



# COMMISSION ON GENETIC RESOURCES FOR FOOD AND AGRICULTURE

<b>Intergovernmental Technical Working Group on Forest Genetic Resources</b>
<b>Second Session</b>
<b>Rome, 23 - 25 January 2013</b>
<b>INFORMATION NOTE</b>

## I. LOCATION OF THE SESSION

1. Food and Agriculture Organization of The United Nations  
**Viale delle Terme di Caracalla, Rome, Italy – Green Room, Building A, 1st floor**

## II. ENQUIRIES

2. All enquiries concerning the meeting may be sent to the following e-mail address:  
[FO-ITWG-FGR@fao.org](mailto:FO-ITWG-FGR@fao.org)

## III. ENTRY FORMALITIES

3. 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.

## IV. HOTEL ACCOMMODATION

4. 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>

## V. CONNECTION TO AND FROM THE AIRPORT

5. 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

6. If you decide to take a taxi from the airport, we advise you to take only the recognized white taxicabs (with a licence from the “Comune di Roma”; those with a licence from “Comune di Fiumicino” are more expensive – €60). There is now a fixed fare of €48 from this airport to the centre of Rome (within Aurelian walls), baggage included, for a maximum of four persons.

### Trains

7. Please note that there are two train services connecting Leonardo da Vinci Airport to Rome. You may check the time schedule at: [www.trenitalia.com](http://www.trenitalia.com).

#### 1) 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 €4. The journey time is approximately 30 minutes. There is a taxi rank outside Termini Station. Again, we recommend that you only take the official marked taxicabs and ensure that the meter is running.

#### 2) Local train

We advise you to take this train and get off at "Stazione Ostiense" if you are staying at one of the hotels close to FAO. The train runs approximately every 30 minutes, takes 35 minutes and costs €8. Outside “Stazione Ostiense” there is a taxi rank. Again, we recommend that you take only the official marked taxicabs and ensure that the meter is running.

## VI. REACHING FAO

8. 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, getting off at the station called “Circo Massimo”.

*Figure 1*



## VII. REGISTRATION AT FAO HQ

9. 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. If you have already been officially nominated by your country and registered, a building pass will have been issued for you. Otherwise, please bring your letter of nomination. 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.

## VIII. FACILITIES FOR DISABLED PERSONS

10. 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.

## IX. SERVICES WITHIN FAO

### Medical service

11. 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

12. The Italian currency is the Euro (€). The Banca Intesa is located on the ground floor in Building B. Opening hours are from 8.30am to 4.40pm. The Banca Popolare di Sondrio is located on the ground floor of Building D. Opening hours are from 8.30am to 5.30pm. Cash dispensers (ATMs) are located on the ground floor of Buildings B and D at the entrances to both banks.

### Postal services

13. The Italian Post Office, located on the ground floor of Building B (adjacent to the bank), 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

14. 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

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

**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) 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. You will be prompted for a username and a password. You should use the following:

Username: **visitor**

Password: **wifi2internet**

**Newspapers**

16. 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)**

17. 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**

18. 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 facilities**

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

- Polish Bar (Building A, ground floor) 08.00 – 17.00hrs
- Blue Bar (Building C, 8th floor) 08.30 – 11.15 and 12.00 – 16.00hrs
- Casa Bar (Building D, ground floor) 07.30 – 16.30hrs
- Cafeteria (Building B, 8th floor) 12.00 – 14.30hrs

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

## **X. FURTHER INFORMATION**

### **Electricity**

20. In Italy, the current is 220 volts; the plug type is European standard. In Rome, adaptors for plugs are not easily available.

### **Public transport**

21. Tickets for public transport should be purchased in advance and are available at the newsstand in FAO, as well as at underground stations, certain bus terminal stations, tobacco shops and newspaper stands. Tickets costing €1,50 may be used once for underground transport and twice for either bus or tram transport, and are valid for 100 minutes.

### **Taxis**

22. Taxi companies in Rome provide a 24-hour service. There are a number of taxi stands throughout the city centre of Rome. The main reception at FAO will assist participants in requesting taxis.

*Taxis can also be booked by calling one of the following major companies*

- Cosmos: 06/88177
- La Capitale: 06/4994
- Pronto Taxi: 06/6645
- Radio Taxi: 06/3570 or 06/63898
- Radio Tevere: 06/4157