

April 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

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## THIRTIETH REGIONAL CONFERENCE FOR LATIN AMERICA AND THE CARIBBEAN

Brasilia, Brazil, 14 to 18 April 2008

### INFORMATION NOTE

#### Conference arrangements

1. The 30<sup>th</sup> FAO Regional Conference for Latin America and the Caribbean will be held in the Palacio Itamaraty, Brasilia, from 14 to 18 April 2008. The Technical Committee of the Conference will meet on 14 and 15 April 2008. The Inaugural Ceremony of the Plenary Session will take place at 09.00 hours on 16 April 2008 in the Plenary Hall of the Palacio Itamaraty.
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 each day with detailed information on Conference business, timetable, items for discussion and matters of general interest.
4. The Provisional Timetable (LARC/08/INF/2) and the Provisional List of Documents (LARC/08/INF/3) are included with the letter of invitation, together with the Provisional Annotated Agenda (LARC/08/1). This latter document will continue to be provisional until adopted as final by the Conference.
5. FAO has appointed the Conference Secretary (para.12). He will be assisted by FAO staff whose names and functions will be included in a list circulated on the first day of the Conference.

#### Working languages

6. Simultaneous interpretation will be provided in English, French and Spanish. Documentation will also be in English, French and Spanish. The Host Government will provide simultaneous interpretation in Portuguese, but the documents will not be translated into that language.

#### Press liaison and information

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

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 [www.fao.org](http://www.fao.org)

8. Journalists will be accredited at the press office especially set up at the Palacio Itamaraty, on presentation of two passport photographs and a letter of assignment from their employer.

### **Documentation**

9. The working documents will be sent to all invited governments and organizations before the Conference begins and will be available on the Internet at <http://www.rlc.fao.org>. Documents produced during the Conference will be available to participants from the documents distribution desk located in the lobby to the Plenary Hall, where staff will also deliver mail and messages and provide 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 transmit the text in Spanish or English 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 statements**

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 interpreters.

### **Correspondence**

12. All correspondence relating to the Regional Conference should be addressed to:

**Conference Secretary**

Mr Carlos Marx Carneiro

30<sup>th</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) 337-2001 /02

*until 4 April 08:* Tel: (56-2) 337-2214 / 337-2309

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 the meeting rooms.

### **Entry formalities for Brazil**

15. Delegates attending the Conference should contact the embassy or consulate of Brazil to enquire about entry formalities. The Brazilian 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 their country of residence, 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 of passport, and duration of stay in Brazil, so that an entry visa can be requested from the relevant authorities. The invitation to the Regional Conference should be shown to the Brazilian diplomatic representation to facilitate the visa process.

16. Brazil requires the following vaccinations for international travellers: (a) the international certificate of vaccination against yellow fever for persons having transited in the previous three

months through or coming from Angola, Benin, **Bolivia**, Burkina Faso, Cameroon, **Colombia**, **Ecuador**, Gabon, Gambia, Ghana, Guinea Bissau, French Guyana, Liberia, Nigeria, **Peru**, the Democratic Republic of the Congo, Sierra Leone, Sudan, **Venezuela** and Zaire. This vaccination is also recommended for people intending to visit the following Brazilian states: Acre, Amazonas, Amapá, Federal District, Goiás, Maranhão, Mato Grosso do Sul, Pará, Rondônia, Roraima and Tocantins.

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

18. The Brazilian authorities will make special arrangements to meet participants on their arrival, assisting them with passport control, baggage claim, customs formalities and hotel transfer. Similar arrangements will be made on their departure.

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

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

20. The Brazilian currency is the real which can be used for all transactions in that currency in the national territory, tourist installations and other commercial or public service establishments. International credit cards are also accepted. Automated teller machines are available in the hotel lobbies for withdrawal of local currency. Hotel accommodation is paid in local currency.

### **First aid**

21. Medical and first aid attention will be available during meeting times in the Palacio Itamaraty. The hotel has a doctor and nurse on duty between 08.00 and 18:00 hours. Ambulances need to be called.

### **Registration**

22. Registration will take place in the Palacio Itamaraty on Sunday 13 April between 09.00 and 17.00 hours and on Monday 14 April from 08.00 hours. All participants are kindly requested to register as soon as possible in the registration area and collect their identity 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 registered participants will receive identity badges giving them access to the Conference meeting rooms.

### **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 coordinated. Formal dress is required at the Inaugural Ceremony.

## Climate

25. Brasilia lies at about 900 metres above sea level. The average temperature in April is 25°C (77°F) with probable fluctuations between 22° and 27°C.

## Electricity

26. The current in Brasilia is 220 volts, 50 hertz.

## Hotel accommodation

27. Requests for hotel reservations should be made using the form in Appendix A which should be sent to the Conference Secretariat at the indicated address as soon as possible. Reservation requests will be held until *1 March 2008*. Reservations after that date will not benefit from the special rates indicated below.

28. The average cost of a meal in Brasilia is about US\$15.

29. The Conference Secretariat has made special arrangements for all participants to stay at the hotels Manhattan and Kubitschek which are opposite each other. There will be bus transportation to the Conference venue each morning.

### 1. Hotel Manhattan

SHN Quadra 2, Bloco A  
CEP 70.702-900 Brasilia, Brazil  
Telephone (55-61) 3319-3543

Only has standard single/double rooms at R\$185 plus tax (10% fixed + R\$2 per day), buffet breakfast included.

### 2. Hotel Kubitschek

SHN Quadra 2, Bloco E  
CEP 70.702-904 Brasilia, Brazil  
Telephone (55-61) 3319-3543

The types of room and rates are listed below, buffet breakfast included. Tax should be added (10% fixed + R\$2 per day).

Type of room	Reals \$
Standard single/double	205
Standard superior	237
Deluxe	260
Deluxe superior	292
Diamantina suite	325
Brasilia suite	390

**Appendix A**  
**HOTEL RESERVATION AND ARRIVAL FORM**

**Name** .....

**Position** .....

**Institution** .....

**Postal address** .....

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**Telephone** ..... **Fax** .....

**E-mail** ..... *official*  *personal*

Attending as: **Head of Delegation**  **Delegate**  **Observer**  **Secretariat**

**Accompanying party:** Yes  No  Number in accompanying party

**Arrival:** Date..... Time ..... Airline/flight n°.....

Arriving from .....

**Departure:** Date..... Time ..... Airline/flight n°.....

**Hotel Manhattan:** Standard single/double rooms only

**Hotel Kubitschek:** Standard single/double  Standard superior

Deluxe  Deluxe superior  Diamantina suite  Brasilia suite  Presidential suite

**Special needs:** .....

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**NOTE:** Each delegate or observer is kindly requested to fill this form and 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 2008, even if full flight details are not available. These can be sent later.