



## Technical Consultation on Voluntary Guidelines for Catch Documentation Schemes

Rome, 18-22 April 2016

### Information Note

#### LOCATION OF THE SESSION

**FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS-** Viale delle Terme di Caracalla, 00153 Rome, Italy – Green Room, Building A, 1st floor

#### ENQUIRIES

All enquiries concerning the meeting may be sent to the following e-mail address: [fi-registration@fao.org](mailto:fi-registration@fao.org)

#### ENTRY FORMALITIES

Participants who require visas to enter Italy should apply directly to the Italian Embassy in their respective country of residence. In case of difficulty, please contact us immediately.

#### HOTEL ACCOMMODATION

Participants are responsible for their own hotel bookings and should therefore book their rooms by contacting the hotel of their preference directly. When making the hotel reservation, please ask whether a special FAO room rate is available. You can find information on hotels in Rome by signing in to the FAO official travel agent's web site at <http://www.cwtpreferredhotel.com/cwthp/Frames.jsp>.

#### CONNECTION TO AND FROM THE AIRPORT

The two main airports in Rome are Fiumicino Airport, which is the main international 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>.

#### Connection from Leonardo da Vinci Airport, Fiumicino

##### Taxis:

If you decide to take a taxi from the airport, we advise you to take only the recognized white taxicabs (with a licence from the "**Comune di Roma**"; those with a licence from "Comune di Fiumicino" are more expensive). All official white taxi companies have a fixed fare for the transit between the airport and Rome city centre, usually displayed on the side of the taxi or in the backseat.

##### Trains:

Please note that there are two train services connecting Leonardo da Vinci Airport to Rome. You may check the time schedule at:

<http://www.trenitalia.com/cms/v/index.jsp?vnextoid=dbdba3bca4717310VgnVCM1000008916f90aRCR>

[D](#)

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

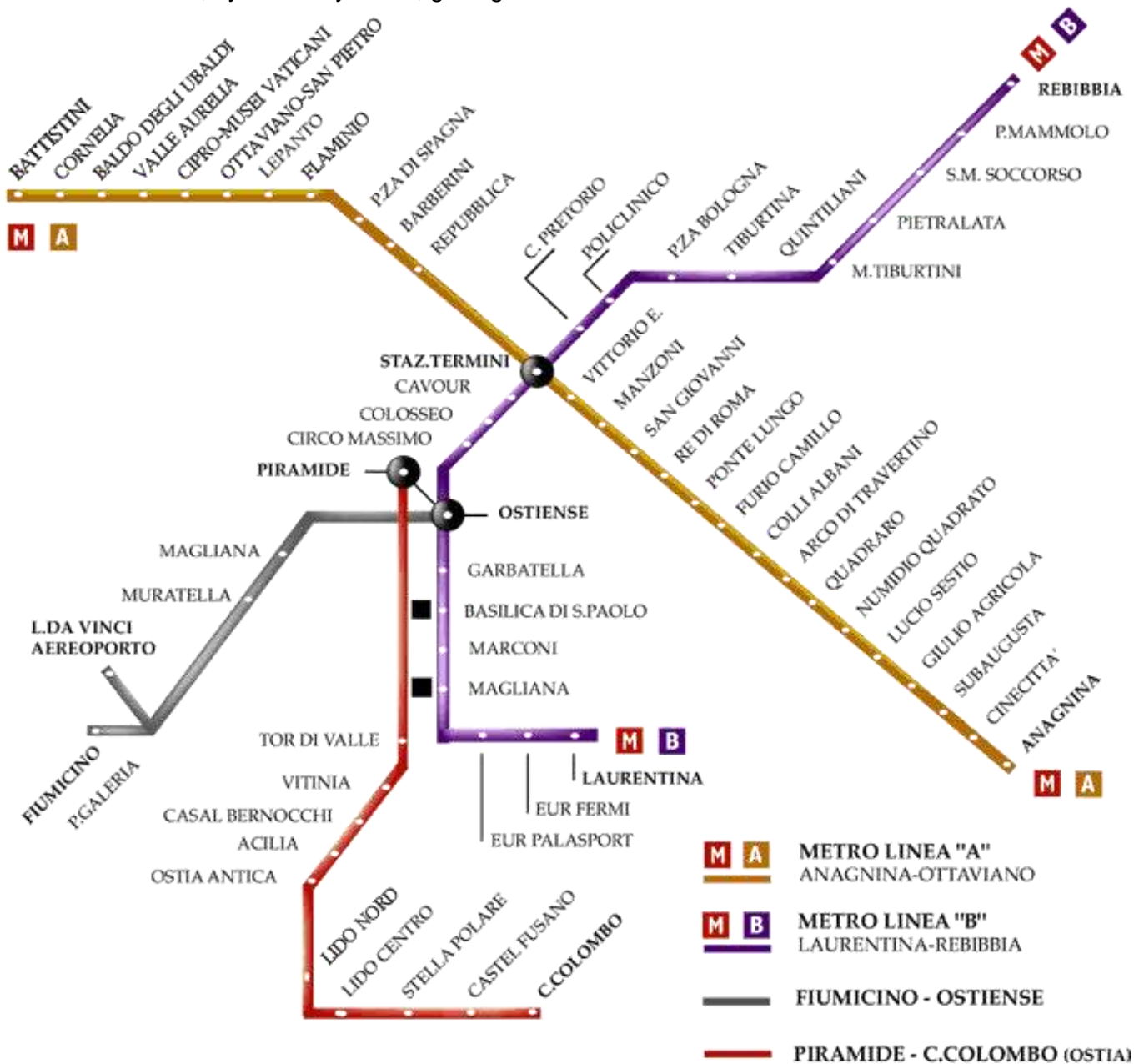
This train runs every 30 minutes from 5.57am to 11.37pm Tickets cost €14. The journey time is approximately 30 minutes. There is a taxi rank outside Termini Station. Again, we recommend that you only take the official marked taxicabs and ensure that the meter is running.

b) Local train

We advise you to take this train and get off at "Stazione Ostiense" if you are staying at one of the hotels close to FAO. The train runs approximately every 30 minutes, takes 30 minutes and costs €8. Outside "Stazione Ostiense" there is a taxi stop.

**REACHING FAO**

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 metro, getting off at the station called "Circo Massimo".



## **REGISTRATION AT FAO HQ**

When you arrive at FAO, please use the main entrance and go to the reception desk in the security pavilion. We kindly ask you to bring your identity card or passport with you. If you have already been officially nominated by your country, a building pass will have been issued for you. However, all participants are recommended to please bring their letter of nomination in order to avoid problems obtaining the building pass. The building pass is valid for the duration of the meeting and must be worn at all times. Admission to FAO premises will at all times require the presentation of your building pass.

## **FACILITIES FOR DISABLED PERSONS**

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. Accessible restroom facilities are located in Building A on the ground, first and third floors.

## **SERVICES WITHIN FAO**

### Medical service

The FAO Medical Service, located on the first floor of Building B, provides emergency first aid assistance. In the event of medical emergencies, participants may dial number **30** from all in-house telephones or **06-5705-3400** from outside the FAO headquarters 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 Unit in Building B, first floor near the marble stair case, during the working hours of the organization.

### Banking facilities

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 entrances to both banks.

### Postal services

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

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

Five computers with internet facilities can be found in the FAO Library (Room A012, ground floor of Building A). FAO provides a free Wireless Internet Service (WiFi). In order to use the service, you need a laptop or PDA that has Wireless LAN capabilities, conforming to 802.11b or 802.11g standards.

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

1. Go to an area that provides WiFi services and turn on your laptop or PDA
2. If your device has the WiFi adapter enabled, you should get the following message: "The WiFi services "guest\_internet" has been detected."
3. Open a browser and try to connect to an internet site. You will be prompted for a username and a password.
4. You should use the following:

Username: **visitor**  
Password: **wifi2internet**

#### Newspapers

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 (flight reservation and (re-)confirmation)

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 €5 for flight re-confirmation.** 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

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, euros or traveller cheques.

#### Catering facilities

The FAO headquarters complex offers a variety of dining and snack bar facilities (see list below):

Polish Bar (Building A, ground floor) 08.00 – 17.00h  
Blue Bar (Building C, 8th floor) 08.30 – 11.15 and 12.00 – 16.00h  
Casa Bar (Building D, ground floor) 07.30 – 16.30h  
Cafeteria (Building B, 8th floor) 12.00 – 14.30h

**Please note that FAO is a smoke-free area. Smoking is not permitted inside FAO buildings and only in designated areas outside.**

### **FURTHER INFORMATION**

#### Electricity

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

#### Public transport

Tickets for public transport should be purchased in advance and are available at the news-stand in FAO, as well as at underground stations, certain bus terminal stations, tobacco shops and newspaper stands. Tickets costing €1,50 may be used once for underground transport and twice (?? Do you mean two connections? If so, it's the same for the metro as I can continue changing from A to B or vice versa) for either bus or tram transport, and are valid for 75 minutes.

#### Taxis

Taxi companies in Rome provide a 24-hour service. There are a number of taxi stands throughout the city centre of Rome. The main entrance 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