



Sustainable Livestock Transformation

25-27 September 2023



PRACTICAL INFORMATION FOR PARTICIPANTS TRAVELLING TO ROME **for the FAO Global Conference on Sustainable Livestock Transformation** *25-27 September 2023*

Hotels

For information about hotels near FAO headquarters, see <https://www.fao.org/3/i7892e/i7892e.pdf>

Airports

The two main airports in Rome are the Fiumicino airport (also called Leonardo da Vinci airport, 36 km west of Rome) and the Ciampino airport (16 km southeast of Rome).

Getting to FAO from Fiumicino Airport

- a. Direct train Leonardo Express: This train takes you from Fiumicino airport to Termini station (the main train and subway station). From Termini station you take Metro Line B (direction to Laurentina) three stops to Circo Massimo. The entrance to FAO is in front of you as you go up the steps from the subway station. Subway/bus/metro tickets can be purchased at any "Tabaccheria" (tobacconist's shop) at the Airport and Termini Station and from the automatic machines at the subway station (which is signposted and directly under Termini Station).
- b. Local train to Orte/Fara Sabina: There is another train connecting Fiumicino airport to central Rome - when you are at the airport train station look for the train with the destination "Orte" or "Fara Sabina". It is slower (and cheaper) because it stops at some smaller local stations along the way and does not stop at Termini. Tickets cost approx. € 11,00. Trains take about 30 minutes to reach Ostiense, from there you can walk to FAO (about 20 minutes) or walk to the Piramide metro station and take the Metro Line B (direction to Rebibbia) one stop to Circo Massimo. The entrance to FAO is on the right as you come up the steps from the subway station.
- c. Taxi: A taxi from Fiumicino airport to FAO and central Rome (anywhere within the Aurelian walls, the central tourist area) should cost exactly €50 (this includes baggage and up to four passengers). This also applies in the opposite direction.

Getting to FAO from Ciampino Airport

a) Terravision Shuttle bus: Roma Ciampino Airport<-> Roma Termini Railway Station: Tickets one way: € 6,00. More at https://www.terravision.eu/airport_transfer/bus-ciampino-airport-rome/. This shuttle bus takes you from Ciampino Airport to Termini station (the main train and subway station). From Termini station you will take Metro Line B (direction to Laurentina) three stops to Circo Massimo. The entrance to FAO is in front of you as you go up the steps from the subway station.

b) Taxi: A taxi from Ciampino airport to FAO or central Rome (anywhere within the Aurelian walls, the central tourist area) should cost exactly €31 (this includes baggage and up to four passengers). This also applies in the opposite direction.

Emergency Telephone Numbers in Rome

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

- Medical Emergencies 118
- General Emergencies 112
- Fire 115
- Ambulance 118
- City Physician on Call (*Medico di Guardia*) 06-58201030

Taxis

Participants are advised to use only licensed taxis with meters. Surcharge fares are applied for baggage, night runs (after 22.00), Sundays and holidays. The Main Reception (Ground Floor, Building A) will assist participants to request taxis. Fixed fares (inclusive of all extra charges) are set for journeys to/from airports as follows:

- From Fiumicino Airport to City Centre and vice versa: EUR 50.00
- From Fiumicino Airport to Tiburtina train station and vice versa: EUR 55.00
- From Fiumicino Airport to Ostiense train station and vice versa: EUR 45.00
- From Ciampino Airport to City Centre and vice versa: EUR 31.00.

Taxi license holders are obliged to issue receipts of payment. Participants can also call Radio Taxi Service (Tel. 06-3570 or 06-4994). Upon calling, the taxi company operator will ask for the caller's telephone number and will give the caller the taxi's identification number (which will be marked on both sides of the car), as well as the estimated time it will take to reach the caller.

Public transportation in Rome

Tickets for public transport should be purchased in advance and are available from underground stations, tobacco shops and newspaper kiosks. Tickets cost 1,5 EUR and may be used once for underground transport and unlimited bus/tram travel within the ticket validation time of 100 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.

The public buses in Rome are managed by the ATAC company. Tickets should be purchased in advance and immediately validated in one of the machines in the bus or tram. For further information on public transportation in Rome (including the routes and schedules of buses and trams) consult the [ATAC website](#).

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). Tickets must be purchased before boarding.

Shops

Shops in Italy are usually open from 09.00 hours to 13.00 hours and from 15.30 hours to 19.30 hours, except on Sundays and Monday mornings. However, many of the shops in the downtown area also remain open during the lunch break.

Credit Cards

Internationally-recognized credit cards are accepted in hotels, major shops and restaurants.

INFORMATION FOR PARTICIPANTS IN MEETINGS AT FAO HEADQUARTERS

FAO headquarters is located on Viale delle Terme di Caracalla, in front of the *Circo Massimo*. It can be reached by car, bus, tram and metro line B (*Circo Massimo* stop). There are six buildings in FAO headquarters, all interconnected. The large conference rooms (Plenary Hall, Red Room, Green Room) are all in Building A. Several smaller meeting rooms are located in Buildings A, B, C and D. The glass-enclosed Atrium interconnects Buildings A and B and may be the centre of some of the activities scheduled during meetings. The Sheikh Zayed Centre is in the Atrium.

Access to FAO headquarters

Access to FAO headquarters is restricted to persons in possession of a valid building pass (see section on Registration). Participants with a meeting badge can enter only through Building A Entrance (Visitor Centre).

Registration of Participants and Admission to Meetings

When you arrive at FAO, please use the main entrance and go to the reception desk in the security pavilion. We kindly ask you to bring your identity card or passport with you. Once you have received the building pass, you will be able to enter and exit the building without going to the reception desk. The building pass is valid for the duration of the meeting and must be worn at all times. Admission to FAO premises will at all times require the presentation of your building pass. Please note that FAO is a smoke-free area. Smoking is not permitted inside FAO buildings.

Security

The FAO Security Office operates from 7:30 to 17:30 hours. To contact the Security Guards in Building A, dial ext. 53145 or +39 06 5705 3145 from outside FAO headquarters). The Security Office:

- receives official telephone calls requiring follow-up action after normal working hours;
- assists in locating and notifying the Organization's senior officials in an emergency;
- liaises with national security representatives regarding security arrangements for dignitaries;
- liaises with local authorities whenever outside emergency assistance is required (e.g. ambulance, medical, police);
- handles lost and found properties.

Strict security measures are observed at the FAO headquarters. Participants are advised not to leave briefcases or any valuable items unattended in conference rooms.

Medical Services

The Medical Service provides emergency medical assistance in FAO to participants at meetings. For medical emergencies, dial 30 from all in-house telephones. For all other medical services, call ext. 53577 from in-house telephones (+39 06 5705 3577 from outside FAO headquarters).

Access and Facilities for Disabled Persons

All entrances at FAO headquarters are accessible to disabled persons with wheelchairs. A lift is provided in Building A, and a ramp is provided in Building D. Most lifts at FAO Headquarters have wheelchair access. Restroom facilities for disabled visitors are located in Building A on the ground, first and third floors near the meeting rooms.

Catering Facilities

The FAO headquarters offers dining and snack bar facilities where participants may sit down for a meal, or order a quick snack and beverage.

Dining Facilities

Many of the restaurants and available services around FAO headquarters are located on Viale Aventino. The FAO Cafeteria, located on the eighth floor, Building B, is available to participants from 12:00 to 14:30 hours for lunch. The free-flow cafeteria offers a selection of hors d'oeuvres, first and second courses, grill and salads. The FAO Restaurant, located on the eighth floor, Building C, open from 12:00 to 14:30, offers a daily menu and *à la carte* service. Please call ext. 56823 (Tel.+39 06 5705 6823) for reservations.

Snack Bars and Vending Machines

There are several snack bars on the premises, offering hot and cold beverages and a variety of pastries and sandwiches:

- Polish Bar (Ground Floor, Building A) 07:30 – 17:00
- Uzbekistan Lounge (Eighth Floor, Building C) 08:00 – 17:00
- Fountain Bar (Eighth Floor, Building B) 08:00 – 15:00
- Bar D Eden Caffé (Ground Floor, Building D) 07:30 – 17:00

Vending machines with assorted refreshments are also located at various points throughout the premises, including the Second Floor of Building A and the Ground Floor of Building B.

Telephone

The telephone number of FAO headquarters is +39 06 5705 + extension. If the extension is not known, dial +39 06 57051 for the FAO switchboard operator. Telephones are available in all meeting rooms and lounges and may be used for internal calls, dialing the required extension. They are also located at the entrance to Building A and in the corridors of the first and third floors of Building A. Cellular phones should be switched off in meeting rooms.

Wi-Fi Coverage

FAO offers free Wi-Fi coverage in all meeting rooms and catering areas. Participants with laptops, smartphones or tablet with Wireless Local Area Network (LAN) capabilities, conforming to the 802.11b or 802.11g standards, may use this service, selecting the network "*guest_internet*" - username: **visitor**, password: **wifi2internet**

Postal Services

The Italian Post Office, located on the Ground Floor, Building B, is open Mondays, Wednesdays, and Fridays from 08:20-12:30 and 13:30-15:30. The DHL Courier Service Office is located in C005 and is available for private and official dispatches from 10:30 to 12:30 hours and from 13:30 to 16.00 hours, Monday through Friday. Call the Mail and Pouch Service at ext. 54881 for information and rates (Tel. 06 5705 4881).

Travel Facilities

Carlson Wagonlit Travel (CWT) is the official travel agency of FAO. Their offices, located on the Ground Floor of Building D (Room D-074), are open from 9:00 to 17:00 hours. For further information, participants may contact CWT on extension number 55970 (or 06 570 55970 from outside FAO) or e-mail address: faotravel@cwtbook.it. For emergency requirements outside business hours, CWT offer a 24 Hour Emergency Service dedicated to providing traveller assistance (Tel: from within Italy 800 - 871932; and +44 208 7579000 from all other countries).

Banking and Currency Exchange Facilities

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

FAO Shop

The FAO Shop is located in front of the *Banca Intesa San Paolo* (Ground Floor, Building B) and is open on Tuesdays, Wednesdays, and Thursdays from 10:30-16:30.

Bookshop

The *Food for Thought* Bookshop, located on the Ground Floor of Building B offers a selection of English, French and Spanish language books, gift stationery, writing paper, gift wrapping paper, greeting cards and guidebooks. The Bookshop is open from 9:00 to 17:30 hours.