

9th United Nations Roundtable on Communication for Development

**6 – 9 September 2004
FAO Rome, Italy**

Information for Participants

REGISTRATION OF PARTICIPANTS

Registration of participants will take place in the Turkish Lounge - Building A, Ground Floor. Participants are kindly requested to complete and sign the Registration Form. They will then be provided with a Conference Building Pass giving access to meeting rooms for the duration of the Roundtable. These passes should be worn at all times while on FAO premises.

DAILY SUBSISTENCE ALLOWANCE (DSA)

DSA payments can be collected from the Treasury (Cashier's Office Room D.178) at the following times: 09.00-11.00-14.00-16.00.

MEETING ROOMS

The Roundtable will take place in the following meeting rooms (according to the Roundtable programme):

Austria Room – room number C.237
Philippines Room – room number C.277/281
Ethiopia Room – room number C.285/89
German Room – room number C.269

UEMOA ROOM (A.019)

Participants may use the following office facilities available in the Uemoa room: Fax, computers, printer, and photocopier.

INTERNET CAFE

Participants may use computers, printers situated in the Atrium (between Building A and B, ground floor).

SMOKING AND NON-SMOKING AREAS

Participants are reminded that FAO Headquarters is a smoking-free area. However, smoking is permitted in the open areas around the FAO complex.

SERVICES WITHIN FAO

FIRST AID – MEDICAL SERVICES

In case of medical emergencies, participants may go to the Medical Office, Room B-165 (first floor, Building B) between 08.30 and 17.00, Monday to Friday.

BANKING FACILITIES

The Banca Commerciale Italiana (BCI) is located on the ground floor of Building B. Its opening hours are: 08.40 to 16.00, Monday to Friday.

CATERING FACILITIES

The FAO Headquarters complex offers dining and snack bar facilities where one may sit down for a meal or order a quick snack and/or beverage. Listed hereunder are all the available locations as well as a brief description of the catering facilities offered.

Snack Bars

There are several snack bars on the premises, offering hot and cold beverages and a variety of pastries and sandwiches. Locations and opening hours are as follows:

Location	Opening hours
Polish Bar (Building A, ground floor)	08.00 – 18.00
Bar "C" (8th floor)	07.30 - 10.45 and 11.30 - 16.45
Bar Caracalla (8th floor)	08.30 - 10.45 and 12.00 - 16.00
Atrium (between building A and B, ground floor)	08.00- 16.00

Dining facilities

The restaurant and cafeteria serve meals from 12.00 to 14.00 hours. The restaurant, located on the eighth floor, offers an *à la carte* or fixed-price menu. Reservations are required and may be made by telephoning extension 54268 or 56823 (Tel. 06 570 54 268 or 06 570 56823 from outside the FAO complex). The eighth floor may be reached by taking an elevator to the seventh floor and then walking up one level to the snack bar and dining areas.

LOST AND FOUND

Objects found should be handed either to the Security Desk, Main Entrance, Building A or to the Lost and Found office which is located in Room B-062, ext. 55159 (Tel. 065705-5159 from outside the FAO complex). Any inquiries on lost property should be made to this office.

TELEPHONE AND FAX FACILITIES

Public telephone and fax facilities are located on the ground floor of Building B, opposite the Bank, and they function with coins and Telecom telephone cards which may be purchased at the Newsstand.

NEWSPAPERS

Newspapers (in various languages), magazines, postcards, maps, periodicals, etc., may be purchased from the Newsstand located opposite the Bank on the ground floor of Building B. The Newsstand is open from 07.00 to 17.30, Monday to Friday.

POSTAL SERVICES

The Italian Post Office, located on the ground floor of Building B (adjacent to the Bank), will provide normal services for stamps, parcels, telex, telegrams, registered mail, change, postal/money orders, etc. The Post Office in FAO is open from 08.30 to 15.00, Monday to Friday.

TRAVEL AGENCY

Ticket confirmations and other travel services are available from Summertime Travel Agency, located on the ground floor in Building D. The opening hours are 08.45 to 12.45 and 14.00 to 17.00.

FAO SHOP

FAO publications, electronic products and items from the FAO Money and Medals Programme may be purchased from the FAO Shop near the entrance to Building B. Payment may be made in US dollar, in euro or by credit card (American Express, Visa, MasterCard, Eurocard and CartaSi).

BOOKSHOP

The “Food for Thought” Bookshop, located on the ground floor of Building B on the side of the Newsstand, offers a selection of English and French language books, gift stationery, writing paper, wrapping paper, greeting cards and guide books. The Bookshop is open from 08:00 to 17:30, Monday to Friday. For more information, please dial Extension 53127 (Tel. 065705-3127 from outside the FAO complex).

PHOTO SHOP

The Photo Shop, located on the ground floor of Building B near the “Food for Thought” Bookstore, offers photo developing services along with a selection of films, compact disks, batteries, and other photo accessories for purchase. The Photo Shop’s opening hours are from 09.30 to 13.00 and from 16.00 to 18.00, Monday to Friday. For more information, please dial Extension 53278 (Tel. 065705-3278 from outside the FAO complex).

OTHER USEFUL INFORMATION

CLIMATE

It is still summer in Rome in September: The temperature ranges from 20 to 30 degrees. We suggest that participants bring summer clothes and a light jacket for the evenings.

PUBLIC TRANSPORTATION

Tickets for public transport should be purchased in advance and are available from the Newsstand in FAO, as well as at underground stations, certain bus terminal stations, tobacco shops and newspaper stands. Ticket cost: 1 EURO.

TAXIS

Participants are advised to use only the yellow and white 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. 063570 or 064994.

SERVICES IN THE VICINITY OF FAO

FAO Headquarters in Rome is centrally located, with many services available in the immediate area. The insertion of information on these services in the present booklet does not constitute any recommendation on the part of FAO.

OPTICIANS

Opticians are generally open from Monday to Saturday from 09.00 to 13.00 and from 16.00 to 19.30 hours. The closest optician to FAO Headquarters is:

Ottica Aventino
Viale Aventino 78
Tel. 06575-8413

PHARMACIES (CHEMISTS)

Pharmacies are generally open Monday to Saturday from 09.00 to 13.00 and from 16.00 to 19.30. Medicines can be purchased only at pharmacies. The closest pharmacy to FAO Headquarters is Farmacia Santa Sabina located on Viale Aventino 78, tel. 06574-3623.

RESTAURANTS

Lunch in Italy is usually served from 12.30 to approximately 15.00 and dinner from 19.30 onwards. Some restaurants within walking distance of FAO are:

Al Callarello	L'Insalata Ricca	Da Rino	Taverna Cestia	Di Pietro alla Piramide
Via Salvator Rosa	Piazza Albania 3	V.le Aventino 40	V.le Piramide C. 67	P.zza Porta S. Paolo 6
Tel. 06575-9875	Tel. 06574-3877	Tel. 06575-0497	Tel. 06574-3754	Tel. 06578-0252

EMERGENCY TELEPHONE NUMBERS IN ROME

General Hospitals

- S. Giovanni, via dell' Amba Aradam 9
- Fatebenefratelli, Isola Tiberina
- S. Camillo, Cir.ne Gianicolense 87
- Rome Tropical Hospital: Spallanzani
via Portuense 292

Switchboard

0677051
0668371
0658701

Medical Emergency

0677055297
066837299
0658704666
0655389121

SHOPPING

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

CREDIT CARDS

Internationally-recognized traveller's cheques and credit cards are accepted in hotels, major shops and restaurants. Any problems encountered with the use of credit cards should be referred to the local representatives of the credit card companies.

PROTECT YOUR VALUABLES

A word of caution. International cities which attract many tourists also attract people who steal from tourists. Consequently, please carry your valuables safely, especially on the buses. There are many pickpockets (including children) on the street, the underground and on buses and trams. Once you have checked into your hotel, you should leave your passport in a safe area. A good alternative is to carry a photocopy of your passport with you. Identity cards, keepsakes and anything else not needed in the city are best left at the hotel or place of residence while you are sightseeing, shopping or dining out. Keep photocopies of all these documents in a safe place in case you need to have them replaced.