



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

Organización
de las
Naciones
Unidas
para la
Agricultura
y la
Alimentación

E

**INTERNATIONAL TREATY ON PLANT GENETIC RESOURCES
FOR FOOD AND AGRICULTURE**

FIRST SESSION OF THE GOVERNING BODY

Madrid, Spain, 12-16 June 2006

INFORMATION NOTE FOR PARTICIPANTS

Table of Contents

	<i>Paragraph</i>
1. Meeting arrangements	1 - 15
• Date and place of meeting	1 - 4
• Communications	5
• Admittance of participants	6 - 9
• Registration	10 - 12
• Documentation	13 - 15
2. Formalities for entry into Spain: Visa requirements	16 - 21
3. Transport	22 - 25
4. Hotel accommodation and facilities	26 - 30
• Booking arrangements for the Auditorium Madrid Hotel	26 - 27
• Information on the Auditorium Madrid Hotel	28 - 30
5. Support for the participation of developing country Contracting Parties	31 - 35
6. Promotional materials	36
7. Side events	37 - 40
8. Important local information	41 - 46
• Weather and time zone	41 - 42
• Foreign exchange and banking facilities	43 - 44
• Electricity	45
• First aid	46
9. Cultural visits on Sunday 11 June 2005	47 - 49
10. Disclaimer	50

For reasons of economy, this document is produced in a limited number of copies. Delegates and observers are kindly requested to bring it to the meetings and to refrain from asking for additional copies, unless strictly indispensable.

Most FAO meeting documents are available on Internet at <http://www.fao.org/ag/cgrfa/gb1.htm>

- Annex 1: Auditorium Madrid Hotel - Plan of conference facilities
- Annex 2: Visa Information
- Annex 3: Text of the letter of invitation
- Annex 4: Example of credentials
- Annex 5: Side event application form
- Annex 6: Travel and cultural visit information form

1. MEETING ARRANGEMENTS

Date and place of meeting

1. The First Session of the Governing Body of the International Treaty on Plant Genetic Resources for Food and Agriculture will be held in Madrid, Spain from 12 to 16 June 2006. The Opening Session will take place on Monday, 12 June 2006, at 10:00 am.

2. The venue will be the Auditorium Madrid Hotel:

Auditorium Madrid Hotel
Avenida de Aragón, 400
Madrid 28022
Tel: +34 91 400 44 44
Fax: +34 91 400 44 49
Web-site: www.hotelauditorium.com

3. Informal regional meetings for representatives of Contracting Parties will take place on Friday 9 June and Saturday 10 June, at the same venue.

4. Sunday 11 July will be free – see options for cultural visits in section 9.

Communications

5. All correspondence related to the meeting should be addressed to the Secretary of the Commission on Genetic Resources for Food and Agriculture as follows:

The Secretary
Commission on Genetic Resources for Food and Agriculture
FAO
Viale delle Terme di Caracalla
00100 Roma
Italy
Tel: +39 06 57054986
Fax: +39 06 57053057
E-mail: cgrfa@fao.org

Admittance of participants

Contracting Parties

6. The meeting is open to duly authorized representatives of all Contracting Parties to the Treaty (i.e. States for which the Treaty has entered into force in accordance with Article 28.2 of the Treaty). As requested by the FAO Director-General in his letter of invitation (see Annex 3) each Contracting Party should:

- communicate the names and contact details (including addresses, telephone and fax numbers, and e-mail address) of its delegate, alternate, expert(s) and adviser(s) to the Secretary of the Commission on Genetic Resources for Food and Agriculture, no later than **28 April 2006**, and
- submit the credentials of these representatives to the Secretary of the Commission on Genetic Resources for Food and Agriculture, insofar as possible, not later than **28 May 2006**. If credentials are submitted in copy or by fax, the original should be submitted upon registration. An example of credentials, issued by a Minister of Foreign Affairs, is at Annex 4.

7. Representatives whose names and credentials have not been submitted before the session will be asked, upon registration, to submit their credentials or to show a letter, on letter-headed paper, confirming their nomination to participate in this session.

States that are not Contracting Parties

8. States that are not Contracting Parties, as well as the United Nations, its specialized agencies and the International Atomic Energy Agency, may be represented as observers at the Session. As requested by the FAO Director-General in his letter of invitation (Annex 3), these observers should communicate by **28 April 2006** the name(s) and contact details (including address, telephone and fax numbers, and e-mail address) of the observer(s) designated to participate in the session to the Secretary of the Commission on Genetic Resources for Food and Agriculture. Observers whose names are not communicated before the session will be asked, upon registration, to show a letter, on official letter-headed paper, confirming their nomination to participate in this session.

Other bodies or agencies

9. Any other body or agency, whether governmental or non-governmental, qualified in fields relating to conservation and sustainable use of plant genetic resources for food and agriculture, may also be represented as observers. Admission of these observers will be subject to the receipt by the Secretary of the Commission on Genetic Resources for Food and Agriculture of an official letter from the body or agency before the opening of the session, providing the name, official title and contact details (including address, telephone and fax numbers, and e-mail address) of the observer(s). Observers of bodies or agencies will be asked upon registration to show a letter, on official letter-headed paper, from their body or agency confirming their nomination to participate in this session.

Registration

10. Registration will take place at the Registration Counter located on the ground floor in front of the main Conference Centre entrance (see *Plan of Conference Facilities* at Annex 1). Registration will commence on Thursday, 8 June 2005, from 14.00 to 17.00, and will continue the following days from 9:00 to 13.00 and from 15.00 to 18:00, with the exception of the Sunday, 11 June 2005, when the Registration Counter will be closed. All participants should register soon after arrival at the Auditorium Madrid Hotel.

11. In order to register, all participants must show an identity card or passport and, as applicable (see section on Admittance) a letter, on official letter-headed paper, confirming their nomination to participate in this session.

12. A *Provisional List of Participants* will be issued during the Session, and revised as necessary. Corrections or additions to the list should be handed to the Secretariat of the Commission.

Documentation

13. The working documents of the Session will be sent to all Contracting Parties and Organizations invited. They will also be posted at the Internet site:
<http://www.fao.org/ag/cgrfa/gb1.htm>.

14. Participants are kindly reminded to bring their own copies of the pre-session documents, including the information documents. For reasons of economy, only Parties and Governments shall be provided with one set of documents per delegation.

15. Documents prepared during the Session will be obtainable from the Documents Distribution Desk (see *Plan of Conference Facilities* at Annex 1).

2. FORMALITIES FOR ENTRY INTO SPAIN: VISA REQUIREMENTS

16. Entry into Spain requires the presentation of a passport or travel document that certifies the identity of the traveller and is valid under the international agreements signed by Spain and not subject to specific prohibitions.

17. Citizens of the member states of the European Economic Area (member states of the European Union, Iceland, Liechtenstein and Norway) and of the Swiss Confederation have the right to circulate freely in each other's territories, subject to proof of identity by valid passport or identity card.

18. Visas may in certain circumstances be required by nationals of other countries. Annex 2 provides information on visa requirements.

19. Application forms for Schengen Visas are available at Embassies and Consulates. Copies of the relevant visa application form in Spanish/English and in Spanish/French can be downloaded at the following Internet sites:

<http://www.mae.es/NR/rdonlyres/81DCEB8D-2827-40E4-BBC6-AB0D02B9D6E9/0/Svisain.pdf>
<http://www.mae.es/NR/rdonlyres/CDAFF6D5-299E-4F80-AA3E-07D467CD87B0/0/Svisifr.pdf>

20. The application should be on the official form which should be presented with a valid passport, a passport-size photograph and documentation certifying participation at the meeting. Further information on visa requirements and procedures is available from the relevant Embassy or Consulate.

21. Participants are advised to apply for a visa sufficiently in advance as the processing of visa applications for the Schengen Area **can take at least three weeks**.

3. TRANSPORT

22. Participants coming by air should arrive at Madrid Barajas International Airport.

23. The Auditorium Madrid Hotel provides a free shuttle service to and from Madrid Barajas International Airport. The shuttle bus has space for up to 20 passengers. This service, which is available to all Hotel guests, runs approximately every 30 minutes and leaves from Terminal 1 (International Arrivals) in front of Sala 2 and from Terminal 2 (National Arrivals) in front of Sala 5. For those arriving at the new Terminal 4 (International Arrivals) please note that the pick-up point has yet to be finalized. An information desk will be set up at the exit from customs at each Terminal on Thursday 8 June and Sunday 11 June, which will be manned from 10.00 to 23.00. For those arriving at other times, multilingual airport help staff, which can be identified by their bright lime-green jackets, will be briefed to provide advice. For possible up-dates on travel advice, please check the FAO website at <http://www.fao.org/ag/cgrfa/news.htm> prior to departure.

24. Additional transport may be organized if the need arises. To help the organizers to make any necessary arrangements, participants are requested to complete and return the travel and cultural visit information form at Annex 6.

25. Taxis from the Airport to the Auditorium Madrid Hotel should cost no more than €20 in

normal traffic conditions. Participants are strongly encouraged to take official taxis, which leave from official taxi ranks and are white with a red band on their sides.

4. HOTEL ACCOMMODATION AND FACILITIES

Booking arrangements for the Auditorium Madrid Hotel

26. Participants are responsible for making their own hotel bookings, with the exception of those delegates from developing countries Contracting Parties that are being supported by Spain. Spain has arranged for accommodation to be available for all participants at the 4-star Auditorium Madrid Hotel, provided that a booking is made no later than **7 May 2006**. Participants are therefore advised to make their booking on-line, at www.hotelauditorium.com, as soon as possible.

27. Given the location of the venue and the heavy agenda for the Session, participants are strongly encouraged to use the Auditorium Madrid Hotel.

Information on the Auditorium Madrid Hotel

28. The Auditorium Madrid Hotel was inaugurated in July 2003 and provides Madrid with its largest meetings and conventions hotel. It has 870 rooms, including 28 Junior Suites and 2 Presidential Suites.

29. Each room is provided with free ADSL connection and there is free Wi-Fi connection covering all public areas and meeting rooms. An internet café, specifically for the use of participants, is available in the Salón Cambridge (see *Plan of Conference Facilities* at Annex 1) The meeting rooms allocated to Regional Groups will also be furnished with a computer with internet access.

30. Other services available in the hotel include: a fully equipped fitness centre, a heated pool, and a business centre. Doctors may be contacted through the Hotel. For further information, visit the hotel website on www.hotelauditorium.com.

5. SUPPORT FOR THE PARTICIPATION OF DEVELOPING COUNTRY CONTRACTING PARTIES

31. The Spanish government has generously offered to support the participation of up to two delegates from each developing country Contracting Party. The support will include the two days of regional consultations and will take the form of a pre-paid economy class return ticket to Madrid, accommodation in the Auditorium Madrid Hotel and food.

32. To benefit from this support, the following procedures must be followed:

- As requested by the FAO Director-General in his letter of invitation (see Annex 3) each Contracting Party should communicate the names and details of its delegate, alternate, expert(s) and adviser(s) to the Secretary of the Commission on Genetic Resources for Food and Agriculture, **no later than 28 April 2006**.
- Developing country Contracting Parties who wish to benefit from the support offered by Spain should inform the Secretary of the Commission on Genetic Resources for Food and Agriculture, indicating for which delegate or delegates, **no later than 28 April 2006**.
- The delegates concerned should, as soon as possible thereafter, contact the FAO

Representation in their countries or, where there is no FAOR, the UNDP office, and provide them with their full name and contact details (full postal address, telephone and fax numbers, and e-mail address) and precise travel itineraries.

33. FAO Representations in developing country Contracting Parties have been made aware of the procedures to be followed.

34. Please note that developing country participants benefiting from support should take no action to book their hotel rooms. Their rooms will be booked on their behalf.

35. All delegates, including those receiving support, are responsible for arranging their own visas (see section 2).

6. PROMOTIONAL MATERIALS

36. A number of tables will be set up in the space between Salones Venecia/Milan and Salones Munich/Bonn (See *Plan of Conference Facilities* at Annex 1) on which promotional materials may be displayed.

7. SIDE EVENTS

37. Requests for side events should be submitted using the form at Annex 5 to this Information Note. The deadline for receipt of requests is **7 May 2006**. Requests received after that deadline may not be considered. Requests for side-events should be addressed to:

Álvaro Toledo
Commission on Genetic Resources for Food and Agriculture
FAO
Viale delle Terme di Caracalla
00100 Roma
Italy
e-mail: Alvaro.Toledo@fao.org
Tel. (39) 06 570 54497
Fax.(39) 06 570 53057

38. Up to four side-events per day will be scheduled over the lunch period (13.15 to 14.45) and, with the exception of Friday 16 June, in the evening after the closing of the afternoon sessions (18.15 to 19.45). If the number of requests exceeds the slots available, the Secretariat will determine which requests will be accepted.

39. Rooms for side events, together with one LCD projector (for PowerPoint presentations) and one overhead projector (for transparencies) will be made available free of charge. All other requirements will be subject to a charge.

40. Please note that side events may be rescheduled to facilitate the needs of the Governing Body.

8. IMPORTANT LOCAL INFORMATION

Weather and Time Zone

41. Madrid is situated in the centre of Spain, at an altitude of 680m. The weather in mid-June

tends to be warm, with normal daytime temperatures reaching 27°C and night-time temperatures falling to 15°C. As a result, light spring clothes are advised, with something a little warmer for the evenings. During this period rain is not very frequent, but light spring showers are possible.

42. The standard time zone is GMT + 1 hour.

Foreign Exchange and Banking Facilities

43. The exchange rate in March 2006 was about US\$ 1= €0.84. Most credit cards are accepted.

44. An automatic teller machine is located within the Hotel and the Hotel offers an exchange service for most major currencies.

Electricity

45. The voltage in Madrid is 220v.

First Aid

46. First aid will be available in the meeting place throughout the meeting.

9. CULTURAL VISITS ON SUNDAY 11 JUNE 2006

47. Participants are offered a choice of cultural visits on Sunday 11 June. The options are:

- **Option 1: Madrid** - A guided tour of the center of Spain's capital.

The tour includes a morning walk through Madrid's old town "Madrid de los Austrias" and a visit to the Royal Palace. After a traditional Madrid lunch, the coach will make a panoramic tour of Madrid sights.

- **Option 2: Toledo** - A guided tour of Toledo, the "City of the three cultures".

Toledo is located on the banks of the river Tajo. Highlights of the visit include a tour through the old center and its arab buildings, the city's "El Alcazar" fortress and the Cathedral.

- **Option 3: Segovia** - A guided tour of Segovia, a UNESCO World Heritage Site.

The tour includes a visit to the Royal Site of La Granja, including the Royal Palace and its Versailles-like gardens. In the afternoon there will be a tour of the city, including the aqueduct, the cathedral and the city fortress.

48. Each tour costs €60, including lunch and entry into any sites visited. The tours start at 9:15 and finish around 19:00 – 19:30.

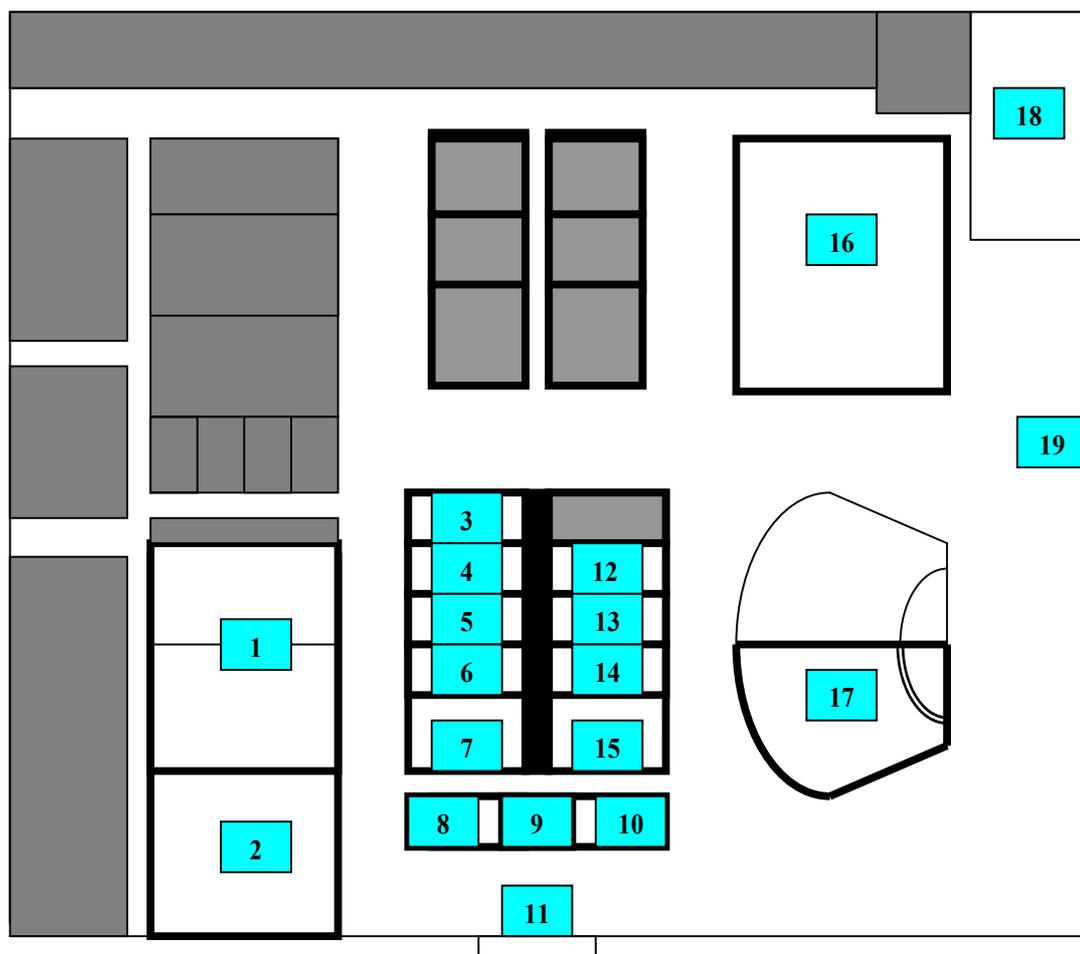
49. The tours will go ahead provided that a minimum of 40 persons take part on each case. Formal booking must be made at the Hotel Registration and Information Desk (see *Plan of Conference Facilities* at Annex 1). Participants are encouraged to do this as soon as possible after their arrival. In order to help the organizers, those intending to participate in one of the cultural visits are requested to complete and return the travel and cultural visit information form in Annex 6.

10. DISCLAIMER

50. The FAO disclaims all responsibility for medical, accident and travel insurance, for compensation for death or disability, for loss of or damage to personal property and for any other loss that may be incurred during travel time or the period of participation. In this context, it is strongly recommended that participants secure prior to departure international medical insurance for the period of participation.

ANNEX 1

**AUDITORIUM MADRID HOTEL
PLAN OF CONFERENCE FACILITIES**

**KEY**

- | | |
|---|---|
| 1. Salones Venecia and Milan – Plenary and Working Group 1. | 10. Hotel registration for participants and information desk. |
| 2. Salón Roma – Working Group 2, G77 & China. | 11. Entrance to conference centre. |
| 3. Salón Frankfurt – Non-governmental Organizations. | 12. Salón Dresden – Southwest Pacific Region. |
| 4. Salón Munich – Asia Region. | 13. Salón Baden Baden – North America Region. |
| 5. Salón Dusseldorf – Latin America and Caribbean Region. | 14. Salón Potsdam – Near East Region. |
| 6. Salón Colonia – Africa Region. | 15. Salón Berlin – Europe Region. |
| 7. Salón Bonn – Secretariat. | 16. Salón Madrid – Breakfast, lunch and dinner. |
| 8. Delegate registration desk. | 17. Auditorium A – Opening Ceremony. |
| 9. Document desk. | 18. Bar. |
| | 19. Main hotel entrance. |

ANNEX 2

VISA INFORMATION

A. List of other countries whose nationals are exempt from an entry visa when holding an ordinary passport

Andorra, Argentina, Australia, Bolivia, Brazil, Brunei Darussalam, Bulgaria, Canada, Chile, Costa Rica, Croatia, El Salvador, Guatemala, Holy See, Honduras, Israel, Japan, Rep.of Korea, Malaysia, Mexico, Monaco, New Zealand, Nicaragua, Panama, Paraguay, Romania, San Marino, Singapore, United States of America, Uruguay, Venezuela. Also exempt are holders of passports issued by the Hong Kong Special Administrative Region (People's Rep. of China) and the Macao Special Administrative Region (People's Rep. of China).

The holders of ordinary passports of other countries not included in the above list are subject to visa requirements.

B. List of countries whose nationals are exempt from an entry visa when holding a diplomatic or service passport

Colombia (DS), Ecuador (DS), Former Yugoslav Republic of Macedonia (DS), Morocco (D), Peru (DS), Philippines (DS), Tunisia (D), Turkey (DS). Also exempt are all nationals in list A with the exception of the United States of America.

(D: Diplomatic passport; S: Service passport)

The holders of diplomatic or service passports from the remaining countries are subject to visa requirements.

Information on the issue of visas

The visa application should be presented in person or through accredited representative to the Embassy or Consulate of Spain in the country of normal residence of the applicant. Should Spain not have diplomatic or consular representation in the country in question, the application should be presented to the Embassy or Consulate of the member country of the European Union representing it, as follows:

Albania (FR), Armenia (IT), Azerbaijan (FR), Bahrain (FR), Bangladesh (FR), Belarus (FR), Benin (FR), Botswana (FR), Brunei (DE), Burkina Faso (FR), Burundi (BE), Cambodia (FR), Cape Verde (PT), Central African Republic (FR), Chad (FR), Comoros (FR), Rep. of Congo (BE), Democratic People's Rep. of Korea (DE), Djibouti (FR), Eritrea (DE), Fiji (FR), Georgia (DE), Guinea (FR), Guinea-Bissau (PT), Kyrgyzstan (DE), Laos (DE), Former Yugoslav Rep. of Macedonia (FR), Madagascar (FR), Malawi (DE), Mali (FR), Malta (FR), Mauritius (FR), Monaco (FR), Mongolia (DE), Myanmar (FR), Nepal (FR), New Zealand (DE), Niger (FR), Oman (FR), Papua New Guinea (FR), Qatar (FR), Rwanda (DE), Saint Lucia (FR), San Marino (IT), Sao Tome and Principe (PT), Seychelles (FR), Sri Lanka (FR), Sudan (FR), Suriname (NL), Tajikistan (DE), Togo (FR), Trinidad and Tobago (FR), Turkmenistan (DE), Uganda (FR), Uzbekistan (DE), Vanuatu (FR), Yemen (FR), Zambia (FR).

(BE: Belgium, DE: Germany, FR: France, IT: Italy, NL: Netherlands, PT: Portugal)

ANNEX 3

TEXT OF THE LETTER OF INVITATION

The Director-General of the Food and Agriculture Organization of the United Nations has the honour to extend an invitation to attend the First Session of the Governing Body of the International Treaty on Plant Genetic Resources for Food and Agriculture (ITPGRFA), at the kind invitation of the Government of the Kingdom of Spain. The Session will be held at the Auditorium Madrid Hotel, Avenida de Aragón 400, Madrid, from 12 to 16 June 2006. The opening meeting will begin at 10.00 a.m. on Monday 12 June 2006. The Session will be preceded by two days of regional consultations, on 9 and 10 June 2006.

The Governing Body is convened under the provisions of Article 19 of the ITPGRFA and is open to all Contracting Parties of the International Treaty and to observers.

The Session will be conducted in Arabic, Chinese, English, French, Russian and Spanish. In view of the number of issues to be considered by the Governing Body, facilities are available for parallel sessions, should the Governing Body so decide.

The draft Provisional Agenda is attached. Further documents will be sent as soon as they are available. The documents for the Governing Body are also available on the FAO website at: <http://www.fao.org/ag/cgrfa/gb1.htm>

The Director-General would appreciate receiving by 28 April 2006 the name(s) of the delegate, alternate, expert(s) and adviser(s) of each Contracting Party or, in the case of Non-Parties, the name(s) of the observer(s), designated to participate in the Session. The name(s), the official title(s) and address(es), including telephone, fax numbers and e-mail address(es) of each delegate, alternate, expert and adviser of a Contracting Party and, in the case of Non-Parties, of each observer should be communicated to:

The Secretary
Commission on Genetic Resources for Food and Agriculture
Food and Agriculture Organization of the United Nations
Viale delle Terme di Caracalla
00100 Rome
Italy
Tel: +39 06 5705 4986
Fax: +39 06 5705 3057
E-mail: cgrfa@fao.org

Any queries or requests for information should also be addressed to the Secretary of the Commission on Genetic Resources for Food and Agriculture at the above address.

Each Contracting Party is requested to submit the credentials of its delegate, alternate and expert(s) and adviser(s) designated to attend the meeting to the Secretary of the Commission on Genetic Resources for Food and Agriculture, insofar as possible, not later than 28 May 2006. Please note that submission of credentials prior to the meeting would greatly facilitate the advance clearance process by the Secretariat. The credentials should be issued by, or on behalf of, the Head of State or Government, the Minister for Foreign Affairs or the minister concerned, or, in the case of a regional economic integration organization, by the competent authority of that organization. If credentials are submitted in copy or by fax, the original should be submitted upon

registration. An example of credentials, issued by a Minister for Foreign Affairs, is attached for your information (see Annex 4 to this Information Note).

At the joint initiative of the Government of the Kingdom of Spain and FAO, a Ministerial segment will be held during the course of the Governing Body. The Ministerial segment will be open to Ministers from Contracting Parties.

The Government of the Kingdom of Spain has kindly agreed to support the participation of developing country Contracting Parties. In the light of possible parallel sessions, they will cover travel costs and accommodation for up to two delegates for each developing country Contracting Party. To be eligible for this support, developing country Contracting Parties should inform the Secretary of the Commission on Genetic Resources for Food and Agriculture, at the above address, of their wish to avail themselves of this offer, and the names of the participants, by no later than 28 April 2006.

Participants are advised to enquire at the nearest Spanish Embassy or Consulate whether visas are required to enter Spain, at least 30 days before the date of the meeting.

ANNEX 4

EXAMPLE OF CREDENTIALS

[Name of Ministry]

THE MINISTER FOR FOREIGN AFFAIRS OF [STATE]

Considering that it is desirable that the Government of [State] will be represented at the First Session of the Governing Body of the International Treaty on Plant Genetic Resources for Food and Agriculture, to be convened in Madrid, Spain, from 12 to 16 June 2006,

HAS DECIDED

To appoint a delegation which shall be entitled to take part in the above-mentioned meeting and to designate as:

Delegate

[Name] – [Position]

Alternate

[Name] – [Position]

Adviser(s)/ expert(s)

[Name] – [Position]

[Name] – [Position]

Signed and sealed at [place and date]

MINISTER OF FOREIGN AFFAIRS

ANNEX 5

SIDE EVENT APPLICATION FORM

Please ensure that all the information requested below (1 to 8) is provided

1. Event title: _____

2. Name of Organiser: _____

3. Full name + acronym of organization: _____

4. Expected number of Participants: _____

5. Preferred date and time:

First Choice: __/06/2006 time: 12:15- 13:45 18.15 – 19.45

Second choice: __/06/2006 time: 12:15- 13:45 18.15 – 19.45

Third choice: __/01/2006 time: 12:15- 13:45 18.15 – 19.45

6. Requirements (Please indicate if either of the following, which are provided at no cost, is required.)

LCD Projector (for PowerPoint presentations)

Overhead Projector (for transparencies)

7. Additional requirements (Any requirements for additional equipment, or for food to be made available to participants, will be subject to a charge. Please indicate below any such additional requirements. You will be informed as to the charge.)

8. Date of submission: DD/MM/YY

9. Comments:

 ANNEX 6

TRAVEL AND CULTURAL VISIT INFORMATION FORM

**ALL PARTICIPANTS ARE INVITED TO COMPLETE THE FOLLOWING FORM,
WHICH WILL PROVIDE ESSENTIAL INFORMATION FOR THE ORGANIZERS**

Personal Details

NAME

NATIONALITY.....

ORGANIZATION

Travel Plans

To facilitate the provision of adequate transport from Madrid Barajas International Airport to the Auditorium Madrid Hotel, you are requested to provide the following information:

I will arrive on (date):	I will depart on (date):
Flight Number:	Flight Number:
Flight arrival time:	Flight departure time:

Cultural Visit Preference

To facilitate the organization of the cultural visits, please provide the information below.

**PLEASE NOTE THAT YOU MUST FORMALLY BOOK YOUR CHOSEN VISIT AS
SOON AS POSSIBLE AFTER YOUR ARRIVAL IN MADRID (SEE SECTION 9)**

I do not wish to participate in the cultural visits.

I would like to participate in the following cultural visit (please indicate):

Option 1: Madrid - A guided tour of the center of Spain's capital.

Option 2: Toledo - A guided tour of Toledo, the "City of the three cultures".

Option 3: Segovia - A guided tour of Segovia, a UNESCO World Heritage Site.

Please return the completed form to:

Pilar Villalba
 E-mail: pvillalb@mapya.es
 Telephone: 0034 91 347 51 14
 Fax: 00 34 91 347 52 92