



FAO/WHO Coordinating Committee for Near East

Information for delegates

Introduction

On the first day of the meeting, participants are requested to use the Viale Aventino entrance to FAO, which is above the Circo Massimo metro station. At the Reception Pavilion, they will be invited by security personnel to proceed through a scanning machine in the Visitors Centre at the top of a short flight of steps, before being directed to pick up their badge/building pass.

Collecting your badge

To collect your badge, you will have to present your passport or ID card at the security booth at the entrance to FAO. Keep in mind that this process could take you some time. Please arrive at FAO at least 30 minutes ahead of the scheduled time of the session you wish to attend. Delegates are requested to wear their building passes at all times, as access to the FAO Headquarters is prohibited to any individual, not in possession of a valid building pass. Lost building passes should be reported without delay to the FAO Security Office. Delegates are reminded not to leave briefcases or any valuable items unattended in conference rooms.

Wi-Fi Coverage

FAO offers free Wi-Fi coverage in all meeting rooms and catering areas. Participants with laptops, smartphones or tablets with Wireless Local Area Network (LAN) capabilities, may use this service, selecting the network "guest_internet":

username: **visitor**

password: **wifi2internet**



FAO/WHO Coordinating Committee for Near East

Information for delegates

Services at FAO

Travel facilities

Carlson Wagonlit Travel (CWT), the official travel agency of FAO, is located on the ground floor of building D (Room D074). Office hours are 9.00 to 17.00. For further information, participants may contact CWT on **+39 0682075379** or by e-mail: faotravel@cwtbook.it

Delegates are reminded that airline offices in Rome are open from 9.00 to 19.00 on weekdays but are closed on Saturdays and Sundays.

For emergency requirements outside business hours, CWT offer a 24-hour emergency service dedicated to providing traveller assistance (from within Italy dial: 800 - 871932; and +44 208 7579000 from all other countries).

DHL Service

The DHL Courier Service Office, located in building C (Room C-005), is available for private and official dispatches from 9.00 to 12.30, Monday to Friday.

Banking and Currency Exchange Facilities

The currency of Italy is the EURO. Two banks are present in FAO:

The Banca Intesa San Paolo is located on the ground floor of building B, open from 08.30 to 16.30, Mondays to Fridays. The ATMs are at the entrance of the Bank.

The Banca Popolare di Sondrio is located on the ground floor of building D (D016), open from 8.30 to 16.30, Mondays to Fridays. The ATMs are close to the entrance of the bank and along the corridor.

The David Lubin Memorial Library

The David Lubin Memorial Library is considered one of the world's finest in food, agriculture, and rural development. It can provide delegations of FAO Member Nations and Observers with information resources and services needed for their work. The library is situated in building A, ground floor, Room A-005 (Extension: 53784; e-mail: FAO-Library-Reference@fao.org). It offers reference and information services, tours and briefings to FAO staff and delegations, inter-library loans, and reproduction of FAO documents.

Cloakroom

A cloakroom is situated in the Atrium, ground floor between buildings A and B.

Meditation Room

A Meditation Room, available for use by women and men of all faiths, is located on the second floor of building A (Room A.250 Ter) near the Iraq

First Aid - Medical Emergencies

For normal medical requirements, please dial 53640 or 55565 or go to the Medical Service, Room B-162, first floor of building B.

The Medical Service will be open during the Codex Alimentarius Commission working hours. For medical **emergencies dial 30** from all in-house telephones.

FAO/WHO Coordinating Committee for Near East

Information for delegates

Catering Facilities

The FAO Headquarters offers dining and bar facilities where participants may sit down for a meal or order a quick snack and beverage. The FAO Cafeteria, self-service restaurant located on the eighth floor, building B, is available to delegates from 12.00 to 14.30 for lunch. The cafeteria offers a selection of first and second courses, grilled foods, salads, desserts, and drinks. 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) 07.30 to 17.30

Bar D Eden Caffè (ground floor, building D) 07.30 to 17.00

Uzbekistan Lounge (eighth floor, building C) 08.00 to 17.00

Fountain Bar (eighth floor, building B) 08.00 to 15.00

Payments accepted only in Euros. Bancomat (ATM Cards), credit cards, and contactless payments are accepted everywhere.

Vending machines with assorted refreshments and free water dispensers are also located at various points throughout the premises

Bookshop

The “Food for Thought” bookshop, located on the ground floor of building B, offers a selection of English, French and Spanish language books, stationery, writing paper, wrapping paper, greeting cards and guide books. The bookshop is open from 8.00 to 17.00. For more information call +39 06 5705-3127.

FAO Shop

Located in headquarters on the ground floor of building B, the FAO Shop offers a selection of branded merchandise. Open on Tuesdays, Wednesdays and Thursdays from 10:30 to 16:30. For more information write to FAO-Shop@fao.org.

Protecting Your Valuables

A word of caution

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 and in crowded places where pickpockets often operate. Once delegates have checked into their hotel, it is advisable to leave important documents such as passports in the hotel safe and to carry a photocopy. Identity cards, valuables, 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 are also advised not to walk around Rome wearing their FAO building pass.



FAO/WHO Coordinating Committee for Near East

Information for delegates

When in Rome...

Arrival

The two main airports in Rome are Leonardo Da Vinci International Airport (Fiumicino airport - FCO, 32 km west of Rome) which is used by major airlines, and Ciampino airport where several low cost airlines operate (CIA -14 km southeast of Rome).

Learn more:

Leonardo da Vinci: <https://www.adr.it/web/aeroporti-di-roma-en/>

Ciampino: <https://www.adr.it/web/aeroporti-di-roma-en/pax-cia-ciampino>

From & To Fiumicino Airport

Trains and Subway to FAO

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 30 minutes without intermediate stops. The Leonardo Express runs every 30 minutes every day both ways (from Fiumicino to Termini and from Termini to Fiumicino).

For details: <https://www.trenitalia.com/en/services/leonardo-express.html>

From Fiumicino airport you can also take the Trenitalia's FL1 regional train to the main train stations in Rome (Trastevere, Ostiense, Tuscolana and Tiburtina). When taking these trains to FAO you should get off at Ostiense station. These trains will take approximately 20 minutes from Fiumicino airport to Roma Ostiense and the cost of a one-way ticket is €8 per person. The Rome Ostiense train station is connected to the Piramide Metro B station.

FAO HQ is one stop on Metro B (direction Rebibbia) to Circo Massimo (you will see the FAO building as you come up the steps). Check the map here: <https://goo.gl/maps/SiDFjRguJ9sfEP11A>

Subway tickets can be purchased at a tobacco shop / newspaper kiosk at the Airport and Termini Station and from the automatic machines at the subway stations. Most stations also now have Tap & Go technology where you can use contactless credit, debit or prepaid cards, or cards with the contactless icon.

Access to the metro lines is possible also with digital cards on NFC-enabled devices (smartphones, smartwatches etc.) Learn more here: <https://www.atac.roma.it/en/tickets-and-passes/tap-go>

The BIT (integrated time ticket) costs €1.50 (these tickets are also valid on buses for a total duration of 100 minutes).

For additional information on the Rome public transport system: <https://www.atac.roma.it/en/home>

Taxis are available from the airport and apply flat rate (fixed) fares by law to the city centre.

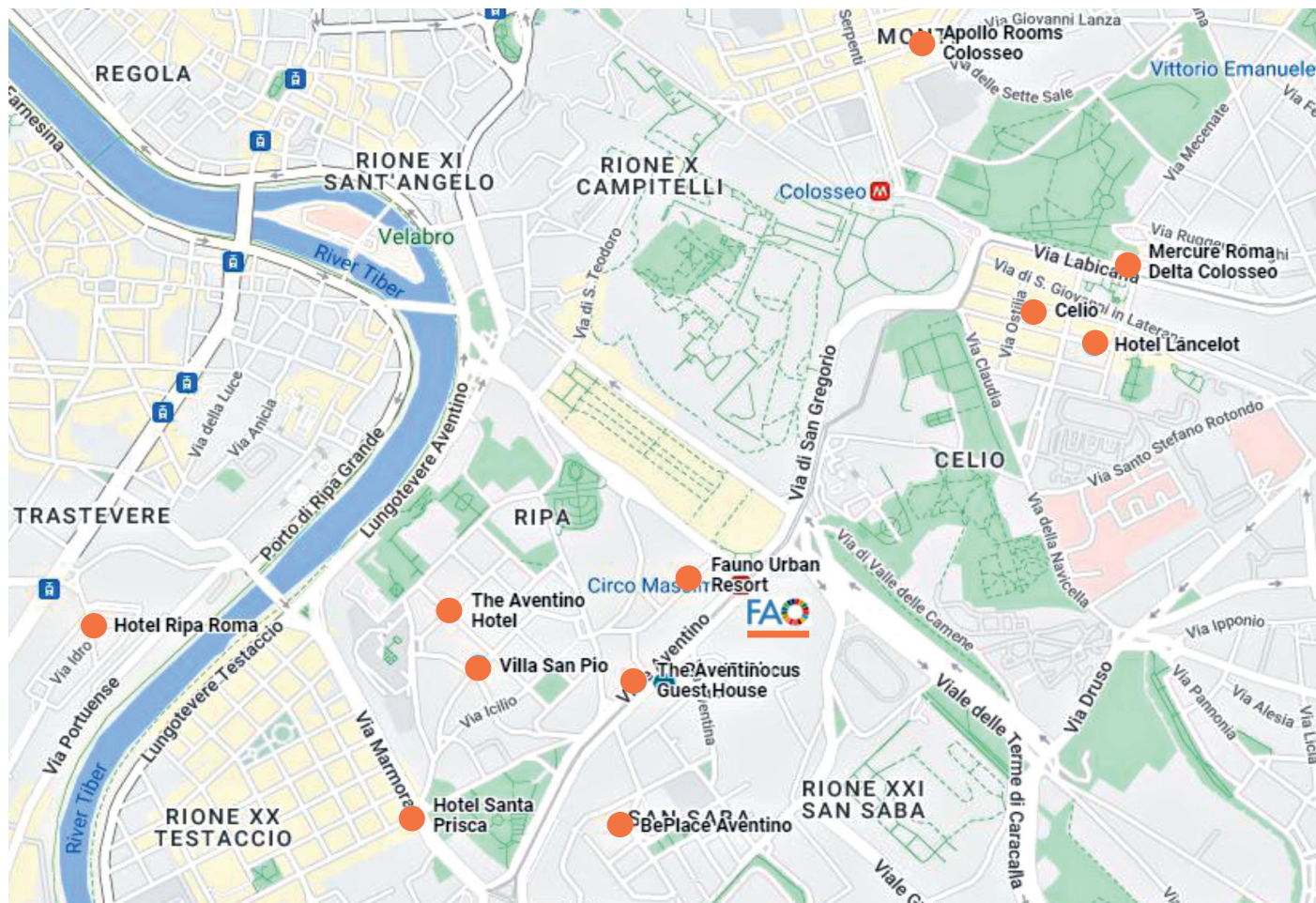
Learn more here: <https://www.adr.it/web/aeroporti-di-roma-en/pax-fco-taxi>

Delegates are advised to use only licensed (white) taxis with meters. Surcharge fares are applied for baggage, night runs, and on Sundays and holidays. The Main Reception in FAO will assist participants in requesting taxis.

FAO/WHO Coordinating Committee for Near East Information for delegates

Accommodation

Please note that the prices quoted on the following pages are FAO negotiated rates, in making your booking, please indicate that you are participating in the FAO meeting. These hotels have limited available rooms.



Fauno Urban Resort

Breakfast
Internet access
Price per night from 108€

B&B Circus Maximus

Breakfast
Internet access
Price per night from 84€

The Aventino Guest House

Breakfast
Internet access
Price per night from 80€

Villa San Pio

Breakfast
Internet access
Price per night from 90€

BePlace Aventino

Breakfast
Internet access
Price per night from 87€

The Aventino Hotel

Breakfast
Internet access
Price per night from 95€

Hotel Santa Prisca

Breakfast
Internet access
Price per night from 103€

Celio

Breakfast
Internet access
Price per night from 105€

Hotel Lancelot

Breakfast
Internet access
Price per night from 100€

Mercure Roma Delta Colosseo

Breakfast
Internet access
Price per night from 110€

Apollo Rooms Colosseo

Breakfast
Internet access
Price per night from 90€

Hotel Ripa Roma

Breakfast
Internet access
Price per night from 110€