



**TOGETHER**  
*for a sustainable future*

## OCCASION

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Sixth Meeting on Co-operation Among Industrial  
Development Financing Institutions

Caracas, Venezuela  
30 June - 4 July 1975

NOTE TO PARTICIPANTS



## I. INDIVIDUAL CONTACTS

The main purpose of the conference is to give participants an opportunity to discuss business in pre-arranged, confidential meetings. These will take place in private rooms in the Hotel Hilton, Avenida Libertador y Sur 25, Caracas, Venezuela; telephone 7 - 70 - 01/30; telefax 21 - 1 - 71; cable - HILTELS - CARACAS, on Monday, 1 July, Wednesday, 3 July, Thursday, 3 July and Friday, 4 July, 1974.

Participants have been requested therefore to refer to the provisional list of representatives of industrial financing institutions attending the meeting. According to their wishes, the Secretariat 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 Secretariat can provide rooms, appropriate timing, the availability of the business partner and, when needed, interpreters.

To ensure adequate 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 Arauce 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 maximize the effectiveness of contacts and will also provide all participants with an opportunity to discuss their business in more detail at a suitable time.

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The Secretariat will try its best to arrange the private meetings requested or to issue a revised programme of appointments as soon as possible. English-, French- and Spanish-speaking appointment secretaries are at the disposal of the participants at the Conference Centre. 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 Secretariat of the Meeting, established by UNIDO, the Corporación Venezolana de Fomento and ALIDE at the Hotel Hilton, 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. Hotel Reservations

Hotel 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. Meetings of the Meeting

The opening ceremony, plenary sessions and the closing session will take place in the Conference Hall of the Hotel Hilton. The individual contacts from Tuesday, 1 July through Friday, 4 July will also be held in selected office rooms in the Hotel Hilton.

4. Documentation

Documentation will be airmailed to participants prior to the meeting if 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 organize the meeting:

UNIDO

Mr. F. L. Guy	Director, Industrial Policies and Programming Division
Press Officer	To be nominated
Mr. U. Lesser	Industrial Development Officer, Industrial Financing and Investment Promotion Section
Mr. P. Harold	Chief, Meetings Planning and Servicing Unit
Mr. K. Stang	Expert for the "Scheme for the Exchange of Information among Industrial Development Financing Institutions on Industrial Projects"
Ms. P. Bezzian	Conference Secretary

Corporación Venezolana de Fomento

Mr. O. Baralt	President
Mr. A. Conzatti	Director Principal
Ms. Thais-Ramirez	Co-ordinator, International Events

Latin American Association of Development Finance Institutions

Mr. E. Rohrmoser	President
Mr. R. Palma	Secretary General
Mr. C. Garatán	Advisor
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 Venezolana de Fomento and the Latin American Association of Development Finance Institutions. This programme and invitations will be distributed to participants upon registration.



**76.01.15**