


May 2013

	منظمة الأغذية والزراعة للأمم المتحدة	联合国 粮食及 农业组织	Food and Agriculture Organization of the United Nations	Organisation des Nations Unies pour l'alimentation et l'agriculture	Продовольственная и сельскохозяйственная организация Объединенных Наций	Organización de las Naciones Unidas para la Alimentación y la Agricultura
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## LATIN AMERICAN AND CARIBBEAN FORESTRY COMMISSION

### TWENTY-EIGHT SESSION

Georgetown, Guyana, 9 – 13 September, 2013

### Information Note for the Participants

#### Place and dates

1. At the kind invitation of the Government of the Republic of Guyana, the 28<sup>th</sup> Session of the Latin American and Caribbean Forestry Commission (LACFC) will be held in Georgetown, from 9 to 13 September, 2013 at the **Guyana International Conference Center (GICC)**, Liliendaal, Greater Georgetown.
2. Transfer airport/hotel/airport will be kindly provided by the Guyana Forestry Commission (GFC). Those participants wishing to be met at the airport should send to Ms. Sonya Reece, Assistant Commissioner of Forests, Phone: (592) 226-7271 /4, Email: [GFC\\_LACFLiaison@forestry.gov.gy](mailto:GFC_LACFLiaison@forestry.gov.gy) their flight number, date and time of arrival, in advance.
3. The Opening Session will take place at 09:00 hours on Monday, 9 September.

#### Communications

4. All correspondence related to the **Session** should be addressed to the Secretary of the Commission, as follows:

Mr Jorge Meza Robayo  
Secretary of the Commission  
FAO Regional Office for Latin America  
and the Caribbean  
Santiago, Chile

Secretariat phone: (56-2) 2923-2215 / 2137  
Fax: (56-2) 2923-2101  
Email: [Jorge.Meza@fao.org](mailto:Jorge.Meza@fao.org)

5. Correspondence related to **hotel reservations** and **reception at the airport** should be addressed to:

Ms Sonya Reece  
Assistant Commissioner of Forests  
**Guyana Forestry Commission**  
Georgetown, Guyana  
Phone: (592) 226-7271 /4  
Mobile phone: (592) 660-4475  
Email: [GFC\\_LACFLiaison@forestry.gov.gy](mailto:GFC_LACFLiaison@forestry.gov.gy)

Messrs. Nichola Harris and/or Joseph Manoharlall  
**Princess Hotel – Guyana International**  
Track 'BS' Block 'Z' Plantation Providence, East Bank Demerara  
Georgetown, Guyana  
Phone: (592) 265-7030 (direct Office); (592) 265-7013, ext. 2015  
Email: [Nicola@princesshotelcasino.com](mailto:Nicola@princesshotelcasino.com) / [joseph@princesshotelcasino.com](mailto:joseph@princesshotelcasino.com)

### **Registration**

6. Registration for participants will take place on Sunday, 8 September from 17:30 to 19:00 hours, at the Princess Hotel – Guyana International, and on Monday, 9 September from 08:30 to 09:00 hours, at the Guyana International Conference Center (venue of the event). Participants are kindly requested to return the Enrolment Form located at the end of this Information Note, **before 29 July, 2013**.

### **Accommodation**

7. Special arrangements have been made for participants at the **Princess Hotel – Guyana International**, Track 'BS' Block 'Z' Plantation Providence, East Bank Demerara, Georgetown, Guyana. Phone: (592) 265-7030, Fax: (592) 265-7002, Email: [info@princesshotelguyana.com](mailto:info@princesshotelguyana.com) or [joseph@princesshotelcasino.com](mailto:joseph@princesshotelcasino.com), Website: <http://www.princesshotelguyana.com>. The rate for participants per night is USD 90 + 16% tax in single room and USD 110 + 16% tax in double room, including breakfast. Coffee breaks during the days of the event will be kindly provided by the Guyana Forestry Commission (GFC). Likewise, there will be bus transportation to the Conference venue. Lunch must be covered by each participant.

### **Languages and documentation**

8. The working languages of the Session of the Commission will be English, Spanish and also French if a French-speaking Member Nation participates. Simultaneous interpretation and main documents will be provided in these languages accordingly. Documents will be distributed to Member Nations before the Session and **participants are kindly requested to bring them to the meeting, as there will only be a limited number of copies available**.

Documents will also be available at the Website of the FAO Regional Office:  
<http://www.rlc.fao.org/en/events/28-session-of-the-lacfc/>

### **Passports and visa**

9. Participants attending the event should contact the Embassy or Consulate of the Republic of Guyana in their countries regarding entry formalities. For more information participants are invited to consult the official Internet site of the Ministry of Foreign Affairs of the Republic of Guyana: [http://www.minfor.gov.gy/tsite/index.php?option=com\\_content&task=view&id=36&Itemid=54](http://www.minfor.gov.gy/tsite/index.php?option=com_content&task=view&id=36&Itemid=54)

The Government of the Republic of Guyana will bring support to official delegates of LACFC member countries who require a visa.

**Foreign exchange**

10. The local currency in Guyana is the Guyana Dollar. Major credit cards are accepted by most hotel, restaurants, supermarkets, car rental agencies and tour operators. Credit cards with CIRRUS and/or PLUS mark can be used at any Scotia Bank ATM machines.

**Field trip**

11. On Thursday, 12 September there will be a field visit. It is recommended that participants wear jeans and t-shirts, sneakers and headwear.

**General information about the country**

12. **Guyana**, officially the Cooperative Republic of Guyana, is a sovereign state on the northern coast of South America that is culturally part of the Anglophone Caribbean. Guyana is the only state of the Commonwealth of Nations on mainland South America, and the only one on the continent where English is the official language. Guyana is member of the Caribbean Community (CARICOM), which has its secretariat headquarters in Guyana's capital, Georgetown. Guyana is divided into three countries (Essequibo, Demerara and Berbice) and has four geographical regions: the interior savannahs, the highland region, the hilly sand and clay area and the low coastal plain. It is bordered to the east by Suriname, to the south and southwest by Brazil, to the west by Venezuela, and on the north by the Atlantic Ocean.

13. **Georgetown**, the capital and largest city of Guyana, is located on the Atlantic Ocean coast at the mouth of the Demerara River and it was nicknamed Garden City of the Caribbean. The city serves primarily as economic and administrative centre. The striking wooden architecture is reminiscent of Guyana's centuries as a Dutch, and then as a British colony. The St. George's Cathedral is reputed to be the tallest wooden building in the world. The terrain in this part of the country is flat coastal plains. The city is surrounded by a blanket of cane fields along with marshy swamps, and savannah lands on its east and south.

**Climate**

14. Georgetown has a year-round hot tropical rainforest climate. For the month of September the average daily temperature fluctuates between a minimum of 16°C and a maximum of 31°C.

**Electricity**

15. Electric power in Georgetown is 110v and 220v in most other places, including parts of suburban Georgetown.

**LATIN AMERICAN AND CARIBBEAN FORESTRY COMMISSION****28<sup>th</sup> SESSION**

Georgetown, Guyana, 9 - 13 September, 2013

**ENROLMENT FORM**

Please complete this form, either typed or in block letters, and send it by Email to Ms Nancy Ayub, LACFC Secretariat: Email: [Nancy.Ayub@fao.org](mailto:Nancy.Ayub@fao.org) or by Fax: (56-2) 2923-2101 before **29 July, 2013**.

Name: \_\_\_\_\_  
 Surname: \_\_\_\_\_  
 City: \_\_\_\_\_  
 Country: \_\_\_\_\_  
 Institution: \_\_\_\_\_  
 Job title: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_  
 E.mail: \_\_\_\_\_

Please make the following reservation at the **Princess Hotel – Guyana International** from \_\_\_\_ to \_\_\_\_

Single room:   
 Double room:

**Arrival** at Cheddi Jagan International Airport

day: \_\_\_\_\_ time: \_\_\_\_\_ Airline: \_\_\_\_\_ N° of flight: \_\_\_\_\_

**Departure** from Cheddi Jagan International Airport

day: \_\_\_\_\_ time: \_\_\_\_\_ Airline: \_\_\_\_\_ N° of flight: \_\_\_\_\_

Enquiries may also be addressed to:

1. Ms Sonya Reece  
 Assistant Commissioner of Forests  
 Guyana Forestry Commission  
 Georgetown, Guyana

Phone: (592) 226-7271 /4  
 Fax: (592) 226-8956  
 Email: [GFC\\_LACFLiaison@forestry.gov.gy](mailto:GFC_LACFLiaison@forestry.gov.gy)

2 Ms Nancy Ayub  
 LACFC Secretariat  
 FAO Regional Office for Latin America  
 and the Caribbean  
 Santiago, Chile

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 Fax: (56-2) 2923-2101  
 Email: [Nancy.Ayub@fao.org](mailto:Nancy.Ayub@fao.org)