

September 2017



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

Продовольственная и  
сельскохозяйственная  
организация  
Объединенных  
Наций

Organización  
de las  
Naciones Unidas  
para la  
Alimentación y la  
Agricultura

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## ASIA-PACIFIC FORESTRY COMMISSION

### TWENTY-SEVENTH SESSION

Colombo, Sri Lanka, 23-27 October 2017

### INFORMATION NOTE

#### *“Forestry in a new landscape”*

#### Venue and Dates

1. At the kind invitation of the Government of Sri Lanka, the 27<sup>th</sup> Session of the Asia-Pacific Forestry Commission (APFC) will be convened in Colombo, Sri Lanka, from 23 to 27 October 2017.
2. The formal APFC Session will be convened on Tuesday, 24 October 2017, and the Session is scheduled to close in the afternoon of Friday, 27 October 2017. Field trips will be organized on Thursday, 26 October 2017.
3. The APFC Session will be held at the following venue:  
Bandaranaike Memorial International Conference Hall (BMICH)  
Buddhaloka Mawatha  
Colombo 00700  
Sri Lanka  
Tel: +94 11 2691131  
Fax: +94 11 2696822  
Web site: [www.bmich.lk](http://www.bmich.lk)

#### Enrolment and Information

4. Participants are requested to complete the online preregistration form on the APFC27 Web site: [www.bit.ly/apfc27reg](http://www.bit.ly/apfc27reg) or, alternatively, complete the attached form and return to the addressees listed, preferably by **15 September 2017**. To minimize administrative costs, online preregistration is encouraged.
5. Registration will take place in the BMICH on Monday, 23 October 2017, from 0800 to 1900 hours. Late registration will be possible at the same location from 0800-0900 hours on Tuesday, 24 October 2017.

## **Documentation**

6. Documentation will be provided in English. APFC documents will be made available in advance to delegations, who should bring them to the Session, as only a limited number of additional copies will be available during the Session.

## **Geography and Climate**

7. Colombo, located on the west coast of the island, is the commercial capital and largest city of Sri Lanka. It is the country's most densely populated city, home to some 2 million people, comprising a mix of numerous ethnic groups, mainly Sinhalese, Sri Lankan Moors and Tamils as well as small communities of people of Chinese, Portuguese, Dutch, Malay and Indian origins. Historically, Colombo was a famous seaport. The city is built on a natural harbour, strategically located along the ancient East-West sea trade routes. Colombo's history as an important port can be traced back some 2 000 years, when it was known to Indian, Greek, Persian, Chinese and Roman traders.

8. Sri Lanka has a warm climate, moderated by ocean winds and considerable moisture. During the intermonsoon season in October, the average temperature is around 24-29° C in lowland areas of the country and declines as altitude increases. The overall pattern of climate is determined mainly by the variations in precipitation. Sri Lanka's annual rainfall is around 1 850 mm (ranging from 900 mm to 5 000 mm *per annum*).

## **Currency**

9. The Sri Lanka rupee (LKR) is the official currency of Sri Lanka. The exchange rate is approximately US\$1.00 = LKR151. ATMs are available throughout the city.

10. Bank notes currently in circulation are in denominations of 10, 20, 50, 100, 200, 500, 1 000, 2 000 and 5 000 LKR, as well as coins of 1, 2, 5, 10, 25, 50 cents and 1, 2, 5, 10 LKR. Major credit cards are widely accepted in Sri Lanka.

## **Formalities for Entry into Sri Lanka**

11. Passports should be valid for at least six months from the time that the visa is to be issued and the time of planned departure from Sri Lanka.

12. Delegates are requested to obtain their entry visas from the Sri Lankan Embassy in their home countries, or apply for Electronic Travel Authorization (ETA) online at: [www.eta.gov.lk](http://www.eta.gov.lk). The ETA processing fee should be made as advised on the Web site. Delegates from countries without a Sri Lankan Embassy and/or who have difficulties in obtaining ETA, may seek assistance and advice from the APFC Secretariat to complete visa arrangements.

## **Arrival Details and Transportation**

13. APFC delegates traveling to Colombo will arrive at Bandaranaike International Airport, located 30 km north of Colombo. Transportation will be provided by the host government to transfer delegates to their hotels on a scheduled basis. Delegates should ensure their flight itineraries are included in their registration details to ensure that appropriate ground transportation arrangements are in place.

14. Alternatively, public metered-taxis are available at the terminal building for journeys from the airport to hotels. Delegates should expect to pay a taxi fare of approximately LKR2 500-3 000.

## Accommodation

15. Reduced rates have been negotiated with the hotels listed below for the APFC Session. Delegates are encouraged to stay in one of these hotels. Shuttle buses will be provided to and from the three listed hotels and the conference venue. Participants are responsible for making their own reservations directly with the hotel of their choice.

When contacting the hotel by e-mail, participants should state in the e-mail's subject box **Reservation for attending FAO's 27<sup>th</sup> APFC** and identify the type of room they wish to reserve and the duration of their stay. The e-mail should be copied to:

[RAP-APFC27@fao.org](mailto:RAP-APFC27@fao.org) and [adcgf.re@gmail.com](mailto:adcgf.re@gmail.com).

### Cinnamon Red Colombo

Last booking date 10 October 2017

Contact: Ms Dilmini Kulatilake ([dilmini@cinnamonhotels.com](mailto:dilmini@cinnamonhotels.com))

Tel. no.: 94112497238 or 94773596358

Room rates: Single room with breakfast (US\$118.50), double room with breakfast (US\$128.90)

[www.cinnamonhotels.com/en/cinnamonredcolombo](http://www.cinnamonhotels.com/en/cinnamonredcolombo)

### Mövenpick Hotel Colombo

Last booking date 25 September 2017

Contact: Ms Lisamarie Mendis ([Lisamarie.mendis@movenpick.com](mailto:Lisamarie.mendis@movenpick.com))

Tel. no.: 947450450 or 94763118810

Room rates: Single room (US\$111), single room with breakfast (US\$122), double room (US\$111), double room with breakfast (US\$133)

[www.movenpick.com/en](http://www.movenpick.com/en)

### Renuka City Hotel Colombo

Last booking date 30 September 2017

Contact: Ms Mishal Perera ([am@renukahotel.com](mailto:am@renukahotel.com))

Tel. no.: 94112573598 or 94774512777

Room rates: Standard single with breakfast (US\$77.05), deluxe single with breakfast (US\$86.10), super deluxe single with breakfast (US\$95.18), standard double with breakfast (US\$86.10), deluxe double with breakfast (US\$95.18), super double single with breakfast (USD 104.24)

[www.renukahotel.com](http://www.renukahotel.com)

**NOTE: Reduced rates are only applicable before the cut-off dates mentioned above.**

## Field Excursions

16. Field excursions are being organized for Thursday, 26 October 2017. These will be an excellent opportunity to visit and discuss some of the interesting features of forests and forestry in Sri Lanka. Delegates planning to join the excursions should bring suitable clothing and comfortable walking shoes. A raincoat and umbrella are recommended.

17. Brochures describing the field excursions and registration forms will be available on the first day of the Session (Tuesday, 24 October 2017). APFC delegates will be required to complete registration forms for the field trips to secure preferred destinations. A brief description of the field trips will also be made available on the APFC27 Web site prior to the APFC Session.

### **Exhibits and Publications**

18. Limited numbers of exhibition booths and poster stands will be available. A call for exhibition booths and posters will be announced in late-August/early September. APFC delegates (and organizations) who wish to have either an exhibition booth or poster stand should register for these when the call is made.

### **Additional Information**

19. Please refer to the APFC27 Web site (<http://www.fao.org/asiapacific/events/detail-events/en/c/1448/>) for further information and updates on the Session, visas, hotel bookings and travel logistics. For specific queries, and individual concerns, contact the APFC Secretary ([thomas.hofer@fao.org](mailto:thomas.hofer@fao.org)) or his assistant ([kallaya.meechantra@fao.org](mailto:kallaya.meechantra@fao.org)).

### **Contact Persons**

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Fax: +66-2-697-4445  
E-mail: [kallaya.meechantra@fao.org](mailto:kallaya.meechantra@fao.org)

### **Registration Form**

21. Delegates and participants are encouraged to complete as soon as possible the online registration form, which is available at [www.bit.ly/apfc27reg](http://www.bit.ly/apfc27reg)

Alternatively, an offline registration form is also enclosed with this information note.

Please complete the form and send it to [RAP-APFC27@fao.org](mailto:RAP-APFC27@fao.org) and [apfc27session@gmail.com](mailto:apfc27session@gmail.com) (preferably no later than **15 September 2017**).

# 27th Session of the Asia-Pacific Forestry Commission

23-27 October 2017 | Colombo, Sri Lanka

Bandaranaike Memorial International Conference

Hall (BMICH)

Buddhaloka Mawatha,

Colombo 00700, Sri Lanka

[www.bmich.lk](http://www.bmich.lk)



*Forestry in a new landscape*

## REGISTRATION FORM

Welcome to the registration form for the 27<sup>th</sup> Session of the Asia-Pacific Forestry Commission. The Session will be held on 23-27 October 2017 at Bandaranaike Memorial International Conference Hall (BMICH), Buddhaloka Mawatha, Colombo 00700, Sri Lanka ([www.bmich.lk](http://www.bmich.lk)). The registration form is also available online at [www.bit.ly/apfc27reg](http://www.bit.ly/apfc27reg). For more information about the event, please visit <http://www.fao.org/asiapacific/events/detail-events/en/c/1448>.

This form contains the following sections:

- Introduction
- Personal information
- Affiliation
- Attendance at events
- Travel details
- Accommodation
- Contact person in case of emergency

**Note:** All the information to be provided by the participants in this form will only be used for the sole purpose of the 27<sup>th</sup> APFC Session. It may not be disclosed to any third party or be used for any other purposes without the permission of the participant.

### PERSONAL INFORMATION

**Category**  APFC delegate (If you are part of an official government delegation)

*Please select one*

Representative of an organization/programme/project

Individual  Youth delegate  Organizer (FAO/Forest Department of Sri Lanka)

**Title**  Mr  Ms

**E-mail address**

**First name**

**Middle name/initial**

**Last name**

**Preferred name for badge**

**Date of birth**  
(DD/MM/YYYY)

( / / )

**Nationality**

## AFFILIATION

Organization/institution					
Department			Position/designation		
Office address					
City/state		Post code		Country	
Web site (URL)			Contact information	+	
				(+country code)	(number)

## ATTENDANCE AT EVENTS

Do you plan to join the reception dinner on 24 October?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you plan to participate in the field trip on 26 October?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

## TRAVEL DETAILS

*You can update this section later when you have more information available.*

Passport no.		Date of issue (DD/MM/YYYY)	( / / )	Date of expiry (DD/MM/YYYY)	( / / )
Issuing authority			Place expected to obtain visa		

### Arrival details

Airline		Flight number	
Arrival date		Arrival time	

### Departure details

Airline		Flight number	
Departure date		Departure time	
Do you have secured funding to cover your travel costs?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If so, what is your funding source (organization, project, etc.)?	

**Note:** *The organizers will provide transportation from the airport to your hotel upon arrival in Sri Lanka. To facilitate this arrangement, please submit a copy of your air ticket or itinerary to [apfc27session@gmail.com](mailto:apfc27session@gmail.com).*

## ACCOMMODATION

Reduced rates have been established with the following hotels for the APFC Session. You are encouraged to stay in one of the hotels. Shuttle buses will be provided to and from the three hotels and conference venue. Participants are responsible for making their own reservations directly with the hotels of their choice.

When contacting the hotel by e-mail, participants should state in the e-mail's subject box **Reservation for attending FAO's 27<sup>th</sup> APFC** and the type of room they want to reserve and duration of their stay. The e-mail should be copied to: [RAP-APFC27@fao.org](mailto:RAP-APFC27@fao.org) and [adcgf.re@gmail.com](mailto:adcgf.re@gmail.com).

### Cinnamon Red Colombo

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Tel. no.: 94112497238 or 94773596358

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Last booking date 25 September 2017

Contact: Ms Lisamarie Mendis ([Lisamarie.mendis@movenpick.com](mailto:Lisamarie.mendis@movenpick.com))

Tel. no.: 947450450 or 94763118810

Room rates: Single room (US\$111), single room with breakfast (US\$122), double room (US\$111), double room with breakfast (US\$133)

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Last booking date 30 September 2017

Contact: Ms Mishal Perera ([am@renukahotel.com](mailto:am@renukahotel.com))

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Room rates: Standard single with breakfast US\$77.05, deluxe single with breakfast (US\$86.10), super deluxe single with breakfast (US\$95.18), standard double with breakfast (US\$86.10), deluxe double with breakfast (US\$95.18), super double single with breakfast (US\$104.24)

[www.renukahotel.com](http://www.renukahotel.com)

**NOTE: Reduced rates are only applicable before the cut-off dates mentioned above.**

## Hotel reservation

- Cinnamon Red Colombo
- Mövenpick Hotel Colombo
- Renuka City Hotel Colombo
- Others (*please specify*)

**Check-in date**  
(DD/MM/YYYY)

( / / )

**Check-out date**  
(DD/MM/YYYY)

( / / )

**Note:** You can update this section later when you have more information available. Participants are responsible for making their own reservations directly with the hotels of their choice.

## OTHER INFORMATION

Do you have any requirement for food?

Vegetarian                       Non-vegetarian                       Halal

Do you have any special needs?

Contact person in case of emergency

Full name		Contact information	
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Thank you for your registration to the 27<sup>th</sup> Session of the Asia-Pacific Forestry Commission.  
Please send this form to [apfc27session@gmail.com](mailto:apfc27session@gmail.com). Kindly wait for a confirmation via e-mail.  
We look forward to seeing you in Colombo!

**- END OF FORM -**