



**Food and Agriculture Organization
of the United Nations**

Informal Consultation Meeting for Europe and Central Asia Budapest, 29-30 May 2017

Information Note for Participants

Consultation venue

The Informal Consultation Meeting for Europe and Central Asia will be held in the Conference Room of the Ministry of Agriculture of Hungary (1055 Budapest, Kossuth Lajos ter 11). The event will start at 12.00 hours on Monday, 29 May, and will conclude at 14.00 hours on Tuesday, 30 May.

On-site Registration

The Consultation will begin with on-site registration of participants from 11.00 to 13.00 hours on 29 May 2017, during which participants will be provided with the Consultation working documents on a pen-drive.

Catering Services

Buffet lunch and coffee breaks will be provided on both days of the Consultation.

Reception

The Government of Hungary will host a reception on Monday, 29 May 2017 to which all delegates are cordially invited. Details on the place and time will additionally be provided at the consultation.

Working languages

The working languages of the Consultation will be English and Russian, with simultaneous interpretation during the plenary.

Working documents

All documents will be made available on the dedicated website of the Informal Consultation as they become ready <http://www.fao.org/europe/events/detail-events/en/c/877206/> and will also be provided to participants on pen-drives during registration on site. As there will be WiFi at the Consultation venue enabling access to pre-session documents online, participants are encouraged to carry personal lap-tops (for which electrical outlets will be made available in the meeting room) in order to reduce the need for hard copy documents. Printed copies of documents will be made available on the spot only upon request and in limited quantities, in an effort to achieve a paperless Consultation.

Accommodation for Consultation Participants

Accommodation is to be booked and covered directly by the participants. A list of proposed hotels, with a location nearby the venue of the Consultation, can be found below. Please note that there were no block reservations made, therefore the FAO Regional Office cannot guarantee availability in these hotels.

<i>Name of the Hotel</i>	<i>Address</i>	<i>Internet site</i>
Hotel Parlament****	H-1054 Budapest, Kálmán Imre u. 19.	www.parlament-hotel.hu/hotel
NH Hotel Budapest City ****	H-1137 Budapest, Vígyszínház u. 3.	www.nh-hotels.com/hotel/nh-budapest-city
Hotel President****	H-1054 Budapest, Hold u. 3-5.	www.hotelpresident.hu/en
Starlight Suiten Hotel ****	H-1051 Budapest, Mérleg u. 6.	http://www.starlighthotels.com/index.php/en/budapest-en/hotel-en
K + K Hotel Opera****	H-1065 Budapest, Révay u. 24.	www.kkhotels.com/opera
Radisson Blu Béke Hotel, Budapest****	H-1067 Budapest, Teréz krt. 43.	www.radissonblu.com/hotel-budapest

Formalities for entry into Hungary

Passport holders of some countries outside the Schengen area require a visa to enter Hungary. For further information regarding visa issuance, participants are encouraged to contact their local Hungarian Embassy/Consulate, or visit the website of the Ministry of Foreign Affairs of Hungary: <http://konzuliszolgalat.kormany.hu/visa-waiver-agreements>.

Participants who require a visa to enter Hungary, and have indicated this during the online registration, will be issued an official invitation by the Regional Office, supporting them in their application for the entry visa at their local Hungarian Embassy/Consulate.

Arrival and transportation to the hotel

Upon arrival to Budapest airport (Liszt Ferenc Airport; website: www.bud.hu/english), you may use the Airport Minibus (website: www.minibud.hu/en), or the Airport Főtaxi (website: http://bud.hu/english/passengers/access_and_parking/by_taxi) to arrive to your hotel in Budapest. The prices for the shuttlebus are fixed and for the taxi they are variable depending on the destination. The fee can be paid with any debit/credit card. Should you prefer to use public transport, a bus number 200E is departing from the airport to the first stop of the Budapest Metro. More details: http://bud.hu/english/passengers/access_and_parking/by_public_transportation.

Exchange of foreign currency

Foreign currency may be exchanged at the airport or at exchange offices and banks in town. It is not advisable to exchange foreign currency at the airport, as the rates are about 20% higher than in the exchange offices/banks in town. The approximate exchange rates at the exchange offices/banks in town are: 1€ = HUF 312, and 1 US\$ = HUF 293 (as at 14 March 2017).

Electricity

Electricity voltage in Hungary is 220 volts with European model sockets. Should there be a need for an electricity adapter, participants should make sure they bring it along with them.

Contact person for the Consultation:

Mr Goran Stavrik

Conference Affairs Officer

FAO Regional Office for Europe and Central Asia

Budapest, Hungary

Tel: +36 1 461 2010; Mob: +36 30 4732187

E-mail: REU-Informal-Consultation@fao.org