


September 2015

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	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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LATIN AMERICAN AND CARIBBEAN FORESTRY COMMISSION

TWENTY-NINTH SESSION

Lima, Peru, 9 - 13 November, 2015

Information Note for the Participants

Place and dates

1. At the kind invitation of the Government of the Republic of Peru, the 29th Session of the Latin American and Caribbean Forestry Commission (LACFC) will be held in Lima, from 9 to 13 November, 2015 at the Nuevo Mundo Lima Hotel, Av. Pardo y Aliaga N° 330, San Isidro, Lima, Peru.

Transfer

2. Transfer airport/hotel/airport must be assumed by each participant. It is recommended to use those means of transport located just outside the Customs control, before leaving airport facilities. For licensed taxis please visit the official Website of the International Airport Jorge Chávez: <https://www.lima-airport.com/eng/for-passengers/transportation-from-to-the-airport/licensed-taxis>

Opening Session

3. The Opening Session will take place at 09:00 hours on Monday, 9 November.

Communications

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

Mr Jorge Meza Robayo
Secretary of the Commission
FAO Regional Office for Latin America
and the Caribbean
Santiago, Chile

Secretariat phone: (56-2) 22923-2215, 2181, 2137
Fax: (56-2) 22923-2101
Email: Jorge.Meza@fao.org

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

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Ms Vanesa Vicaña

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Servicio Nacional Forestal y de Fauna Silvestre
Lima, Peru
Phone: (51-1) 225-9005, Ext. 5034
Cellular phone: (51- 1) 947-828-803
Email: vvicana@serfor.gob.pe

Ms María Elena Cantuarias Rey

Chief of Reservations
Nuevo Mundo Lima Hotel
Lima, Peru
Phone: (51-1) 612-1000 / 221-6565, Ext. 1008
Fax: (51- 1) 612-1001
Email: mcantuarias@nmlimahotel.com / reservas@nmlimahotel.com

Registration

6. Participants are kindly requested to return to the LACFC Secretariat and to the *Servicio Nacional Forestal y de Fauna Silvestre - SERFOR de Peru*, **before 19 October, 2015** the Enrolment Form included at the end of this Information Note.

Accreditations and identification badges

7. Identification badges will be delivered on Sunday, 8th of November from 17:30 to 19:00 hours, at the Nuevo Mundo Lima Hotel, and on Monday, 9th of November from 08:30 to 09:00 hours, at Nuevo Mundo Lima Hotel (venue of the event).

Accommodation

8. Special arrangements have been made for participants at the Nuevo Mundo Lima Hotel, Ave. Pardo y Aliaga 330, San Isidro, Lima, Peru. Phone: (51-1) 612-1000, Fax: (51-1) 612-1001, Email: reservas@nmlimahotel.com, Web site: www.nmlimahotel/. The rate for participants per night in single room is USD 120.00 + 18% of Tax on General Sales (IGV) and 10% of Service, and USD 128.00 + 18% of Tax on General Sales (IGV) and 10% of Service, for double room. Foreign delegates who will be lodged at the hotel venue of the event and presenting their Passports and requesting the invoice on their name (not in the name of their institution or organization) are exempt of the 18% IGV. This Secretariat requests confirmation on time, as the hotel guarantee the mentioned rates and availability until the 5 of October. The rates include breakfast buffet, full Wi-Fi access at the hotel, and 24 hours emergencies medical attention in the hotel, among others. **To ensure hotel accommodation, participants are requested to take direct contact with the Hotel, which requires personal data and complete credit card information.**

Meals

9. Coffee breaks during the days of the event will be kindly provided by the *Ministerio de Agricultura y Riego*, through the *Servicio Nacional Forestal y de Fauna Silvestre*. Lunch and dinner must be covered by each participant.

Working languages and documentation

10. Working languages of the Session of the Commission will be English, Spanish and also French if a French-speaking Member Nation participates. Simultaneous interpretation and main documents will be provided in these languages accordingly.

Documentation

11. Working documents will be available to all governments and organizations invited, before the start of the Session, on the following site of the FAO Regional Office: <http://www.fao.org/americas/eventos/ver/en/c/281680/>. **As the LACFC wishes to be environmentally responsible, participants are kindly requested to bring the documents printed or in electronic form, although a limited number of copies will be made available upon request.**

Passports and visa

12. Most of the American and Western Europe countries do not require tourism visa for entering the country. Citizens of Argentina, Bolivia, Brazil, Chile, Colombia, Ecuador, Paraguay, Uruguay and Venezuela could enter the country with their national identification document. Participants attending the event should contact the Embassy or Consulate of the Republic of Peru in their countries regarding entry formalities to the country. For more information participants are invited to consult the official Internet site of the Ministry of Foreign Affairs of the Republic of Peru "Requerimientos de visa para ciudadanos extranjeros": <http://www.rree.gob.pe/servicioalciudadano/Paginas/Home.aspx>

The Government of the Republic of Peru will provide support to official delegates of LACFC member countries who require a visa.

Foreign exchange

13. The local currency in Peru is the Nuevo Sol. Dollar of the United States of America and major credit cards are accepted by most hotels, restaurants, car rental agencies and tour operators. Most of the cash dispensers are connected to credit cards with CIRRUS (Mastercard/Maestro), PLUS (Visa), American Express, among other marks.

Field trip

14. On Thursday, 12th of November there will be a field visit. It is recommended that participants wear lightweight clothing.

Climate

15. Lima has a temperate subtropical desert climate. For the month of November the average daily temperature fluctuates between a minimum of 16°C and a maximum of 22°C.

Electricity

16. Electric power in Lima is 220v, 60 Hz.

LATIN AMERICAN AND CARIBBEAN FORESTRY COMMISSION

29th SESSION

Lima, Peru, 9 – 13 November, 2015

ENROLMENT FORM

Please complete this form, either typed or in block letters, and send it by Email to Ms Nancy Ayub, LACFC Secretariat: Email: Nancy.Ayub@fao.org or by Fax: (56-2) 22923-2101, and to the local Secretariat, Ms Vanesa Vicaña, Email: vvicana@serfor.gob.pe, before **19 October, 2015**.

Name: _____
 Surname: _____
 City: _____
 Country: _____
 Institution: _____
 Job title: _____
 Address: _____
 Phone: (____) _____ Fax: (____) _____
 Email: _____

Reservation at the **Hotel**, from _____ to _____

Single room:
 Double room:

Arrival at Jorge Chávez International Airport

Day: _____ time: _____ Airline: _____ N° of flight: _____

Departure from Jorge Chávez International Airport

Day: _____ time: _____ Airline: _____ N° of flight: _____

Note: Hotel registration must be made directly by each participant. As indicated in the Information Note, it is recommended to confirm with the hotel before 5 October to guarantee the cost of reservation and room availability.

Enquiries may also be addressed to:

1. Ms Vanesa Vicaña
 Servicio Nacional Forestal y de Fauna Silvestre
 Ministerio de Agricultura y Riego
 Lima, Peru
 Phone: (51-1) 225-9005, Ext. 5034
 Email: vvicana@serfor.gob.pe

2. Ms Nancy Ayub
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 and the Caribbean
 Santiago, Chile
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