I. LOCATIONS OF THE SESSION
Food and Agriculture Organization of The United Nations - Viale delle Terme di Caracalla, Rome, Italy.
Meeting Rooms:
Sheikh Zayed Centre (Atrium) Opening
Green Room (A-112) – Main session
Pakistan Room (A-127)
Espace Gabon (A-024)
Canada Room (A-356/7)
Cuba Room (B-224)

II. ENQUIRIES
All enquiries concerning the meeting may be sent to the Sustainable Wood for a Sustainable World Team:
Email: Sustainable-Wood@fao.org

III. ENTRY FORMALITIES
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.

REGISTRATION AT FAO HQ
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. A building pass will be ready for you at the main entrance. 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.

IV. FACILITIES FOR DISABLED PERSONS
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.
V. SERVICES WITHIN FAO

Medical service

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.

Banking facilities

The Italian currency is the Euro (€). The Banca Intesa is located on the ground floor in Building B. Opening hours are from 8.35am to 4.35pm. The Banca Popolare di Sondrio is located on the ground floor of Building D. Opening hours are from 8.30am to 4.30pm. Cash dispensers (ATMs) are located on the ground floor of Buildings B and D at the entrances to both banks.

Postal services

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.

Internet access

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:**

- Go to an area that provides WiFi services and turn on your laptop or PDA
- Your device has the WiFi adapter enabled; you should get the following message: “The WiFi services "guest_internet" has been detected.”
- 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

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)

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.
Catering facilities

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*

VI. CONNECTION TO AND FROM THE AIRPORT

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](http://www.adr.it).

**Taxis:** If you decide to take a taxi from the airports, we advise you to take only the recognized white taxicabs (with a licence from the “Comune di Roma”; those with other licences from Comune di Fiumicino or others are more expensive – €60). There is now a fixed fare from Fiumicino (€48) and from Ciampino (€30) airports to the centre of Rome (within Aurelian walls), baggage included, for a maximum of four persons.

**Trains:** 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)

- Direct non-stop train to Termini Station (central station) "Leonardo Express": This train runs every 30 minutes from 06.36 to 23.36. Tickets cost €14. 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.

- 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 15 minutes, takes 35 minutes (from 05.57 to 23.27) 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.

**Buses:** Several bus services are now available: for example Terravision (every 30 minutes to the Central Rail Station - €4 for one way - from Terminal 3, bus parking No. 3 in Fiumicino, and from Arrival area in Ciampino bus stop No. 3). Other companies are available (consult the Tourist Information Office in the airport).
VII. REACHING FAO

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”.

IX HOTEL ACCOMMODATION

Within walking distance to FAO headquarters in Rome (within 15 Minutes)

**B&B Circus Maximus**
Viale Aventino 61, Rome, 00153, Italy (300 m distance)
+39 328 8965367
Standard single room from €80 with breakfast.

**The Aventino Guest House**
Viale Aventino 98, Rome, 00153, Italy (400 m distance)
+39 331 4575450
Standard single room from €90 with breakfast.

**Hotel Domus Aventina**
Via di Santa Prisca 11 B, Rome, 00153, Italy (500 m distance)
+39 06 5746135
Standard single room from €108 with breakfast.

**Villa San Pio**
Via di Santa Melania 19, Rome, 00153, Italy (700 m distance)
+39 06 570057
Standard single room from €112 with breakfast.
**Aventino S. Anselmo Hotel Snc**
Via Di Sant' Anselmo, Rome, 00153, Italy (800 m distance)
+39 06 570051
Standard single room from €120 with breakfast.

**The Aventino Hotel**
Via San Domenico 10, Rome, 00153, Italy (850 m distance)
+39 06 570057
Standard single room from €105 with breakfast.

**Kolbe Hotel Roma**
Via di S. Teodoro, 48, 00186 Roma (900m distance)
+39 06 679 8866
Standard single room from 120 with breakfast

**Hotel Santa Prisca**
Largo Gelsomini 25, Rome, 00153, Italy (1 km distance)
+39 06 5741917
Standard single room from €105 with breakfast.

Not-too-far from FAO headquarters in Rome (10–30 mins by bus or metro)

**Residence Palazzo al Velabro**
Via del Velabro 16, Rome, 00186, Italy (1.1 km distance, 10 minutes by public transport)
+39 06 6792758
Standard single room from €120 with breakfast.

**Hotel Lancelot**
Via Capo D’Africa 47, Rome, 00184, Italy (1.2 km distance, 10 minutes by metro)
+39 06 70450615
Standard single room from €118 with breakfast.

**Mercure Rome Delta Colosseo**
Via Labicana 144, Rome, 00184, Italy (1.4 km distance, 9 minutes by metro)
+39 06770021
Standard single room from €115 with breakfast.

**Abitart Hotel**
Via Pellegrino Matteucci 10/20, Rome, 00154, Italy (1.5 km distance)
+39 06 4543191
Standard single room from €120 with breakfast.

**Cavour Forum Suites**
Via Cavour 211, Rome, 00184, Italy (1.6 km distance, 7 minutes by metro)
+39 06 4820361
Standard single room from €85 with breakfast.
**Gulliver’s Lodge**  
*Via Cavour 101, Rome, 00184, Italy* (2 km distance, 7 minutes by metro)  
+39 06 97273787  
Standard single room from €85 with breakfast.

**Lungotevere Suite**  
*Lungotevere degli Artigiani 20, Rome, 00153, Italy* (2.2 km distance, 20 minutes by public transport)  
+39 06 94518335  
Standard single room from €110 with breakfast.

**Worldhotel Ripa Roma**  
*Via degli Orti di Trastevere 3, Rome, 00153, Italy* (2.2 km distance, 20 minutes by public transport)  
+39 06 5861849  
Standard single room from €110 with breakfast.

**Hotel Palladium Palace**  
*Via Gioberti North 36, Rome, 00185, Italy* (2.3 km distance, 8 minutes by metro)  
+39 064466917  
Standard single room from €130 with breakfast.

**Hotel Massimo D’Azeglio**  
*Via Cavour 18, Rome, 00184, Italy* (2.4 km distance, 7 minutes by metro)  
+39 06 4870270  
Standard single room from €116 with breakfast.

**Bettoja Nord Nuova Roma**  
*Via G. Amendola, 3 Rome, 00184, Italy* (2.6 km distance, 10 minutes by metro)  
+39 06 4885441  
Standard single room from €95 with breakfast.

**Cecil Hotel**  
*55a Via Francesco Crispi, Rome, 00187, Italy* (2.8 km, 20 minutes by metro)  
+39 06 6797998  
Standard single room from €90 with breakfast.

**H10 Roma Citta**  
*Via Amedeo Avogadro 35, Ex Via Pietro Blaserna 101, Rome, 00146, Italy* (3 km distance, 30 minutes by public transport)  
+39 06 5565215  
Standard single room from €105 with breakfast.

**Diplomatic Hotel**  
*Via Vittoria Colonna 27, Rome, 00193, Italy* (3.3 km distance, 25 minutes by public transport)  
+39 06 6832685  
Standard single room from €100 with breakfast.
Hotel Pulitzer Roma
Viale Marconi 905, Rome, 00146, Italy (4.5 km distance, 10 minutes by metro)
+39 06 898591
Standard single room from €105 with breakfast.

Tre Fontane
Via del Serafico 51, Rome, 00142, Italy (6.7 km distance, 30 minutes by metro)
+39 06 51956556
Standard single room from €100 with breakfast.

Marriott Rome Marriot Park Hotel
Via Colonnello Tommaso Masala 54, Rome, 00148, Italy (13.5 km distance, 50 minutes by public transport)
+39 06 658821
Standard single room from €110 with breakfast.

X. FURTHER INFORMATION

Electricity

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

Public transport

Tickets for public transport should be purchased in advance and are available at the news-stand 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

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