Conference Arrangements

1. The FAO Regional Conference for Europe (ERC) will be held at the Reval Hotel Latvija in Riga on 8 and 9 June 2006. The opening ceremony will start at 09.00 hours on Thursday 8 June 2006. The Regional Conference will be preceded by the 34th Session of the European Commission on Agriculture (ECA) which will be held on Wednesday 7 June 2006 at the same venue. The ECA session will begin at 09.30 hours on Wednesday 7 June 2006.

2. An Order of the Day will be issued daily with detailed information on Conference business, the schedule and items to be discussed, as well as other information of general interest.

3. FAO will appoint the Conference Secretary who will be assisted by other FAO staff, whose names and functions will be recorded on a list issued on the first day of the Conference.

Working Languages

4. For both the ERC and ECA sessions there will be simultaneous interpretation in English, French and Spanish. The documentation will be issued in English, French and Spanish.

Press liaison and information

5. For the duration of the Conference, an FAO Information Officer, assisted by a Press Officer of the Latvian Government, will be responsible for relations with the press and all matters concerning information to the public.

6. An accreditation desk will be placed at the Conference site. Journalists should bring two passport-size photographs and a letter of assignment from their editor or employer.
Documentation

7. The working documents will be sent to all invited governments and organizations prior to the Conference. Documents drafted during the Conference will be available at the Documents Distribution Desk located outside the Conference hall, where staff will also deliver mail and messages and deal with general enquiries.

Draft recommendations and amendments

8. Delegates wishing to submit draft recommendations or other documents requiring a decision by the Conference are requested to hand their texts to the Conference Secretary, in English, French or Spanish and if possible in three typewritten copies. Delegates wishing to distribute other written material related to the Conference agenda are requested to deliver 100 copies in English, 50 in French and 20 in Spanish to the Secretariat for distribution.

Advance communication of the texts of speeches and statements

9. To facilitate the Secretariat's task and ensure accuracy of interpretation, prepared speeches or statements should be sent in advance to the Conference Secretary, in five typewritten copies.

Correspondence

10. All correspondence concerning the Regional Conference should be addressed to the Conference Secretary at the FAO Regional Office for Europe and to the Liaison Officer, at the addresses below:

- Conference Secretary
  FAO Regional Office for Europe
  Via delle Terme di Caracalla
  00100 Rome
  Tel: +39 (06) 57053499
  Fax: +39 (06) 57055634
  E-mail: Daniela.Moro@fao.org

- Dr Ainars Nabels-Sneiders
  Conference Liaison Officer
  Ministry of Agriculture
  2 Republikas sq., Riga LV-1981
  Latvia
  Tel: + 371 7027296
  Fax: +371 7830272
  E-mail: Ainars.Nabels-Sneiders@zm.gov.lv

11. Telephone and fax facilities will be available on the Conference premises.
Formalities for entry into Latvia

12. Nationals of certain member countries of the Europe Region require a visa for entry into Latvia. Participants are therefore invited to contact the Latvian consulate, or the consulate of a Member State of the SCHENGEN area representing Latvia in their country, to obtain a visa, should this be required.

   More detailed information is available at the following websites:
   If any assistance is required, Mr Martins Valters, Executive Director, Latvian State Institute of Agrarian Economics, should be contacted (Fax : +371 7541789 or e-mail: martinsw@lvaei.lv).

13. Participants are advised to communicate, at least six weeks before their arrival, all details concerning airline, flight number and expected time of arrival in Latvia and date of departure, to the address indicated in Annex A. Participants are strongly advised to label their luggage clearly to facilitate its identification.

14. Reception desks will be installed at Riga airport to help arriving participants with passport control, customs formalities and luggage recovery and to provide any other necessary assistance.

Foreign exchange and banking facilities

15. There is no limit to the amount of foreign currency that may be introduced into Latvia. The exchange bureaux and banks will provide information on exchange rates and will take care of exchange and transfer operations. The national currency is the Latvian Lats (LVL).

Medical services and first aid

16. Medical and first-aid services will be available on the Conference premises.

Hotel reservations

17. All hotel reservations will be made through the Latvian State Institute of Agrarian Economics. Delegates are invited to complete the hotel reservation form provided in Annex A (pages 5 and 6) and to send the original as soon as possible to Mr Martins Valters, Executive Director, Latvian State Institute of Agrarian Economics (Fax: +371 7541789, e-mail: martinsw@lvaei.lv), with a copy to the Conference Secretary (Fax: +39-06-57055634, e-mail: daniela.moro@fao.org) and to the Conference Liaison Officer (Fax: +371 7027296, e-mail: Ainars.Nabels-Sneiders@zm.gov.lv) not later than six weeks before the Conference. The Latvian authorities will provide transport for all delegates and observers from the airport to the Reval Hotel Latvija (Conference site), and to the other hotels listed in Annex B, and to and from the Conference site during the duration of the ECA and ERC sessions.

18. Accommodation will be available for participants and their families at the hotels listed in Annex B on page 7.

Registration

19. Registration for the ERC session will be between 10.00 and 17.00 hours on Wednesday 7 June 2006 and between 08.00 and 09.00 hours on Thursday 8 June 2006 at the conference venue
Reval Hotel Latvija, 55 Eizabetes str. Riga, Latvia. The Conference Secretariat will prepare a provisional list of participants on the first day of the Conference and should be notified of any corrections or additions needed, with all relevant information provided to the Documents Distribution Desk. Registration for the ECA session will be between 14.00 and 18.00 hours on Tuesday 6 June 2006 and between 08.00 and 09.30 hours on Wednesday 7 June 2006 at the conference venue Reval Hotel Latvija.

**Climate**

20. The climate in Latvia is generally pleasant and warm in June, with temperatures ranging from 20°C during the day to 10°C at night.

**Electricity**

21. Electric current frequency in Latvia is 50 Hz., voltage – 220 V

**Study tours**

22. At the invitation of the Host Government, there will be a study tour for delegates on the morning of Friday 9 June 2006. Delegates wishing to participate are kindly requested to inform staff at the Documents Distribution Desk in advance so that the Host Government can make the necessary arrangements. More details on the tour will be provided locally and will be communicated in advance in the Order of the Day. The Host Government is also planning a visit for spouses. More details will be made available on arrival and any relevant information will be included in the Order of the Day.

**Catering services**

23. Meals will be available at the Reval Hotel Latvija restaurant.
ANNEX A

TWENTY-FIFTH FAO REGIONAL CONFERENCE FOR EUROPE
Riga (Latvia), 8-9 June 2006

THIRTY-FOURTH SESSION OF THE EUROPEAN COMMISSION ON AGRICULTURE
Riga (Latvia), 7 June 2006

HOTEL RESERVATION AND NOTIFICATION OF ARRIVAL

1. Name: ....................................................................................................................................
2. Country/Organization: ...........................................................................................................
3. Title and position: ....................................................................................................................
4. Postal address: .........................................................................................................................

........................................................................ Fax number: ........................................
E-mail: .................................................................................................................................

5. Attending as: □ Delegate □ Observer □ Secretariat
6. Accompanied by spouse: □ Yes □ No

Name of spouse: ....................................................................................................................

7. Anticipated stay in Latvia: From .................................. To ..............................................
8. Arrival: Date: ........ Time: ........ Airline and Flight No.: ...........................................

From (City): ........................................ Departure: Date: ........ Time: ........

Airline and Flight No.: ........................................

To (City): ........................................

9. Accommodation:

<table>
<thead>
<tr>
<th>Name of hotel</th>
<th>Type of room</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Reval Hotel Latvija ***</td>
<td>Single □</td>
</tr>
<tr>
<td></td>
<td>Double □</td>
</tr>
<tr>
<td>2. Park Hotel Ridzene ****</td>
<td>Single □</td>
</tr>
<tr>
<td></td>
<td>Double □</td>
</tr>
<tr>
<td>3. City Hotel Bruninieks ***</td>
<td>Single □</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Suite</td>
</tr>
</tbody>
</table>

10. Please indicate hotels in order of preference:
    □ □ □ □ □ □

11. Credit card details:
    □ Visa ........ Eurocard Mastercard ....... □ American Express

Card No: ....................................... Expiry date: ..........................................................
Delegate's signature: ........................................ Date: ..................................................
N.B. Participants are invited to send one copy of Annex A to each of the addressees below as soon as possible and preferably six weeks before the Conference, even if complete flight information is unavailable. This information can be sent by fax at a later date.

Mr Martins Valters  
Executive Director  
Latvian State Institute of Agrarian Economics  
14 Struktoru street  
Riga, LV-1039, Latvia  
Tel.: + 371 7552909  
Fax: + 371 7541789  
E-mail: martinsw@lvaei.lv

Conference Secretary  
FAO Regional Office for Europe  
Viale delle Terme di Caracalla  
00100 Rome  
Tel. +39 06 57053499  
Fax: +39 06 57055634  
E-mail: Daniela.Moro@fao.org

Dr Ainars Nabels-Sneiders  
Conference Liaison Officer  
Head of Foreign Relations Division  
Department of International Relations  
Ministry of Agriculture,  
2 Republikas sq., Riga,  
LV-1981, Latvia  
Tel.: +371 7027296; +371 7027122  
Fax: +371 7830272  
E-mail: Ainars.Nabels-Sneiders@zm.gov.lv
## ANNEX B

### LIST OF HOTELS

<table>
<thead>
<tr>
<th>Name of Hotel</th>
<th>Number of rooms held by organizers</th>
<th>Tariff ¹</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Park Hotel Ridzene</strong>***** 1 Reimersa street</td>
<td>Up to 20</td>
<td>150 -200 EUR</td>
</tr>
<tr>
<td>Tel : +371 7324433</td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="http://www.parkhotelridzene.com">www.parkhotelridzene.com</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Reval Hotel Latvija</strong>*    55 Elizabetes street</td>
<td>Up to 270</td>
<td>118 EUR</td>
</tr>
<tr>
<td>Tel : +371 7772222</td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="http://www.revalhotels.com">www.revalhotels.com</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>City Hotel Bruninieks</strong>*  6 Bruninieku street</td>
<td>Capacity 67</td>
<td>SGL – 70 EUR DBL – 85 EUR</td>
</tr>
<tr>
<td>Tel : +371 7315140</td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:Bruninieks@hotmail.com">Bruninieks@hotmail.com</a></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

¹ These are special prices obtained for the Conference by the organizers and include buffet-breakfast.