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联合国粮食及农业组织 | Food and Agriculture Organization of the United Nations | Organisation des Nations Unies pour l'alimentation et l'agriculture | Продовольственная и сельскохозяйственная организация Объединенных Наций | Organización de las Naciones Unidas para la Alimentación y la Agricultura | منظمة الأغذية والزراعة للأمم المتحدة

MULTI-STAKEHOLDER DIALOGUE ON BIODIVERSITY MAINSTREAMING ACROSS AGRICULTURAL SECTORS

Rome, 29–31 May 2018

INFORMATION NOTE FOR PARTICIPANTS

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I. VENUE AND DOCUMENTS

1. The Multi-Stakeholder Dialogue on Biodiversity Mainstreaming across Agricultural Sectors (Dialogue) will open on **29 May 2018** at **10:00** at FAO Headquarters; it will end in the evening of 30 May. The Dialogue includes a High-level Segment that will open on **31 May** at **10:00** and end at 13:00 the same day; it will provide a unique opportunity for Ministers of agricultural sectors and environment to share national biodiversity mainstreaming examples, plans and policies..

The meeting room of the Dialogue will be announced at the registration desk.

2. The provisional agenda and other documents for the Dialogue are available on the FAO's Web site http://www.fao.org/about/meetings/multi-stakeholder-dialogue-on-biodiversity/en/

Further meeting documents will be published on the Web site, as they become available.

II. REGISTRATION

Registration Procedure

3. Access to FAO premises and participation in the meeting requires registration. Different registration procedures exist for FAO Members and Observers:

- *Members and Associate Members of the Organization* are kindly invited to contact their FAO Permanent Representative in Rome, Italy, for registration through the password-protected Permanent Representatives Web site (PRWS) (http://www.fao.org/members-gateway/en/). Please note that online registration requires the uploading of a recent passport-size digital photograph. Should there be no FAO Permanent Representative of your country, please contact BMP@fao.org.

- *Representatives from states that are not Members or Associate Members of the Organization, international organizations and other relevant stakeholders who wish to attend* the meeting as observers are requested to forward their names, official titles and addresses by email to BMP @fao.org, together with a recent passport-size digital photograph.

  Photo requirements: the photo must be in colour, featuring a frontal view of head and shoulders, similar to a passport photo; it must have a light or neutral background and show very little of the background above and on either side of the head (no hats, sunglasses, or accessories that obscure the face). The photo must be in digital JPEG (.jpg or .jpeg) format and should also have a width to height ratio of approximately 3:4. In other words, a photo that is 2 cm wide should be approximately 2.5 cm high.

  Contact person:

  Mr Umberto Ciniglio: ext. 53121 (+39 06-57053121 from outside FAO)
  E-mail: Umberto.Ciniglio@fao.org

Access to FAO

4. Enter the FAO premises by the main entrance on Viale Aventino and continue to the Visitor Centre, where you must undergo a security check. Then, proceed to the immediate left to register and pick up the Building Pass. Make sure to bring a valid identification document (passport or other type of official identification card with a photograph is acceptable).

The registration desk will be open on:

- Tuesday, 29 May 2018, from 8:00 to 13.00 and from 14.00 to 16:00
- Wednesday, 30 May 2018, from 8:30 to 13.00
- Thursday, 31 May 2018, from 8:00 to 10.00

5. Please note that if you go not have a building pass you will not be allowed in the building.

6. Lost building passes should be reported without delay to the FAO Security Office.

III. ACCOMMODATION

7. The Secretariat is not in a position to assist participants in making hotel reservations. For your information, please find below a selection of hotels in the vicinity of FAO:

HOTEL S. PRISCA Largo Manlio Gelsomini, 25 00153 Rome Tel. +39 06 5741917 E-mail: hsprisca@hotelsantaprisca.it www.hotelsantaprisca.it	HOTEL SOURIRE Via delle Terme Deciane, 3 00153 Rome Tel. +39 06 5750958 E-mail: sourire@tiscali.it www.sourirehotel.it
HOTEL VILLA SAN PIO Via Santa Melania, 19 00153 Rome Tel. +39 06 570057 E-mail: info@aventinohotels.com www.aventinohotels.com	HOTEL DOMUS AVENTINA Via di Santa Prisca, 11/b 00153 Rome Tel. +39 06 5746135 E-mail: info@hoteldomusaventina.com www.hoteldomusaventina.com
HOTEL SAN ANSELMO Piazza Sant'Anselmo, 2 00153 Rome Tel. +39 06 570057 E-mail: info@aventinohotels.com www.aventinohotels.com	HOTEL AVENTINO Via San Domenico, 10 00153 Rome Tel. +39 06 570057 E-mail: info@aventinohotels.com www.aventinohotels.com
HOTEL MERCURE ROMA DELTA COLOSSEO Via Labicana, 144 00184 Rome Tel. +39 06 770021 E-mail: H2909@accor.com www.mercure.com/it	AVENTINO GUEST HOUSE Viale Aventino, 98 00153 Rome Tel. +39 331 4675450 E-mail: info@aventinoguesthouse.com www.aventinoguesthouse.com
CIRCO MASSIMO GUEST HOUSE Via dell'Ara di Conso, 4 00153 Rome Tel. +39 335 694 2046 E-mail: info@circomassimoguesthouse.it www.circomassimoguesthouse.it	CIRCUS MAXIMUS B&B Viale Aventino, 61 00153 Rome Tel. +39 328 8965367 E-mail: info@bbcircusmaximus.it www.bbcircusmaximus.it
HOTEL LANCELOT Via Capo d'Africa, 47 00184 Rome Tel. +39 06 70450615 E-mail: info@lancelothotel.com www.lancelothotel.com	VILLA ROSA DOMINICAN SISTERS (B&B) Via delle Terme Deciane, 5 00153 Rome Tel. +39 06 5717091 E-mail: VillaRosaRome@gmail.com http://dominicansisters.wix.com/villarosaconventrome

IV. FACILITIES AND ADDITIONAL SERVICES

Banking and currency exchange facilities

8. *Banca Intesa San Paolo* (ground floor, building B), and *Banca Popolare di Sondrio* (ground floor, building D) are open from Monday to Friday, from 08:30 to 16:30 hours.

9. Cash dispensers (ATM) are located at the entrance of the banks (ground floor, Buildings B and C) and post office (ground floor, Building B).

Catering facilities

10. The FAO Cafeteria, located on the 8th floor of building B, is available to participants from 12:00 to 14:30 hours, Monday to Friday.

11. The FAO Restaurant, located on the 8th floor of building C, is open from 12:00 to 14:30 hours. The Restaurant offers two types of services: a traditional restaurant service (fixed menu: fish € 25 or meat € 22; only with reservation 24 hours in advance) and an open buffet (fixed price € 9). For reservations, please call ext. 56823 (+39 06 57056823 from outside FAO).

12. Snack bars on the premises are:

- Polish bar "A" (ground floor, building A), 07:30 to 17:00 hours
- Aventino bar "B" (8th floor, building B), 08:00 to 17:00 hours
- Blue bar "C" (8th floor, building C), 08:00 to 15:00 hours
- Casa bar "D" (ground floor, building D), 07:30-17:00 hours

13. Vending machines with assorted refreshments are located at various points throughout the premises, including on the 2nd floor of building A and the ground floor of building B next to the post office.

Internet access, Wi-Fi, printing, photocopies, fax

14. Computers with internet facilities are available in the FAO David Lubin Library in room A012 (ground floor, building A), from Monday to Friday from 8:30 to 17:00 hours.

15. FAO provides a free Wireless Internet Service (Wi-Fi) for meeting attendees. This service is available in meeting rooms and in the atrium.

16. To connect to this service, detect the network "guest_internet", open a browser and try to connect to an Internet site. You will be prompted for a username and a password, which you will be provided with during the meeting.

17. The Slovak Business Centre (ground floor, building B; extension 57090) is available for Internet, printing, fax and photocopying services.

18. The Estonia Contact Centre is available for Skype connections and is located on the Ground Floor, building B (next to the Flag Hall).

19. In Italy the current is 220 volts, plug type is European standard.

20. FAO switchboard operator: +39 06 57051

Skype connections

21. The Estonia Center for skype connections is available in the ground floor of Building B next to the Flag Hall.

Medical services (1st floor, building B)

22. The medical services are located on the first floor of building B (near the main marble staircase). Reception hours are:

- Monday through Thursday 08.30 to 12.30 and 13.30 to 17.00 hours
- Friday 8.30 to 12.00 and 13.00 to 17.00 hours

For medical emergencies, dial 30 from all in-house telephones. For all other medical services, call ext. 53577 from in-house telephones (+39 06 570 53577 from outside FAO headquarters).

Postal Services

23. The Italian Post Office, located on the ground floor, building B, is open from Monday to Friday, from 08:30 hours to 15:00 hours.

Local Transportation

24. Public transportation in Rome is managed by the Azienda per i Trasporti Autoferrotranviari del Comune di Roma (ATAC). Tickets for public transport (€ 1.50 for a standard ticket valid for one metro ride or 100 minutes on all buses; € 7.00 for a 24-hour ticket; € 12.50 for a 48-hour ticket; € 18 for a 72-hour ticket; € 24 for a weekly ticket) should be purchased in advance and are available from self-service ticket machines and at ticket offices in underground stations, tobacco shops and newspaper kiosks.

25. There are two underground metro lines in Rome: Line A and Line B. The stops are marked by a red and white "M" sign. Termini Station is the only Metro station where the two lines intersect. The Metro stop for FAO is "Circo Massimo" (Line B). The Metro C line, recently opened, operates mainly on the outskirts of the city centre and it is not yet connected to the other two metro lines.

26. For further information on the routes and schedules of public transportation, please consult ATAC's Web site: http://www.atac.roma.it/

Connections to/from Fiumicino Airport:

Rail:

- Direct non-stop train **Leonardo Express** to/from Termini Station (central station), every day from 6:36 a.m. until 11:36 p.m.: €14
- **FL1 rail line regional trains** to/from Stazione Ostiense (convenient for participants staying nearby FAO premises), every day from 5:57 a.m. until 11:27 p.m.

Buses:

- For further information on bus lines, including to Ostiense, please visit: http://www.adr.it/pax-fco-autobus

Taxis

27. Participants are advised to use licensed taxis with meters. Taxis from the City of Rome are white and can be recognized by the sign "TAXI" on the car top and must have an identifying license number on the doors, the back and inside the car. Surcharge fares are applied for baggage, night runs and on Sundays and holidays.

Fixed fares are set for journeys to/from airports as follows:

- From Fiumicino Airport to the fixed-rate-zone (inside Aurelian walls) and vice versa: € 48.00
- From Fiumicino Airport to Ciampino Airport and vice versa: € 50.00
- From Fiumicino Airport to Tiburtina Station and vice versa: € 55.00
- From Fiumicino Airport to Ostiense Station and vice versa: € 45.00
- From Ciampino Airport to the fixed-rate-zone (inside Aurelian walls) and vice versa: €30.00
- From Ciampino Airport to Tiburtina Station and vice versa: € 35.00
- From Ciampino Airport to Ostiense Station and vice versa: € 30.00

The Main Reception (Ground Floor, Building A) can assist participants in requesting a taxi. Participants can also call Radio Taxi Service: Tel. +39 06 3570 / 06 4994.

Electricity

28. In Italy the current is 220 volts, plug type is European standard.

Emergency telephone numbers in Rome in case of an emergency outside FAO headquarters

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

- Police (Carabinieri): 112
- State Police (Polizia): 113
- Fire (Vigili del Fuoco): 115
- Medical Emergency/Ambulance: 118

Security

30. The FAO Security Office (ext. 54427), located In room B062, operates from 08:00 to 17:00 hours; after 17:00 hours contact the Security Guards in building A: ext. 53145 (06 57053145 from outside FAO Headquarters).

FAO is a smoke-free area.
Smoking is not permitted inside any of the FAO buildings.