

INFORMATION ON THE ARRANGEMENTS FOR THE SESSION

Date and Place of the Session

The 8th Meeting of the Ministers of Agriculture, Fisheries and Food of CIHEAM's Member Countries will take place at the Conrad Hotel in Istanbul, from 07 to 10 March 2010.

Airport Welcoming Services

The welcoming and farewell services for the delegates will be available from 7 to 10 March 2010.

It is recommended that delegates arrive in Istanbul before 08 March due to flight restrictions. They will be welcomed at the airport provided that they inform the Meeting Coordination Office in advance.

Participants are kindly requested to notify the Meeting Coordination Office and/or Meeting Bureau (see Useful Addresses) of their names and flight schedules by 21 February 2010 at the latest to enable the host officers to meet them at the airport and make necessary arrangements.

Transportation

Private cars will be provided for the Ministers who will be attending the Meeting. In addition, there will be a pool of cars available for Heads of Delegations as well as other delegates and observers.

Registration

All delegates are requested to register at the Conrad Hotel.

Hotel Accommodation

Regarding accommodation and meal expenses of attendees:

- a. Accommodation and other expenses of the Ministers will be covered by the Government of the Republic of Turkey from 7 to 10 March 2010. Accommodation including breakfast of two delegates from each member country will be covered by the Government of the Republic of Turkey from 7 to 10 March 2010.
- b. Accommodation expenses of the rest of the delegations and the representatives of the International Organizations will be met on their own.
- c. All the participants are invited to the lunches, dinners and the social programme offered by the host country.

All participants are kindly requested to inform the MARA (Ministry of Agriculture and Rural Affairs) Coordination Office and/or the Conference Bureau (see Useful Addresses) by 21 February 2010 at the latest for hotel reservations and welcoming arrangements.

Identification badges

Identification badges will be issued to all registered delegates. For security reasons, all participants are kindly requested to wear their badges at all times during the meetings and social events.

Colours of identification badges

Red	: Ministers
Orange	: Members of Delegations
Yellow	: Representatives of International Organizations
Blue	: MARA Coordination Office
White	: Security and Medical Assistants
Green	: Staff

Meeting Room

The Meeting and Opening Ceremony will be held at the Conrad Hotel

Ministers' Addresses

The Ministers' will have 10 minutes for delivering their addresses in alphabetical order of their country names in English.

Bilateral Meeting Rooms

Bilateral meeting rooms will be available at the Conrad Hotel. Ministers attending the Session may also conduct bilateral talks with their counterparts. The MARA Coordination Office will make necessary arrangements if requests are made in advance.

Information Desk

The Information Desk located at the lobby of the Conrad Hotel will be at the service of the delegates from 7 to 10 March 2010 from 8.00 am to 24.00 hours daily.

Secretarial Offices

The offices of the Conference Secretariat will be located at the Conrad Hotel.

Press Center

The Press Center will be located at the same Hotel. The Press Center is open for all members of the foreign and local press carrying press ID. All questions pertaining to press activities will be handled by this Center.

Internet Center

A fully equipped Internet Center will be at the service of participants at the Conrad Hotel during the time of convention of the Session.

Documentation Center

The Documentation Center will be working at the Conrad Hotel during the meeting to produce Meeting documents in the CIHEAM official languages.

Working Languages and Simultaneous Interpretation

Simultaneous interpretation between English, French, and Turkish will be provided during all sessions.

Medical Facilities

In addition to the special precautions taken by the host authorities, medical facilities available at the Hotel will be at the disposal of the participants. In case of need, please contact the relevant Information Desks.

Flight Reconfirmations and Departures

Delegates should apply as early as possible at the Information Desk located at the Conference Center to confirm their return flight reservations. To facilitate their travel arrangements, the delegates are kindly requested to fill in the Flight Departure Forms and hand them to the above mentioned desk.

Hotel for the Delegates to be Hosted by the Turkish Government

Conrad Hotel Istanbul
Yildiz Caddesi, Besiktas
34353 Istanbul, Turkey
Tel. +90 212 227 3000
Fax +90 212 227 3406