

June 2008



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

LATIN AMERICAN AND CARIBBEAN FORESTRY COMMISSION

TWENTY-FIFTH SESSION

Quito, Ecuador, 29 September - 3 October 2008

Information Note for Participants

Place and date

1. At the kind invitation of the Government of the Republic of Ecuador, the 25th Session of the Latin American and Caribbean Forestry Commission (LACFC) will be held in the city of San Francisco de Quito, Ecuador, from 29 September to 3 October 2008, at the Hilton Colón Internacional Hotel, Av. Amazonas y Patria (at the corner and approximately 15 minutes from Internacional Mariscal Sucre Airport. The hotel contact person is Mrs María Alexandre Martínez, phone: (593-2) 2560666, Fax: (593-2) 2562701, email: amartinez@hiltoncolon.com, Internet address: www.quito.hilton.com

2. Participants should fly to Internacional Mariscal Sucre Airport, which is located 8 km from the city centre. Participants wishing to be met at the airport should send their flight number, date and time of arrival, in advance, to the organizers, who will arrange for transfers to the hotel.

3. The Opening Session will take place at 09:00 hours on Monday, 29 September.

Communications

4. All correspondence related to the **Session** should be addressed to the Commission, as follows:

Mr Carlos Marx Carneiro
Secretary of the Commission
Senior Forestry Officer
FAO Regional Office for Latin America
and the Caribbean
Santiago, Chile

Tel: (56-2) 923-2214
Fax: (56-2) 923-2101
E-mail: Carlos.Carneiro@fao.org

5. Correspondence related to **hotel reservations** and **airport reception** should be addressed to:

Mrs Rossana Pazmiño / Gustavo Galindo
Dirección Forestal
Ministry of Environment
Quito, Ecuador

Tel: (593-2) 256-3542
Fax: (593-2) 250-6446
E-mail: rpazminio@ambiente.gov.ec;
ggalindo@ambiente.gov.ec

Registration

6. Registration of participants will take place on Sunday, 28 September, from 17:30 to 19:00 hours, and on Monday, 29 September, from 08:30 to 09:00 hours, at the Hilton Colón Internacional Hotel. Participants are kindly requested to return the **Enrolment Form located at the end of this document** before **27 August 2008**.

Lodging

7. Rooms have been reserved at the Hilton Colón Internacional Hotel (the same venue as LACFC 25). The rate for participants in a single or double room is USD 87,40 per night per participant and the breakfast buffet rate is USD 9,76. These costs include taxes. The Government of the Republic of Ecuador will kindly provide lunch and transport airport/hotel/airport for the participants.

Languages and documentation

8. The working languages of the Commission meeting will be Spanish, English and also French if a French-speaking Member Nation participates. Simultaneous interpretation and documents will be provided in these languages accordingly. Documents will be distributed to Member States before the session and **participants are kindly requested to bring them to the meeting, as there will only be a limited number of copies available**.

Documents will also be available at the Web site of the FAO Regional Office <http://www.rlc.fao.org/es/comisiones/coflac/2008/defaulte.htm> and at the Web site of the Ministry of Environment of Ecuador www.ambiente.gov.ec

Passports and visa

9. Participants attending the event should contact the Embassy or Consulate of the Republic of Ecuador in their countries regarding entry formalities. For additional information, participants are invited to consult the official Internet site of the Metropolitan Corporation of Tourism: http://www.quito.com.ec/interna.asp?id_modulo=6&id_submenu=11

The Government of the Republic of Ecuador will grant a visa free-of-charge to all official delegates of the member countries of the LACFC who require a visa.

Foreign exchange

10. The local currency in Quito is the US dollar. Diners, Visa, Mastercard and American Express are accepted in tourist locations, shops and at the Hilton Colón Internacional Hotel.

Airport tax

11. The airport tax when leaving the country is USD 40.80.

Excursion

12. On Thursday, 2 September, there will be a field visit. It is recommended that participants wear appropriate clothing and shoes, and take with them a sweater or raincoat and bathing suit. A visit to the Papallacta spa is foreseen.

General information about the country

13. Ecuador is located in the northwest of South America, and the equinoctial line divides it in two hemispheres. The country is bordered to the North by Colombia, to the South and East by Peru and to the West by the Pacific Ocean. The presence of the mountain range of the Andes, of the marine currents and of the Amazonia, generates significant changes on the country's climate. It has four geographical regions: Coast, Saw, Amazonia and the Galapagos. Administratively, it is divided into 23 provinces. The country covers an area of 256.370 square kilometres. Its population exceeds 12.5 million inhabitants. Further information can be obtained from the following internet site: <http://www.vivecuador.com>

14. *Quito*: the Metropolitan District and capital of the Republic of Ecuador, finds itself between a contemporary and a colonial city that is constantly being built each day. The modern structure mixes with the crossbreeding and colonial heritage where both national residents and foreign visitors always find a place to work, enjoy and remember. Located in the Andes mountain range 2.800 meters above sea level, it occupies a plateau of 12.000 square kilometres. The city is surrounded by the Pichincha, Cotopaxi, Antizana and Cayambe volcanoes that make up the majestic Andean contour. Because of its physical beauty, its traditions, mystic corners and valuable legends, it is considered "Reliquary of the American Art". Because of these main characteristics, Quito was declared by UNESCO as the "Cultural Heritage of Humanity".

Climate

15. The average temperature fluctuates between 10°C and 25°C, with great climatic contrasts during the day that allow the natives of Quito and their hosts to enjoy the four seasons of the year twenty-four hours a day, as if it were an eternal spring. Further information can be obtained from the following Internet site: <http://espanol.weather.com>

Electricity

16. Electric power in Ecuador is 110 V, 60Hz and flat plugs.

**LATIN AMERICAN AND CARIBBEAN FORESTRY COMMISSION
25TH SESSION**

Quito, Ecuador
29 September – 3 October 2008

ENROLMENT FORM

Please complete this form, either typed or in block letters, and send it by E-mail to the LACFC Secretariat: Nancy.Ayub@fao.org or by Fax: (56-2) 923-2136 before **27 August, 2008**

Name:

Surname:

Country:

Institution:

Job title:

Address:

Phone: ()

Fax: ()

E.mail:

Please make the following reservation at the Hilton Colón Internacional Hotel from _____ to _____.

Single room:

Double room:

Arrival at:

Internacional Mariscal Sucre Airport

day _____, time _____, flight _____ N° _____

Departure from:

Internacional Mariscal Sucre Airport

day _____, time _____, flight _____ N° _____

Field trip participation: YES NO

Enquiries may also be addressed to:

1. Mrs Rossana Pazmiño
Dirección Forestal
Ministry of Environment
Quito, Ecuador
Tel: (593-2) 2 563-542
Fax: (593-2) 2 506-446
E-mail: rpazminio@ambiente.gov.ec

2. Mrs Nancy Ayub
Secretary Forestry Group
FAO Regional Office for Latin America
and the Caribbean
Santiago, Chile
Tel: (56-2) 923-2215
Fax: (56-2) 923-2136
E-mail: Nancy.Ayub@fao.org