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منظمة
الأغذية والزراعة
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FAO REGIONAL CONFERENCE FOR LATIN AMERICA AND THE CARIBBEAN

Thirty-eighth Session

Georgetown, Guyana, 11-13 March 2024 and 18-21 March 2024

Information Note

Conference arrangements

1. The 38th Session of the FAO Regional Conference for Latin America and the Caribbean will be held in two segments: a Senior Officers Meeting (SOM) from 11 to 13 March 2024, which will be held in virtual modality, and a Ministerial Session from 18 to 21 March 2024, in hybrid modality, with the physical presence of some participants at the Arthur Chung Conference Centre, Georgetown, Guyana.
2. The SOM will begin its proceedings each day at 10.00 hours. The opening of the Ministerial Session will take place on 18 March 2024, at 13.00 hours, together with the opening ceremony, while the Session will start at 8.30 hours on the second and the third day. The proceedings of the Ministerial Session will start at 10.15 hours on the fourth day. All session times refer to Georgetown, Guyana (GMT/UTC-4).

Registration and accreditation

3. Registration for the Regional Conference can be completed through the Regional Conference platform: <https://bit.ly/LARC38Registration>. Upon registration, Delegates will receive instructions on how to access the Zoom conference system.
4. Once the registration is completed, Members are invited to download the LARC38 Connect App. This is the all-in-one single point of access for engaging and connecting with all aspects of the Regional Conference, receiving real-time notifications, accessing the timetable and documents, and more. The App can be downloaded from any iOS or Android mobile device.
5. Delegates are kindly reminded that they will need to present duly authorized credentials to certify their status as a representative of their country or institution to the Regional Conference. Daily registration for entry to the Regional Conference will be required to ensure security and Delegates will be required to present their authorized credentials.

Documentation

6. The Provisional Annotated Agenda (LARC/24/1), the Provisional Timetable (LARC/24/INF/2) and the Provisional List of Documents (LARC/24/INF/3) are available on the Regional Conference

Documents can be consulted at www.fao.org.

website: <https://www.fao.org/about/meetings/regionalconferences/larc38/documents/en/>. Working documents will be made available before the Regional Conference commences.

Working languages

7. The working languages of the Regional Conference are English, French and Spanish. Simultaneous interpretation will be provided for both SOM and Ministerial Session and the documentation will also be issued in these languages.
8. In order to ensure accuracy of interpretation, Delegates are kindly requested to submit their statements in advance to RLC-Conferencia@fao.org.

Press liaison and information

9. For the duration of the Regional Conference, the FAO Information Officer, assisted by a Press Officer of the Government of Guyana, will provide contacts with the press and be responsible for matters concerning information to the public.
10. Journalists will be accredited on presenting two passport size photographs and a letter of assignment from their editor or employer to the accreditation desk at the Regional Conference venue.

Webcasting

11. All plenary sessions will be webcast live and uploaded to the Regional Conference website <https://www.fao.org/events/detail/larc38/en>.

Draft recommendations and amendments

12. Delegates who wish to submit draft recommendations or other documents requiring a decision by the Regional Conference are requested to provide an electronic version of their texts in English, French or Spanish to the Regional Conference Secretary at RLC-Conferencia@fao.org.

Correspondence and general enquiries

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

Conference Secretary

Eve Crowley

FAO Regional Office for Latin America and the Caribbean, Santiago, Chile

email: RLC-Conferencia@fao.org

and copied to the **Government Liaison Officer** at the address below:

Catherine Martin

Tel.: +592 673-8441

Email: cmartin@moa.gov.gy

14. Delegates and observers will have access to information on travel and tourism on the Regional Conference website: <https://www.fao.org/events/detail/larc38/en>.

Conference venue

15. The Arthur Chung Conference Centre is conveniently located in Georgetown's Liliendaaal neighbourhood, a residential area 10 minutes from the Eugene Corriea International Airport and 55 minutes from the Cheddi Jagan International Airport. Georgetown's attractions are easily

accessible from the conference venue and the recommended hotel with its array of museums, churches, shopping malls, parks and local markets.

Arthur Chung Conference Centre
Liliendaal
Georgetown, Guyana
Tel.: +592 222-7503
email: acc@acc.gov.gy

Requirements for entering Guyana

16. There are only three countries in Latin America and the Caribbean that require a visa to enter Guyana: El Salvador, Nicaragua and Paraguay. Holders of passports from Guatemala, Honduras and Mexico, with valid visas of the United States of America, the United Kingdom of Great Britain and Northern Ireland, Canada and Schengen, may enter Guyana for a period of 90 days. Otherwise, they will need to apply for a Guyana visa. Requirements can be found at: https://www.minfor.gov.gy/sites/default/files/2022-02/New_Immigration_Procedures_Visa_Fees.pdf. Countries from other continents can view entry requirements at the same link.
17. Visa applications should be made by the applicant, online, on the Ministry of Home Affairs' visa portal, which can be accessed at <https://eservices.iss.gov.gy/visitor-visa?new=1>. A visitor's visa will be provided to delegates free of charge. Once the application form is submitted online, applicants are advised to note the reference number, which they should forward to minfor@minfor.gov.gy.
18. It is worth noting that the visa application should be submitted by 8 March 2024. Arrangements will be in place for the visas to be issued upon arrival in those cases where persons are unable to apply at Embassies or Consulates of Guyana.
19. All participants in the Regional Conference are advised to finalize, at an early date, return travel arrangements. Immediately upon arrival in Guyana, participants are advised to contact the travel desk at the Regional Conference premises for special internal visits for spouses and for the reconfirmation of their departure date and time.
20. Computers will be made available in the delegates' lounge, at the Regional Conference venue, to enable delegates to confirm the date and time of return flights.
21. For more information on travel in Guyana, please see: <http://www.guyanatourism.com>.

Reception at the airport

22. Delegates and official observers are requested to state on their registration forms (available on the Registration platform <https://bit.ly/LARC38Registration>) the airline, flight number, date and time of arrival to the country, and whether local transport will be required, among other information. Participants are advised to place distinctive markings on their luggage to facilitate identification and avoid difficulties on arrival at the airport.
23. If required, participants will be provided with airport/hotel/airport transport that will operate according to the information entered on the online registration form pertaining to flight arrival/departure and hotel reservation.
24. The authorities of Guyana will make special arrangements for participants upon their arrival, assist them with formalities regarding immigration, visas, customs, collection of luggage, and provide them with transport to their hotel. Similar arrangements will be made at the end of the Regional Conference.

Hotel accommodation

25. The Pegasus Hotel is the official venue for participants attending the Regional Conference, and it will offer specially discounted rates. It is highly recommended that participants reserve

accommodation as early as possible, as the special room rates have been obtained for a short period of time. After that, the hotel will not be able to guarantee these special rates.

26. Special rates for the Regional Conference are the following:

Business Executive Suites	USD 500
Executive Suites	USD 350
<i>Located in the Suites Wing</i>	

Deluxe King Non-Smoking Room	USD 280
<i>Located in the main tower</i>	

Standard King Non-Smoking Room	USD 250
<i>Located in the Kingston Wing</i>	

Above prices are per night and 14% VAT and breakfast are included.

27. Please send an email to reservations@pegasushotelguyana.com, to the attention of Ms Melissa Sookdeo, stating the group name (FAO), date of arrival and departure and type of accommodation. A confirmation email with the details of the reservation will be sent.

Meals

28. The Arthur Chung Conference Centre will provide lunch and coffee in its facilities, free of charge, for participants during the working hours of the Regional Conference. Breakfast is included in the accommodation rate of the Pegasus Hotel.

Transport to conference venue

29. During the Regional Conference period, shuttle buses will be provided for participants from the Pegasus Hotel to the Regional Conference venue and other programmed venues. The schedule for these shuttles will be posted at the hotel and Regional Conference venue exits.

First aid and medical services

30. A first aid service will be available during meetings at the Arthur Chung Conference Centre. Medical services will also be provided at the hotel.

Receptions

31. Formal attire is required for the opening ceremony.

32. The host Government will hold an evening reception. Further details will be announced during the Regional Conference. Transportation to and from the reception will be provided for Delegates and official observers.

Foreign exchange and banking services

33. The Guyana dollar is the official currency of Guyana. Foreign currency may be exchanged only at banks or licensed exchange bureaux, preferably in airports and hotels.

Weather conditions

34. In Georgetown, the average daytime maximum temperature in March is 30° C (86° F) and can drop to 23° C (73° F) in the evening. There are generally 11.40 hours of sunshine a day, which represents 95 percent of the 12 hours of daylight.

Electricity

35. The voltage in Guyana is generally 120V. The frequency is 60Hz. The power plugs and sockets are type B.

