

Staying in Rome

Access and Location

The Forum will take place at the [FAO Headquarters](#), Viale delle Terme di Caracalla, Rome. It can be reached by car, bus, tram and metro line B (*Circo Massimo* stop). For information on transport within Rome please see the [Arriving in Rome](#) section on our website.

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 two-story glass-enclosed Atrium interconnects Buildings A and B and may be the centre of some of the activities scheduled during meetings.

Access to FAO Headquarters is restricted to persons in possession of a valid building pass obtained at registration centre at the main entrance (Building A). For further details about registration, please see the [FAO location](#) section on our website.

Pass-holding visitors may use the following entrances to FAO Headquarters:

- Building A Main Entrance (gate on Viale delle Terme di Caracalla).
- Building B Entrance (side entrance past the petrol station in FAO parking area).
- Building D Entrance (gate on Viale Aventino).

Lost building passes should be reported immediately to the FAO Security Office or to the Forum Secretariat. The FAO Security Office operates from 07.30 to 17.30 from Room B062 (extension 55159); after 17:30 contact the Security Guards in building A (extension 53145, 06-5705-3145 from outside FAO).

A cloakroom is available for use by Participants in the Atrium (between Buildings A and B).

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.

Accommodation in Rome

Please see the [accommodation](#) section on our website for a list of conveniently located hotels. Participants are responsible for their own accommodation, although the Forum Secretariat would be glad to assist if needed. Most of the Hotels mentioned in the list apply

special rates for participants in FAO meetings, therefore mention that when booking your room. The locations of some hotels in the FAO vicinity are marked on this [online map](#).

Banking and Currency Exchange Facilities

The currency of Italy is the Euro. There are two banks in FAO headquarters.

The *Banca Intesa San Paolo*, located on the Ground Floor, Building B, is open from 08:35 hours to 16:35 hours.

The *Banca Popolare di Sondrio*, located on the ground floor of building D (D016), is open from 8:30 to 16:00 hours.

Cash dispensers (ATM) for credit card withdrawals are located at the entrance of the Banks.

In addition to the banks, the Italian Post Office located next to the *Banca Intesa San Paolo* also processes postal/money orders.

Credit cards (mainly MasterCard and Visa), cheques and international travellers' cheques are accepted at many restaurants, major hotels, and department stores. Small restaurants and stores may accept payment in cash only.

Bookshop

The *Food for Thought* Bookshop, located on the Ground Floor of Building B next to the Newsstand, 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 08.00 hours to 17.30 hours. For more information, dial extension 53127 (Tel. 06-5705-3127).

Climate

Temperatures in Rome in October usually range between 13 °C and 21 °C. Though the weather is often dry, there may be occasional rain showers.

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 hours to 14.30 hours for lunch. The free-flow cafeteria offers a selection of hors d'oeuvres, first and second courses, grill and salads. Vegetarian options are available.

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 and further information.

There are several snack bars on the premises:

- Polish Bar (Ground Floor, Building A): beverages, pastries, sandwiches and light meals
- Blue Bar “C” (Eighth Floor, Building C): beverages, sandwiches and pastries
- Eighth Floor Bar (Eighth Floor, Building B): beverages, sandwiches and pastries
- Casa Bar (Ground Floor, Building D): beverages, pastries, salads, sandwiches and light meals

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.

All catering facilities only accept Euro cash.

Electrical Appliances

The voltage in Italy is 220V, and plug shapes vary between 2 and 3 round pins. Hardware stores sell electrical adapters.

Internet Access

FAO offers WiFi coverage in the main Meeting Rooms, including Red Room where the Forum will be held, as well as the Atrium, David Lubin Library, Lounges, Slovak Business Centre.

Participants with a laptop or Personal Digital Assistant (PDA) which has Wireless Local Area Network (LAN) capabilities, conforming to the 802.11b or 802.11g standards, may use this free service.

There are three steps to take in order to connect to the service:

Step 1: Turn on laptop or PDA, while in one of the WiFi areas.

Step 2: Allow laptop or PDA to detect the network “guest_internet”.

Step 3: Open a browser and connect to an Internet site. The username and password are available at registration.

No support can be provided if problems arise when connecting to, or using, the wireless internet service.

Additionally, a limited number of computers with internet access free of charge are available on the Ground floor of Building A accessible through the entrance hall of the David Lubin Memorial library. The two available rooms are found directly to the right and the left of the entrance.

Keeping Safe

As in any large city, remember to keep your valuables in a safe place and be aware of your surroundings, especially on public transport and in highly frequented areas. Once Participants 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.

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

- General Emergencies 113 and 112
- Medical Emergencies and Ambulance 118
- Fire 115

Participants are advised not to leave briefcases or any valuable items unattended in conference rooms.

Library, The David Lubin Memorial

The David Lubin Memorial Library is considered one of the world's finest libraries for information on food, agriculture and rural development. It is located at FAO Headquarters on the Ground Floor of Building A, it is open from Monday to Friday 8.30 hours - 17.00 hours. The access is granted also to conference participants.

Subjects covered include agriculture, food and nutrition, rural development, plant production and protection, animal production and health, agroforestry, forestry, fisheries, sustainable development, statistics, agricultural economics, environmental issues, natural resource management, bioenergy, climate change and other related subjects.

Lost and found

If you have lost or found something, please contact the Entrance Reception on the ground floor, building A, or the Guard Service, extension 54427.

Lounges

Participants may use:

- Nordic Lounge (area between Red and Green Rooms, First Floor, Building A).
- Japan Lounge (area to the immediate right of the Plenary Hall, Third Floor, Building A).
- Caribbean Lounge (area to the immediate left of the Plenary Hall, Third Floor, Building A).
- Belgian Lounge (area directly in front of Plenary Hall, Third Floor, Building A).

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 extension 53577 from in-house telephones (06-5705-3577 from outside FAO Headquarters).

The Medical Service is located on the first floor of building B.

A pharmacy is located on the Ground Floor of Building B (Room B0L2) and is open from Monday to Friday from 08.00 to 14.00 hours and from 15.00 to 17.30 hours.

Meditation Room

An area for meditation and prayer is located on the second floor of Building A in room A250.

Newsstand

The Newsstand is located on the Ground Floor of Building B near the *Banca Intesa San Paolo*, and offers international newspapers and magazines, as well as postcards, maps, and a large selection of periodicals. The Newsstand is open from 06.00 hours to 18.00 hours. For more information, dial extension 53273 (Tel. 06-5705-3273).

Postal Services

The Italian Post Office, located on the Ground Floor, Building B, is open Monday to Friday, from 08.30 hours to 14.45 hours.

The DHL Courier Service Office is located in C005 and is available for private and official dispatches from 10.30 hours to 12.30 hours and from 13.30 hours to 16.00 hours, Monday through Friday.

Public Transportation

Please see the [Arriving in Rome](#) section on the website

Shopping

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

Supermarkets and shops located in highly frequented areas may have longer opening hours into the evening.

Slovak Business Centre

The Slovak Business Centre is a multi-functional workspace equipped with phone, fax and PC facilities, located on the Ground Floor of Building B (B013), extension 57090 (Tel. 06-5705-7090) and comprises a reception area, Internet workstations, a lounge area, and a small meeting room. There is a flat charge of €1 per page for printing and telefax. No food is permitted in this facility.

Smoking

FAO Headquarters is a smoke free area and we ask our visitors to comply with this rule.

Taxis

Please see the [Arriving in Rome](#) section on the website.

Participants are advised to use only licensed taxis with meters. Surcharge fares are applied for baggage, night runs, Sundays and holidays.

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.

The Main Reception (Ground Floor, Building A) will assist participants to request taxis.

Telephone, Telefax

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 and local calls. For internal calls, dial the required extension. For local (Rome) calls, press "0" and wait for the external dial tone, 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.

Public telephone facilities are located in the Main Entrance of Building A, at the entrance of Building D and in the "Flag Hall" on the Ground Floor of Building B. They operate with Telecom Italia phone cards that can be purchased from the Newsstand on the ground floor of Building B in front of *Banca Intesa San Paolo*.

A fax transmission service is available for a flat fee of €1 per page in the Slovak Business Centre.

Cellular phones should be switched off in meeting rooms.

Travel Services

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 09.00 to 17.00 hours. For further information, participants may contact CWT on extension number 55970 (or 06 57055970 from outside FAO) or e-mail address: faotravel@cwtbook.it.

Please remember to see the other documents provided on the [website](#) for your information, as well.

Enjoy your stay!