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Food and Agriculture
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Продовольственная и
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Объединенных Наций

Organización de las
Naciones Unidas para la
Alimentación y la Agricultura

منظمة
الغذية والزراعة
للأمم المتحدة

FAO REGIONAL CONFERENCE FOR LATIN AMERICA AND THE CARIBBEAN

Thirty-third Session

Santiago, Chile, 6 to 9 May 2014

INFORMATION NOTE

Conference arrangements

1. The 33rd FAO Regional Conference for Latin America and the Caribbean will be held in the Conference Centre of the Santiago Marriott Hotel, Avenida Kennedy 5741, Las Condes, Santiago, Chile, from 6 to 9 May 2014. The Conference will start with a Senior Officers' Meeting on 6 May and the morning of 7 May. The Inaugural Ceremony of the Ministerial Session will take place on 7 May at 14:30 hours in the Grand Ballroom of the Conference Centre. The Ministerial Session will be in the form of thematic panels and will conclude on 9 May.
2. The Conference working hours will be 08:30 to 13:00 hours and 14:30 to 18:30 hours, unless the Conference decides otherwise.
3. The Order of the Day will be issued daily with detailed information on Conference business, timetable, items for discussion and matters of general interest.
4. The Provisional Annotated Agenda (LARC/14/1), Provisional Timetable (LARC/14/INF/2) and Provisional List of Documents (LARC/14/INF/3) are distributed electronically and available on <http://www.fao.org/unfao/govbodies/meeting-docs/rc/larc-33/es/>. The agenda will continue to be provisional until the Conference starts and the final agenda is adopted.
5. FAO has appointed the Conference Secretary (paragraph 11), who will be assisted by FAO staff whose names and functions will be included in a list to be circulated on the first day of the Conference.

Working languages

6. Simultaneous interpretation will be provided in English, French and Spanish. The documentation will also be issued in English, French and Spanish.

Press liaison and information

7. During the Conference, the FAO Information Officer, together with the counterpart Officer appointed by the Government of Chile, will liaise with the press and handle matters for public information.

*This document can be accessed using the Quick Response Code on this page;
a FAO initiative to minimize its environmental impact and promote greener communications.
Other documents can be consulted at www.fao.org*



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8. Journalists can be accredited by using the registration button on the Regional Conference website <http://www.fao.org/about/meetings/larc33/es/> or by reporting to the press office set up in the basement, Marriott Gallery room, presenting endorsement of the media they represent.

Documentation

9. The working documents will be available to all governments and organizations invited, before the start of the Conference, on the Regional Conference website <http://www.fao.org/unfao/govbodies/meeting-docs/rc/larc-33/es/>. **As the Regional Conference wishes to be environmentally responsible, participants are asked to bring the documents in electronic format, although a limited number of printed copies will be made available upon request.** A USB memory stick with the documents will be provided at the time of registration *in situ*. Participants are therefore advised to bring their laptops to that they can access the documents electronically, thus reducing the need for printed copies. The meeting rooms will have free wi-fi.
10. Documents produced during the Conference will be made available to participants at the documents distribution desk located in the lobby of the Conference Centre where correspondence and messages will also be distributed, and where participants can request general information.

Draft recommendations

11. Delegates wishing to submit draft recommendations or other documents that require the adoption of a decision by the Conference should deliver the Spanish, English or French text in advance to the Conference Secretariat.
12. Participants wishing to distribute other texts relating to the agenda of the Regional Conference are requested to deliver copies in Spanish, English and French to the Secretariat.
13. In order to facilitate the work of the Secretariat and ensure accuracy of interpretation, it is recommended that intended observations or statements be sent in advance to RLC-Conferencia@fao.org. Delegates are also requested to provide accurate transcripts of their interventions to facilitate the work of the media.

Correspondence

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

Conference Secretary

Mr Tito Díaz

33rd 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

Fax: (56-2) 337-2001 /02

Tel: (56-2) 337-2250 /337-2309

15. Delegates and observers will have access to information on travel and tourism at the Regional Conference site. Computers with wi-fi connection will be available in the Marriott Gallery room.

Entry formalities in Chile

16. Participating delegations should contact the Embassy or Consulate of Chile to enquire about entry requirements (<http://www.minrel.gob.cl/preguntas-frecuentes/minrel/2008-07-16/174427.html>). The diplomatic or consulate missions will inform those requiring visas, whether holders of ordinary, official, service or diplomatic passports, of the formalities for

obtaining a visa. Contact details of Chilean representations abroad can be found on the website www.chileabroad.gov.cl.

17. In Chile there are no vaccination requirements for international travellers.
18. Participants are invited to complete their registration forms using the button on <http://www.fao.org/about/meetings/larc33/es/> through which they can notify their arrival date and time, carrier and flight number, make a hotel reservation and indicate whether they need local transport, among other information. Participants are advised to place distinctive markings on their baggage to facilitate identification and avoid difficulties on arrival at the airport.
19. Computers will be available in the delegates' lounge to directly confirm the date and time of return flights. They can also contact the travel desk that will be located in the Conference Centre.

Foreign exchange and banking services

20. The Chilean currency is the Peso which can be used to pay for all transactions in this currency on the national territory, in tourist establishments and other commercial or public service locations. International credit cards are also accepted. If your debit card is for international use and the automated teller machine displays the logo on your card, such as Visa, Cirrus or Plus, you will have no problem in withdrawing cash.

First aid

21. First aid care will be available during meetings at the Conference Centre of the Hotel Marriott.

Registration

22. Participants are requested to register through the link on the Regional Conference website <http://www.fao.org/about/meetings/larc33/es/>. Identification badges will be issued in the Conference Centre of the Marriot Hotel on Monday 5 May from 15:00 to 17:00 hours and Tuesday 6 May from 08:00 hours. Only participants duly **accredited** by official letter will receive identification badges, allowing them access to the Conference meeting rooms. All participants are requested to report to the registration area as soon as possible to receive their badges.
23. In the event of difficulties in accessing online registration, participants are requested to complete the form provided at the end of this document and to send it to the address indicated in paragraph 14.
24. A provisional list of participants will be circulated during the first day of the Conference. The list will subsequently be revised, if necessary. Any correction or addition to the list should be notified to the Conference Secretariat.

Accreditation

25. Delegates are reminded that they will need to present duly authorized **credentials** to certify their status as Delegate of their country or institution to the Conference.

Meals

26. The Marriott Hotel offers buffet and a la carte lunch on its premises. Other options are available in the vicinity at an average cost of USD20.

Receptions

27. 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 drawn up. Formal dress is required at the Inaugural Ceremony.
28. An evening reception offered by the Host Government is scheduled for Thursday 8 May.

Climate

29. In May the temperature in Santiago varies between 6° and 18°C (42° and 64°F), with probable showers.

Electricity

30. Electricity in Santiago is 220 volts/50 Hz. Electrical sockets are for two tubular pins.

Local transport

31. Participants will be provided with airport/hotel/airport transport which will operate according to the information on flight arrival/departure and hotel reservation given on the online registration form.
32. For participants not staying at the Marriott, the hotel/conference centre/hotel transport will operate according to the information given on the online registration form. Participants should therefore clearly indicate the hotel where they will stay. The transport service will be daily, in the morning and the evening, on the days of the Conference, following a set timetable to be announced.

Map of hotels and conference centre

<https://mapsengine.google.com/map/edit?mid=zP8CyULwbByE.knTdJJVhkICg>

Hotel accommodation

33. The following hotels are located close to the Conference Centre of the Santiago Marriott Hotel. Reservations can also be made through your registration form on <http://www.fao.org/about/meetings/larc33/es/>.

| Hotel | Send your reservation to | Rates |
|---|--|---|
| <p>Santiago Marriott 5*</p> <p><i>Av. Presidente Kennedy 5741, Las Condes</i></p> <p>56 2 2426-2000</p> <p>http://www.espanol.marriott.com/hotels/travel/scldt-santiago-marriott-hotel/</p> | <p>Rates until 15 April</p> | <p>Standard single regular floor USD220</p> <p>Standard double regular floor USD240</p> <p>Standard single executive floor USD290</p> <p>Standard double executive floor USD310</p> |
| <p>Ibis 4*</p> <p><i>Calle O'Connell 165, Las Condes</i></p> <p>56 2 2687-7800</p> <p>http://www.accorhotels.com/gb/hotel-7933-ibis-santiago-manquehue-norte/index.shtml</p> | <p>Rate applies only to internet reservations at the price and offers posted on website</p> | <p>Single/double rooms USD70</p> |
| <p>El Bosque Las Condes 4*</p> <p><i>Manquehue 656, Las Condes</i></p> <p>56 2 498-1800</p> <p>http://www.plazaelbosque.cl/nuevalascondes/</p> | <p>reservas@plazaelbosque.cl</p> <p>Attention: Alejandra Vera or directly on hotel page</p> | <p>Standard single USD120</p> <p>Standard double USD130</p> <p>Junior suite single USD230</p> <p>Junior suite double USD240</p> |
| <p>Atton Las Condes 4*</p> <p><i>Alonso de Córdova 5199, Las Condes</i></p> <p>56 2 2422-7900</p> <p>http://lascondes.atton.com/hotel-atton-condes-en.html</p> | <p>fcarcamo@atton.com</p> <p>Attention: Fernando Cárcamo</p> | <p>Single room USD130</p> <p>Double room USD145</p> |
| <p>Atton Vitacura 4*</p> <p><i>Vitacura 3201, Vitacura</i></p> <p>56 2 2944-7800</p> <p>http://vitacura.atton.com/default-es.html</p> | <p>fcarcamo@atton.com</p> <p>Attention: Fernando Cárcamo</p> | <p>Single room USD130</p> <p>Double room USD145</p> <p>Junior suite USD185</p> |
| <p>Director 4*</p> <p><i>Vitacura 3600, Vitacura</i></p> <p>56 2 2389-1900</p> <p>http://directoresvitacura-hotel.guestcentric.net/hotel-overview.html</p> | <p>reservas@director.cl</p> <p>Attention: Sandra Rojas</p> <p>reservaciones@director.cl</p> <p>Attention: Francisco Serra</p> | <p>Standard single USD130</p> <p>Standard double USD140</p> <p>Executive suite USD160</p> |
| <p>Best Western Marina Las Condes 4*</p> <p><i>Alonso de Córdova 5727, Las Condes</i></p> <p>56 2 2599-4000</p> <p>http://www.marinalascondes.cl/</p> | <p>amelia.mutuverria@marinahoteles.cl</p> <p>Attention: Amelia Mutuverria</p> | <p>Single/double room USD135</p> |
| <p>Novotel 4*</p> <p><i>Américo Vespucio Norte 1630, Vitacura</i></p> <p>56 2 2499-2200</p> <p>http://www.novotel.com/es/hotel-5233-novotel-santiago-vitacura/index.shtml</p> | <p>h5233-re@accor.com</p> <p>Attention: Laura Riquelme</p> <p>rates with reduced availability</p> | <p>Single room Chi\$68,000</p> <p>Double room Chi\$78,000</p> |
| <p>Kennedy 4*</p> <p><i>Av. Kennedy 4570, Vitacura</i></p> <p>56 2 2290-8100</p> <p>http://www.hotelkennedychile.com</p> | <p>reservas@hotelkennedychile.com</p> <p>Attention: Carlos Salazar</p> <p>rates with reduced availability</p> | <p>Standard sgl/dbl Chi\$75,000</p> <p>Corner king sgl/dbl Chi\$79,800</p> <p>Superior sgl/dbl Chi\$92,000</p> <p>Suite sgl/dbl Chi\$150,000</p> |

ARRIVAL NOTIFICATION FORM**Name**

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Position

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Institution

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E-mail*official* *personal* **Telephone** **Fax****Mobile**Attending as: **Head of Delegation** **Delegate** **Observer** **Secretariat** **Accompanying party:** Yes No Number of persons **Arrival:** Date..... Time Airline/flight #

Arriving from

Departure: Date..... Time Airline/flight #.....

Hotel reserved