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United Nationa Industrial Development Organization

Sixth Meeting on Co-operation Among Industrial Development Financing Institutions

Caracas, Venezuela 30 June - 4 July 1975

NOTE TO PARTICIPANTS



I. INDIVIDUAL COMPACES

The main purpose and the conference is to live participants an opportunity to discuss business in pro-arranged, confidential meetings. These will take place in private rooms in the Hetel Elicen, Avenian Libertador y Sur 25, Caracas, Venezuela; telephone of = 70 = 01/30; thex 21 = 1 = 71; cable = HILTELS = CARACAS, on Theodoretic July, Wednesday, d July, Thursday, 3 July and Friday, d July 1/76.

Participants have been requested therefore to make the provisional list of representatives of industrial dimensing institutions attending the meeting. According to their wishes, the Secretarian of the conference has prepared a master schedule for private meetings. An individual daily programme is handed to each participant at the time of registration, starting at 09:00 in the Hotel Hilton on Monday, 30 June.

In case participants wish to request additional appointments, they should contact the appointment secretaries in charge of the arrangements for private business talks early enough so that the Scoretariat can provide rooms, appropriate timing, the availability of the business partner and, when needed, interpreters.

To ensure adacquate meeting arrangements, the participants are kindly requested to strictly observe the appointments made at their own request, as well as those arranged for them at the request of their business partners.

The meeting schedule of all business partners is very tight and allows for little flexibility. If cancellation of an appointment is necessary, please telephone the business partner, who also has his accommodation in the Hotel Hilton or in the Arauco Residence.

The Secretariat will provide office space. The time available for each contact will be half an hour. Participants are requested always to refer to their meeting schedules before arranging any continuation of business talks. This will help the Secretariat to maximise the effectiveness of contacts and will also provide all participants with an opportunity to discuss their business in more detail at a suitable time.

The Secretariat will try its best to arrunge the private meetings requested or to issue a revised programme of appointments as soon as possible. Emplish-, French- and Spanish-speaking appointment secretaries are at the disposal of the participants at the Conference Contre. Any request for additional appointments will be arranged by them. Each institution will have a mail box at the Conference Centre and participants are kindly requested to check this box at regular intervals, perhaps twice daily, for any messages. Documents will also be distributed there.

II. ADMINISTRATIVE ARRANGEMENTS

In order to ensure the smooth administration of the meeting and in order to facilitate the participants stay in Caracas, their attention is drawn to the following points:

1. Arrival of Participants

Participants are kindly requested to advise the joint Scoretariat of the Meeting, established by UMIDO, the Corporación Venezolana de Fomento and ALIDE at the Hotel Milton, of exact arrival dates and flight numbers as soon as possible. This should preferably be done by cable or telex.

Receptionists at the airport will be at the participants disposal on Saturday, 28 June, Sunday, 29 June and Monday, 30 June.

2. Motel Recommendations

Notel reservations have been made on behalf of and at the expense of the participants, immediately upon receipt of their registration forms, at the Hotel Hilton.

3. Meedingstens of the Meeting

The opening occasion, plenary sessions and the closing entries will take place in the Conference Hall of the Notel Milton.

The individual contacts from Tuesday, 1 July through

Priday, 4 July will also be held in selected effice rooms
in the Notel Milton.

4. Document dion

Documentation will be distributed to participants prior to the mainting of it is printed. Additional background material will be given to participants upon registration. In-session documentation will be distributed during the meeting.

5. Officers of the Meeting

The following officers will help to organise the macking:

UNIDO

Mr. F. L. Guly Director, Industrial Policies and Programming Pivicion Press Officer To be nominated Mr. U. Loeser Industrial Development Officer, Industrial Financing and Investment Promotion Section Mr. F. Harold Chief, Meetings Planning and Servicing Unit Mr. K. Sting Expert for the "Scheme for the Exchange of Information mong Industrial Development Finencing Institutions on Industrial Projects" Ms. P. Bozazian Confirence Secretary

Corpor ción Venezolana de Fomento

Mr. O. Burult President

Mr. A. Coronil Director Principal

Mo. Thais-Ramirez Co-ordinator, International Events

Latin American Association of Development Finance Institutions

Mr. E. Rohrmosor President

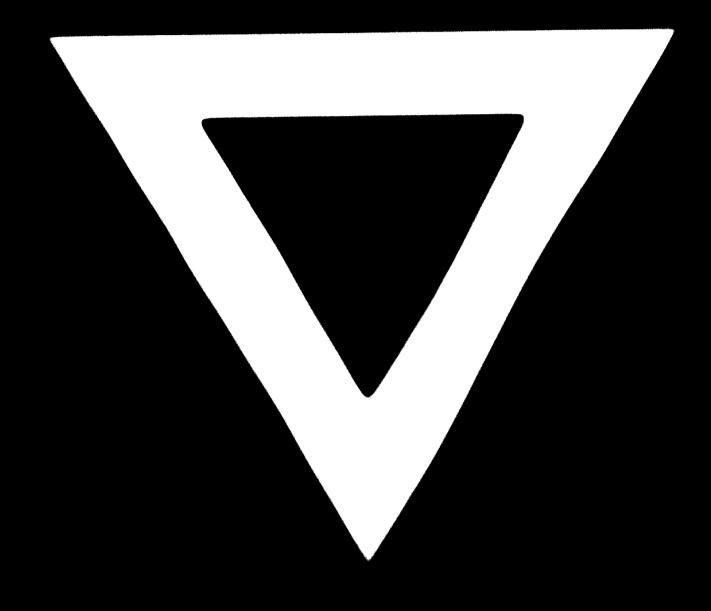
Mr. R. Palma Secretary General

Mr. J. Bellido Advisor

The names of the Press Officer and English-, French-, and Spanish-speaking appointment secretaries will be announced at the opening session.

6. Social Events

Social events are being arranged by the Corporación Venesolana de Fomento and the Latin American Association of Development Finance Institutions. This programme and invitations will be distributed to participants upon registration.



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