



منظمة الأغذية
والزراعة
للأمم المتحدة

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
Agricultura
y la
Alimentación

COMMISSION ON GENETIC RESOURCES FOR FOOD AND AGRICULTURE

INTERGOVERNMENTAL TECHNICAL WORKING GROUP ON FOREST GENETIC RESOURCES

First Session

Rome, 4 - 6 April 2011

PRACTICAL INFORMATION FOR PARTICIPANTS

TABLE OF CONTENTS

	<i>Paras.</i>
I. Location of the session	
<i>Venue and opening</i>	1
<i>Meeting rooms</i>	2
<i>Reception</i>	3
<i>Enquiries on the meeting</i>	4
II. Access to FAO	
<i>How to reach FAO</i>	5
<i>Access to FAO premises</i>	6 - 11
III. Registration	12
<i>Representatives of FAO Member countries</i>	13
<i>Participants and Observers</i>	14
<i>Assistance to delegates from developing countries</i>	15
IV. Visa	16

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	<i>Paras.</i>
V. Accommodation	
<i>Connection to and from the airport</i>	17 - 19
<i>Hotel accommodation</i>	20
VI. Facilities and additional services	
<i>Facilities for disabled persons</i>	21
<i>Medical service</i>	22
<i>Pharmacy</i>	23
<i>Banking facilities</i>	24
<i>Postal Services</i>	25
<i>Telephone and fax facilities</i>	26
<i>Internet access</i>	27
<i>Newspapers</i>	28
<i>Travel agencies</i>	29
<i>FAO Shop</i>	30
<i>Catering facilities</i>	31 - 35
VII. Further information	
<i>Electricity</i>	36
<i>Public transport</i>	37
<i>Taxis</i>	38
<i>Emergency telephone numbers in Rome</i>	39
<i>Security</i>	40 - 42
<i>Protecting valuables</i>	43 - 44

Appendix I: Table of hotels in Rome

I. LOCATION OF THE SESSION

Venue and opening

1. The First Session of the Intergovernmental Technical Working Group on Forest Genetic Resources will open on

Monday, 4 April 2011 at 9:30 am
Green Room – Building A – 1st floor, FAO Headquarters

Food and Agriculture Organization of the United Nations
 Viale delle Terme di Caracalla
 00153 Rome, Italy

The meeting will end on Wednesday, 6 April 2011.

Meeting rooms

2. For the duration of the First Session of the Intergovernmental Technical Working Group on Forest Genetic Resources, the following rooms have been put at disposal for the participants:

Room	Building/ entrance	WiFi
Austria	C-237	✓
Canada	A-357	✓
Ethiopia	C-289/ 285	-
Mexico	D-211	✓
Malaysia	B-227	✓
Philippines	C-281/ 277	✓

Reception

3. A reception for participants will be held on Monday 4 April 2011 at 18.30 hrs, in the Aventino room on the 8th floor of Building B.

Enquiries on the meeting

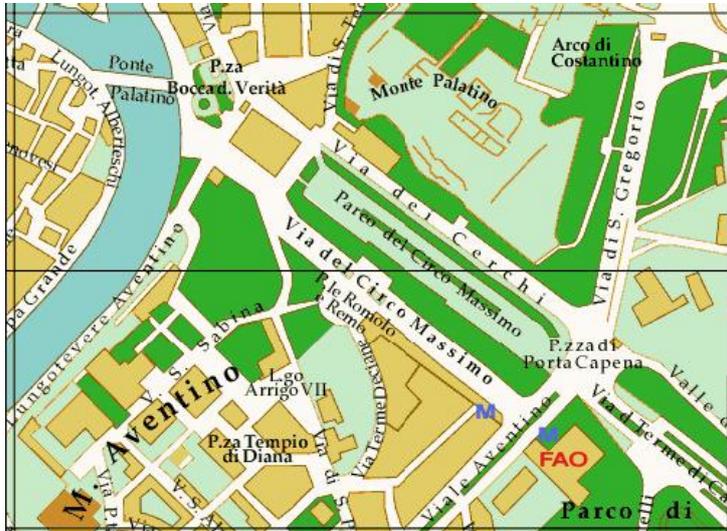
4. All enquiries concerning the meeting may be sent to the following email address: FO-ITWG-FGR@fao.org. For assistance or any request, please contact:

- Ms. E. Eriksson (extension 55762; or +39-06-570 55762 from outside FAO); or
- Ms. E. DiStefano (extension 55716; or +39-06-570 55716 from outside FAO);

II. ACCESS TO FAO

How to reach FAO

5. FAO is located on Viale delle Terme di Caracalla and is just across the road from Circo Massimo. You can reach FAO by foot, by bus or by underground, getting off at the station called “Circo Massimo”.



Access to FAO premises

6. Access to FAO Headquarters is restricted to persons in possession of a valid building pass. Building Passes will be issued only after receipt of completed Registration Forms. A valid identity document will need to be presented to registration officials to collect the Building Pass.

7. Participants are required to use the Main Entrance in Building A through the visitors' gate. There is only one entrance and exit point to the FAO compound for delegates arriving by foot: Viale Aventino (Metro exit). No other entry/exit points in other parts of the building can be used.

8. Participants arriving for the first time at the Viale Aventino entrance to FAO (near the Metro) will be invited by Security personnel to proceed through a scanning machine in the Visitors Centre at the top of the short flight of stairs, before being directed to the Turkish Registration lounge in Building A for registration.

9. Please proceed to the Turkish Registration Centre to pick up your Building Pass. If you pre-register you will find your Building Pass ready for collection.

Collection of Building Passes will take place

Monday, 4 April 2011, as of 8:30 am

Please bring a valid official identity document with you.

10. If no details have been sent, please bring your letter of nomination and a valid identity document. A photograph needs to be taken and a building pass will be issued.

11. Please note that, the building pass will be valid for the entire duration of the meeting but participants will be, nonetheless, required to access FAO through the metal detectors at the visitors' gate. On exiting the compound on the last day of attendance at the meeting, the proximity badge should be deposited in the marked container by the Visitors Centre.

III. REGISTRATION

12. Participants wishing to register for the First Session of the Intergovernmental Technical Working Group on Forest Genetic Resources should proceed as indicated below:

Representatives of FAO member countries

13. Representatives of FAO member countries are encouraged to contact the respective Permanent Representative to register online through the password-protected FAO Permanent Representatives Website (PRWS) at <http://permreps.fao.org/>. Instructions for online registration can be downloaded from the PRWS. Please note that online registration requires the uploading of a recent passport-size digital photograph.

Participants and Observers

14. Participants and Observers should inform the Secretariat of the names, official titles and addresses of delegates designated to attend the Session, by e-mail to FO-ITWG-FGR@fao.org together with a recent passport-size digital photograph.

Photo requirements

- Photo must be in colour, featuring a frontal view of head and shoulders, similar to a passport photo
- Photo must have a light or neutral background and show very little of the background above and on either side of the head
- No hats, sunglasses or accessories that obscure your face
- Photo must be in digital JPEG (.jpg or .jpeg) format
- Photos should also have a width to height ratio of approximately 3:4. In other words, a photo that is 2 cm wide should be approximately 2.5 cm high.

Assistance to delegates from developing countries

15. With funds made available by donors, assistance is being provided to a limited number of delegates from Working Group Member Countries that are developing countries or countries with economies in transition, with priority given to least developed countries. The Daily Subsistence Allowance will be made available to these delegates at the Treasury Window on arrival at FAO Headquarters in Rome. Treasury Window is open between 9-11.

IV. VISA

16. Participants requiring visas must obtain these from the Italian Consulate or competent Diplomatic Mission in their country before leaving for Rome. Visa applications must be submitted well in advance of departure, as up to three weeks may be required 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 three

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.

V. ACCOMODATION

Connection to and from the airport

17. 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 (16km southeast of Rome's city centre, primarily used for charter and low-cost flights). To know more about both airports, please visit <http://www.adr.it>.

Taxis

18. If you decide to take a taxi from the airport, we firmly advise you to take only the official white or yellow taxicabs. The fixed taxi fare between Fiumicino and Rome is 45 Euro one-way for all destinations within the Aurelian Walls in the central part of the city. For each piece of luggage (suitcase size) the traveler will pay 1 Euro on top of the journey's tariff. You can also take one of the operating airport shuttles, like "Blue Car Service" (one-way fare 38-40 Euro, phone: +39 348-359-0087) or "Limousine De Vita" (one-way fare 40 Euro, reservation via email to limousine.devita@alice.it).

Trains

19. Please note that there are two trains which connect the Airport to Rome.

- Direct non-stop train to Termini Station (central Station):
This train runs every 30 minutes and tickets cost 14 Euro. The journey time is approximately 30 minutes. There is a taxi rank outside Termini station. Again, we recommend to only take the official marked taxicabs and to 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 in one of the hotels close to FAO. The train runs approximately every 30 minutes, takes 30 minutes and costs 8 Euro. Outside "Stazione Ostiense" there is a taxi rank. Again, we recommend to only take the official marked taxicabs and to ensure that the meter is running.

Hotel accommodation

20. Participants are requested to book their rooms by contacting the hotel directly. When making the hotel reservation, please ask if a special FAO room rate is available. You can find information on more hotels in Rome in the "Appendix I".

Abitarhotel (4 star)
Via Pellegrino Matteucci, 10/20 – Rome, Italy
Phone: +39 064543191
Fax: +39 06454319899
Email: info@abitarhotel.com
Website: www.abitarhotel.com

Hotel Villa S. Pio (3 star)
Via S. Melania, 19 -Rome, Italy
Phone: +39.06.5783214

Fax: +39.06.5741112
Email: info@aventinohotels.com
Website: www.aventinohotels.com

Hotel Lancelot (3 star)
Via Capo d'Africa, 47 -Rome, Italy
Phone: +39.06.70450615
Fax: +39.06.70450640
Email: info@lancelothotel.com
Website: www.lancelothotel.com

Hotel Domus Aventina (3 star)
Via di Santa Prisca, 11/B -Rome, Italy
Phone: +39.06.5746135
Fax: +39.06.57300044
Email: info@hoteldomusaventina.it
Website: www.domus-aventina.com

Hotel Santa Prisca (3 star)
Largo M. Gelsomini, 25 -Rome, Italy
Phone: +39.06.5741917
Fax: +39.06.5746658
Email: hsprisca@hotelsantaprisca.it
Website: www.hotelsantaprisca.it

Royal Home (3 star)
Via Ostiense, 263/E – Rome, Italy
Phone: +39 06 5410290
Fax: +39 0654225103
Email: info@royalhome.it

Hotel Primus Roma (3 star)
Via G. da Empoli, 11 – Rome, Italy
Phone: +39 0657250515
Email: info@hotelprimusroma.com
Website: www.hotelprimusroma.it

Hotel Lancelot (3 star)
Via Capo d'Africa, 47 – Rome, Italy
Phone: +39 06 7045 0615
Email: info@lancelothotel.com
Website: www.lancelothotel.com

Hotel Aventino (2 star)
Via S. Domenico, 10 -Rome, Italy
Phone: +39.06.570057
Fax: +39.06.5783604
Email: info@aventinohotels.com
Website: www.aventinohotels.com

VI. FACILITIES AND ADDITIONAL SERVICES

Facilities for disabled persons

21. The FAO buildings correspond to European Community and Italian disabled facility building codes. All entrances at FAO Headquarter 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 floor.

Medical service

22. The FAO Medical Service, located on the first floor of Building B, provides emergency first aid assistance. For medical emergencies participants may dial number 30 from all in house telephones or 06-5705-3400 from outside the FAO Headquarter 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. They may also go directly to the Medical Service or the Medical Unit in Building A (Room A324-326) during the working hours of the organization.

Pharmacy

23. The pharmacy is located on the Ground Floor of Building B (Room B0L2) and is open from Monday to Friday (08:00 hours-17:30 hours) with a one hour break for lunch between 14:00 hours and 15:00 hours.

Banking facilities

24. The Italian currency is the Euro (€).The Banca Intesa is located on the Ground Floor in Building B. Opening hours are from 8.30am to 4.40pm. The Banca Popolare di Sondrio is located on the Ground Floor of Building D. Opening hours are from 8.30am to 5.30pm. Cash dispensers (ATMs) are located on the Ground Floor of Buildings B and D at the entrance to the banks.

Postal Service

25. 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.

Telephone and fax facilities

26. Public telephone and fax facilities are located on the ground floor of Building B, opposite the bank. They work with coins, Telecom telephone cards and major credit cards. In Italy, it is necessary to use the city prefix (area code) for all domestic calls, including local calls. For example, to call the local number 55-55-555 in Rome, it is necessary to dial 06-55-55-555.

Internet access

27. In the FAO Library there are 5 computers with internet facilities. This room is located in A012 (ground floor of Building A). FAO is currently providing a free Wireless Internet Service (WiFi) for meeting attendees. The service is available in the meeting rooms and in the atrium. In order to use the service, you need a laptop or PDA which has Wireless LAN capabilities, conforming to 802.11b or 802.11g standards.

To connect to this service, please follow the steps below:

- Go to an area which provides WiFi services and turn on your laptop or PDA
- If 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: **2go2web**

Newspapers

28. 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

29. Ticket confirmations and other travel services are available at the Carlson Wagonlit Travel Agency, located on the ground floor in Building D. Participants are reminded, that airline offices in Rome are open from 9am to 5pm on weekdays, but are closed on Saturdays and Sundays.

FAO Shop

30. The catalogue of FAO publications, electronic products and items from the FAO Money and Medals Programme may be purchased from the FAO Shop on the ground floor in Building B, in front of the bank. Payment may be made in US dollars, Euro or traveller cheques.

Catering facilities

31. From Mondays to Fridays, the FAO Headquarters Complex offers a variety of restaurant and snack bar facilities where delegates may enjoy a meal, or order a quick snack and beverage. These facilities are closed during the weekend.

32. The FAO Cafeteria, located on the 8th floor of Building B, is available to participants from 12:00 to 14:30 hours. The free-flow cafeteria offers a selection of hors d'oeuvres, first and second courses, grill and salads.

33. The FAO Restaurant, located on the 8th floor of Building C, offers a daily menu and à la carte service. Please telephone ext. 56823 (+39 06 57056823 if calling from outside FAO) for reservations.

34. Other restaurant facilities are located on Viale Aventino close to FAO Headquarters.

35. There are several snack bars on the premises, offering hot and cold beverages and a variety of pastries and sandwiches:

- Polish Bar (Ground Floor, Building A).
- Blue Bar “C” (8th Floor, Building C).
- Eighth Floor Bar (8th Floor, Building B).
- Bar D (Ground Floor, Building D).

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

VII. FURTHER INFORMATION

Electricity

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

Public transport

37. Tickets for public transport should be purchased in advance and are available at the newsstand in FAO, as well as at underground stations, certain bus terminal stations, tobacco shops and newspaper stands. Tickets cost Euro 1.00, which may be used once for underground transport and twice for either bus or tram transport, and are valid for 75 minutes.

Taxis

38. Taxi companies in Rome ensure 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: 88177, La Capitale: 4994, Pronto Taxi: 6645, Radio Taxi: 3570 or 63898, Radio Tevere: 4157.

Emergency telephone numbers in Rome

39. The following numbers may be useful in case of emergency outside FAO Headquarters:

- Medical Emergencies 118
- General Emergencies 113
- Fire 115
- Ambulance 118

Security

40. The FAO Security Office operates from 08:00 to 17:00 hours from Room B062 (extension 55159); after 17:00 hours contact the Security Guards in Building A (extension 53145, 06 57053145 from outside FAO Headquarters). The Security Office:

- receives official telephone calls requiring follow-up action after normal working hours;
- assists in locating and notifying the Organization's senior officials in an emergency;
- liaises with national security representatives regarding security arrangements for dignitaries;
- liaises with local authorities whenever outside emergency assistance is required (e.g. ambulance, medical, police); and
- handles lost and found properties.

41. 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.

42. Participants are advised not to leave briefcases or any valuable items unattended in conference rooms.

Protecting Valuables

43. Participants are advised to carry their valuables in a safe place, especially on public transport. There might be pickpockets on the street, the underground and on buses and trams. Once Participants 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.

44. Participants are advised not to leave briefcases or any valuable items unattended in conference rooms.

APPENDIX 1:

Table of hotels in Rome¹

HOTEL	ADDRESS	DISTRICT	WEB SITE/ E-mail	TELEPHONE CODE (+39)	FAX CODE (+39)
Accademia ***	Piazza Accademia S. Luca 7	Piazza Trevi	www.hotelstravel.com/i taly-la.html	06-69922607	06-6785897
Adriano ***	Via di Pallacorda 2	Pantheon	-	06-68802451	06-68803926
Alexandra ***	Via V. Veneto 18	Via Veneto	www.hotelstravel.com/i taly-la.html	06-4881943	06-4871804
Anglo American ****	Via 4 Fontane 12	Quirinale	www.hotelstravel.com/i taly-la.html	06-472941	06-4746428
Ariston ****	Via Filippo Turati 16	S. Maria Maggiore	www.hotelariston.it	06-4465399	06-4465396
Artemide****	Via Nazionale 22	Quirinale	www.hotelstravel.com/i taly-la.html	06-489911	06-48991700
Atlantico ****	Via Cavour 23	S. Maria Maggiore	www.bettojahotels.it	06-485951	06 4827492
Aventino Hotel **	Via San Domenico 10	(FAO) Aventino	info@aventinohotels.com	06-570057 06-5745174	06-5783604
Bled ***	Via S. Croce in Gerusalemme	Porta Maggiore	www.hotelstravel.com/i taly-la.html	06-7027808	06-7027935
Caravel ***	Via C. Colombo 124	C. Colombo	www.hotelcaravel.it	06-5180789	06-5135721
Celio ***	Via dei Santi Quattro 35 c	Colosseo	info@hotelcelio.com	06-70495333	06-7096377
Colosseum ***	Via Sforza 10	Viminale	colosseum@venere.it	06-4827228	06-4827285
Columbia ***	Via del Viminale 15	Viminale	www.hotelcolumbia.com	06-4883509	06-4740209
Commodore****	Via Torino 1	Viminale	www.hotelcommodoreroma.com	06-485656	06-4747562
Del Sole al Biscione **	Via del Biscione 75	Campo de' Fiori	sole@italyhotel.com	06-68806873	06-6893787
Delta****	Via Labicana 144	Colosseo	www.hotelstravel.com/i taly-la.html	06-770021	06-7005781
Domus Aventina ***	Via di Santa Prisca 11/B	(FAO) Aventino	www.domus-aventina.com	06-5746135	06-57300044
Forum ****	Via Tor de' Conti 25	Forum	www.hotelforum.com	06-6792446	06-6786479
Genio ***	Via G. Zanardelli 28	Piazza Navona	leonardi@travel.it	06-6833781	06-68307246
Genova****	Via Cavour 33	S. Maria Maggiore	www.italyhotel.com/roma/genova	06-476951	06-4827580
King ***	Via Sistina 131	Piazza Barberini	king@hotelking.net	06-4880878	06-42011388
Massimo d' Azeglio****	Via Cavour 18	S. Maria Maggiore	www.bettojahotels.it		06-4827386
Mediterraneo ****	Via Cavour 15	Termini	www.bettojahotels.it	06-4884051	06-4744105
Memphis ****	Via degli Avignonesi 36	Piazza Barberini	www.remarhotels.com.memphis	06-485849	06-4828629
Milton ****	Via Emanuele Filiberto, 155	San Giovanni	www.miltonroma.com	06-4523161	06-45234008
Mondial ****	Via Torino 127	Viminale	www.hotelmondialrome.com	06-472861	06-4824822
Nazionale****	Piazza Montecitorio 131	Montecitorio	www.nazionaleroma.it	06-695001	06-6786677
Pace Elvezia ***	Via IV Novembre 104	Quirinale	www.travel.it	06-6795105	06-6791044
Palatino ****	Via Cavour 213	S. Maria Maggiore	www.hotelpalatino.com	06-4814927	06-4740726
Patria ***	Via Torino 36	Viminale	www.hotelpatria.it	06-4880756	06-4814872
President ****	Via E. Filiberto 173	San Giovanni	www.roscolihotels.com	06-770121	06-7008740
Quality Inn	Via IV Novembre 154	Quirinale	htraiano@tin.it	06-6783862	06-6783674

¹ Information as of October 2009.

Traiano****					
Rex ****	Via Torino 149	Viminale	www.hotelrex.net	06-4824828	06-4882743
Ripa****	Via L. Gianniti 21	Trastevere	www.ripahotel.com	06-58611	06-5814550
Sant' Anselmo***	Piazza S. Anselmo 2	(FAO) Aventino	www.aventinohotels.com	06-5745174	06-5783604
Santa Chiara ***	Via di Santa Chiara 2	Pantheon	www.albergosantachiar.com	06-6872979	06-6873144
Santa Prisca **	Largo Gelsomini 25	(FAO) Aventino	www.hotelsantaprisca.it	06-5741917	06-5746658
Solis Invictus ***	Via Cavour 311	Forum/Colosseo	www.solisinvictus.com	06-69920587	06-69923395
Sourire **	Via Terme Deciane 3	(FAO) Aventino	www.sourirehotel.cyb.net	06-5750958	06-5750958
Tirreno ***	Via S. Martino ai Monti 17	S. Maria Maggiore	www.hoteltirrenoroma.com	06-4880778	06-4884095
Valle ***	Via Cavour 134	S. Maria Maggiore	www.venere.it/roma/valle	06-4815736	06-4885837
Villa S. Pio ***	Via S. Melania 19	(FAO) Aventino	www.aventinohotels.com	06-5783214	06-5741112
Hotel Fori Imperiali ***	V. Frangipane, 34	Colosseum	www.cavalieri.it	06-66796246	06-66797203
White ****	Via in Arcione 77	Piazza Trevi	www.whitehotel.com	06-6991242	06-6788451
Palazzo al Velabro	Via del Velabro 16	Velabro	www.venere.it/roma/velabro	06-6792758	06-6793790
Residenza di Ripetta	Via di Ripetta 231	Piazza del Popolo		06-3231144	06-3203959
Residence Viale	Via Capo d'Africa 7	Colosseo	viale@micanet.it	06-70452089	06-7005897