USD</b>
Deluxe single	140
Deluxe double	140
Executive Suite single	170
Executive Suite double	170
+10% hotel tax, buffet breakfast included	

## Appendix A

## HOTEL RESERVATION AND ARRIVAL FORM

<b>Name</b> .....	
<b>Position</b> .....	
<b>Institution</b> .....	
<b>Postal address</b> .....	
.....	
<b>Telephone</b> .....	<b>Fax</b> .....
<b>E-mail</b> ..... official <input type="checkbox"/> personal <input type="checkbox"/>	
Attending as: <b>Head of Delegation</b> <input type="checkbox"/> <b>Delegate</b> <input type="checkbox"/> <b>Observer</b> <input type="checkbox"/> <b>Secretariat</b> <input type="checkbox"/>	
<b>Accompanying party:</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> Number of persons <input type="checkbox"/>
<b>Arrival:</b> Date..... Time ..... Airline/Flight N°.....	
Arriving from .....	
<b>Departure:</b> Date ..... Time ..... Airline/Flight N°.....	
<b>Hotel Sheraton:</b>	Deluxe single <input type="checkbox"/> Deluxe double <input type="checkbox"/>
Executive Suite single <input type="checkbox"/> Executive Suite double <input type="checkbox"/>	
<b>Comments:</b> .....	
.....	

**NOTE:** Each delegate or observer is kindly requested to fill in this form and to send a copy by e-mail or fax to the Conference Secretariat ([RLC-Conferencia@fao.org](mailto:RLC-Conferencia@fao.org)) as soon as possible and not later than 31 March 2010, even if full flight details are not available. These can be sent later.