



IFAD
INTERNATIONAL FUND FOR AGRICULTURAL DEVELOPMENT
Consultation on the Sixth Replenishment of IFAD's Resources – Second Session
Rome, 18-19 April 2002

**ARRANGEMENTS FOR THE SECOND SESSION OF THE CONSULTATION
ON THE SIXTH REPLENISHMENT OF IFAD'S RESOURCES**

Information for Delegates

LOCATION

1. The Second Session of the Consultation will be held from Thursday to Friday, 18-19 April 2002, at the Meliá Roma Aurelia Antica Hotel, via degli Aldobrandeschi 223, Rome (tel. 0039-06665441 and fax 0039-0666544467).

REGISTRATION

2. Registration will commence on 18 April 2002 at 08.30 hours. Delegates are kindly requested to register immediately upon arrival at the Registration Desk where they will be issued a security badge.

SECURITY

3. Strict security measures will be implemented. Security staff will have instructions to allow entry only to participants in possession of a security badge. Participants are required to wear their badge at all times.

MEETING ROOMS AND HOURS

4. The plenary meetings of the Consultation will be held in the Sala Goya/Miró. The plenary will start at 10.00 hours on Thursday, 18 April 2002.



5. List meetings, as necessary, can be held in the following rooms:

- List A - Sala Goya/Miró
- List B - Sala Velázquez
- List C - Sala Dalí

INTERPRETATION

6. Interpretation in the four official languages of IFAD will be provided. All meeting rooms will be equipped with interpretation facilities. Earphone sets with a language selector will allow delegates to follow the discussions in the language they prefer. Delegates are kindly requested to leave the earphones on their table at the end of each meeting.

LIST OF PARTICIPANTS

7. A Provisional List of Participants, based on replies received as of 15 April 2002, will be made available on Thursday, 18 April 2002, at the Documents and Registration Desks. A revised Provisional List of Participants, based on registration only, will be issued on Friday, 19 April 2002.

8. Participants are kindly requested to notify the Registration Desk of any amendments they may wish to make to the list.

DISTRIBUTION OF DOCUMENTS

9. The Documents Desk will be located in the main reception area close to the plenary meeting room (Sala Goya/Miró). In order to help conserve the environment by saving paper, delegates are requested to bring with them the documents that have been dispatched. Delegates may pick up further documents, if needed, immediately after registration.

ENTRY VISAS TO ITALY

10. In order to ensure that visas are granted on time, participants are reminded that Italy is one of the countries adhering to the Schengen Agreement. Therefore note should be taken of the following:

- Participants may request their visa to Italy upon presentation of IFAD's letter of invitation to the Consultation to the Italian Representation in their country of residence at least three weeks prior to the date of entry. In case of difficulty, upon request, the IFAD Liaison and Visa Section may support your documentation by sending a note verbale to the Italian Embassy.
- Participants coming from countries that have no Italian Consulates should obtain their visa from related Schengen countries that have been authorized to represent Italy. Updated information can be requested from the IFAD Liaison and Visa Section, fax no. 003906-54592134 or e-mail address: v.dimajo@ifad.org.
- In the event there is no representation of countries adhering to the Schengen Agreement, an eight-day visa may be granted upon arrival in Rome. However, in such cases, it is essential that the participant communicate the following information to IFAD's Liaison and Visa Section (fax: 003906-54592134 or 003906-5043463) **at least one week** prior to the arrival date in Rome:



NAME/SURNAME
PLACE AND DATE OF BIRTH
NATIONALITY
PASSPORT DETAILS: (Number, Issuance and Validity Dates)
FLIGHT DETAILS

HOTEL BOOKINGS

11. A limited number of rooms have been reserved for IFAD delegates at the Meliá Roma Aurelia Antica Hotel, on a “first-come-first-served” basis, at a special IFAD rate of € 140,00 single and € 175,00 double, including breakfast. Delegates are responsible for making their own hotel bookings. Due to the fact that April is a very busy period for hotels in Rome, it is strongly recommended that bookings be made well in advance.

BANKING FACILITIES

12. There is a currency exchange counter within the hotel, which operates 24 hours a day, for cash and travellers’ cheques only. The Banca di Roma has a cash dispenser inside the hotel for credit cards.

TRAVEL ARRANGEMENTS

13. IFAD’s travel agent, Summertime, will have staff available at the conference site to assist delegates with travel arrangements.

MEDICAL SERVICES

14. An ambulance service for emergencies with a doctor will be available within the conference site.

INCOMING MAIL

15. Personal mail received for delegates will be available at the Registration Desk. Mail should indicate "Consultation Delegate" and be addressed c/o the International Fund for Agricultural Development, Via del Serafico 107, 00142 Rome, Italy. Fax address: 003906-5043463; e-mail address: IFAD@IFAD.ORG.

TELEPHONES

16. The telephone numbers of the switchboard at the meeting site will be communicated in due course. Telephone enquiries may be made directly to the Office of the Secretary at IFAD, telephone: 003906-54592212.

17. Delegates are kindly requested to turn off portable telephones before entering the meeting rooms.

TRANSPORTATION

18. Taxis may be obtained from the hotel reception. Note should be taken that taxis called but not used are entitled to a tariff to be borne by the person requesting the taxi service. Meliá Roma Aurelia Antica Hotel also operates a complimentary coach service for its guests to/from the city centre at scheduled times. The complete schedule will be available at the Documents Desk. Alternatively, a taxi minibus for a maximum of eight people is also operational for transfers to the city centre at a special rate of € 3,00 per person and should be reserved well in advance.



COFFEE SERVICE

19. Coffee, tea and light beverages will be served from 08.30 to 10.00 hours and from 16.30 to 17.30 hours outside the plenary room (Sala Goya/Miró).

LUNCH

20. Arrangements have been made with the hotel for buffet lunches to be served on Thursday and Friday, 18-19 April 2002. There is an à la carte restaurant on the hotel premises. Please note that there are no other restaurant facilities within walking distance of the hotel.