

INFORMATION NOTE

MEETING LOCATION

FAO HEADQUARTERS

Viale delle Terme di Caracalla

00153 Rome, Italy

Telephone: (+39) 06 57051

Fax: (+39) 06 570 53152

ENTRY FORMALITIES

Participants who require visas to enter Italy should apply for them at the Italian Embassy in their respective country of residence. In case of difficulty, please contact us immediately on ITWG-PGRFA@fao.org

HOTEL ACCOMMODATION

Participants are requested to book their rooms by contacting the hotel directly. When making the hotel reservation, please ask whether a special FAO room rate is available. You can find information on hotels in Rome at <https://www.cwthotel.com/utn/cs682408.htm>

CONNECTION TO AND FROM THE AIRPORT

The two main airports in Rome are Fiumicino Airport (also called Leonardo da Vinci Airport, 36 km west of Rome's city centre) and Ciampino Airport (16 km southeast of Rome's city centre, primarily used for charter and low-cost flights). Details on both airports are provided at <http://www.adr.it>.

Connection from Leonardo da Vinci Airport, Fiumicino

Taxis:

Upon arrival at the airport take a regular white taxi (with a licence from the "Comune di Roma") from the taxi rank just outside the arrivals hall (not from a person or limousine kiosk). There is a fixed fare of €48 to go from the airport to the centre of Rome of (within Aurelian walls).

Trains:

Please note that there are two train services connecting Leonardo da Vinci Airport to Rome. You may check the exact time schedule at: www.trenitalia.com

a) Direct non-stop train to Termini Station (central station) (Leonardo Express)

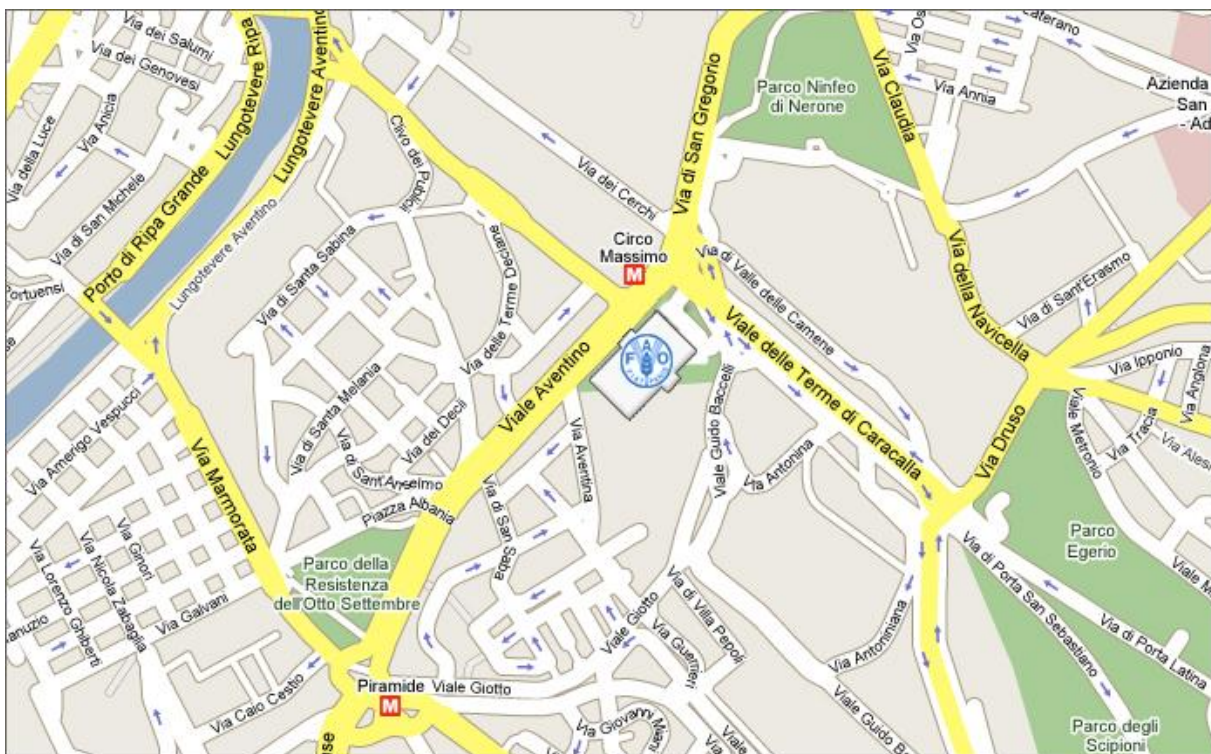
This train runs every 30 minutes from 06.37 to 23.37. Tickets cost €14. You have to buy your ticket before you pass the turnstile, and it is important to validate your ticket by stamping the date/time using the yellow machines on the platform. The journey time is approximately 30 minutes. Termini Station connects to the underground and city busses, and there is a taxi rank outside the station.

b) Local train

The local trains leave from the airport railway station every 20 minutes (on weekdays) in the direction of Poggio Mirteto, Fara Sabina or Orte. Tickets cost €8, and you have to buy your ticket before you pass the turnstile. It is important to validate your ticket by stamping the date/time using the yellow machines on the platform. It takes approximately 30 minutes to reach Rome, and it stops at several train stations in the city, including “Roma Trastevere”, “Roma Ostiense”, “Roma Tuscolana” and “Roma Tiburtina”. We advise you to take this train and get off at "Roma Ostiense" if you are staying at a hotel close to FAO. All the stations are connected to underground, city buses and have taxi stands.

REACHING FAO

FAO is located on Viale delle Terme di Caracalla and is just across from the Circo Massimo. You can reach FAO on foot, by bus or by underground. The line B metro stop “Circo Massimo” is right in front of the FAO main entrance.



REGISTRATION AT FAO HQ

Upon arrival at FAO, participants are requested to use the Visitor Entrance (the wooden cottage), near the metro exit, to register and to pick up a Building Pass. A sign will indicate the line for participants to the Technical workshop. **A valid identity document with a picture will be needed in order to collect the Building Pass.** Building passes are strictly personal and must be worn at all times. If a building pass is lost, it must be reported to FAO Security before a duplicate can be issued. Once inside, please follow signs to the Iran room in Building B (B-116). Once you have received the building pass, you will be able to enter and exit the building without going to the reception desk.

FACILITIES FOR DISABLED PERSONS

The FAO buildings correspond to European Community and Italian disabled facility building codes. All entrances at FAO headquarters are accessible for disabled persons in wheelchairs. An elevator is provided in Building A and a ramp is provided in Building D. Accessible restroom facilities are located in Building A on the ground, first and third floors.

SERVICES WITHIN FAO

Medical service

The FAO Medical Service, located on the first floor of Building B, provides emergency first aid assistance. In the event of medical emergencies, participants may dial number **30** from all in-house telephones or **06-5705-3400** from outside the FAO headquarters complex. For all other medical services, participants may call the extension number **53577** from all in-house telephones and **06 5705-3400** from outside the FAO headquarters complex. They may also go directly to the Medical Service or the Medical Unit in Building A (Room A324–326) during the working hours of the organization.

Banking facilities

The Italian currency is the Euro (€). *Banca Intesa San Paolo* is located on the Ground Floor, Building B, (opening hours from 08:35 hours to 16:35 hours), and *Banca Popolare di Sondrio* is located on the ground floor of building D (D016) (opening hours from 8:30 to 16:00 hours). Cash dispensers (ATM) for credit card withdrawals are located at the entrance of both banks. In addition to the banks, the Italian Post Office located next to the Banca Intesa San Paolo also processes postal/money orders.

Postal services

The Italian Post Office, located on the ground floor of Building B, provides usual postal services (stamps, parcels, telex, telegrams, registered mail, change, postal/money orders, etc.). The Post Office is open from 8.25am to 3pm from Monday to Friday.

Telephone and fax facilities

Public telephone and fax facilities are located on the ground floor of Building B, opposite the bank. They work with coins, Telecom telephone cards and major credit cards. In Italy, it is necessary to use the city prefix (area code) for all domestic calls, including local calls. For example, to call the local number 55-55-555 in Rome, it is necessary to dial 06-55-55-555.

Internet access

FAO provides a free Wireless Internet Service (WiFi). In order to use the service, you need a laptop or PDA that has Wireless LAN capabilities, conforming to 802.11b or 802.11g standards. To connect to this service, please follow the steps below:

1. *Go to an area that provides WiFi services and turn on your laptop or PDA*
2. *If your device has the WiFi adapter enabled, you should get the following message: "The WiFi services "guest_internet" has been detected."*
3. *Open a browser and try to connect to an internet site.*
4. *Use the following credentials:*

Username: **visitor**

Password: **wifi2internet**

Additionally, five computers with internet facilities can be found in the FAO Library (Room A012, ground floor of Building A).

Newspapers

Newspapers (in various languages), magazines, postcards, maps, periodicals, etc. may be purchased from the news-stand located opposite the bank on the ground floor of Building B. The news-stand is open from 7am to 5.30pm from Monday to Friday.

Travel agencies (flight reservation and (re-)confirmation)

Ticket confirmations and other travel services are available at the Carlson Wagonlit Travel Agency, located on the ground floor in Building D. Carlson Wagonlit charges €5 for flight re-confirmation. Participants are reminded that airline offices in Rome are open from 9am to 5pm on weekdays, but are closed on Saturdays and Sundays.

FAO Shop

The catalogue of FAO publications, electronic products and items from the FAO Money and Medals Programme may be purchased from the FAO Shop on the ground floor in Building B, in front of the bank. Payment may be made in US dollars, euros or traveller cheques.

Catering

The FAO headquarters complex offers a variety of dining and snack bar facilities (see list below):

Polish Bar (Building A, ground floor) 08.00 – 17.00h

Blue Bar (Building C, 8th floor) 08.30 – 11.15 and 12.00 – 16.00h

Casa Bar (Building D, ground floor) 07.30 – 16.30h

Cafeteria (Building B, 8th floor) 12.00 – 14.30h

Restaurant (a la carte menu) (Building C, 8th floor) 12.00 – 14.30h

Please note that FAO is a smoke-free area. Smoking is not permitted inside FAO buildings.

GENERAL INFORMATION ABOUT ROME

Public transportation (in Rome)

Tickets for public transport should be purchased in advance and are available from underground stations, tobacco shops and newspaper kiosks as well as from the Newsstand at FAO Headquarters (Ground Floor, Building B, across from the Banca Intesa San Paolo). Tickets cost 1,50 Euro, and may be used once for underground transport and unlimited bus/tram travel within the ticket validation time of 75 minutes. Tickets are validated upon entering bus/tram or at the point of entrance to the Metro. Day tickets valid for the entire bus/tram and metro network can also be purchased.

Currency and credit cards

The official currency is Euro (€). It is not possible to pay in other currencies but there are plenty of ATMs / cash machines to withdraw money. In addition most of the restaurants and shops in Rome accept credit cards.

Exchange rates

Current exchange rate is about 1.26 US\$ for 1 Euro. Time zones - Rome is GMT + 1, plus 1 hour for daylight saving time. Electricity supply - Italy has a 220 volts electricity supply, the sockets are 3 round pins in a row.

Mobile phones

There are four mobile phone GSM operators active in Italy: TIM, Vodafone, Wind and 3. They operate on the 900/1800 MHz bands. Participants can check with their home country provider whether roaming is available with one or more of the operators mentioned above.

Shopping

Shops in Italy are usually open from 9:00 to 13:00 hours and from 15:30 to 19:30 hours. However, many of the shops in the downtown area also remain open during the lunch break.

Pickpockets

Participants are advised to carry their valuables in a safe place, especially on public transport. Although Rome is a safe city, there might be pickpockets on the street, the underground and on buses and trams, in particular in touristic areas. Once participants have checked into their hotels, it is advisable to leave valuables in the hotel safe. Identity cards, keepsakes and anything else not needed in the city are best left at the hotel or place of residence.

Insurance

Participants should ensure that they have appropriate and sufficient medical and travel insurance.

Emergency Telephone Numbers in Rome:

The following numbers may be useful in case of emergency:

- Medical Emergencies: 118
- General Emergencies: 113
- Fire: 115
- Ambulance (Red Cross): 06-5510
- City Physician on Call: 06-58201030

Time zone

Rome is GMT + 1 for details on time zones see: www.timeanddate.com/worldclock/

Electricity supply

Italy has a 220 volts electricity supply, the sockets are 3 round pins in a row.

