January 2009

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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 Agricultura y la Alimentación

TWENTY-NINTH FAO REGIONAL CONFERENCE FOR ASIA AND THE PACIFIC

Bangkok, Thailand, 26-31 March 2009

INFORMATION NOTE

Conference arrangements

1. The FAO Regional Conference for Asia and the Pacific will be held at the United Nations Conference Centre, UN Building in Bangkok, Thailand from 26-31 March 2009. The inaugural ceremony of the plenary session will take place at 09:00 hours on 30 March 2009.

2. The normal working hours of the Conference will be 09:00 to 12:00 hours and 14:00 to 17:00 hours, unless otherwise decided by the Conference.

3. An "Order of the Day" will be issued daily, giving detailed information of the Conference business, the timetable of meetings, items to be discussed and other information of general interest.

4. The Provisional Timetable (APRC/08/INF/1) has been circulated with the invitation letter.

5. FAO will provide the Secretary of the Conference, assisted by a number of FAO staff whose names and functions will be included in a list to be issued on the first day of the Conference.

Working languages

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

Press liaison and information

7. For the duration of the Conference, an FAO Information Officer together with a Press Officer of the Government of Thailand will liaise with the press and be responsible for matters concerning information to the public.

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8. Journalists will be accredited on presentation of two passport size photographs and a letter of assignment from their editor or employer to the accreditation desk at the Conference venue.

Documentation

9. The working documents will be sent before the holding of the Conference to all governments and organizations invited. Documents drafted during the Conference will be available at the document distribution desk outside the conference hall. The desk will also deliver mail and messages and deal with general inquiries.

Draft recommendations and amendments

10. Delegates who wish to submit draft recommendations or other documents requiring a decision by the Conference are requested to hand their texts in English or French to the Conference Secretary, if possible in three typewritten copies. Delegates wishing to circulate other written material related to the agenda of the Conference are requested to deliver 15 copies in Chinese, 100 copies in English and 25 copies in French to the Secretariat for distribution.

Advance communications of text of speeches and statements

11. When prepared speeches or statements are to be made, it helps the Secretariat and ensures accuracy in interpretation if three typed copies of the texts are handed to the Secretariat of the Conference beforehand.

Correspondence

12. All correspondence concerning the Regional Conference should be addressed to the Conference Secretary at the FAO Regional Office for Asia and the Pacific, 39 Phra Atit Road, Bangkok 10200, Thailand, Tel: (+66) 2 6974285, Fax: (+66) 2 6974445, E-mail: APRC@fao.org and copied to the Government Liaison Officer at the address below:

Ms. Dounghatai Danvivathana
Director, Foreign Agricultural Relations Division (FARD)
and Assistant Secretary General, National FAO Committee of Thailand
Ministry of Agriculture and Cooperatives (MOAC)
Rajdamnern Nok Avenue
Bangkok 10200, Thailand
Tel: (+66) 2 281 1109
Fax: (+66) 2 281 6996
E-mail: dounghatai@opsmoac.go.th

During the Conference the address of the Conference Secretary is:

Mr. Kinlay Dorjee
Conference Secretary
29th FAO Regional Conference for Asia and the Pacific
E-mail: APRC@fao.org

13. Telephone and facsimile services as well as a travel and tourist information desk will be provided at the Conference premises. Postal services are available at the hotel concierge.

Formalities for entry into Thailand

14. An entry visa to Thailand should be obtained from the nearest Embassy or Consulate of Thailand. Visas can also be obtained upon arrival. However, this privilege is not accorded to all countries and delegates should ascertain their eligibility prior to the date of travel.

15. Participants are advised to provide advance notice at least three weeks prior to arrival of the name of carrier, flight number, time of arrival and other related information to the Government Liaison Officer in Thailand, to ensure that they are properly met on arrival at the Suvarnabhumi International Airport, Thailand. Participants are advised to mark their luggage clearly in order to facilitate identification.

16. On arrival at the Suvarnabhumi International Airport, Thailand, participants will be met and transported to their respective hotels. Entrance formalities (customs and immigration) will be facilitated. Transport from hotels to the airport will be arranged at the end of the Conference.

17. All participants to the Conference are advised to finalize, at an early date, return travel arrangements. Immediately upon arrival in Thailand, participants are advised to contact the travel desk at the conference premises for special internal visits for spouses and for the reconfirmation of their departure date and time.

18. In accordance with UN rules, UN personnel should obtain security clearance, if necessary, from the Designated Official in Thailand prior to travel. Reference may be made to the "Monthly Advisory on Field Security Status and Security-Related Travel Restrictions" published by the Office of the United Nations Department of Safety and Security (UNDSS). Additional information may be obtained from UNDSS Communications Centre: Tel: (+1) 917-367-9438 and Fax: (+1) 212 963-9053/1-917-367-9441, Email: UNDSSComscen@un.org.

Foreign exchange and banking

19. The monetary unit is the Thai Baht (Bht). At the conference premises, a bank/foreign exchange desk will be available to convert foreign currency. All major credit cards such as American Express, Visa and Master Card are accepted for payment of hotel bills. The exchange rate is approximately Bht 34.92/1 US$.

Medical services and first aid

20. First aid services and medical personnel will be available at the conference premises.

Hotel accommodation

21. Requests for hotel reservations should be made on the printed form appearing in Annex A, as soon as possible, but not later than 3 March 2009, by sending the original to the Government Liaison Officer in Thailand and a copy to the Conference Secretary in Bangkok, Thailand (see para 12 above).

22. Accommodation will be available for participants and their families in the hotels listed in Annex B.

Registration

23. All delegates and observers are requested to register, soon after arrival, at the "29th APRC Registration Desk" located at the entrance of the United Nations Conference Centre so that they can be provided with identification badges and document bags. The registration desk will be open from 09:30 hours to 18:00 hours starting Wednesday, 25 March 2009. The Conference Secretariat will issue a Provisional List of Participants on the first day of the Conference. The Secretariat should be notified of any corrections or additions to this list. Only registered participants will be issued special badges permitting access to the Conference venue.

Weather and time

24. During the month of March the average temperature in Bangkok ranges from 29° to 32°C. Bangkok is 6 hours ahead of GMT (standard time). The average number of days of precipitation during March is six days.

Electricity

25. The voltage in Bangkok is 220 volts 50/60 Hz AC.

ANNEX A

HOTEL RESERVATION AND NOTIFICATION OF ARRIVAL FORM

1. Name:_____
Family name Given names

2. Country/organization:_____

3. Title and position:_____

4. Address (postal):_____

Telephone: _____ Fax:_____ E-mail:_____

5. Attending as: ☐ Delegate ☐ Observer ☐ Secretariat

6. Accompanied by spouse: ☐ Yes If so, name of spouse: _____
☐ No

7. Dates of anticipated stay in Thailand: _____ to _____

8. Arrival information: Date: _____ hour: _____

Airline and flight No.: _____ from (city): _____

9. Departure information: Date:_____ hour: _____

Airline and flight No.: _____ from (Thailand): _____

10. Hotel accommodation desired: ☐ Single ☐ Twin [# of persons/occupants ☐ one ☐ two]
☐ Suite

Check in date: _____ Check out date: _____

11. Please indicate hotel names and room codes (see Annex B column 5) by order of preference:

First: _____ Second: _____ Third: _____

NOTE: Each participant is required to complete the above form in duplicate and send one copy to each of the addresses listed on the next page as soon as possible, but not later than 3 March 2009, even if complete flight information is unavailable. You may fax or e-mail flight information details at a later date.

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Director, Foreign Agricultural Relations Division (FARD)
and Assistant Secretary General, National FAO Committee of Thailand
Ministry of Agriculture and Cooperatives (MOAC)
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Mr. Kinlay Dorjee
Conference Secretary
29th FAO Regional Conference for Asia and the Pacific
FAO Regional Office for Asia and the Pacific
39 Phra Atit Road
Bangkok 10200
Thailand
Tel: (+66) 2 6974285
Fax: (+66) 2 6974445
E-mail: APRC@fao.org

ANNEX B

LIST OF HOTELS

Address	Distance to Conference venue	Room	Tariff* Thai Baht	Room code**
Amari Watergate Hotel (Five Star ★★★★★) 847 Petchburi Road, Pratunam Bangkok 10400, Thailand **Contact person** Mr Khajohnsak Ngiempaisal Director of Sales Tel: (+66) 2 653 9000 Fax: (+66) 2 653 9045 Website: www.amari.com	Vicinity	Single room Twin room	2,800 3,000	A B
Siam City Hotel (Five Star ★★★★★) 477 Si Ayuthaya Road Phaythai Road, Bangkok 10400 Thailand **Contact person** Ms Udomporn Prasittithanyakarn Senior Sales Manager Tel: (+66) 2 247 0123 Fa x: (+66) 2 247 0165 Website: www.siamhotels.com	Vicinity	Single room Twin/double room	2,800 3,000	C D
Royal Princess Hotel (Four Star ★★★★) 269 Larn Luang Road Bangkok 10110, Thailand **Contact person** Ms Duangjai Kamonchaiwanich Global Senior Sales Manager Tel: (+66) 2 281 3088 Fax: (+66) 2 280 1314 Website: www.dusit.com	Vicinity	Single room Double room	2,675 2,889	E F

* All the above rates include VAT and breakfast. The exchange rate is approximately Bht 34.92/1 US$.

** Please indicate room codes on the "Hotel reservation and notification of arrival form" (Annex A).