



**TOGETHER**  
*for a sustainable future*

## OCCASION

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Fourth Meeting on Co-operation among  
Industrial Development Financing Institutions  
West Berlin, 4 - 11 July 1973

NOTE TO PARTICIPANTS

We regret that some of the pages in the microfiche copy of this report may not be up to the proper legibility standards, even though the best possible copy was used for preparing the master fiche.

## 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 Kempinski Hotel, Kurfürstendamm 21, West Berlin; Telephone: 331 05 91; Cable DEUTSCHSTIFTUNG; Telex: 0183553, on Wednesday, 4 July, Thursday, 5 July, Friday, 6 July, Monday, 9 July, and Tuesday, 10 July.

Participants have therefore been requested 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 14:00 in the Kempinski Hotel on Tuesday, 3 July.

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 has his accommodation also in the Hotel Kempinski.

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.

The Secretariat will try its best to arrange for 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 Center. Any request for additional appointments will be arranged by them. Each institution will have a mail box at the Conference Center 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 West Berlin, 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 and the German Foundation for Developing Countries at the Kempinski Hotel, of exact arrival dates and flight numbers as soon as possible. This should preferably be done by cable or telex.

Receptionists at the airports will be at the participants' disposal on Tuesday, 3 July and Wednesday, 4 July.

### 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 Kempinski Hotel.

### 3. Headquarters of the Meeting

The opening ceremony, plenary sessions and the closing session will take place in the Conference Hall in the Kempinski Hotel. The individual contacts from Wednesday, 4 July through Tuesday, 10 July will also be held in selected office rooms in the Kempinski Hotel.

4. Documentation

Documentation for the conference will be air-mailed to participants prior to the meeting as it is printed. Additional background material will be handed over directly to participants when registering. In-session documentation will be distributed during the meeting.

5. Officers of the Meeting

The following officers will help to organize the Meeting:

From UNIDO

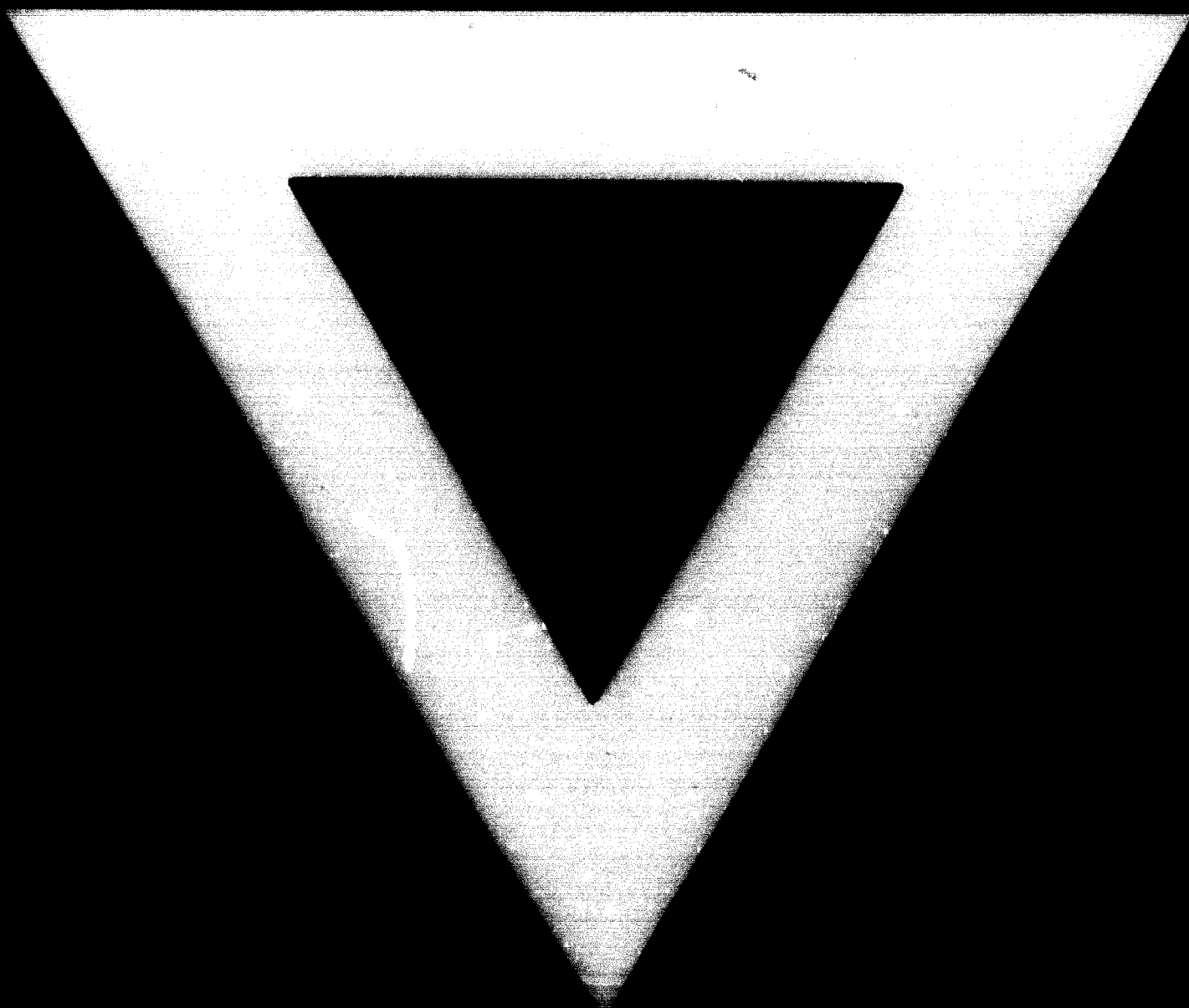
Mr. F. Lo Guay	Director, Industrial Policies and Programming Division
Miss L. Doss	Chief of Information Service
Mr. A. Pflücker	Senior Industrial Development Field Adviser in Latin America
Mr. U. Looser	Industrial Development Officer Industrial Financing and Investment Promotion Section
Mr. F. Herold	Administrative Officer, Office of Conference Services
Mr. K. Stang	Expert for the "Scheme for the Exchange of Information among Industrial Development Financing Institutions on Industrial Projects"
Mrs. P. Beazian	Conference Secretary
Miss F. Giroud	Conference Secretary

From German Foundation for Developing Countries

Dr. U. Frits	Curator of the German Foundation
Dr. Grüttner	Conference Co-ordinator
Mrs. A. Braunstein	Conference Co-ordinator
Mr. H. Kern	Press Officer
Mrs. C. Reitsig	English-speaking Appointment Secretary
Miss B. Stöber	French-speaking Appointment Secretary
Miss H. Muhl	Spanish-speaking Appointment Secretary

From Kreditanstalt für Wiederaufbau

Dr. W. Engel	Conference Co-ordinator
.....	Alternate



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