



Food and Agriculture Organization
of the United Nations

COFI Sub-Committee on Aquaculture

**Eighth Session
Brasilia (Brazil)
5-9 October 2015**

**Hosted by
the Government of
the Federative Republic
of Brazil**

COFI ● ● ●

Committee on Fisheries (COFI)
www.fao.org/fishery/about/cofi/en

Information for Participants

Table of Contents

1. Introduction.....	1
2. Venue, dates and opening ceremony	1
3. Registration and identification badges	1
4. Visa arrangements.....	1
5. Hotel accommodation for delegates	2
6. Transportation	3
7. Interpretation	3
8. Documentation	3
9. Receptions and visits	3
10. Banking facilities	3
11. Official language in Brazil	4
12. General information.....	4
13. Brasilia – UNESCO world heritage site	5
14. Annex I: VISA requirements.....	6

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General queries:

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Technical queries

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1. Introduction

FAO and Brazil warmly welcome all participants of the 8th Session of the COFI Sub-Committee on Aquaculture, scheduled to be held in Brasilia, from 5-9 October 2015, and wishes all a most productive and memorable visit.

This note is intended to facilitate the travel and logistics and to enable all delegates to effectively carry out their work whilst enjoying their visit to Brasilia. It provides general information regarding Brazilian Capital, the meeting venue, accommodation and travel information. Should you have any additional queries of a general nature, please, address them to FAO-COFI_2015@mpa.gov.br

Questions regarding registration procedures, meeting documents, working groups/side events should be addressed to the Technical Secretary of the COFI Sub-Committee on Aquaculture, Mr. Rohana Subasinghe (Rohana.Subasinghe@fao.org). Delegates are also invited to view <http://www.fao.org/cofi/aq/en/>

2. Venue, dates and opening ceremony

The 8th session of the COFI Sub-Committee on Aquaculture will take place at Palácio Itamaraty, from 5-9 October 2015. The official opening ceremony will take place on Monday, 5 October at 9:30 a.m.

Palácio Itamaraty

Esplanada dos Ministérios, Bloco H
Eixo Monumental, Brasília - DF, 70170-090, Brazil



3. Registration and identification badges

The Pre-registration forms are located on the FAO COFI Sub-Committee on Aquaculture website <http://www.fao.org/cofi/aq/en/>. The duly completed forms should be sent together with a letter of accreditation from the relevant authorities to FI-Registration@fao.org prior to travelling to Brasilia.

Name badges will be distributed at the registration desk, which will be open on Sunday, 4 October 2015, from 15:00 to 19:00 hours and Monday, 5 October, from 08:00 a.m. Delegates are kindly requested to wear their badges at all times in order to gain admittance to the conference center at Palácio Itamaraty.

4. Visa arrangements Formalities for entry into Brazil

Participants are advised to contact the consular authorities of Brazil in their respective country or city well in advance (at least 4 weeks prior to their departure) in order to allow sufficient time for the processing of the visa application (where applicable). Brazil has instructed the Brazilian embassies and consular authorities to issue visas to participants and guests of the 8th session of the Sub-Committee on Aquaculture who provide the following information:

- FAO Official Invitation
- The official accreditation letter from the national government body or governmental and non-governmental organizations nominating the designated representative to this event.
- Participants who are non-residents of the country in which they work must submit a Letter of Employment. This will apply primarily to participants from international organizations. The letter of employment should include the following information: name of participant, date of birth, nationality and passport number.



Additional information regarding the visa application can be found at the relevant websites of the Brazilian embassies in the country where the application will be made. A complete list of Brazilian embassies can be found at <http://www.portalconsular.mre.gov.br/sites-dos-postos/por-ordem-alfabetica>.

NB: Under no circumstances can a visa be obtained upon arrival in Brazil.

Please refer to [Annex I](#) for additional pertinent information regarding countries whose citizens are not required to obtain a visa prior to travelling to Brazil.

NB: Please be advised that the visa issuing process might take up to 3 weeks. Requests for the issuance of a multiple-entry visa cannot be guaranteed.

5. Hotel accommodation for delegates

Delegates are reminded that they are responsible for making their own hotel bookings. It is highly recommended that hotel reservations be made well in advance as autumn is a rather busy period in Brasilia. The local organizing committee of the COFI Sub-Committee on Aquaculture has made block bookings through the following travel agent:

Amav's Tourism

E-mail: Fabio@amavsturismo.com

<http://www.amavsturismo.com/portal/cofi-sub-committee-on-aquaculture/>

Alternatively delegates may wish to book at one of the following hotels:

Mercure Brasilia Eixo Hotel

<http://www.accorhotels.com/pt/hotel-3632-mercure-brasilia-eixo-hotel/index.shtml>

Royal Tulip Brasilia Alvorada Hotel

<http://www.royaltulipbrasiliaalvorada.com>

Golden Tulip Brasília Alvorada

<http://www.goldentulip.com/en>

Nobile Lakeside Convention & Resort

<http://www.nobilehoteis.com.br/>

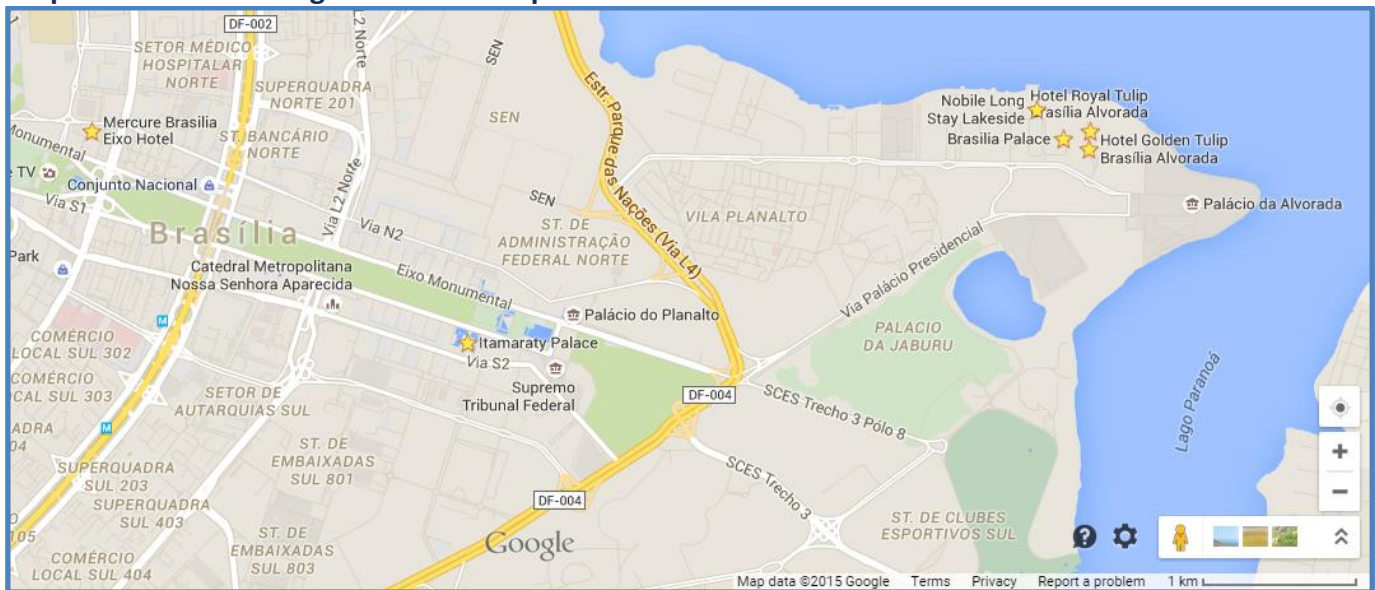
Brasília Palace

<http://www.brasiliapalace.com.br/>

Kindly be informed that for delegates staying at the Athos HPLUS Executive Hotel, daily transport will be available to and from the venue of the meeting. Departure from the Athos HPLUS Executive Hotel will be at 08:15 a.m. and will return to the hotel 30 minutes following the closure of the afternoon sessions.



Map of Brasilia showing the venue and preferred hotels



6. Transportation

Information on transportation, fares and services from Juscelino Kubitschek International Airport in Brasilia can be found at: <http://www.bsb.aero/br/>

6.1 Travel arrangements to and from the airport:

Public transportation, including regular taxis, is available from the airport to the hotel - <http://www.infraero.gov.br/portal/index.php/us/airports/distrito-federal/brasilia-international-airport.html>. However, the delegates are encouraged to arrange airport pick up through the hotel. Please see hotel booking form for details.

7. Interpretation

Simultaneous interpretation will be provided at the meeting in all official languages of the Food and Agriculture Organization, namely Arabic, Chinese, English, French, Russian and Spanish.

8. Documentation

Delegates are kindly requested to bring their own documentation to the meeting. All meeting documents will be made available in Arabic, Chinese, English, French, Russian and Spanish on <http://www.fao.org/cofi/aq/en/>. All other relevant documents will be made available at the meeting room.

9. Receptions and visits

Monday 5 October: Evening Reception for all delegates

Thursday 8 October: Visit to the Fish Culture Technology Center at Granja Modelo do Ipê in Brasilia. If any other activities are organized, they will be informed accordingly.

10. Banking facilities

Royal Tulip Brasilia Alvorada Hotel has a cash machine which is operational 24/7. It accepts most



credit and debit cards. Cash machines are available at the venue and other hotels.

11. Official language in Brazil

The official language of The Federative Republic of Brazil is Portuguese. However, personnel in hotels, restaurants, airports etc. generally speak English.

12. General information

12.1. Weather

Brasilia experiences a tropical altitude climate. It goes through two major seasons, a humid and rainy summer (November through February) and a dry winter with mild temperatures (March through October). The average temperature in Brasilia during October is usually around 20 to 35 degrees Celsius, with moderate rain. Delegates may wish to refer to the Brazilian Meteorological Agency website (<http://www.inmet.gov.br/portal/>) prior to their departure.

12.2. Time

Time zone of Brasilia is UTC-03:00.

12.3. Tipping

Tips are on average 10% of the total amount but may depend on the quality of the service provided. In restaurants it is common to leave 10% of the total amount. It is usual custom at airports and in the hotels to tip 5-10 Reais (2-4 USD) per suitcase to baggage handlers and hotel bellboys. It is also customary to tip hotel room maids 5-10 Reais per day (2-4 USD).

12.4. Electricity

The supply voltage in Brasilia is 220 volts. On request, most hotels will provide transformers to visitors with electrical appliances of a different voltage, but the number of transformers available might be limited. The power plugs used in Brazil are Three-pin **Type N**, round-shaped (The Type N socket was designed to work with Type C plugs as well). It is recommended that delegates bring their own travel adapter.



12.5. Smoking

In Brazil, smoking is permitted only in open public areas. It should be noted that bars and restaurants are divided into smoking and non-smoking areas. In theaters, museums and other cultural or educational institutions smoking is prohibited. However, in some instances designated open areas are provided for smokers.

12.6. Credit Cards

Major credit cards are widely accepted at hotels, restaurants, shops, etc. **Visa, MasterCard, American Express** are usually accepted at most establishments, although some restaurants and small shops may only accept cash payments in Brazilian Reais (R\$).

12.7. Cash

Cash is advisable while you travel in Brazil. ATMs are only available at major hotels and shopping malls.

12.8. Brazilian Currency and Money Exchange in Brazil

Euros and USD can be exchanged almost anywhere in Brazil. Participants are advised to check the exchange rate upon arrival at the airport. As at 1 July 2015, 1US\$ = 3.14 Brazilian Reais (*taken from XE currency converter*). You may take traveler's checks but it is advisable not to rely on them as they can be difficult to cash.



Brasilia – UNESCO world heritage site

Brasília, the capital of Brazil and the seat of government of the Distrito Federal, is a planned city. Inaugurated in 1960 in the Central Highlands of Brazil, it is a masterpiece of modernist architecture, listed as a World Heritage Site by UNESCO.

Brasilia is also an important transportation hub for travel within Brazil. Brasília International Airport connects the capital to all major Brazilian cities and many international destinations, and is the second busiest airport in Brazil.

Brasília, easily the fastest growing major city in the country, had an estimated population of 2,852,372 in 2014, placing it as the 4th most populous city in Brazil. Among major Latin American cities, Brasília has the highest GDP per capita, at US\$ 36,175/ year.

The centers of all three branches of the federal government of Brazil are in Brasília, including the Congress, the President, and the Supreme Court. The city also hosts 124 foreign embassies.

The city was one of the main host cities of the 2014 FIFA World Cup. Additionally, Brasília also hosted the 2013 FIFA Confederations Cup.

Temperatures seldom hit extremes. 17°C to 28°C are the average lows and highs, but it can get as low as 1°C in winter and get as hot as 34°C in September/ October. In dry season (August–September) the city's landscape, normally very green, becomes desert-like and everyone must drink lots of water to prevent the unpleasant effects of dehydration. On the other hand, during those months the city is blessed with a gorgeous sunset in spectacular shades of orange, pink and red. The best months to go are probably May and June - still green, but no longer so hot, with fewer chances of rainfall.

Brasilia, a capital created *ex nihilo* in the centre of the country in 1956, was a landmark in the history of town planning. Urban planner Lucio Costa and architect Oscar Niemeyer intended that every element – from the layout of the residential and administrative districts (often compared to the shape of a bird in flight) to the symmetry of the buildings themselves – should be in harmony with the city's overall design. The official buildings, in particular, are innovative and imaginative.

Laid out along a monumental east-west axis, crossed by a north-south axis curved to follow the topography as a transportation thoroughfare, Brasilia is a definitive example of 20th century modernist urbanism. Created as the Brazilian capital in the central western part of the country from 1956 to 1960, it was part of President Juscelino Kubitschek's national modernization project. The city brought together ideas of grand administrative centres and public spaces with new ideas of urban living as promoted by Le Corbusier in six storey housing blocks (quadras) supported on pylons which allowed the landscape to flow beneath and around them. The city's planning is noteworthy for the remarkable congruence of Lucio Costa's urban design (the 'Plano Piloto') and Oscar Niemeyer's architectural creations. This is most powerfully reflected in the intersection between the monumental and thoroughfare axes, which stands as the heart of the city's urban scheme and underscores the representative character of the Three Powers Square (Praça dos Três Poderes) and the Esplanade of the Ministries (Esplanada dos Ministérios). It is also manifested in the geometry of the National Congress and in the new approach to urban living embodied in the Neighborhood Units (Unidade de Vizinhança) and their corresponding Superblocks (Superquadras).



Among the most beautiful buildings in the urban landscape of Brasilia are those sited around the Plaza of Three Powers, the Planalto Palace, or the Hall of Government, the Congress, with its twin skyscrapers flanked by the cupola of the Senate building and by the inverted cone of the House of Representatives, and finally the Supreme Court. Other structures of an exceptional artistic quality are the Esplanade of the Ministers, the cathedral, the Pantheon of Juscelino Kubitschek and the National Theatre.



Annex I: VISA requirements and application form

Please visit <https://scedv.serpro.gov.br/frscedv/indexIdiomaIngles.jsp?lang=eng> for information on visa requirements.

Download visa application form here:

<http://www.portalconsular.mre.gov.br/estrangeiros/vistos-para-estrangeiros>



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