



Food and Agriculture  
Organization of the  
United Nations



**IFAD**  
Investing in rural people



**World Food  
Programme**

# Land & Water Days 2015

Practical Information



10-12 November, FAO HQ, Rome



## Practical information for participants attending the Land and Water Days @ FAO

**10-12 November 2015**

### Getting to the FAO from Fiumicino Airport

There are plenty of ways to reach Rome from Fiumicino airport with public transportation. The airport is situated 35 km from Rome center, where FAO is located. It takes about 30 minutes to reach FAO.

Warning: Rome is a nice and peaceful city but with the many tourists around, it is also the paradise for pickpockets. Make sure that you never leave your belongings unattended when in public places like airport, buses and train stations.

### TRAIN

**Local train (most convenient)** : The station closest to FAO is OSTIENSE, about 30 minutes from the airport. Trains run every 15-20 minutes and a one-way ticket costs 8 €. From Ostiense station, take **Metro Line B** (direction to Rebibbia/Jonio) one stop to **Circo Massimo**. The entrance to FAO is over the road as you go up the steps from the subway station. Subway/bus/metro tickets (1.5€) can be purchased at any "Tabaccheria" (tobacconist's shop), at the Airport and Termini Station and from the automatic machines at the subway station (you need cash).

**Leonardo Express** is a direct train that takes you from Fiumicino airport to Termini station (the central station). It departs every 30 minutes (departures every 15 minutes at times of increased traffic flow). A one-way ticket costs 14 €. First departure from Rome Termini 5:50 and last departure at 22:50, first departure from Fiumicino

Airport 6:38 and last at 23:38. From Termini station, 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.

### BUS

There are several bus companies connecting Fiumicino with Termini and Ostiense station. You can buy the ticket directly on the bus for 4-5 € one-way. (Follow signs in the airport to the pick-up points). Transportation time from the airport is about 1 hour.

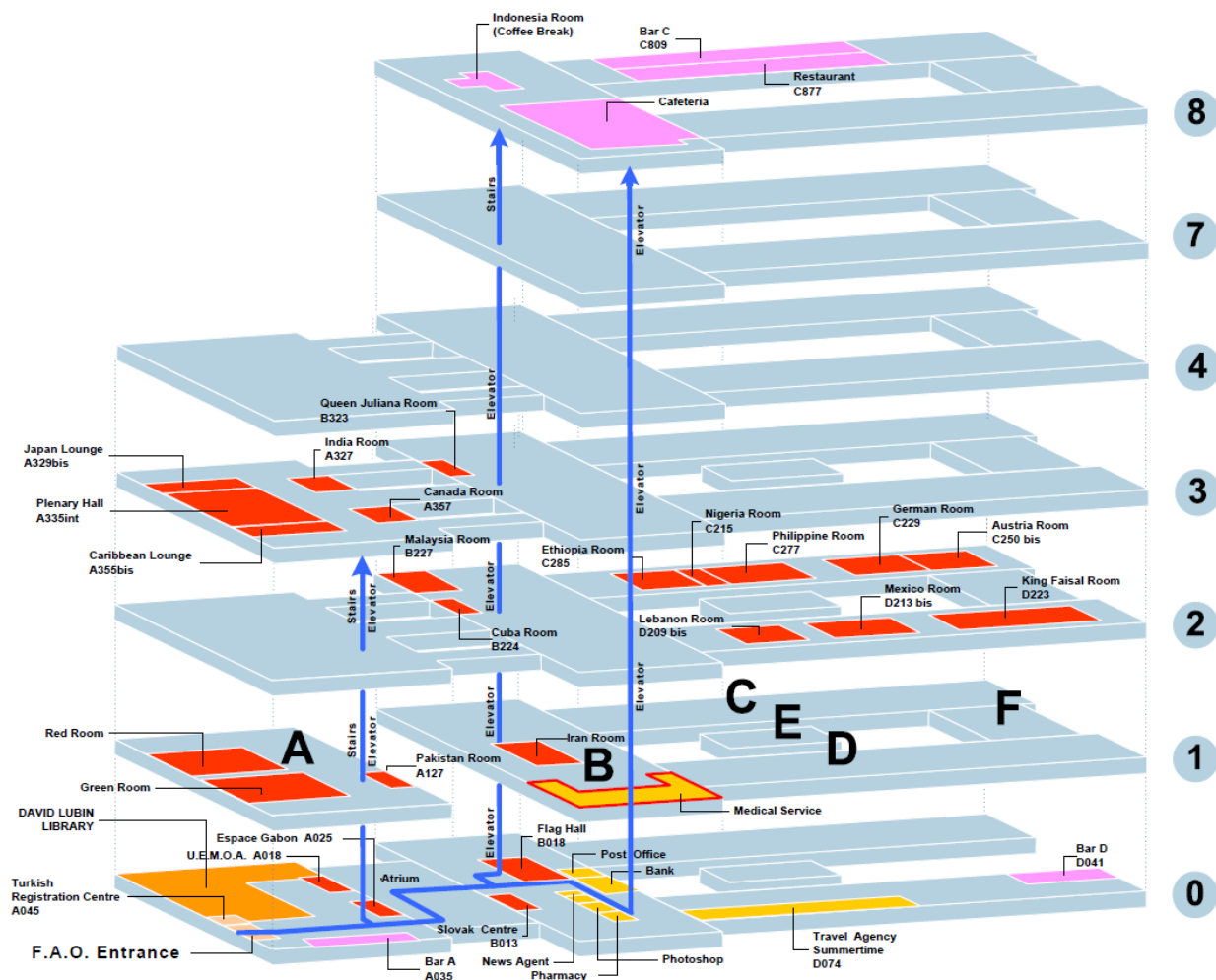
### TAXI

A taxi from Fiumicino airport to FAO and central Rome (anywhere within the Aurelian walls, the central tourist area) should cost €48 (this includes baggage and up to four passengers). We recommend that you ask for the price prior to boarding.

Do not accept a ride from unregistered taxis. **At the airport, take only white taxis at the taxi stop.**

**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). In Rome, you can 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.

## FAO BUILDING



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 will be next to The flag Hall and Iran Lobby, the center of some of the activities scheduled during meetings and coffee breaks.

**Access to FAO Headquarters** is restricted to persons in possession of a valid building pass (see section on Registration). 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).

## **Registration of Participants and Admission to Meetings**

Registration will take place on both 9 and 10 November from 8:30 to 9:30. Participants are requested to access FAO through the Main Visitor's entrance (gate on Viale delle Terme di Caracalla) where they will be met by an event organizer who will accompany them through the Security checkpoint and to the Turkish Registration Centre to register and pick up their Building Pass.

**Remember to bring a valid PHOTO ID to pass the security entrance.** Lost Building Passes should be reported without delay to the FAO Security Office.

**Meeting Secretariat** - During the days 10-12 November, a Secretariat will be established in the Espace Gabon room, located on the Ground Floor of Building A (A025). For any queries about the meeting or about FAO, please refer to the Secretariat.

**Meeting venue** - Plenary sessions will take place in the Sheikh Zayed Centre (SZC), except on Tuesday, November 10, when it will be held in the Red Room. Parallel sessions will take place in different meeting rooms indicated on the agenda and on the attached maps.

The Market place, with exhibition of publications, posters and video, will be situated in the Flag Hall and Iran Lobby, ground floor of Building B.

Documentaries about land and water will be shown every day during the week at lunch time (room will be specified in the detailed Agenda).

**Per diems (daily allowance)** Those who are entitled to receive DSA from FAO should come to meet Francesca Crocetti ([Francesca.Crocetti@fao.org](mailto:Francesca.Crocetti@fao.org)) on 10 November at 10 am (coffee break) in the Lobby of the Red Room.

**Security** - The FAO Security Office operates from 07.30 hours to 17.30 hours. Contact the Security Guards in Building A (extension 53145, 06-5705-3145 from outside FAO Headquarters).

Strict security measures are observed at the FAO Headquarters. Metal detectors are in operation at

the Building A entrance. Participants are requested to wear their Building Passes at all times. Participants are advised not to leave briefcases or any valuable items unattended in conference rooms.

## **Banks**

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

**Medical Services** - The Medical Service provides emergency medical assistance in FAO to participants at meetings. It is located Building B (Floor1).

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).

**Access and Facilities for Disabled Persons** - All entrances (see paragraph 4) 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.

**Cloakroom** - A cloakroom is available for use by Participants on Tuesday, 10 November in the Atrium (between Buildings A and B).

**Catering Facilities** - The FAO Headquarters offers lunch 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 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.
- 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.
- The Bar D (Casa Bar) Located ground floor, Building D, offers salads, various dishes, and desserts.

**Snack Bars and Vending Machines** - There are several snack bars on the premises, offering hot and cold beverages and a variety of dishes, pastries and sandwiches:

- Polish Bar (Ground Floor, Building A).
- Blue Bar "C" (Eighth Floor, Building C).
- Eighth Floor Bar (Eighth Floor, Building B).
- Bar D (Ground Floor, Building D).

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.

**Dining Facilities** - Many of the restaurants and available services around FAO Headquarters are located on Viale Aventino.

**Telephone, Telefax** - The telephone number of FAO Headquarters is +3906 5705 + extension. If the extension is not known, dial +3906 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.

Cellphones should be switched off in meeting rooms.

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

SSID: **guest\_internet**

Username: **Visitor**

Password: **wifi2internet**

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

**Postal Services** - The Italian Post Office, located on the Ground Floor, Building B, is open Monday to Friday, from 08.30 hours to 15.00 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. Call the Mail and Pouch Service at extension 54881 for information and rates (Tel. 06-5705-4881). Participants who wish to send documents back to their countries may do so using these services.

**Travel Facilities (Flight Reservation and Reconfirmation)** - 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 09.00 to 17.00 hours non-stop. For further information, participants may contact CWT on extension number 55970 (or 06 57055970 from outside FAO) or e-mail address: [faotravel@cwtbook.it](mailto:faotravel@cwtbook.it).

For emergency requirements outside business hours, CWT offer a 24 Hour Emergency Service

dedicated to providing traveler assistance (Tel: from within Italy 800 - 871932; and +44 208 7579000 from all other countries).

**FAO Sales Point** - The FAO Sales Point is located in front of the Banca Intesa San Paolo (Ground Floor, Building B) and is open from 09.00 hours to 12.30 hours. A selection of recent FAO publications and CD-ROMs and an assortment of FAO Medals, Coins and Stamps, as well as logo and commemorative items can be purchased here.

**News stand** - 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. 06-5705-3).

**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).

**Public transportation (in Rome):** 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 Newsstand at FAO Headquarters (Ground Floor, Building B, across from the Banca Intesa San Paolo). Tickets cost 1,5 Euro, and may be used once for underground transport and unlimited bus/tram 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. Day tickets valid for the entire bus/tram and metro network can also be purchased.

### Practical information

**Currency and credit cards** - The official currency is the Euro (€). It is not possible to pay in other currencies but there are plenty of ATM / cash machines to withdraw money. In addition most of the restaurants and shops in Rome accept credit cards (but check to be sure).

**Exchange rates** – Current exchange rate is about 1.10 US\$ for 1 Euro.

**Weather** - The temperature in Rome in November is on average about 14 degrees Celsius. A coat is necessary and it maybe raining.

**Time zones** - Rome is GMT + 1

**Electricity supply** - Italy has a 220 volts electricity supply, the sockets are 3 round pins in a row.

**Mobile phones** - There are four mobile phone GSM operators active in Italy: TIM, Vodafone, Wind and 3. They operate on the 900/1800 MHz bands. Participants can check with their home country provider whether roaming is available with one or more of the operators mentioned above.

**Shopping** - Shops in Italy are usually open from 9:00 to 13:00 hours and from 15:30 to 19:30 hours. However, many of the shops in the downtown area also remain open during the lunch break.

**Pickpockets** - Participants are advised to carry their valuables in a safe place, especially on public transport. Although Rome is a safe city, there might be pickpockets on the street, the underground and on buses and trams, in particular in touristic areas. Once participants have checked into their hotels, it is advisable to leave valuables in the hotel safe.

**Insurance** - Participants (and any accompanying spouses) should ensure that they have appropriate and sufficient medical and travel insurance.

### Emergency Telephone Numbers in Rome

- Medical Emergencies: 118
- General Emergencies: 113
- Fire: 115
- Ambulance : 118
- City Physician on Call: 06-58201030

**Contact numbers of the meeting organizers**

**For emergency requirements outside business hours, CWT offer a 24 Hour Emergency Service dedicated to providing traveler assistance**

**Tel: from within Italy 800 – 871932 and +44 208 7579000 from all other countries)**

**Contact numbers of the meeting organizers**

Mr Jean-Marc Faurès : 00 39 349 4980 752/ Desk  
phone 06 570 53949

Ms Domitille Vallée: 00 39 342 3569 848/ Desk  
phone 06 570 55541

Ms Rebecka Ramstedt : 00 39 389 6683 667/ Desk  
Phone 06 570 53091

Ms Nicoletta Forlano 00 39 06 570 54068

Ms Rosalud de la Rosa 00 39 333 2788 212/ Desk  
Phone 00 39 06 570 5536

Ms Corinne Spadaro 00 39 06 570 52255

Ms Francesca Crocetti 00 39 06 570 55573