



COMMISSION ON GENETIC RESOURCES FOR FOOD AND AGRICULTURE

INTERGOVERNMENTAL TECHNICAL WORKING GROUP ON PLANT GENETIC RESOURCES FOR FOOD AND AGRICULTURE

Fourth Session

Rome, 15 – 17 July 2009

INFORMATION NOTE FOR PARTICIPANTS

TABLE OF CONTENTS

I. FOURTH SESSION OF THE INTERGOVERNMENTAL TECHNICAL WORKING GROUP ON PLANT GENETIC RESOURCES FOR FOOD AND AGRICULTURE (ROME, 15-17 JULY 2009)

Regular session
Meeting rooms
Reception

II. REGISTRATION

Registration
Assistance to delegates from developing countries
Important contacts

III. ACCOMMODATION

IV. FACILITIES AND ADDITIONAL SERVICES

Catering Facilities
Dining Facilities
Snackbars and Vending Machines
Internet Point, Printing, Photocopying, Fax
WiFi Coverage
Telephone
Banking and Currency Exchange Facilities

Postal Services

Taxis

Public Transportation

FAO Sales Point

News-stand

Bookshop

Medical Services

Pharmacy

Emergency Telephone Numbers in Rome

Security

Protecting Valuables

I. FOURTH SESSION OF THE INTERGOVERNMENTAL TECHNICAL WORKING GROUP ON PLANT GENETIC RESOURCES FOR FOOD AND AGRICULTURE

(Rome, 15-17 July 2009)

Philippine Room (C277/281 - 2st floor, C Building)

Regular Session

1. The meeting will open on Wednesday 15 July 2009 at 10:00am in the Philippine Room at FAO Headquarters and will end on Friday afternoon, 17 July 2009.

A provisional timetable of the meeting is given in the document, *Draft provisional agenda* (CGRFA-WG-PGR-4/09/1) which can be found at :

<http://www.fao.org/agriculture/crops/core-themes/theme/seeds-pgr/itwg/4th/en/>

Meeting Rooms

2. For the duration of the Fourth Session of the Intergovernmental Technical Working Group on Plant Genetic Resources for Food and Agriculture (Rome, 15-17 July 2009), the following rooms have been put at disposal for the participants. Each room is equipped with a computer with Internet connection, and basic stationary.

Room
Philippine Room (C277/C281)
Ethiopia Room (C285/89)
Nigeria Room (C215)

Reception

3. A reception for participants will be held on Friday 17 July 2009 at 18.00 hrs, in the Aventino room on the 8th floor of Building B.

II. REGISTRATION

Registration

4. Access to FAO Headquarters is restricted to persons in possession of a valid building pass. On the first day of their arrival at FAO, participants are requested to use the Main Entrance in Building A, (Gate on Viale delle Terme di Caracalla), and proceed to the Turkish Registration Centre to the immediate left to register and pick up their Building Pass.

5. Building Passes will be issued only after receipt of completed Registration Forms. A valid identity document will need to be presented to registration officials in order to collect the Building Pass.

6. Lost Building Passes should be reported without delay to the FAO Security Office.

Please bring a valid official identity document with you.

Assistance to delegates from developing countries

7. With funds made available by donors, assistance is being provided to a limited number of delegates from developing countries and countries with economies in transition, particularly from least-developed countries. They will be provided with daily subsistence allowance during their stay in Rome. For this purpose, a special counter will be set up at the *Banca Intesa*, ground floor, building B.

Important contacts

8. For assistance or any request, please contact:

Meeting Assistance: Ms. E. Romanazzo (extension 52411; or +39-06-570 52411 from outside FAO) or Ms. P. Taylor (extension 55475 or +39-06-570 55475 from outside FAO); e-mail:

Enrica.Romanazzo@fao.org; Patricia.Taylor@fao.org; ITWG-PGRFA@fao.org

III. ACCOMMODATION

9. The following list includes a selection of hotels near FAO usually offering reduced rates to participants of official FAO meetings. Please mention that you are attending an official FAO meeting and ask for the reduced rate (in brackets rates for double rooms at single occupancy, breakfast included):

<p>HOTEL S. PRISCA (€ 120 p.d.) Largo M. Gelsomini, 25 00153 Rome Tel. +39 06-5741917 e-mail: hsprisca@hotelsantaprisca.it</p>	<p>HOTEL PRIMUS ROMA (€ 85 p.d.) Via Giovanni da Empoli, 11 00154 Rome Tel. +39 06-57250515 e-mail: info@hotelprimusroma.it</p>
<p>HOTEL VILLA SAN PIO (€ 135 p.d.) Via Santa Melania, 19 00153 Rome Tel. +39 06-570057 e-mail: info@aventinohotels.com</p>	<p>HOTEL DOMUS AVENTINA (€ 155 p.d.) Via di Santa Prisca, 11/b 00153 Rome Tel. +39 06-570057 e-mail: info@hoteldomusaventina.com</p>
<p>HOTEL SANT' ANSELMO (€ 160 p.d.) Piazza Sant' Anselmo, 2 00153 Rome Tel. +39 06-570057 e-mail: info@aventinohotels.com</p>	<p>HOTEL AVENTINO (€ 105 p.d.) Via San Domenico, 10 00153 Rome Tel. +39 06-570057 e-mail: info@aventinohotels.com</p>
<p>KOLBE HOTEL ROME (€ 160 p.d.) Via di San Teodoro, 48 00186 Rome Tel. +39 06-6798866 e-mail: info@kolbehotelrome.com</p>	<p>HOTEL LANCELOT (€ 120 p.d.) Via Capo D'Africa 47, 00184 Roma, RM Tel + 39 06-70450615 Fax +39 06 7045 0640 info@lancelothotel.com</p>

10. Unfortunately, the Secretariat cannot assist participants in making reservations. However, participants may contact the travel agency in FAO, Carlson Wagonlit, which can assist in making hotel reservations at reduced rates. Carlson Wagonlit will be charging € 10.00 as handling fee. For further information, please contact extension 55970 (+39-06-570-55970 if calling from outside FAO), or faotravel@cwtbook.it.

IV. FACILITIES AND ADDITIONAL SERVICES

Catering facilities

11. From Mondays to Fridays, the FAO Headquarters Complex offers a variety of dining and snack bar facilities where delegates may sit down for a meal, or order a quick snack and beverage. These facilities are closed during the weekend.

Dining Facilities

12. The FAO Cafeteria, located on the eighth floor, Building B, is available to Participants from 12.00 hours to 14.30 hours for lunch. The free-flow cafeteria offers a selection of hors d'oeuvres, first and second courses, grill and salads.

13. The FAO Restaurant, located on the eighth floor, Building C, offers a daily menu and à la carte service. Please telephone ext. 56823 (Tel. 06-570-56823) for reservations.

14. Many of the restaurants and available services around FAO Headquarters are located on Viale Aventino.

Snack Bars and Vending Machines

15. 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” (Eighth Floor, Building C).
- Eighth Floor Bar (Eighth Floor, Building B).
- Bar D (Ground Floor, Building D).

16. Vending machines with assorted refreshments are also located at various points throughout the premises, including the Second Floor of Building A and the Ground Floor of Building B.

Internet Point, Printing, Photocopying, Fax

17. This service point is available for participants in the David Lubin Library, located on the ground floor of Building A, Room A.022bis., open from 8:30 to 17:00. The computers in this area allow access to the FAO Web site, the Internet in general and personal e-mail accounts.

18. The Slovak Business Centre (Building B, ground floor; extension 57090) will be available for the duration of the Regular Session for Internet, printing, fax and photocopying services.

WiFi Coverage

19. FAO offers WiFi coverage in the main Meeting Rooms (Red and Green Rooms), including the Mexico Room.

20. Participants with a laptop or Personal Digital Assistant (PDA) which has Wireless Local Area Network (LAN) capabilities, conforming to the 802.11b or 802.11g standards, may use this free service.

21. There are three steps to take in order to connect to the service:

- Step 1: Turning on laptop or PDA, while in one of the WiFi areas.
- Step 2: Allowing laptop or PDA to detect the network “guest_internet”.
- Step 3: Opening a browser and trying to connect to an Internet site. The username and password can be obtained from the Secretariat of the meeting.

22. No support can be provided if problems arise when connecting to, or using, the wireless internet service.

Telephone

23. The telephone number of FAO Headquarters is +39 06 570 + extension. If the extension is not known, dial +39 06 570 51 for the FAO switchboard operator.
24. Telephones are available in all meeting rooms and lounges and may be used for internal and local calls. For internal calls, dial the required extension. For local (Rome) calls, press “0” and wait for the external dial tone, then dial the desired telephone number.
25. Telephones for internal or Rome calls are also located at the entrance to Building A and in the corridors of the first and third floors of Building A.
26. Public telephone facilities are located in the Main Entrance of Building A, at the entrance of Building D and in the “Flag Hall” on the Ground Floor of Building B. They operate with Telecom Italia phone cards that can be purchased from the Newsstand on the ground floor of Building B in front of Banca Intesa San Paolo.

Banking and Currency Exchange Facilities

27. The currency of Italy is the Euro. The Banca Intesa San Paolo, located on the Ground Floor, Building B, is open from 08:35 hours to 16:35 hours.
28. Cash dispensers (ATM) for credit and debit card withdrawals are located at the entrance of the Bank and Post Office.
29. The Banca Popolare di Sondrio, located on the ground floor of building D (D016), is open from 8:30 to 16:30 hours.
30. In addition to the banks, the Italian Post Office located next to the *Banca Intesa San Paolo* also processes postal/money orders.

Postal Service

31. The Italian Post Office, located on the Ground Floor, Building B, is open Monday to Friday, from 08.30 hours to 15.00 hours.
32. The DHL Courier Service Office is located in C005 and is available for private and official dispatches from 10.30 hours to 12.30 hours and from 13.30 hours to 16.00 hours, Monday through Friday. Call the Mail and Pouch Service at extension 54881 for information and rates (Tel. 06-570-54881).

Taxis

33. Participants are advised to use only licensed taxis with meters. Surcharge fares are applied for baggage, night runs, Sundays and holidays. The Main Reception (Ground Floor, Building A) will assist participants to request taxis.
34. Participants can also call Radio Taxi Service (Tel. 06-3570 or 06-4994). Upon calling, the taxi company operator will ask for the caller’s telephone number and will give the caller the taxi’s identification number (which will be marked on both sides of the car), as well as the estimated time it will take to reach the caller.

Public Transportation

35. Tickets for public transport should be purchased in advance and are available from underground stations, tobacco shops and newspaper kiosks as well as from the News-stand at FAO Headquarters (Ground Floor, Building B, across from the Banca Intesa San Paolo). Only few modern buses and trams also have a ticket issuing machine.

36. Tickets cost 1 Euro, and may be used once for underground transport and unlimited bus/tram travel within the ticket validation time of 75 minutes. Tickets are validated upon entering bus/tram or at the point of entrance to the Metro. Day tickets valid for the entire bus/tram and metro network can also be purchased.

37. All buses and trams have electronic displays in the front indicating the route number and their destination. Access to buses is from both the rear and front doors.

38. Buses 60 express, 75, 81, 118, 160, 175, 271 and 628 and tram/bus No 3 stop outside or near the FAO Complex. For further information on public transportation in Rome (including the routes and bus and tram schedules), call: 06-57003 or consult the website www.atac.roma.it.

39. Rome is served by two underground (metro) lines, A and B. The stops are marked by a sign showing a large white "M" on a red background. Termini Station is the only metro station where the two lines intersect. The metro stop for FAO is Circo Massimo (Line B).

FAO Sales Point

40. The FAO Sales Point is located in front of the Banca Intesa San Paolo (Ground Floor, Building B) and is open from 09.00 hours to 12.30 hours. A selection of recent FAO publications and CD-ROMs and an assortment of FAO Medals, Coins and Stamps, as well as logo and commemorative items can be purchased here.

News-stand

41. The News-stand is located on the Ground Floor of Building B near the Banca Intesa San Paolo, and offers international newspapers and magazines, as well as postcards, maps, and a large selection of periodicals. The News-stand is open from 07.00 hours to 14.00 hours and from 15.00 hours to 17.30 hours.

Bookshop

42. The Food for Thought Bookshop, located on the Ground Floor of Building B next to the Newsstand, offers a selection of English, French and Spanish language books, gift stationery, writing paper, gift wrapping paper, greeting cards and guide books. The Bookshop is open from 08.00 hours to 17.30 hours. For more information, dial extension 53127 (Tel. 06-5705-3127).

Medical Services

43. The Medical Service provides emergency medical assistance in FAO to participants at meetings.

44. For medical emergencies, dial 30 from all in-house telephones. For all other medical services, call extension 53577 from in-house telephones (06-570-53577 from outside FAO Headquarters).

Pharmacy

45. The pharmacy is located on the Ground Floor of Building B (Room B0L2) near the Photo Shop 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. Access to this service, however, is restricted to participants in the medical schemes of the following Organizations: FAO, WFP, IFAD and ICCROM.

Emergency Telephone Numbers in Rome

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

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

Security

47. The FAO Security Office operates from 08.00 hours to 17.00 hours from Room B062 (extension 55159); after 17.00 hours contact the Security Guards in Building A (extension 53145, 06-570-53145 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);
- handles lost and found properties.

48. 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.

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

Protecting Valuables

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