



联合国  
粮食及  
农业组织

Food and Agriculture  
Organization of the  
United Nations

Organisation des Nations  
Unies pour l'alimentation  
et l'agriculture

Продовольственная и  
сельскохозяйственная организация  
Объединенных Наций

Organización de las  
Naciones Unidas para la  
Alimentación y la Agricultura

منظمة  
الغذية والزراعة  
للأمم المتحدة

# COMMISSION ON GENETIC RESOURCES FOR FOOD AND AGRICULTURE

## INTERGOVERNMENTAL TECHNICAL WORKING GROUP ON FOREST GENETIC RESOURCES

### Fifth Session

Rome, 8 - 10 May 2018

### INFORMATION NOTE

#### I. LOCATION OF THE SESSION

1. Food and Agriculture Organization of the United Nations

**Viale delle Terme di Caracalla, Rome, Italy – Green Room, Building A, 1st floor**

#### II. MEETING ROOMS

2. Green Room (Bldg. A, 1st floor): Plenary discussions - Tuesday, 8, Wednesday, 9 and Thursday, 10.

#### III. ENQUIRIES

3. All enquiries concerning the meeting may be sent to the following e-mail address:  
FO-ITWG-FGR@fao.org

#### IV. ENTRY FORMALITIES

4. All visa formalities are the responsibility of each participant. Visa applications must be submitted well in advance of departure, as it may require from one to three weeks –sometimes longer– for an Italian visa to be issued. Exclusively those participants travelling from a country where there is no Italian Consulate or other competent Diplomatic Mission may obtain a visa on arrival in Rome, provided that they advise the Secretariat of the meeting of their full name, date of birth, nationality, passport number, issue and expiry dates, flight number, date and hour of arrival and their full travel itinerary, which must not include any other Schengen country. This information must reach FAO at least four weeks before the arrival of participants to permit the Protocol Branch to request that a visa be issued at Rome airport. Participants failing to comply with the above will not be allowed to enter Italy by the Italian authorities. Please contact [FO-ITWG-FGR@fao.org](mailto:FO-ITWG-FGR@fao.org) if you require additional documentation to process your entry visa for Italy, such as a personalized letter of invitation. FAO cannot provide assistance other than sending a personalized letter to participants.

#### V. HOTEL ACCOMMODATION

5. The Secretariat does not assist participants in making hotel reservations. Each participant must contact the hotel directly to arrange, confirm and guarantee their bookings. When making the hotel reservation, please ask whether a special FAO room rate is available. Information on hotels in Rome can be found at <https://HotelDirectory.lanyon.com/Login.aspx?authToken=e66b9dfd-98c2-4dc6-8556-657374c699f6>.

#### VI. CONNECTION TO AND FROM THE AIRPORT

6. 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>.

##### Taxis

7. If you decide to take a taxi from the airports, we advise you to take only the recognized white taxicabs, with a license from the Comune di Roma; those with other licenses from Comune di Fiumicino or others are more expensive, i.e. 60 euros (EUR). There is now a fixed fare from Fiumicino (EUR 48) and from Ciampino (EUR 30) airports to the centre of Rome (within Aurelian walls), baggage included, for a maximum of four persons.

##### Trains

8. 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).

1) Direct non-stop train to Termini Station (central station) "**Leonardo Express**"

This train runs every 30 minutes from 6:36 to 23:36 hours. Tickets cost 14 euros. 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.

2) Local train

We advise you to take this train and get off at Ostiense Station if you are staying at one of the hotels close to FAO. The train runs approximately every 15 minutes, takes 35 minutes (from 5:57 to 23:27 hours) and costs 8 euros. Outside Ostiense Station there is a taxi rank. Again, we recommend that you take only the official marked taxicabs and ensure that the meter is running. From Ostiense, FAO can be easily reached by Metro line B (direction Rebibbia), one stop to Circo Massimo. The entrance to FAO is in front of the metro station.

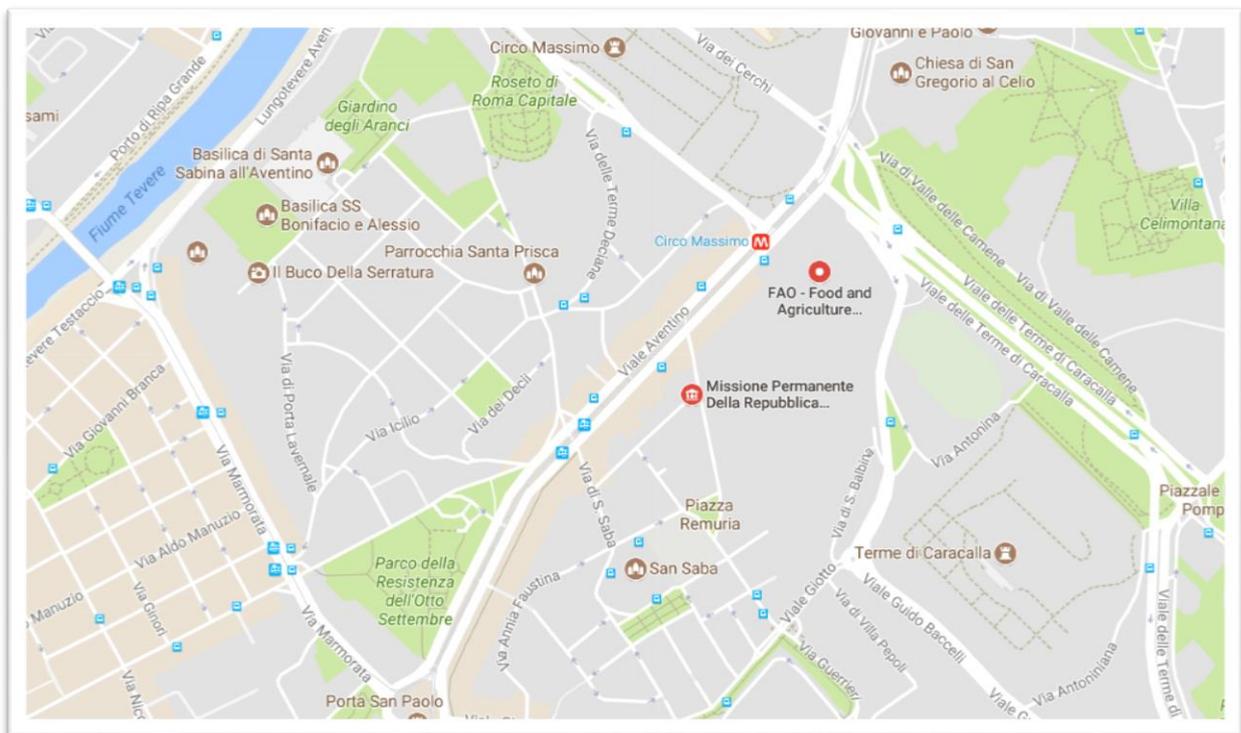
9. From Ciampino airport, it is possible to reach Rome by shuttle to Termini station (the main train and metro station). From Termini, FAO can be easily reached by Metro line B (direction Laurentina), three stops to Circo Massimo. The entrance to FAO is in front of the metro station.

### Buses

10. Several bus services are now available: for example Terravision (every 30 minutes to the Central Rail Station - 4 euros for one way. Other companies are available (consult the Tourist Information Office in the airport).

## VII. REACHING FAO

11. 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. Metro/bus tickets can be purchased at a "Tabaccheria" (tobacconist's shop) at the airport, at Termini and from the automatic machines at the metro stations. Tickets cost 1.50 euros (these tickets are also valid on buses and for a total duration of 100 minutes). For maps of local train and subway lines see Metro di Roma. For additional information about the Rome public transport system, visit [www.atac.roma.it](http://www.atac.roma.it) (in Italian and English).



## VIII. REGISTRATION AT FAO HQ

12. Visitors to the Food and Agriculture Organization (FAO) headquarters must access the premises by way of the Visitors' Entrance on Viale Aventino and continue to the Visitors' Entrance Pavilion where they will submit to a security check and collect a building pass. Make sure to bring a valid identification document bearing a photograph (passport, driver's license, national ID card). The building pass will be valid for the duration of the meeting, must be worn at all times while on the premises, and must be clearly visible by Safety & Security personnel as well as to other FAO personnel.

## **IX. FACILITIES FOR DISABLED PERSONS**

13. 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.

## **X. SERVICES WITHIN FAO**

### **Medical service**

14. The FAO Medical Service, located on the first floor of Building B, provides emergency first aid assistance, Monday-Friday, from 8:30 to 17:00 hours. In the event of medical emergencies, participants may dial 53400 from all in-house telephones or 06-57053400 from outside the FAO headquarters complex. For serious emergency outside FAO, participants may call 118.

### **Banking facilities**

15. The Italian currency is the Euro (€). Banca Intesa is located on the ground floor in Building B. Opening hours are from 8:40 to 16:30 hours. Banca Popolare di Sondrio is located on the ground floor of Building D. Opening hours are from 8:40 to 16:30 hours. Cash dispensers (ATMs) are located on the ground floor of Buildings B and D at the entrances to both banks.

### **Postal services**

16. 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 8:30 to 15:00 hours from Monday to Friday. Mail boxes are next to the Post Office.

### **Telephone and fax facilities**

17. FAO's telephone number for a call made in Italy is 06 57051; for a call made from abroad it is (+39) 06 57051. All extensions can be reached by dialing 06 570 (not necessary if calling from one of the phones located within FAO) followed by the 5-figure extension required. For telephone information or long distance calls, please call Extension 11. To reach a number in Rome, first dial 0 and then digit the number 06 ...

### **Internet access**

18. Computers with internet facilities are available in the FAO David Lubin Library in room A012 (ground floor, building A), from Monday to Friday from 8:30 to 17:00 hours. FAO provides a free Wireless Internet Service (Wi-Fi) for meeting attendees. This service is available in meeting rooms and in the atrium. To connect to this service, detect the network "guest\_internet", open a browser and try to connect to an Internet site. You will be prompted for the username (visitor) and password (wifi2internet). The Slovak Business Centre (ground floor, building B; extension 57090) is available for Internet, printing, fax and photocopying services. The Estonia Centre for skype connections is available in the ground floor of Building B next to the Flag Hall.

**Travel agencies (flight reservation and (re-)confirmation)**

19. 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 EUR 5 for flight re-confirmation. Participants are reminded that airline offices in Rome are open from 9:00 to 17:00 on weekdays, but are closed on Saturdays and Sundays.

**Catering facilities**

20. The FAO Cafeteria, located on the 8th floor of building B, is available to participants from 12:00 to 14:30 hours, Monday to Friday.

The FAO Restaurant is located on the 8th floor of building C. The Restaurant offers two types of services: a traditional fixed menu (fish or meat), and an open buffet. For reservations, please call ext. 56823. Snack bars on the premises, are:

- Polish Bar (Building A, ground floor) 8:00 – 17:00 hours
- Blue Bar (Building C, 8th floor) 8:30 – 11:00 hours and 12:00 to 16:00 hours
- Casa Bar (Building D, ground floor) 7:30 – 16:30 hours

*Please note that FAO is a smoke-free area. Smoking is not permitted inside FAO buildings.*

**XI. FURTHER INFORMATION****Electricity**

21. In Italy, the current voltage is 220 volts; the plug type is European standard.

**Taxis**

22. 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 (Ground Floor, Building A) 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