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IFAD

INTERNATIONAL FUND FOR AGRICULTURAL DEVELOPMENT

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

Rome, 14-15 December 2005

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

Information for Delegates

LOCATION

1. The Fifth Session of the Consultation will be held on Wednesday, 14 and Thursday, 15 December 2005, at the Hotel Villa Pamphili, Via della Nocetta 105, Rome (telephone: 003906-6602; fax: 003906-66157747). The hotel is located opposite the Villa Pamphili park, in a residential area approximately 3 kms from the Holy See (Vatican) (please see the attached map).

REGISTRATION

2. Registration will commence on 14 December 2005 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 Salone dei Papi. The plenary will start at 10.00 hours on Wednesday, 14 December 2005.
5. List meetings, as necessary, will be held in the Salone Pignatelli located on the ground floor.

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 9 December 2005, will be made available on Wednesday, 14 December 2005, at the Documents and Registration Desks. A revised Provisional List of Participants, based on registration only, will be issued on Thursday, 15 December 2005.
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 close to the plenary meeting room. 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, you may contact the IFAD Privileges and Visa Management Section, which will support your documentation by sending a note verbale to the relevant 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 Privileges and Visa Management Section, fax: 003906-54593311; e-mail address: s.reyes@ifad.org.

- In the event there is no representation of countries adhering to the Schengen Agreement, a ten-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 Privileges and Visa Management Section (fax: 003906-54593311 or 003906-5043463; e-mail address: s.reyes@ifad.org) **at least ten days** prior to the arrival date in Rome:

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

- It is also important that the itinerary to Rome should not foresee a stop-over in any other country adhering to the Schengen Agreement.

HOTEL BOOKINGS

11. A limited number of rooms have been reserved for IFAD delegates at the Hotel Villa Pamphili, on a "first-come-first-served" basis, at a special IFAD rate of EUR 112 (double room with single occupancy) and EUR 138 (double room with double occupancy), including breakfast. The same rate will apply for those wishing to stay at the hotel before and/or after the Consultation period. Delegates are responsible for making their own hotel bookings. Due to the fact that December is a busy period for hotels in Rome, it is strongly recommended that bookings be made well in advance.

BANKING FACILITIES

12. The Hotel Villa Pamphili does not have full banking facilities; however, facilities for currency exchange are available.

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: 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. Facilities for international telephone calls, fax transmission and access to Internet are available at the conference site.

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

TRANSPORTATION

19. Taxis may be obtained from the Documents Desk. 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.

COFFEE SERVICE

20. 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.

BUFFET LUNCHEON

21. Arrangements have been made with the hotel for buffet lunches to be served on the days of the session.

ROOM RESERVATION REQUEST FORM

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PLEASE RETURN THIS FORM FULLY COMPLETED BY 2 DECEMBER 2005 TO:
HOTEL VILLA PAMPHILI, RESERVATIONS OFFICE AT FACSIMILE +39 0666157747
OR E-MAIL CONGRESSI@HOTELVILLAPAMPHILI.COM

- Single occupancy, double room (including breakfast): 112.00 Euro**
 Double occupancy, double room (including breakfast): 138.00 Euro

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: _____

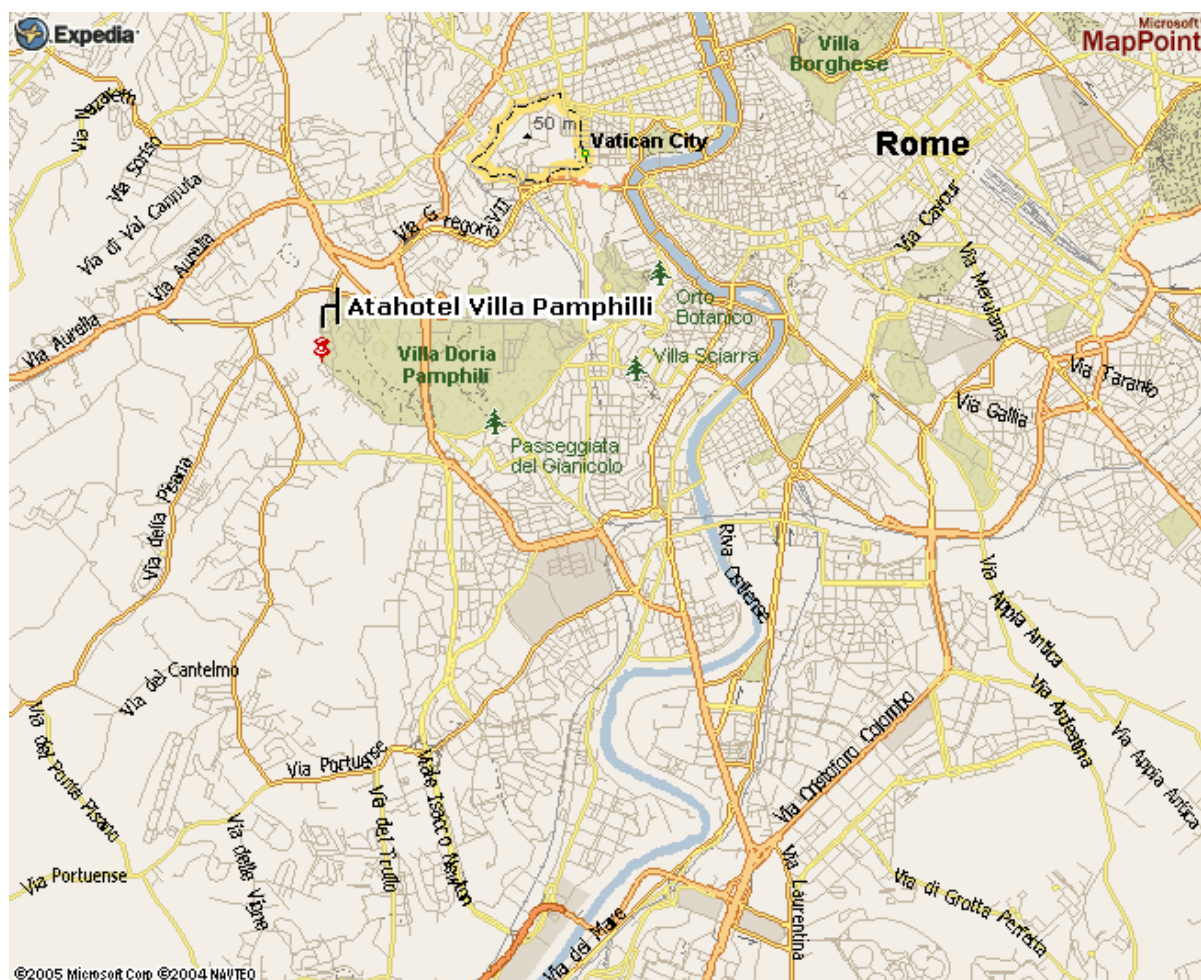
Smoking **Non-smoking**

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

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

Please note that, after the hotel booking deadline (2 December 2005), the Hotel Villa Pamphili will not be able to guarantee availability, and reservations will be made subject to availability.

Signature _____



DIRECTIONS TO THE HOTEL VILLA PAMPHILI FROM IFAD HEADQUARTERS

1. Take Via del Serafico in the direction of Via Laurentina.
2. Turn right onto Via Laurentina and follow the signs for Fiumicino airport.
3. From the Roma-Fiumicino highway, take a right turn onto Via Isacco Newton/Colli Portuensi.
4. Carry on straight along Via Isacco Newton and then down Via di Colli Portuensi until you reach the junction with Circonvallazione Gianicolense.
5. Cross over Circonvallazione Gianicolense and continue to the first set of traffic lights on Via Olimpica.
6. Turn left onto Via della Nocetta, which is clearly indicated.
7. Carry on straight down Via della Nocetta alongside the wall of the Villa Pamphili park.
8. The Hotel Villa Pamphili is approximately 600 metres down Via della Nocetta on your left-hand side.

