



PAN AMERICAN HEALTH ORGANIZATION
WORLD HEALTH ORGANIZATION



27th PAN AMERICAN SANITARY CONFERENCE **59th SESSION OF THE REGIONAL COMMITTEE**

Washington, D.C., USA, 1-5 October 2007

CSP27/DIV/1 (Eng.)
29 September 2007
ORIGINAL: ENGLISH

Important Information for Delegates

- Interpretation is being provided in the four official languages of the Organization: English (channel 2), French (channel 3), Portuguese (channel 4), and Spanish (channel 1).
- To request the floor, press the black button on the microphone base on your table. The green light (REQUEST) will come on to indicate that your request has been registered. The name of your country will appear on the request list of the monitor of the President of the Session.
 - When the President recognizes you, the red light (SPEAK) on your microphone base and a red ring on your microphone will come on to indicate that your microphone has been activated by the system technician. Your microphone will be live as long as the ring on the microphone is red. When you finish speaking, press the black button again to disconnect the microphone.
 - If you inadvertently press the request button, or if you wish to cancel your request to speak, press the black button again and your request will disappear from the computer. Pressing the button a third time will place your request at the end of the list.
- Delegates of Member and Participating States will be recognized in the order that they press the request button on their microphones, followed by Associate States.

- Representatives of intergovernmental and nongovernmental organizations in official relations with PAHO or WHO will be given an opportunity to make a statement under the agenda item relating to their activities. Representatives who intend to make a statement should make their intention known, in advance, to the Secretary of the Governing Bodies, Dr. Cristina Beato. Representatives are requested to make their statements brief, not to exceed five minutes.
- PAHO is a nonsmoking environment.
- A support service has been established to assist delegates with personal matters. This service is located in Delegates' Lounge Central (DLC), located directly behind this meeting room. The hours of operation are 8:00 a.m. to 6:00 p.m. There delegates will find secretarial support, internet connection, computers and printers, and a computer help desk.
- Delegates are kindly requested not to use the telephones at the Registration Desk in the foyer area.
- Delegates are also kindly requested to turn off their cellular phones when in the meeting room.
- The PAHO Library area on the first floor and the second floor conference areas are now WiFi accessible. Delegates wishing to use this wireless access with their laptops must obtain a log-on ID and password from the computer help desk located in Room DLC.
- Return travel arrangements can be made directly with the Travel Office, located on this floor in Room 201. The hours of operation of the Travel Office are 9:00 a.m. to 5:30 p.m.
- Volumes of working documents have been provided to all official delegates of Members, Associate Members, and Observer States, and to the representatives of intergovernmental and nongovernmental organizations with official observer status. Other participants may obtain loose copies outside the room. In addition, all the working documents are available on the PAHO web site and can be downloaded in any of the four official languages of the Organization. The List of Participants will be updated and redistributed.

- After the Session, delegates will be sent a CD-ROM containing the working documents and presentations.
- A preliminary program of meetings has been distributed, but is subject to review and approval by the General Committee.
- A message board and a Daily Schedule board are located in the Foyer. The Daily Schedule will also be posted on the PAHO web site.

- - -