



INFORMATION NOTE TO DELEGATES

Bilateral meetings with IFAD staff

Distinguished delegates wishing to request a bilateral meeting with IFAD staff are invited to follow the procedures below:

- **President and Vice-President:** For meetings with the IFAD President or Vice-President, please contact the Protocol Office at protocol@ifad.org.
- **Senior Management:** For meetings with IFAD Senior Management, please contact EMCassistants@ifad.org.
- **Regional Directors:** For meetings with Regional Directors, please contact DCO_Assistants@ifad.org.

Bilateral meetings among Member States – Luncheon break

 **Wednesday, 12 February 2025** |  **12.30–14.30** | **Executive Dining Room**

An exclusive meeting area has been set up in the **Executive Dining Room**, providing Heads of Delegation with the opportunity to interact with other Member State representatives during the luncheon. A buffet luncheon has been arranged outside the room.

Due to limited seating, advance booking is required by **Friday, 7 February 2025**. Requests received after this date may not be accommodated. Please send booking requests to conferencestaff@ifad.org.

A buffet luncheon, open to all delegates, will also be provided in the IFAD lounge (ground floor).

Video statements

Governors, Heads of Delegation or other representatives of Member States wishing to submit a written or video-recorded statement are requested to contact the Country Statements Desk at countrystatements@ifad.org no later than **Friday, 7 February 2025**. Requests received after this date may not be accommodated.