


January 2012

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	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 Alimentación y la Agricultura
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THIRTY-SECOND REGIONAL CONFERENCE FOR LATIN AMERICA AND THE CARIBBEAN

Buenos Aires, Argentina, 26 to 30 March 2012

INFORMATION NOTE

Conference arrangements

1. The 32nd FAO Regional Conference for Latin America and the Caribbean will be held in Palacio San Martin, Calle Arenales 761, Retiro district, Buenos Aires, Argentina, from 26 to 30 March 2012. The Technical Committee of the Conference will meet from 26 to 28 March 2012. The Inaugural Ceremony of the Plenary Session will take place at 14.30 hours on 28 March 2012 in the Salon Libertador room of Palacio San Martin.
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/12/INF/2) and the Provisional List of Documents (LARC/12/INF/3) are included with the letter of invitation, together with the Provisional Annotated Agenda (LARC/12/1). This will continue to be provisional until the Conference begins and adopts the final Agenda.
5. FAO has appointed the Conference Secretary (paragraph 11) who 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.

Press liaison and information

7. During the Conference, the FAO Information Officer, assisted by the Officer appointed by the Government of Argentina, will liaise with the press and handle public information matters.
8. Journalists will be accredited in the Press Office set up on the ground floor of Palacio San Martin, on presentation of a letter of assignment from their employer.

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

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 Salon de los Frescos room of Palacio San Martin, 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.

Correspondence

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

Conference Secretary

Mr Tito Díaz
32nd 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
Fax: (56-2) 337-2001 /02
Tel: (56-2) 337-2250 / 337-2309

From 19 to 25 March 2012, his address will be as follows:

Mr Tito Díaz
32nd FAO Regional Conference for Latin America and the Caribbean
FAO Representation in Argentina
Belgrano 456
1092 Buenos Aires, Argentina
Tel: (54-11) 4349-1985 /75 /76
Fax: (54-11) 4349-1995
E-Mail: rlc-conferencia@fao.org

12. Delegates and observers will have access to public telephones and information on travel and tourism at the Conference site. Computers with Internet connection will be available to delegates and observers in the Salon de los Frescos room.

Entry formalities for Argentina

13. Delegates attending the Conference should contact the Embassy or Consulate of the Argentine Republic to enquire about entry requirements. The aforementioned diplomatic or consular missions will notify visa applicants, whether they be holders of an ordinary, official, service or diplomatic passport, of the requisite formalities for obtaining the visa. Contact details of Argentine delegations abroad can be found on the website of the Ministry of Foreign Affairs and Worship of the Argentine Republic (www.cancilleria.gov.ar – Section on Argentine delegations, "*Representaciones argentinas*").

14. In Argentina there are no vaccination requirements for international travellers.

15. Participants are requested to provide advance notice of their arrival (at least four weeks before travelling). They should indicate the date and time of their arrival, the carrier and flight number and any other relevant information. Participants are advised to label their luggage clearly to facilitate identification and avoid delays on arrival at the airport. **Participants are informed that, as the World Congress of Anaesthesiologists will be held in Buenos Aires during the same week as the Regional Conference, a large number of people will be arriving at the airport, especially on Sunday, 25 March 2012.**

16. Participants are advised to contact on arrival the travel desk in Palacio San Martin to confirm their return flights.

Foreign exchange and banking services

17. The official Argentine currency is the Argentine peso, 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. If your debit card is for international use and the automated teller machine (ATM) displays the logo on your card (such as Visa, Cirrus or Plus), you will have no problems in withdrawing cash. Most hotels have only limited facilities for changing US dollars.

First aid

18. First aid care will be available in Palacio San Martin during meetings.

Registration

19. Registration will take place in Palacio San Martin, Salon de los Frescos, on Sunday 25 March between 10.00 hours and 16.00 hours, and on Monday 26 March 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

20. 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

21. 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

22. Buenos Aires is situated 20 metres above sea level. In March it has an average temperature of 21°C (70°F) with the likelihood of showers.

Electricity

23. The electrical current in Buenos Aires is 220 volts and 50 Hz.

Hotel accommodation

24. The Regional Conference Secretariat has made arrangements to accommodate participants at hotels near Palacio San Martin. As the World Congress on Anaesthesiology will be held in Buenos Aires during the same week, **it is imperative that participants send the reservation form to the Regional Conference Secretariat prior to the expiry date of the special rate indicated in the table below. After that date neither the reserved rooms nor the special rate will be available.**

IMPORTANT INFORMATION

<i>Hotel</i>	<i>Address</i>	<i>Telephone</i>	<i>Type of room</i>	<i>Price per room per day + 21% VAT. Special rate applies between 25 and 30 March 2012</i>	<i><u>Expiry date of special rate</u></i>
Meliá	Reconquista 945	54-11 4891-3818	Single/double	USD230	8 March 2012
Elevage	Maipú 960	54-11 4891-8000	Executive suite	USD170	8 March 2012
Elevage	Maipú 960	54-11 4891-8000	Junior suite and executive floor	USD150	8 March 2012
Dolmen	Suipacha 1079	54-11 4315-7117	Standard twin	USD135	13 March 2012
Elevage	Maipú 960	54-11 4891-8000	Standard	USD130	8 March 2012
NH Florida	San Martin 839	54-11 4321-9850	Twin standard	USD128	1 March 2012
NH Crillón	Santa Fe 796	54-11 4310-2000	Twin standard	USD128	1 March 2012

25. The information concerning hotels is the sole responsibility of the hotels.

26. The average cost of a meal in Buenos Aires is approximately USD20.

Appendix A

HOTEL RESERVATION AND ARRIVAL FORM

Name	
Position	
Institution	
Postal address	
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Telephone	Fax
E-mail official <input type="checkbox"/> personal <input type="checkbox"/>	
Attending as: Head of Delegation <input type="checkbox"/> Delegate <input type="checkbox"/> Observer <input type="checkbox"/> Secretariat <input type="checkbox"/>	
Accompanying party: Yes <input type="checkbox"/> No <input type="checkbox"/> Number of persons <input type="checkbox"/>	
Arrival: Date..... Time Airline/Flight N°	
Arriving from	
Departure: Date Time Airline/Flight N°	
Hotel NH Florida: Twin standard <input type="checkbox"/>	Hotel NH Crillón: Twin standard <input type="checkbox"/>
Hotel Dolmen: Standard twin <input type="checkbox"/>	Hotel Meliá: Single and double <input type="checkbox"/>
Hotel Elevage: Standard <input type="checkbox"/>	Junior Suite and Executive Floor <input type="checkbox"/> Executive suite <input type="checkbox"/>
Credit card Visa <input type="checkbox"/> Diners <input type="checkbox"/> Mastercard <input type="checkbox"/> Other.....	
Number	Expiry date
Comments:	
.....	

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). While FAO will compile reservation requests and contact hotels by the deadlines indicated, participants are asked to provide their credit card security code directly to the hotel to guarantee their reservation.