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IFAD

INTERNATIONAL FUND FOR AGRICULTURAL DEVELOPMENT

Consultation on the Seventh Replenishment of IFAD's Resources – Fourth Session

Doha (Qatar), 1-2 October 2005

**ARRANGEMENTS FOR THE FOURTH SESSION OF THE
CONSULTATION ON THE SEVENTH REPLENISHMENT OF IFAD'S RESOURCES**

Information for Delegates

LOCATION

1. The Fourth Session of the Consultation will be held on Saturday, 1 October and Sunday, 2 October 2005, at the Four Seasons Hotel Doha, The Corniche, P.O. Box 24665, Doha, Qatar (telephone: +974-494-8888; fax: +974-494-8222). The Four Seasons Hotel Doha is located on the sea front 12 km from the airport.

ACCOMMODATION AND HOTEL BOOKINGS

2. Delegates are responsible for making their own room reservations directly with the Four Seasons Hotel Doha under the block booking already made. In order to facilitate check-in procedures, delegates are kindly requested to fill in the attached registration request form and forward it to the hotel directly by fax (+974-494-8222) or by e-mail (doh.reservations@fourseasons.com). To ensure proper coordination of overall arrangements, a copy of travel and hotel bookings should be forwarded to the Office of the Secretary of IFAD at the e-mail address ConsultationSecretariat@ifad.org by Monday, 12 September at the latest. IFAD and the Government of the State of Qatar have negotiated a special room rate (including breakfast) of 850 Qatari riyals (QAR) per day (equivalent to approximately USD 235) for a double room with single occupancy. Delegates sharing a room with an accompanying spouse or guest will be charged a supplement of QAR 60 for a double occupancy room (for a total daily rate of QAR 910). Meeting participants will be exempt from payment of the additional sales taxes and service charges, which account for 17% of the room rate. Delegates will be responsible for settling their hotel fees directly with the hotel.

AIR TRAVEL

3. The Qatari Government has secured special discounted rates for all participants flying with **Qatar Airways**. A 25% discount will be applied on the airline's listed fares and a 15% discount will be applied on the discounted market prices. To obtain this discount, delegates must purchase their tickets at a **Qatar Airways office**, specifying, when booking, that they are attending the Consultation session. Qatar Airways urges meeting participants to secure their bookings as early as possible in view of the high demand expected during this peak season.

RECEPTION AT AIRPORT AND TRANSPORTATION

4. Arrangements have been made with the Qatari Government for participants to be met upon arrival at the airport according to flight schedules communicated to the Office of the Secretary of IFAD at e-mail address: ConsultationSecretariat@ifad.org. A welcome desk displaying the IFAD logo will be located in the arrival hall. Transfers will be graciously provided by the Government of the State of Qatar for all delegates attending the session.

ENTRY VISAS

5. Formalities for entry visas, when required, should be initiated well in advance at the Qatari Embassy in the traveller's country of domicile. In the event there is no embassy in the country of origin, the Government of the State of Qatar can assist in providing a visa at the airport upon arrival. For this, a copy of the traveller's passport and details of arrival/departure flights and times should be communicated to IFAD's Privileges and Visa Management Section at e-mail address Consultationvisa@ifad.org at least **15 days prior to departure**.

SECRETARIAT AND REGISTRATION

6. Registration will commence on Saturday, 1 October 2005, at 8.30 hours. Delegates are kindly requested to register promptly by going to the Registration Desk located in the foyer of the meeting area on the second floor of the hotel, where they will be issued a security badge.

MEETING ROOMS AND HOURS

7. The plenary meetings of the Consultation will be held in the Al-Mirqab plenary room. The plenary will start at 10.00 hours on Saturday, 1 October 2005. List meetings, as necessary, will be held on the premises on the same floor. Delegates are kindly requested to turn off portable telephones before entering the meeting rooms.

SECURITY

8. Strict security measures will be in place. Security staff will have instructions to allow entry into the meeting area only to participants in possession of a security badge. Participants are required to wear their badge at all times.

INTERPRETATION

9. 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

10. A provisional list of participants, based on replies received as of 29 September 2005, will be made available on Saturday, 1 October 2005, at the Documents and Registration Desks. A revised provisional list of participants, based on registration only, will be issued on Sunday, 2 October 2005.

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

DISTRIBUTION OF DOCUMENTS

12. The Documents Desk will be located close to the plenary meeting room. To save paper and help protect the environment, Delegates are requested to bring with them their copies of the dispatched documents. Delegates may pick up further documents, if needed, immediately after registration.

BANKING FACILITIES AND TRAVEL ARRANGEMENTS

13. The Four Seasons Hotel Doha has banking facilities for currency exchange, and arrangements have been made for a travel counter to be available during the session on the ground floor.

MEDICAL SERVICES

14. Medical assistance is available at the Four Seasons Hotel Doha. Arrangements have been made for transport to the nearest hospital if emergency medical treatment is required.

BUSINESS CENTRE AND FACILITIES

15. *Incoming mail:* Personal mail received for delegates will be available at the Registration Desk. Mail should indicate "IFAD Consultation" and be addressed "c/o Four Seasons Hotel Doha".

16. *Telephones and Internet:* Facilities for international telephone calls, fax transmissions and Internet access are available at the conference site.

HOSPITALITY AND RELATED EVENTS

17. Arrangements have been made with the hotel to provide buffet luncheons and coffee breaks, offered to delegates by IFAD on the days of the session. In addition, the Government of the State of Qatar will host a reception, at a venue that will be communicated separately.

TEMPERATURE AND CLIMATE

18. The average temperature in Doha in October varies from a minimum of 25°C to a maximum of 33°C. The weather is usually warm and pleasant at this time of year, but can be humid at times.

CURRENCY

19. The local currency is the Qatari riyal (QAR), which is currently exchanged at QAR 3.64 per USD 1.00. Rates quoted in United States dollars are subject to change according to the prevailing exchange rate.

TIME

20. Doha is three hours ahead of Greenwich Mean Time (GMT).

VOLTAGE

21. Local voltage is 220 volts (50 Hz); 110 volt current is available in hotel bathrooms. Adapters are available through the hotel concierge.



FOUR SEASONS HOTEL
Doha

ROOM RESERVATION REQUEST FORM
INTERNATIONAL FUND FOR AGRICULTURAL DEVELOPMENT
Consultation on the Seventh Replenishment of IFAD's Resources – Fourth Session
Doha (Qatar), 1-2 October 2005

PLEASE RETURN THIS FORM FULLY COMPLETED BY 15 SEPTEMBER 2005 TO:
FOUR SEASONS HOTEL DOHA, RESERVATIONS OFFICE AT FACSIMILE +974 494-8222
OR E-MAIL DOH.RESERVATIONS@FOURSEASONS.COM

- Single occupancy, double room (including breakfast): QAR 850.00**
 Double occupancy, double room (including breakfast): QAR 910.00

Guest name: _____

Title (Mr/Mrs/Ms/Dr): _____

Home address: _____

_____ **Postal code** _____

Telephone/fax: _____ **E-mail** _____

Nationality: _____

Passport number: _____

Affiliation: _____

Address: _____

_____ **Postal code** _____

Room Reservation: Arr. Date / / Dep. Date / / Total Nights
(DD/MM/YY) (DD/MM/YY)

Method of payment: Major credit cards and cash payments are accepted for guaranteeing a reservation.

Card type and number: _____

Expiration date: _____

Special requirements: _____

- Smoking** **Non-smoking**

Arrival flight number _____ *Date* _____ *Time (24-hour)* _____

Departure flight number _____ *Date* _____ *Time (24-hour)* _____

Please note that, after the hotel booking deadline (15 September 2005), the Four Seasons Hotel Doha will not be able to guarantee availability, and reservations will be made subject to availability.

Signature _____