

LOGISTICS INFORMATION

**Information and logistics to assist you with your stay in Rome
and your visit to the headquarters of the Food and Agriculture
Organization of the United Nations (FAO).**

LOGISTICAL INFORMATION FOR YOUR VISIT TO ROME AND FAO HEADQUARTERS

TABLE OF CONTENTS

ROME AIRPORTS AND TRANSPORTATION TO THE CENTRE	2
AIRPORTS (See www.adr.it for airport details)	2
From Fiumicino Airport	2
From Ciampino Airport.....	3
LOCAL TRANSPORTATION IN ROME.....	3
PUBLIC TRANSPORTATION	3
TAXI.....	4
USEFUL WEB SITES FOR TRANSPORTATION	4
ACCOMMODATION IN ROME	5
USEFUL WEB SITES FOR VISITING ROME.....	7
OTHER IMPORTANT INFORMATION.....	8
Emergency Telephone Numbers in Rome	8
Personal security	8
Currency / credit cards	8
Exchange rates.....	8
Shopping.....	8
Weather	9
Time zones	9
Electricity supply.....	9
FAO HEADQUARTERS INFORMATION	10
VENUE	10
REGISTRATION OF DELEGATES.....	10
ACCESS TO THE FAO HEADQUARTERS COMPLEX.....	11
SECURITY AT FAO	11
ACCESS AND FACILITIES FOR DISABLED PERSONS.....	11
FAO RESTAURANTS AND BARS.....	11
SERVICES AT FAO	12
Internet Facilities.....	12
Telephone and Telefax Facilities	12
The David Lubin Memorial Library.....	13
Travel Facilities (Flight Reservations and Confirmation).....	13
Banking and Currency Exchange Facilities	14
Postal Services.....	14
News Stand.....	14
Bookshop.....	15
Photo Shop	15
FAO Sales Point.....	15
Pharmacy.....	15
Medical Services	15
ISO CONFERENCE SECRETARIAT	15



ROME AIRPORTS AND TRANSPORTATION TO THE CENTRE

AIRPORTS (See www.adr.it for airport details)

The two main airports in Rome are Fiumicino airport (sometimes called Leonardo da Vinci airport, 36 km west of Rome) and Ciampino airport (16 km southeast of Rome, used primarily for charter flights from within Europe).

From Fiumicino Airport

➤ TRAINS AND SUBWAY TO FAO

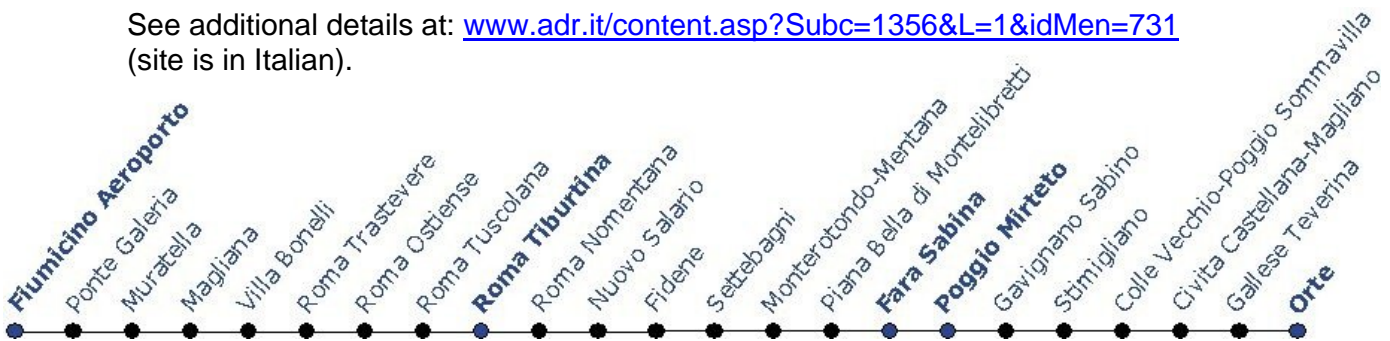
DIRECT TRAIN <i>LEONARDO EXPRESS</i>		
ticket € 11.00	Fiumicino Airport -> Termini Station	Termini Station -> Fiumicino Airport
Every day	<i>Every 30 minutes:</i> from 6:37 to 23:37	<i>Every 30 minutes:</i> from 5:52 to 22:52

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 31 minutes. From Termini Station you can take the Metro Line B (direction 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. Subway tickets can be purchased at a "Tabaccheria" at the Airport and Termini Station and from the automatic machines at the subway stations. Tickets cost 1 Euro (these tickets are also valid on buses for a total duration of 75 minutes).

For additional information on the Rome public transport system: www.atac.roma.it (site is in Italian).

From Fiumicino airport you can also take trains for: Roma Tiburtina; Fara Sabina; Poggio Mirteto and Orte. When taking these trains you should get off at Roma Ostiense station. These trains stop at every station and your journey will take approximately 28 minutes to go from Fiumicino airport to Roma Ostiense and will cost Euro 5.50. The Rome Ostiense train station is connected to the Piramide Line B metro stop. Take the Rebibbia direction for one stop to Circo Massimo (you will see the FAO building behind you as you come up the steps).

See additional details at: www.adr.it/content.asp?Subc=1356&L=1&idMen=731 (site is in Italian).



➤ **TAXI**

A taxi from Fiumicino airport to FAO should cost approximately Euro 40 (US\$50).

See note of caution on Rome taxis below.

From Ciampino Airport

➤ **SHUTTLE AND SUBWAY TO FAO**

TERRAVISION SHUTTLE
Roma Ciampino Airport <-> Roma Termini Railway Station
Service is in connection with flights Ryanair, Easy-Jet, Hapag Lloyd Express, Wizz Air, Voli Regionali, My Air, Blue Air, Central Wings and Flyme. For timetable and further informations click here .
Tickets one way: € 7/£5,50 Tickets round trip: € 11,50/£8 http://www.terravision.it/rome_ciampino.html

This shuttle takes you from Ciampino airport to Termini Station (the main train and subway station). From Termini station you will 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. Subway tickets can be purchased at a "Tabaccheria" at the Airport and Termini Station and from the automatic machines at the subway station. Tickets cost 1 Euro (these tickets are also valid on buses and for a total duration of 75 minutes). For additional information about the Rome public transport system see: www.atac.roma.it (site is in Italian).

➤ **TAXI**

A taxi from Ciampino airport to FAO should cost approximately Euro 40 (US\$50).

See note of caution on Rome taxis below.

LOCAL TRANSPORTATION IN ROME

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 *Banca Intesa* Bank).

Tickets cost 1,00 Euro (approximately US\$ 1,31), 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 per I trasporti autoferrotranviari 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.

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 Web site 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 (Line B). Delegates are reminded that tickets must be purchased before boarding.

[Download Map of Trains and Subway \(click here\)](#)

TAXI

Participants 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.

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.

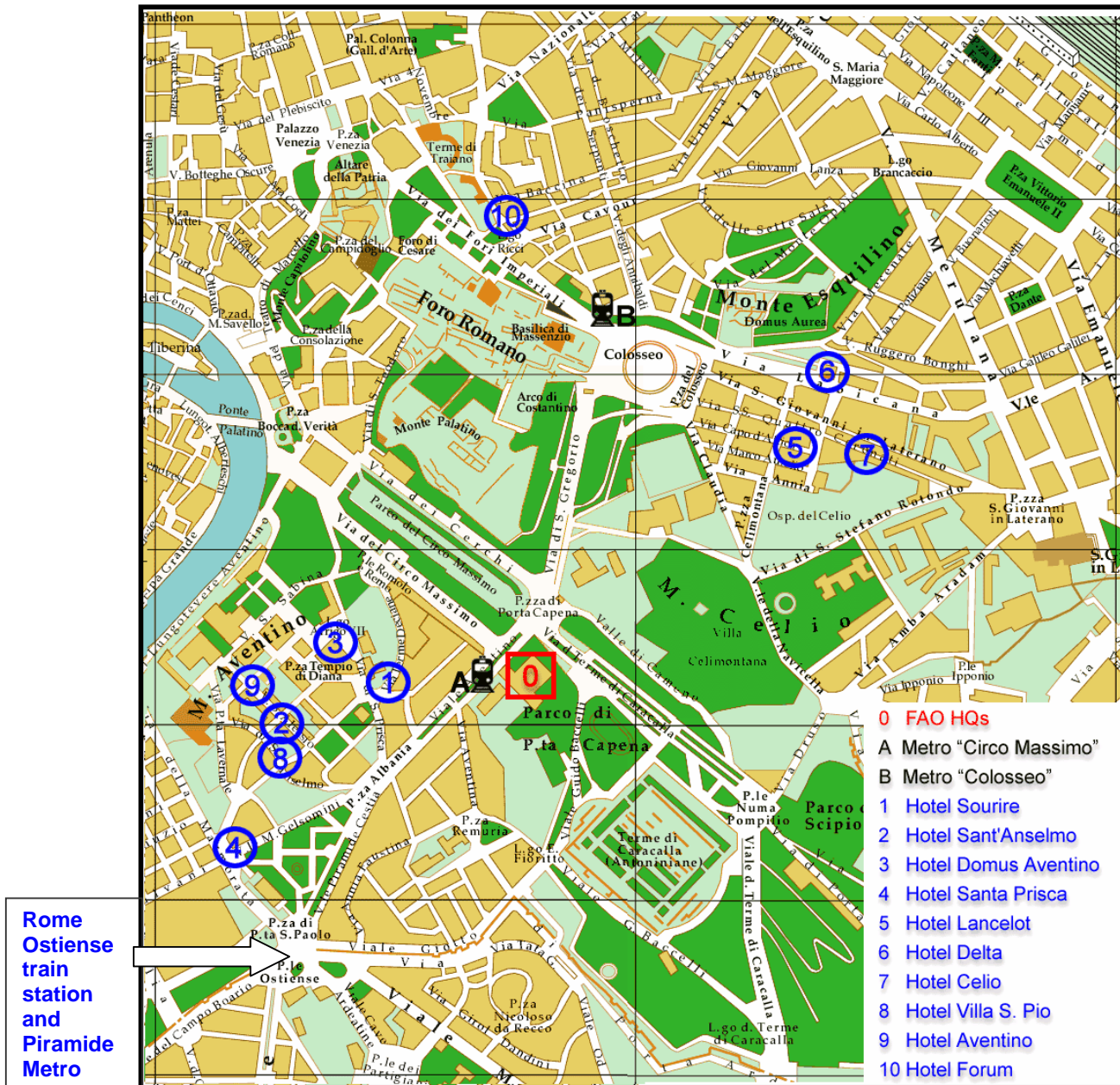
USEFUL WEB SITES FOR TRANSPORTATION

[ATAC \(www.atac.roma.it\)](http://www.atac.roma.it) - The public transport company of the city of Rome. This site provides the official transport maps, timetables, information on tickets and fares.

[Grandi Stazioni - Roma Termini \(www.romatermini.it/indexf.cfm\)](http://www.romatermini.it/indexf.cfm) - The official web page of the main train station in Rome.

[Trenitalia \(www.trenitalia.it\)](http://www.trenitalia.it) - A complete on-line list of trains running throughout Italy cities/towns

ACCOMMODATION IN ROME



Please note that the prices quoted below are FAO negotiated rates for 2007. If these reservations have been filled by other participants, you may have to pay a higher rate. In making your booking, please indicate that you are participating in the FAO ISO Conference of May 2007. These hotels have limited available space. The first week of May is especially busy due to the May 1st national holiday (Labour Day). Further information on accommodation within Rome can be found at:

<http://en.venere.com/>

HOTELS LOCATED CLOSE TO FAO

Hotel	Single	Double	Double used as single
Hotel Santa Prisca Largo dei Gelsomini, 25 - 00153 Tel: (+39) 06 5741917 (+39) 06 5750469 Fax: (+39) 06 5746658 E-mail: hsprisca@hotelsantaprisca.it	€110	€150	€110
Hotel Villa S. Pio Via S. Melania, 19 Roma Tel: (+39) 06 570057 Fax: (+39)06 5741112 E-mail: info@aventinohotels.com		€150	€135
Hotel Aventino Via San Domenico, 10 Roma Tel: (+39) 06 570057 Fax: (+39) 06 5741112 E-mail: info@aventinohotels.com		€150	€135
Hotel Lancelot Via Capo d'Africa 47 Tel: (+39) 06 70450615 E-mail: lancelot@italyhotel.com info@lancelothotel.com		€160	
Hotel Sant'Anselmo Piazza Sant'Anselmo, 2 Tel: (+39) 06 570057 Fax: (+39) 06 5741112 E-mail: info@aventinohotels.com Atten: Francesca		€180	€160
Hotel Delta Via Labicana 744 Tel: (+39) 06 770021 Fax: (+39) 06 7005781 E-mail: mercure.romacolosseo@accor-hotels.it	€126	€196	€155
Hotel Sourire Via delle Terme Deciane, 3 Roma Tel: (+39) 065750958 Fax. (+39) 065780514 E-Mail: sourire@tiscalinet.it	€104	€160	€130

Hotel Forum Via Tor de' Conti, 25-30 Roma Tel: (+39) 06.6792446 Fax: (+39) 06.6786479 E-Mail: info@hotelforum.com	€180	€300	€210
Hotel Celio (no special rates for FAO) Via S.S. Quattro Coronati 35 Roma Tel: (+39) 06-70495333 Fax: (+39) 06-7096377 e-mail: info@hotelcelio.com	€150	€200	€180
Hotel Domus Aventina Via Santa Prisca, 11b, Roma Tel: (+39) 06 5.746.135 Fax: (+39) 06-5.730.0044 e-mail: aventina@romeby.com	€105	€155	€130

USEFUL WEB SITES FOR VISITING ROME

[Rome Welcomes You \(www.romaturismo.it\)](http://www.romaturismo.it) - The Rome Tourist Board official web site (look for "Rome Welcomes You"). See also the online section on English brochures: www.romaturismo.it/v2/richiestamateriali/en/richiestamateriali.html

[About Italy for Visitors \(www.goitaly.about.com/\)](http://www.goitaly.about.com/)

[In Italia Online \(www.initaly.com/index.htm\)](http://www.initaly.com/index.htm) - This site offers travel and living information on Rome and Italy.

[Tour of Italy \(www.touritaly.org/\)](http://www.touritaly.org/) - An American Living in Italy

[TimeOut \(www.timeout.com/\)](http://www.timeout.com/)

[English Yellow Pages \(Italy\) \(www.englishyellowpages.it/\)](http://www.englishyellowpages.it/)

[Ambassade de France \(www.ambafrance-it.org/consulat/rome/\)](http://www.ambafrance-it.org/consulat/rome/) - Le portail culturel français en Italie.

OTHER IMPORTANT INFORMATION

Emergency Telephone Numbers in Rome

The following numbers may be useful in case of emergency:

- Medical Emergencies **118**
- General Emergencies **113**
- Fire **115**
- Ambulance (Red Cross) **06-5510**
- City Physician on Call **06-58201030**

Personal security

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, 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.

Currency / 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 (even within the FAO building) to withdraw money. In addition most of the restaurants and shops accept credit cards (but please check to be sure).

Exchange rates

Current exchange rates are approximately US\$1.31 = 1 Euro. The most up-to-date exchange rate can be obtained from the following site: www.xe.com/ucc/

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.

Weather

The temperature in Rome in July is hot, with an average maximum temperature of 30 degrees Celsius and a minimum night temperature of 17 degrees Celsius. The average monthly precipitation is 23 mm. Up to date weather information can be obtained from: www.eurometeo.com/english/forecast/city_LIRA

Time zones

Rome is GMT + 1 for details on time zones see: www.timeanddate.com/worldclock/

Electricity supply

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



FAO HEADQUARTERS INFORMATION



[Map to FAO \(click here\)](#)

VENUE

FAO is located in Viale delle Terme di Caracalla – 00153, Rome, near the Circo Massimo and one block from the Colosseum. It is a huge white building which is easy to spot. It can be reached by car, bus and Metro line B (Circo Massimo stop).

There are six buildings in the FAO Headquarters Complex, all interconnected. The large conference rooms (Plenary Hall, Red Room, Green Room) are all in Building A. In addition, there are several other smaller meeting rooms in Buildings A, B, C and D (see the FAO building map in your participant pack for additional details).

REGISTRATION OF DELEGATES

On the first day of the meeting, participants must enter at the Main Entrance in Building A, and proceed to the Turkish Registration Centre to the immediate left to register and pick up their Building Pass.

A valid identity document will need to be presented to register officials in order to collect the **Building Pass**

Conference registration and building passes will be available at FAO Reception on Monday 28 May 2007, from 08:00 to 12:00 hours.

Building passes are strictly personal and should be visibly worn at all times within FAO. If a building pass is lost, duplicates could be granted only after reporting the loss to FAO Security.

ACCESS TO THE FAO HEADQUARTERS COMPLEX

Once you have your building pass you can access the FAO Headquarters Complex through the following entrances:

- Building A Main Entrance (gate on Viale delle Terme di Caracalla) – open from Monday to Saturday, 6:00 to 23:00 hours; Sunday, 6:00 to 23:00 hours, cars only from 8:00 to 20:00 hours.
- Building D Entrance (gate on Viale Aventino) - open from Monday to Friday, 7:30 to 19:00 hours, Saturday, 9:30 to 13:30 hours. Many of the restaurants and available services around the FAO Headquarters Complex are located on this street.
- Building B Entrance (side entrance past the petrol station in FAO parking area) - open from Monday to Friday, 6:00 to 18:30 hours.

SECURITY AT FAO

Strict security measures are observed at the FAO Headquarters Complex. Metal detectors are in operation at the Building A entrance. 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 Office of Security.

Delegates are reminded not to leave briefcases or any valuable items unattended in conference rooms.

ACCESS AND FACILITIES FOR DISABLED PERSONS

All entrances at the FAO Headquarters Complex are accessible to disabled persons with wheelchairs. A lift is especially provided in Building A, and a ramp is provided in Building D.

Nearly all lifts throughout the FAO Headquarters Complex have wheelchair access.

Accessible restroom facilities are located in Building A on the Ground, First and Third Floors near the meeting rooms.

FAO RESTAURANTS AND BARS

The FAO Headquarters Complex offers a variety of dining and snack bar facilities where delegates may sit down for a meal, or order a quick snack and beverage.

Listed hereunder are all of the available locations, as well as a brief description of the catering facilities offered.

- **Polish Bar:** Coffee shop located on the ground floor of building A. They serve snacks and light meals. Hours from 07:30 – 17:00.
- **Blue Bar:** Coffee shop located on the 8th floor of Building C. They serve snacks and sandwiches. Hours from 07:30 – 17:00.
- **Eighth Floor Bar:** Coffee shop with a few snacks is located on the 8th floor of building B.
- **Cafeteria:** Self-service restaurant located on the 8th floor of Building B. They serve entrees, pasta, grilled meat or cheese, salads, deserts and drinks. Hours 12:00 – 14:00.
- **Casa Bar:** Building D ground floor. Salad and light meals.
- **Restaurant:** Located on the 8th floor of Building C. They offer a complete 'menu of the day' or 'a la carte' menu. Hours 12:00 – 14:00. Reservations are required (tel: 54268 or 56823).

Please note that these facilities only accept Euro cash. No credit cards are accepted. However you can acquire a "Gemeaz" card from the tills or the catering office (room C878), this gives you 55 Euro credit for the cost of 50 Euro and allows you to use a faster queue in the cafeteria (this card cannot be used in the Casa Bar).

In addition there are forty-nine vending machines with assorted refreshments also located on the premises, and especially on the Second Floor of Building B and the Ground Floor of Building B.

SERVICES AT FAO

Internet Facilities

Computer and internet facilities are available in David Lubin Memorial Library located at the FAO Headquarters Complex on the Ground Floor of Building A. Additional computers can also be found outside of the Red Room on the 2nd Floor of Building. Many of the FAO meeting rooms and the Atrium has wireless internet access. When accessing the system please use the following codes:

name: visitor
password: connect2web

Telephone and Telefax Facilities

The telephone number of the FAO Headquarters Complex is +3906- 5705 + extension. If the extension is unknown, please dial +3906-57051 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.

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 telephone cards that can be purchased from the News Stand on the Ground Floor of Building B.

Telephones for internal or Rome calls are located in Room A235bis and in the Slovak Business Centre (Ground Floor of Building B), and in the corridor of the first floor of Building A. Before making calls for the Rome area dial "0" and wait for the external tone before dialling the number. International phone calls can also be made using pre-paid phone cards, on sale at the news stand in front of *Banca Intesa*. Calls can be made at discount rates using these cards on the phones in Room A235bis and the Slovak Business Centre. A fax transmission service is available for a flat fee of €1 per page in the Slovak Business Centre (ground floor of Building B).

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.

The David Lubin Memorial Library

The David Lubin Memorial Library is located at the FAO Headquarters Complex on the Ground Floor of Building A.

Established in 1952, the Library honours the founder of the International Institute of Agriculture (IIA), David Lubin. The extensive IIA collection formed a solid base for the present-day Library which is considered one of the world's finest collections in food, agriculture and international development.

The Library is open to FAO staff, Permanent Representatives to FAO and delegates from Monday to Friday 8.30-17.00 hours.

Travel Facilities (Flight Reservations and Confirmation)

The Summertime Travel Agency (www.summertime.it), the official travel agency of FAO, is located on the Ground Floor of Building D (Room D074). Office hours are 9:00 to 12:45 and 14:00 to 17:00 hours. For further information, please contact extension 55145 or 56122 (06-5705-5145 or 06-5705-6122 from outside the FAO Headquarters Complex).

The following services are provided by Summertime 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 most airline offices in Rome are open from 9:00 to 17:00 hours on weekdays and some are closed during the lunch hours. Airlines offices are closed on Saturdays and Sundays.

Banking and Currency Exchange Facilities

The currency of Italy is the EURO. The *Banca Intesa* Bank is located on the Ground Floor, Building B. Opening hours are from 8:35 to 16:35 hours.

Cash dispensers (ATM) are available for credit card withdrawals and are located on the Ground Floor of Building B.

In addition to *Banca Intesa* Bank, the Italian Post Office located next to the Bank on the Ground Floor, Building B also processes postal/money orders.

Postal Services

The Italian Post Office, located on the Ground Floor, Building B, is open Monday to Friday, from 8:30 to 15:00 hours.

The DHL Courier Service Office is located in C005. The DHL service is available for private and official dispatches from 10:30 to 12:30 hours and from 13:30 to 16:00 hours, Monday through Friday. Please call the Mail and Pouch Service at extension 54881 for information and rates (06-5705-4881 from outside the FAO Headquarters Complex).

Delegates who wish to send documents back to their countries may do so using the above-mentioned postal and other delivery services.

News Stand

The News Stand is located on the Ground Floor of Building B near the *Banca Intesa* Bank, and offers a variety of newspapers in numerous languages, a selection of magazines, postcards, maps, and a large selection of periodicals. The News Stand operates from 6:00 until 18:00 hours. For more information, please dial extension 53273 (Tel. 06-5705-3273 from outside the FAO Headquarters Complex).

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, gifts, stationery, writing paper, gift wrapping paper, greeting cards and guide books. The Bookshop is open from 8:00 to 17:30 hours. For more information, please dial extension 53127 (Tel. 06-5705-3127 from outside the FAO Headquarters Complex).

Photo Shop

The Photo Shop, located on the Ground Floor of Building B, Room B0L1, near the “Food for Thought” Bookshop, offers photo processing services along with a selection of films, CDs, batteries and other photo accessories, as well as reading glasses, for purchase. The Photo Shop’s operating hours are from 9:30 to 13:00 hours and from 16:00 to 18:00 hours, and WFP (ext. 2942) from 14:00 to 15:30. For more information, please dial extension 53278 (06-5705-3278 from outside the FAO Headquarters Complex).

FAO Sales Point

The FAO Sales Point is located in front of the *Banca Intesa* Bank (Ground Floor, Building B) and is open from 9:00 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 at the FAO Sales Point.

Pharmacy

The pharmacy is located on the Ground Floor of Building B (Room B0L2) near the Photo Shop and is open from Monday to Friday (08:00 - 17:30 hrs non-stop). Access to this service, however, is restricted only to participants in the medical schemes of the following Organizations: FAO, WFP, IFAD and ICCROM. When availing of the services, entitled persons must always show proof of their entitlement (enrolment in the schemes). Other persons, or prescriptions under the Italian National Healthcare Provisions, cannot be served.

Medical Services

The Medical Service provides emergency medical assistance to delegates and Members of missions accredited to FAO.

For medical emergencies, delegates may dial 30 from all in-house telephones or 06-5705-3400 from outside the FAO Headquarters Complex. For all other medical services, delegates may call extension 53577 from all in-house telephones (06-5705-3577 from outside the FAO Headquarters Complex). They may also go directly to the Medical Service (First Floor, Building B) or the Medical Unit in Building A (Rooms A324-326) during the working hours of the Organization.