

# ANNOUNCEMENTS FOR DELEGATES



## Registration

On the first day of the meeting, participants are requested to use the Viale Aventino entrance to FAO near the metro and go to the Reception Pavillon. They will be invited by Security personnel to proceed through a scanning machine in the Visitors Centre at the top of a short flight of steps, before being directed to the Turkish Registration lounge in Building A to pick up their Building Pass.

Registration will take place on Monday 27 June from 8:00 to 17:00. Participants will be issued with a delegates Due to **RESTRICTED SECURITY MEASURES** all delegates will undergo controls please carry on you a valid document all times.

On exiting the compound, on the last day of attendance at the meeting should be deposited in the marked container by the Visitors Centre.

Delegates are requested to wear their Building Passes at all times, as access to the FAO Headquarters Complex is prohibited to any individual not in possession of a valid Building Pass. Lost Building Passes should be reported without delay to the FAO Security Office. Delegates are reminded not to leave briefcases or any valuable items unattended in conference rooms.

## Slovak Business Centre: *Facilities for Delegates*

The Slovak Delegates' Lounge has been re-configured for the exclusive use of Permanent Representatives and Delegates attending FAO meetings.

Three CCTV monitors have been installed in the Lounge, allowing Delegates to follow the proceedings in the Red and Green Rooms, as well as the Plenary Hall. Ten work stations, two Desk-phones and one Multifunctional Printer are available in the Lounge.

One FAO staff member is present to assist Permanent Representatives and Delegates, if need. Delegations are reminded that mobile telephones should be switched off during meetings.

## Services at FAO

### 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**

### Telephone Facilities

The telephone number of the FAO Headquarters Complex is +39 06 5705 + extension. If the extension is unknown, please dial +39 06-57051 for the FAO Switchboard.

Telephones are available in all meeting rooms and lounges, which may be used for internal and local calls. For internal calls, please lift the receiver and dial the required extension. For local (Rome) calls, please lift the receiver, press "0" and wait for the external dial tone, then press the city code "06." You may then dial the desired telephone number. Telephones for internal or Rome calls are also located at the entrance to Building A and in the corridors of the First and Third Floors of Building A.

For delegates carrying portable GSM phones, there are four GSM operators active in Italy: TIM, Vodafone, Wind and 3. They operate on the 900/1800 MHz bands. Delegates are requested to check with their home country provider whether roaming is available with one or more of the above-noted operators. Delegates are reminded that all cellular phones should be switched off in meeting rooms.

Public Skype stations are available in the Estonian Contact Centre next to the Flag Hall (Building B, Ground Floor)

### Travel facilities

Carlson Wagonlit Travel (CWT), the official travel agency of FAO, is located on the Ground Floor of Building D (Room D074). Office hours are 9:00 to 17:00. For further information, participants may contact CWT on extension 55970 (or 06 57055970 from outside FAO) or by e-mail:

[faotravel@cwtbook.it](mailto:faotravel@cwtbook.it)

The following services are provided by Carlson Wagonlit Travel for both official and private travel:

- ▲ Air ticket reservation and purchase
- ▲ Assistance with return flights
- ▲ Itinerary changes
- ▲ Post-meeting trips and excursions in Italy
- ▲ Tours of Rome and surrounding area
- ▲ Car rentals
- ▲ Train and ferry tickets
- ▲ All other services normally provided by a travel agent.

Delegates are reminded that airline offices in Rome are open from 9:00 to 19:00 on weekdays, but are closed on Saturdays and Sundays.

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).

### Postal and Courier/DHL Service

The Italian Post Office, located on the Ground Floor of Building B (adjacent to the Bank Intesa San Paolo), will provide normal services for stamps, parcels, telex, telegrams, registered mail, change, postal/money orders, etc. The Post Office is open from 08.30 to 15:00, Monday to Friday. An ATM is available at the entrance of the office.

The DHL Courier Service Office, located in Building C (Room C-005), is available for private and official dispatches from 9:00 to 12:30, Monday through Friday.

## Banking and Currency Exchange Facilities

The currency of Italy is the EURO. Two banks are present in FAO:

- ⤴ The Banca Intesa San Paolo is located on the Ground Floor of Building B, open from 08:35 to 16:35, Mondays to Fridays. The ATM is at the entrance of the Bank.
- ⤴ The Banca Popolare di Sondrio is located on the ground floor of building D (D016), open from 8:30 to 16:00, Mondays to Fridays. ATM is near the plat glass window of the Bank.

## The David Lubin Memorial Library

The David Lubin Memorial Library is considered one of the world's finest on food, agriculture and rural development. It can provide delegations of FAO Member Nations and observers with information resources and services needed for the performance of their work. The Library is situated in Building A, ground floor, Room A-005 (Extension: 53784; e-mail: [FAO-Library-Reference@fao.org](mailto:FAO-Library-Reference@fao.org), offers reference and information services, tours and briefings to FAO staff and delegations, inter-library loans and reproduction of FAO documents.

## Cloakroom

A cloakroom is situated in the Atrium, Ground Floor between Buildings A and B.

## Prayer Room

A Prayer Room is available for use of all participants in Room A.250 Ter.

## First Aid – Medical Emergencies

For normal medical requirements, please dial 53640 or 55565 or go to the Medical Service, Room B-162, first floor of Building B.

The Medical Service will be open during the Codex Alimentarius Commission working hours. For **medical emergencies dial 30** from all in-house telephones.

## 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.

- ⤴ The FAO Cafeteria, located on the eighth floor, Building B, is available to Participants from 12.00 to 14.30 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, offers a daily menu and à la carte service. Please telephone ext. 56823 (Tel. 06-5705-6823) for reservations.

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 to 17.00
- ⤴ Blue Bar (Eighth Floor, Building C) 07.30 to 17.00.
- ⤴ Eighth Floor Bar (Eighth Floor, Building B) 08.30 to 15.00
- ⤴ Bar D (Ground Floor, Building D) 07.30 to 17.00

Payments accepted only in Euros. Bancomat (ATM Cards) and credit cards are accepted at the Restaurant, Polish Bar and Blue Bar.

Vending machines with assorted refreshments and water dispensers are also located at various points throughout the premises.

## FAO Brand Centre

Located on the ground floor of building B at FAO headquarters, the Brand Centre offers a variety of FAO-branded products (T-shirts, polos, baseball caps, etc.) to help improve FAO's visibility around the world. The Brand Centre can also take special orders on request and ship products to FAO's offices worldwide. Open from 09:30 to 16:30, Monday through Friday. For more information, see the Brand Centre [catalogue](#), or contact: [Brand-Centre@fao.org](mailto:Brand-Centre@fao.org).

## News Stand

The News Stand is located on the Ground Floor of Building B opposite the Banca Intesa San Paolo, offering a selection of Italian and international news papers, gifts, phone cards, metro tickets, Rome guides, postcards, greeting cards and books in Italian. The News Stand operates from 7:00 to 17:30. For more information, please dial extension 53273 or send an email to [edicolavenditti@libero.it](mailto:edicolavenditti@libero.it)

## Bookshop

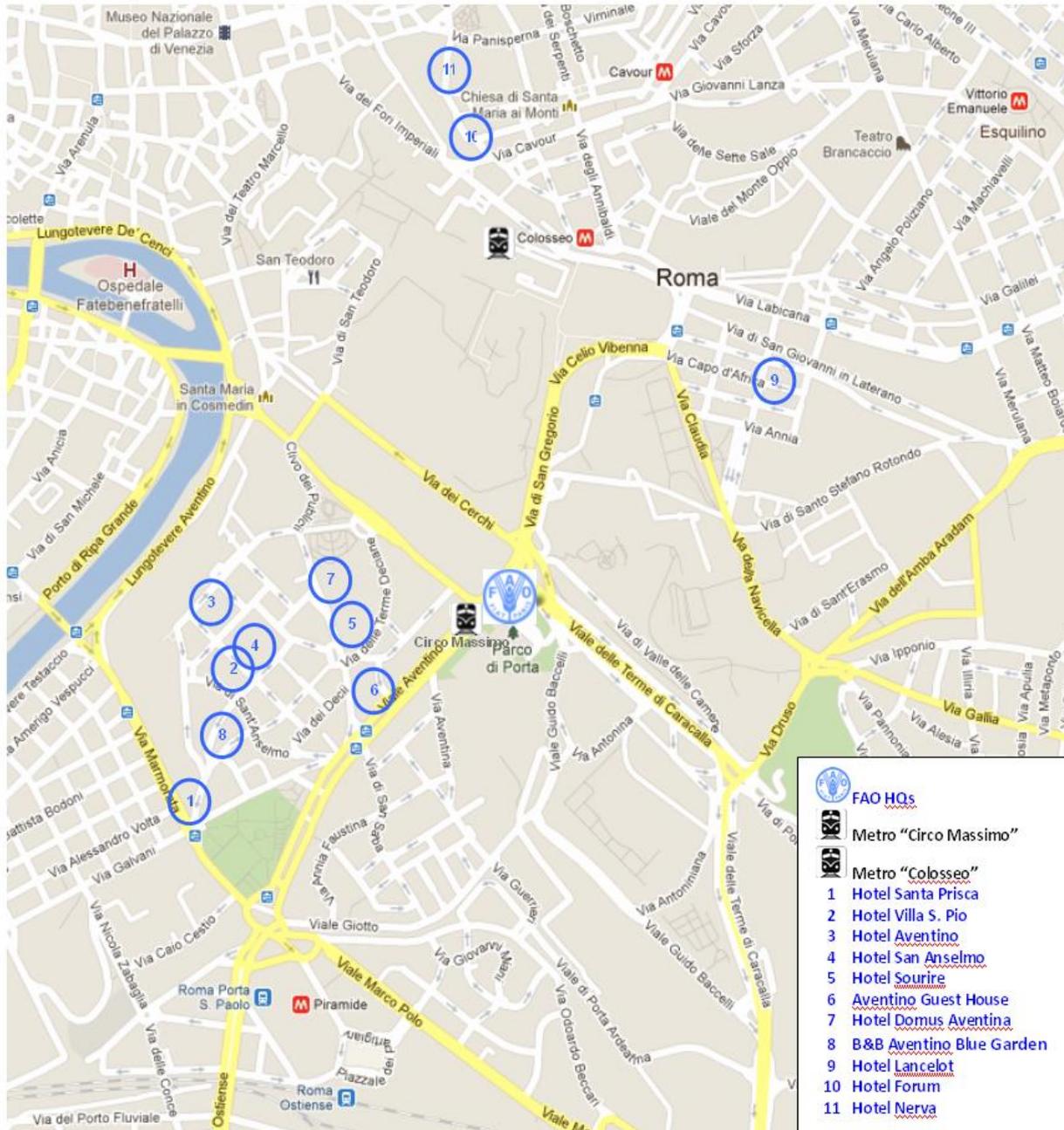
The "Food for Thought" Bookshop, located on the Ground Floor of Building B next to the News Stand, offers a selection of English, French and Spanish language books, gift stationery, writing paper, gift wrapping paper, greeting cards and guide books. The Bookshop is open from 8:00 to 17:30. For more information, please dial extension 53127.

## Protecting Your Valuables

**A word of caution.** International cities that attract many tourists also attract those people who steal from tourists. Consequently, delegates are advised to carry their valuables safely, especially on public transport. There might be pickpockets on the street, on the underground and on buses and trams. Once delegates have checked into their hotels, it is advisable to leave important documents such as passports in the hotel safe and to carry a photocopy. Identity cards, keepsakes and anything else not needed in the city are best left at the hotel or place of residence while delegates are sightseeing, shopping or dining out. Delegates should keep photocopies of all these documents in a safe place in case they need to have them replaced.

# Accommodation in Rome

Please note that 2016 in Rome is the year of the Jubilee, therefore please book your room well in advance in order to guarantee your stay.



Please note that the prices quoted on the following pages are FAO negotiated rates for 2014. In making your booking, please indicate that you are participating in the FAO meeting. These hotels have limited available rooms.

## Hotels Located near the FAO

Hotel	Price	
Hotel Santa Prisca Largo dei Gelsomini 25, 00153 Rome Tel: (+39) 06 5741917 (+39) 06 5750469 E-mail: <a href="mailto:hsprisca@hotelsantaprisca.it">hsprisca@hotelsantaprisca.it</a>	€ 95.00	€ 105.00
Hotel Villa S. Pio Via S. Melania 19, 00153 Rome Tel: (+39) 06 570057 E-mail: <a href="mailto:info@aventinohotels.com">info@aventinohotels.com</a>	€ 135.00	€ 135.00
Hotel Aventino Via San Domenico 10, 00153 Rome Tel: (+39) 06 570057 E-mail: <a href="mailto:info@aventinohotels.com">info@aventinohotels.com</a>	€ 105.00	€ 105.00
Hotel San Anselmo Piazza San Anselmo 2, 00153 Rome Tel: (+39) 06 570057 E-mail: <a href="mailto:info@aventinohotels.com">info@aventinohotels.com</a>	€ 160.00	€ 160.00
Hotel Sourire Via delle Terme Deciane 3, 00153 Rome Tel: (+39) 065750958 E-Mail: <a href="mailto:sourire@tiscalinet.it">sourire@tiscalinet.it</a>	€ 100.00	€ 140.00
Aventino Guest House Viale Aventino 98, 00153 Rome Tel: (+39) 331 4675450 / 331 57133175 E-Mail: <a href="mailto:info@aventinoguesthouse.com">info@aventinoguesthouse.com</a>	€ 83.00	€ 83.00
Hotel Domus Aventina Via Santa Prisca 11b, 00153 Rome Tel: (+39) 06 5746135 E-mail: <a href="mailto:aventina@romeby.com">aventina@romeby.com</a>	€ 110.00	€ 135.00
B&B Aventino Blue Garden Via S. Melania 2, 00153 Rome Tel: (+39) 338 1744779 E-mail: <a href="mailto:g.carducci@mclink.it">g.carducci@mclink.it</a>	€ 100.00	€ 100.00
Hotel Mercure Delta Colosseo Via Labicana 144, 00184 Rome Tel: (+39) 06 770021 Fax: (+39) 06 7005781 E-mail: <a href="mailto:h2909@accor.com">h2909@accor.com</a>	€ 140.00	€ 165.00
Hotel Lancelot Via Capo d'Africa 47, 00184 Rome Tel: (+39) 06 70450615 E-mail: <a href="mailto:lancelot@italyhotel.com">lancelot@italyhotel.com</a> E-mail: <a href="mailto:info@lancelothotel.com">info@lancelothotel.com</a>	€ 112.00	€ 120.00
Hotel Forum Via Tor de' Conti 25, 00184 Rome Tel: (+39) 06.6792446 Fax: (+39) 06.6786479 E-Mail: <a href="mailto:info@hotelforum.com">info@hotelforum.com</a>	€ 120.00	€ 155.00
Hotel Nerva Via Tor de' Conti 3, 00184 Rome Tel: (+39) 06.6793764 Fax: (+39) 06.69922204 E-mail: <a href="mailto:info@hotelnerva.com">info@hotelnerva.com</a>	€ 105.00	€ 164.00
Apartments and Studios in Rome <a href="http://www.flatandthecity.com">www.flatandthecity.com</a> +39 3209561328	€ 65.00	€ 100.00

# Transportation

The two main airports in Rome are **Leonardo Da Vinci International Airport** (Fiumicino airport, 32 km west of Rome) and **Ciampino airport** (14 km southeast of Rome). See <http://www.adr.it/web/aeroporti-di-roma-en/pax-fco-fiumicino> for more airport details.

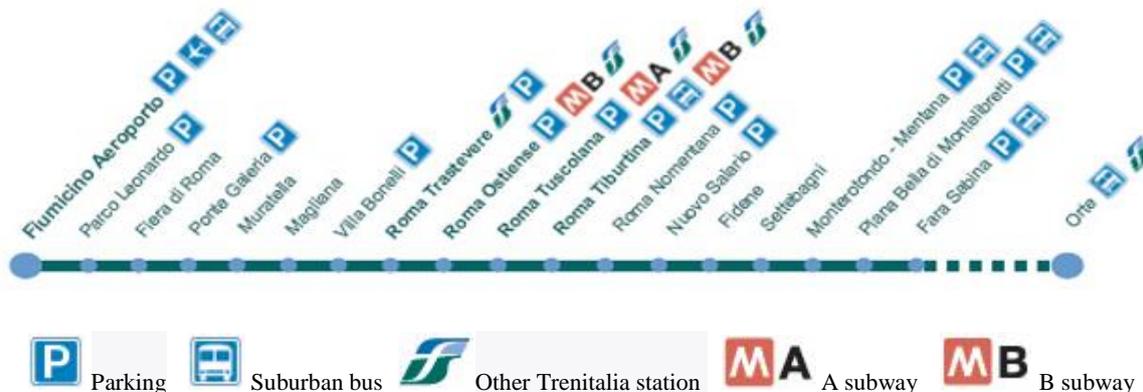
## From & To Fiumicino Airport

### Trains and Subway to FAO

**The Leonardo Express** is a non-stop train service which takes you from Fiumicino airport to Termini Station (the main train and subway station in the centre of Rome) in approximately 30 minutes without intermediate stops. The Leonardo Express runs every 30 minutes every day both ways (from Fiumicino to Termini and from Termini to Fiumicino). The **first departure** from **Roma Termini** is at **5.35** and from **Fiumicino** at **6.23**. The **last departure** from the **airport** is at **23.23** and from **Roma Termini** at **22.35**. You can buy tickets on the web, at the ticket desks, station machines, travel agencies and authorised sales points and a one-way ticket costs Euro 14.

**Hold on to your ticket, you will need it to exit turnstiles in Fiumicino Airport station.**

From Fiumicino airport you can also take the **Trenitalia's FL1** regional train takes you from Leonardo da Vinci Airport to the main train stations in Rome (Trastevere, Ostiense, Tuscolana and Tiburtina). . When taking these trains you should get off at **Ostiense station**. These trains will take approximately 20 minutes from Fiumicino airport to Roma Ostiense and the cost of a one-way ticket is of Euro 8.00 per person. The Rome Ostinese train station is connected to the Piramide station. Take the Metro B (direction Rebibbia) for one stop to Circo Massimo (you will see the FAO building behind you as you come up the steps). Below is the regular train line from Fiumicino airport.



**SIT Bus-Shuttle** from Fiumicino Airport to Vatican Area and Termini central (the main train and subway station). The cost of the ticket is 6 Euro on board. The Sit Shuttle busses are parked just outside the airport terminal 3. For more information, please visit the web site <http://www.sitbusshuttle.com>

From Termini Station you can take the Metro Line B (direction Laurentina) for 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 tickets can be purchased at a tobacco shop / newspaper kiosk at the Airport and Termini Station and from the automatic machines at the subway stations. Tickets cost 1,50 Euro (these tickets are also valid on buses for a total duration of 75 minutes). For additional information on the Rome public transport system: <http://www.atac.roma.it/>

At Terminals 1, 2, 3 and 5 of "Leonardo da Vinci" airport there is available a taxi service to Rome city center. The cost of the service is Euro 50.00, baggage included, for a maximum of four passengers, for all the destinations inside the city walls which enclose the central area of the city of Rome.

The cost for the service is the same also from Rome to Fiumicino airport.

## From & To Ciampino Airport

**SIT Bus-Shuttle** takes you from Ciampino airport to Termini Station (the main train and subway station). Service is in connection with flights operated by Ryanair, Easy-Jet, Hapag Lloyd Express, Wizz Air, Voli Regionali, My Air, Blue Air, Central Wings and Flyme. A one way ticket cost Euro 6.00 and a round trip ticket cost Euro 8.00. For more information about the shuttle service, visit <http://www.sitbusshuttle.com>

At Ciampino airport, near the exit, there is a taxi service to Rome. The service should cost approximately Euro 30.00, baggage included, for a maximum of four passengers, to all the destinations inside the city walls which enclose the central area of the city of Rome. The cost is the same from Rome to Ciampino.

### Taxis

Delegates are advised to use only licensed taxis with meters. Surcharge fares are applied for baggage, night runs and on Sundays and holidays. The Main Reception (Ground Floor, Building A) will assist participants in requesting taxis.

Delegates 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

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 News Stand at FAO Headquarters (Ground Floor, Building B, across from the Intesa San Paolo Bank).

Tickets cost €1.50 and may be used once for underground transport and unlimited bus 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. There are also day tickets valid for a whole day on the entire bus and metro network.

### Buses/Trams

The public buses in Rome are managed by ATAC "Azienda Trasporti Autotranvie del Comune di Roma" and offer service throughout the city. Both buses and trams have electronic displays in the front indicating the number of the route and where they are heading. Access onto buses is both from the rear or front doors. Tickets should be purchased in advance and immediately validated in one of the machines placed on the bus or tram. Bus/tram stops can easily be distinguished by a yellow or white metal post. The Busses which stop by FAO premises are: 3, 60, 75, 160, 271.

For further information on public transportation in Rome (including the routes and schedules of buses and trams), please call: 06-469-54444 or consult the website [www.atac.roma.it](http://www.atac.roma.it).

### Underground (Metro)

There are two underground lines in Rome called **Line A** and **Line B**. The stops are marked by a red metal disk showing a white "M" sign. The Termini Station is the only Metro station where the two lines intersect. The Metro stop for FAO is Circo Massimo. Delegates are reminded that tickets must be purchased before boarding.