

Information note for participants

As of 5 July 2024

I. Venue and dates

The 27th Session of the FAO Committee on Forestry (COFO 27) will take place from 22 to 26 July 2024 at the FAO headquarters (Viale delle Terme di Caracalla, 00153 Rome, Italy). COFO 27 will take place in the Plenary Hall (3rd floor, building A, FAO headquarters). The time zone applicable to the COFO 27 schedule is Central European Summer Time (CEST/UTC +2).

The FAO headquarters orientation map can be found on the last page of this document.

II. Registration

Members can register via the FAO Members Gateway for COFO 27. Please note that each participant will need to register with their own email address. In case you are attending COFO 27 virtually, each registered email address will be granted access to the Zoom videoconferencing platform. For clarifications or questions kindly, contact COFO@fao.org.

Accreditation is only open to invited organizations, which should communicate the members of their delegations to the Secretariat at COFO@fao.org.

III. Collection of badges

Delegates can enter FAO headquarters from the main gate on Viale delle Terme di Caracalla.

Delegates participating in the Session in person may sign for and collect their badges at the Turkish Registration Centre, ground floor, building A, FAO headquarters, Rome. In view of the large number of participants, it is advisable to collect the badges as early as possible or allow for queuing time.

Opening hours:

Saturday	14.00 - 17.00
Sunday	09.00 - 17.00
Monday-Friday	08.00 - 14.00

IV. Session arrangements

COFO 27 documents are available at www.fao.org/about/meetings/cofo/cofo-27/list-of-documents.

The COFO 27 opening ceremony will start at **9.30 on Monday, 22 July 2024** in the Plenary Hall (3rd floor, building A, FAO headquarters).

The Provisional Timetable of COFO 27 is available here [COFO/2024/INF/1](#).

Plenaries will be scheduled as follows:

Monday-Thursday:	09.30 - 12.00
	14.00 - 16.30
	17.00 - 19.30
Friday	14.00 - 16.30

The COFO 27 and WFW 2024 reception will take place on **Monday, 22 July 2024, from 19.30 to 21.00** on the terrace of the cafeteria (8th floor, building B). The Collaborative Partnership on Forests Wangari Maathai Forest Champions Award 2024 Ceremony will take place during the reception. All delegates attending COFO 27 in person are invited to join the reception.

V. Method of work

All meetings of the Session will be conducted in a hybrid modality with both physical presence in FAO headquarters and attendance through the Zoom videoconferencing platform.

Members of delegations and invited observers wishing to attend virtually will be able to do so through the Zoom videoconferencing platform and will receive, upon registration, a unique link to enter the virtual meeting room. The proceedings will also be broadcast through the FAO Webcast.

More information on the working method is available in the “Note on the working method of the Committee on Forestry” ([COFO/2024/INF/3](#)) and on the [COFO 27 website](#).

VI. Interpretation and statements

Simultaneous interpretation in all six languages of the Organization will be available for all meetings of the 27th Session of the Committee on Forestry.

In order to ensure the accuracy of interpretation, delegates are invited to submit digital copies of their statements, in advance to FAO-Interpretation@fao.org and COFO@fao.org at least one hour before the intervention during the session.

VII. FAO restaurants and bars

Within the FAO buildings, there are coffee shops, a cafeteria and a restaurant.

Cafeteria (8th floor of building B): Self-service option offering a variety of organic and international food choices. Hours 11.45–14.30.

Fountain Bar (8th floor of building B): Offers an assortment of coffee, teas, pastries, sandwiches, yoghurts and beverages. Hours 8.00-17.00.

Restaurant Buffet (8th floor of building C): Open buffet food choice. Hours 12.00-14.30.

Bar in the Flag Hall (ground floor of building B): Offers an assortment of coffee, teas, pastries, sandwiches, yoghurts and beverages. Hours 8:00-17:00.

Uzbekistan Lounge (8th floor of building C): Expanded selection of sandwiches, salads, pastries, sandwiches, yoghurts, ice creams, fruit and beverages. Hours 8.00-17.00.

VIII. Contacts

For specific queries and concerns contact the COFO Secretariat at: COFO@fao.org. Please refer to the COFO website (<https://www.fao.org/forestry/committee-on-forestry/en> for further information and updates on the Session (as information becomes available).

For any security and medical emergency you may contact the building A security desk which is open 24 hours at the following numbers: +39 06 579 51345 and +39 06 570 54480.

The following numbers may be useful in case of emergency in Italy outside FAO Headquarters:

Medical Emergencies 118

General Emergencies 113

Fire 115

Ambulance 118

City Physician on Call (Guardia Medica) 06-570-600

FAO SERVICES

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|--|-------------------------|--|----------------------------|
| | ENTRANCE / EXIT | | FAO POUCH + COURIER C003-5 |
| | RECEPTION AREA | | FAO MAILROOM C001 |
| | INFORMATION DESK | | INSURANCE D003 |
| | D. LUBIN LIBRARY | | TRAVEL AGENCY D074 |
| | BANK | | LACTATION ROOM B050 |
| | POST OFFICE | | MEDITATION ROOM A250ter |
| | BOOKSHOP | | GYM A EB-011 |
| | FAOSHOP | | GYM B EB-023 |
| | UNWG | | GYM C EB-017 |
| | FOOD COURT / RESTAURANT | | LIFTS |
| | BAR | | TOILETS |

FAO MEETING ROOMS

7 FLOOR

31 SWISS DESERT LOCUST CENTRE C798

3 FLOOR

24	PLENARY	A335 int
25	CARIBBEAN	A355 bis
26	THAILAND	A382 bis
27	SUDAN	A381
28	INDIA	A327
29	CANADA	A357
30	QUEEN JULIANA	B323

2 FLOOR

11	IRAQ	A235
12	CUBA	B224
13	MALAYSIA	B227
14	ETHIOPIA	C285
15	NIGERIA	C283
16	PHILIPPINE	C279
17	GERMAN	C229
18	AUSTRIA	C250bis
19	AZERBAIJAN	B2L2
20	BANGLADESH	B2L4
21	LEBANON	D209bis
22	MEXICO	D213bis
23	KING FAISAL	D223

1 FLOOR

7	RED	A121 int
8	GREEN	A127 bis
9	PAKISTAN	A127
10	IRAN	B116 bis

0 FLOOR

1	U.E.M.O.A.	A018
2	GABON	A025
3	CHINA	A044bis
4	SHEIKH ZAYED	A0-SZC1 (ATRIUM)
5	SLOVAK	B013
6	FLAG	B018

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| | MEETING ROOMS |
| | ATRIUM |
| | LIBRARY |
| | BAR/CAFETERIA |
| | FACILITIES |
| | HEALTH SERVICES |
| | AUTOMATED EXTERNAL DEFIBRILLATOR (DAE - AED) |
| | EMERGENCY EXIT |
| | ASSEMBLY POINT |

