



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

## International Workshop on Access and Benefit-Sharing for Genetic Resources for Food and Agriculture

Rome, 10 – 12 January 2018

### INFORMATION NOTE FOR PARTICIPANTS

#### TABLE OF CONTENTS

	Paragraphs
I. Venue and documents	1-2
II. Registration	
<i>Registration procedure</i>	3
<i>Access to FAO</i>	4-6
III. Accommodation	7
IV. Facilities and additional services	
<i>Banking and currency exchange facilities</i>	8-9
<i>Catering facilities</i>	10-13
<i>Internet access, Wi-Fi, printing, photocopying, fax</i>	14-18
<i>Skype connections</i>	19
<i>Medical services</i>	20
<i>Postal services</i>	21
<i>Local transportation</i>	22-24
<i>Taxis</i>	25
<i>Electricity</i>	26
<i>Emergency telephone numbers in Rome</i>	27
<i>Security</i>	28

## I. VENUE AND DOCUMENTS

1. The International Workshop will open on **10 January 2018 at 10:00 a.m.** at FAO Headquarters; it will end in the evening of 12 January 2018.

The meeting room of the Workshop will be announced at the registration desk.

2. The provisional agenda and other documents for the workshop are available on the Commission's Web site: <http://www.fao.org/nr/cgrfa/cgrfa-meetings/abs/en/>

Further meeting documents will be published on the Web site, as they become available.

## II. REGISTRATION

### *Registration Procedure*

3. Access to FAO premises and participation in the meeting requires registration. Different registration procedures exist for FAO Members and Observers:

- *Members of the Commission and Members and Associate Members of the Organization that are not Members of the Commission* are kindly invited to contact their FAO Permanent Representative in Rome, Italy, for registration through the password-protected Permanent Representatives Web site (PRWS) (<http://www.fao.org/members-gateway/en/>). Please note that online registration requires the uploading of a recent passport-size digital photograph. Should there be no FAO Permanent Representative of your country, please contact [cgrfa@fao.org](mailto:cgrfa@fao.org).
- *Representatives from states that are not Members or Associate Members of the Organization, international organizations and other relevant stakeholders who wish to attend the meeting as observers* are requested to forward their names, official titles and addresses by email to [cgrfa@fao.org](mailto:cgrfa@fao.org), together with a recent passport-size digital photograph.

**Photo requirements:** the photo must be in colour, featuring a frontal view of head and shoulders, similar to a passport photo; it 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 the face). The photo must be in digital JPEG (.jpg or .jpeg) format and 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.

#### **Contact person:**

Ms Cintia Pohl: ext. 54740 (+39 06-57054740 from outside FAO)

E-mail: [Cintia.Pohl@fao.org](mailto:Cintia.Pohl@fao.org)

### *Access to FAO*

4. Enter the FAO premises by the main entrance on Viale Aventino and continue to the Visitor Centre, where you must undergo a security check. Then, proceed to the immediate left to register and pick up the Building Pass. Make sure to bring a valid identification document (passport or other type of official identification card with a photograph is acceptable).

The registration desk will be open on:

- Wednesday, 10 January 2018, from 8:00 to 13.00 and from 14.00 to 16:00
  - Thursday, 11 January 2018, from 8:30 to 13.00
5. Please note that if you go not have a building pass you will not be allowed in the building.
6. Lost building passes should be reported without delay to the FAO Security Office.

### III. ACCOMMODATION

7. The Secretariat is not in a position to assist participants in making hotel reservations. For your information, please find below a selection of hotels in the vicinity of FAO:

<b>HOTEL S. PRISCA</b> Largo Manlio Gelsomini, 25 00153 Rome Tel. +39 06 5741917 E-mail: <a href="mailto:hsprisca@hotelsantaprisca.it">hsprisca@hotelsantaprisca.it</a> <a href="http://www.hotelsantaprisca.it">www.hotelsantaprisca.it</a>	<b>HOTEL SOURIRE</b> Via delle Terme Deciane, 3 00153 Rome Tel. +39 06 5750958 E-mail: <a href="mailto:sourire@tiscali.it">sourire@tiscali.it</a> <a href="http://www.sourirehotel.it">www.sourirehotel.it</a>
<b>HOTEL VILLA SAN PIO</b> Via Santa Melania, 19 00153 Rome Tel. +39 06 570057 E-mail: <a href="mailto:info@aventinohotels.com">info@aventinohotels.com</a> <a href="http://www.aventinohotels.com">www.aventinohotels.com</a>	<b>HOTEL DOMUS AVENTINA</b> Via di Santa Prisca, 11/b 00153 Rome Tel. +39 06 5746135 E-mail: <a href="mailto:info@hoteldomusaventina.com">info@hoteldomusaventina.com</a> <a href="http://www.hoteldomusaventina.com">www.hoteldomusaventina.com</a>
<b>HOTEL SAN ANSELMO</b> Piazza Sant'Anselmo, 2 00153 Rome Tel. +39 06 570057 E-mail: <a href="mailto:info@aventinohotels.com">info@aventinohotels.com</a> <a href="http://www.aventinohotels.com">www.aventinohotels.com</a>	<b>HOTEL AVENTINO</b> Via San Domenico, 10 00153 Rome Tel. +39 06 570057 E-mail: <a href="mailto:info@aventinohotels.com">info@aventinohotels.com</a> <a href="http://www.aventinohotels.com">www.aventinohotels.com</a>
<b>HOTEL MERCURE ROMA DELTA COLOSSEO</b> Via Labicana, 144 00184 Rome Tel. +39 06 770021 E-mail: <a href="mailto:H2909@accor.com">H2909@accor.com</a> <a href="http://www.mercure.com/it">www.mercure.com/it</a>	<b>AVENTINO GUEST HOUSE</b> Viale Aventino, 98 00153 Rome Tel. +39 331 4675450 E-mail: <a href="mailto:info@aventinoguesthouse.com">info@aventinoguesthouse.com</a> <a href="http://www.aventinoguesthouse.com">www.aventinoguesthouse.com</a>
<b>CIRCO MASSIMO GUEST HOUSE</b> Via dell'Ara di Conso, 4 00153 Rome Tel. +39 335 694 2046 E-mail: <a href="mailto:info@circomassimoguesthouse.it">info@circomassimoguesthouse.it</a> <a href="http://www.circomassimoguesthouse.it">www.circomassimoguesthouse.it</a>	<b>CIRCUS MAXIMUS B&amp;B</b> Viale Aventino, 61 00153 Rome Tel. +39 328 8965367 E-mail: <a href="mailto:info@bbcircusmaximus.it">info@bbcircusmaximus.it</a> <a href="http://www.bbcircusmaximus.it">www.bbcircusmaximus.it</a>
<b>HOTEL LANCELOT</b> Via Capo d'Africa, 47 00184 Rome Tel. +39 06 70450615 E-mail: <a href="mailto:info@lancelothotel.com">info@lancelothotel.com</a> <a href="http://www.lancelothotel.com">www.lancelothotel.com</a>	<b>VILLA ROSA DOMINICAN SISTERS (B&amp;B)</b> Via delle Terme Deciane, 5 00153 Rome Tel. +39 06 5717091 E-mail: <a href="mailto:VillaRosaRome@gmail.com">VillaRosaRome@gmail.com</a> <a href="http://dominicansisters.wix.com/villarosaconventrome">http://dominicansisters.wix.com/villarosaconventrome</a>

### IV. FACILITIES AND ADDITIONAL SERVICES

#### *Banking and currency exchange facilities*

8. *Banca Intesa San Paolo* (ground floor, building B), and *Banca Popolare di Sondrio* (ground floor, building D) are open from Monday to Friday, from 08:30 to 16:30 hours.

9. Cash dispensers (ATM) are located at the entrance of the banks (ground floor, Buildings B and C) and post office (ground floor, Building B).

### ***Catering facilities***

10. 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.
11. The FAO Restaurant, located on the 8th floor of building C, is open from 12:00 to 14:30 hours. The Restaurant offers two types of services: a traditional restaurant service (fixed menu: fish €25 or meat €22; only with reservation 24 hours in advance) and an open buffet (fixed price €9). For reservations, please call ext. 56823 (+39 06 57056823 from outside FAO).
12. Snack bars on the premises are:
- Polish bar “A” (ground floor, building A), 07:30 to 17:00 hours
  - Aventino bar “B” (8th floor, building B), 08:00 to 16:30 hours
  - Blue bar “C” (8th floor, building C), 08:00 to 14:30 hours
  - Casa bar “D” (ground floor, building D), 07:30-17:00 hours
13. Vending machines with assorted refreshments are located at various points throughout the premises, including on the 2nd floor of building A and the ground floor of building B next to the post office.

### ***Internet access, Wi-Fi, printing, photocopies, fax***

14. 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.
15. FAO provides a free Wireless Internet Service (Wi-Fi) for meeting attendees. This service is available in meeting rooms and in the atrium.
16. 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 a username and a password, which you will be provided with during the meeting.
17. The Slovak Business Centre (ground floor, building B; extension 57090) is available for Internet, printing, fax and photocopying services.
18. FAO switchboard operator: +39 06 57051

### ***Skype connections***

19. The Estonia Center for skype connections is available in the ground floor of Building B next to the Flag Hall.

### ***Medical services (1st floor, building B)***

20. For medical emergencies, dial 30 from all in-house telephones. For all other medical services, call ext. 53577 from in-house telephones (+39 06 57053577 from outside FAO Headquarters).

### ***Postal Service***

21. The Italian Post Office, located on the ground floor, building B, is open from Monday to Friday, from 08:30 hours to 15:00 hours.

### ***Local Transportation***

22. Public transportation in Rome is managed by the Azienda per i Trasporti Autoferrotranviari del Comune di Roma (ATAC). Tickets for public transport (€1.50 for a standard ticket valid for one metro ride or 100 minutes on all buses; €7.00 for a 24-hour ticket; €12.50 for a 48-hour ticket; €18.00 for a 72-hour ticket; €24.00 for a weekly ticket) should be purchased in advance and are available from self-service ticket machines and at ticket offices in underground stations, tobacco shops and newspaper kiosks as well as from the Newsstand at FAO Headquarters (Ground Floor, building B).
23. There are two underground metro lines in Rome: Line A and Line B. The stops are marked by a red and white “M” sign. Termini Station is the only Metro station where the two lines intersect. The Metro stop for FAO is “Circo Massimo” (Line B). The Metro C line, recently opened, operates mainly on the outskirts of the city centre and it is not yet connected to the other two metro lines.

24. For further information on the routes and schedules of public transportation, please consult ATAC's Web site: <http://www.atac.roma.it/>

#### **Connections to/from Fiumicino Airport:**

##### **Rail:**

- Direct non-stop train **Leonardo Express** to/from Termini Station (central station), every day from 6:36 a.m. until 11:36 p.m.: €14
- **FL1 rail line regional trains** to/from Stazione Ostiense (convenient for participants staying nearby FAO premises), every day from 5:57 a.m. until 11:27 p.m.

##### **Buses:**

- For further information on bus lines, including to Ostiense, please visit: <http://www.adr.it/pax-fco-autobus>

##### **Taxis**

25. Participants are advised to use licensed taxis with meters. Taxis from the City of Rome are white and can be recognized by the sign "TAXI" on the car top and must have an identifying license number on the doors, the back and inside the car. Surcharge fares are applied for baggage, night runs and on Sundays and holidays.

Fixed fares are set for journeys to/from airports as follows:

- From Fiumicino Airport to the fixed-rate-zone (inside Aurelian walls) and vice versa: €48.00
- From Fiumicino Airport to Ciampino Airport and vice versa: €50.00
- From Fiumicino Airport to Tiburtina Station and vice versa: €55.00
- From Fiumicino Airport to Ostiense Station and vice versa: €45.00
- From Ciampino Airport to the fixed-rate-zone (inside Aurelian walls) and vice versa: €30.00
- From Ciampino Airport to Tiburtina Station and vice versa: €35.00
- From Ciampino Airport to Ostiense Station and vice versa: €30.00

The Main Reception (Ground Floor, Building A) can assist participants in requesting a taxi. Participants can also call Radio Taxi Service: Tel. +39 06 3570 / 06 4994.

##### **Electricity**

26. In Italy the current is 220 volts, plug type is European standard.

#### ***Emergency telephone numbers in Rome in case of an emergency outside FAO headquarters***

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

- Police (Carabinieri): 112
- State Police (Polizia): 113
- Fire (Vigili del Fuoco): 115
- Medical Emergency/Ambulance: 118

##### **Security**

28. The FAO Security Office (ext. 54427), located In room B062, operates from 08:00 to 17:00 hours; after 17:00 hours contact the Security Guards in building A: ext. 53145 (06 57053145 from outside FAO Headquarters).

**FAO is a smoke-free area.  
Smoking is not permitted inside any of the FAO buildings.**