



EXPERT CONSULTATION ON 'NATIONAL FOREST MONITORING AND ASSESSMENT (NFMA): MEETING EVOLVING NEEDS'

Rome, Italy, 26-28 November 2008

INFORMATION NOTE

VENUE

The meeting will be held at FAO Headquarters, located on Viale delle Terme di Caracalla, in front of the Circo Massimo. It can be reached by car, bus, tram and metro line B (Circo Massimo stop).

REGISTRATION

Registration of participants will start at 08:00 hours on Wednesday, 26 November 2008. On the first day of the meeting, participants must enter at the main entrance in Building A and proceed to the **Turkish Registration Centre** (to the immediate left) to register, pick up their Building Pass and an information folder. A valid identity document will need to be presented in order to collect the Building Pass.

PER DIEM

Participants, whose travel costs are met by FAO, will receive on the first day of the meeting their per diem which will cover transportation costs from/to the airport and their authorized stay in Rome during the meeting.

TRANSPORTATION FROM FIUMICINO AIRPORT

Train

The Leonardo Express direct service to **Roma Termini Station** runs every 30 minutes at 7 and 37 minutes past the hour from 06:37 hours to 23:37 hours. At Termini Station you can take the metro line B to Circo Massimo (direction Laurentina) to reach FAO Headquarters.

The metropolitan FM1 train to **Roma Tiburtina station** (continuing to Fara Sabina, Orte or Poggio Mirteto) leaves every 15 minutes. Ostiense is the closest stop to FAO and journey time is around 30 minutes. The Rome Ostiense train station is connected to the Piramide metro stop, line B. To reach FAO Headquarters take the direction Rebibbia for one stop to Circo Massimo or walk (20 minutes).

Taxi

Participants are advised to use only licensed taxis with meters. Surcharge fares are applied for baggage, night runs and on Sundays and holidays. It is not advisable to accept rides from unauthorized taxis, either at the airport or at the railway station. Taxis can be found outside the arrivals hall at a stand marked with a big sign, 'TAXI'. The average cost of a taxi ride from Fiumicino to FAO HQ or an hotel near to FAO is about € 60 but could vary depending on the day, time and heavy luggage. Remember to have Euros with you so that you can pay the taxi driver upon arrival. Please ask the Hotel staff for assistance, shall you have any problems with the taxi drivers on arrival.

ELECTRICITY SUPPLY

Italy's standard electricity supply is 220 volts AC with a frequency of 50 hertz. Italy uses a two or three-pin plug (spine). There can be a combination of socket types within the same room or property. Generally low voltage appliances use two pin plugs with higher voltage appliances (televisions, washing machines, kettles) using the three pin plug which has an earthed (or grounding) third pin.

WEATHER

The climate in Rome in autumn is generally mild and pleasant, but occasional cold spells can occur. Temperatures are around 17° C during the day and 8° C at night. November is the rainiest month; therefore it is advisable to bring some rain protection.

EMERGENCY TELEPHONE NUMBERS IN ROME

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

- Medical Emergencies: 118
- General Emergencies: 113
- Fire: 115
- Ambulance: 118
- City Physician on Call (*Medico di Guardia*): 06-58201030

SERVICES WITHIN FAO

Slovak Business Centre

The Slovak Business Centre (Building B, grand floor – B013, ext. 57090) comprises a reception area, internet workstations, a lounge area, and a small meeting room. The Business Centre is a multi-functional workspace equipped with phone, fax and PC facilities. The Centre offers access to the internet and its meeting/videoconferencing room is connected to the FAO Closed Circuit TV system to allow viewing of major satellite newscasts as well as offering the possibility of following the sessions taking place in the main FAO conference rooms.

Banking and Currency Exchange Facilities

Banking services are provided by the *IntesaSanPaolo* Bank, located on the ground floor of Building B. Opening hours are from 08:40 to 16:30 hours, Monday to Friday. Cash dispensers (ATM) are available for credit card withdrawals and are located at the entrance of the *IntesaSanPaolo* Bank.

Postal Services

The Italian Post Office, located on the ground floor of Building B (adjacent to the Bank), will provide normal services for stamps, parcels, telex, telegrams, registered mail, from 8:30 to 15:00 hours, Monday to Friday, closed on Saturdays. For change, postal/money orders and bills, the Post Office is open from 08:30 to 13:50 hours only.

The DHL Courier Service Office is located in Room C-005. The DHL service is available for private and official dispatches from 10:30 to 12:30 hours and from 13:30 to 16:30 hours, Monday through Friday. Please call the Mail and Pouch Service at extension -54881 for information and rates.

Telephone and fax facilities

The official telephone number of the FAO Headquarters Complex is +39 06-5705 + extension. If the extension is unknown, please dial +39 06 57051 for the FAO Switchboard. Use of the '06' is mandatory for external calls. 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 telephone cards that can be purchased from the news-stand on the ground floor of Building D. For participants carrying GSM phones, there are four GSM operators active in Italy: TIM, Omnitel, Wind and Blu. They operate on the 900/1800 MHz bands. Participants are requested to check with their home country provider whether roaming is available with any of the above-noted operators.

Newspapers

Newspapers (in various languages), tickets, 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 06:30 to 18:00 hours, Monday to Friday.

Travel facilities

Participants are requested to contact CARLSON WAGONLIT TRAVEL, the official travel agency of FAO, located on the ground floor in Building D (Room D-074) for travel services (tours, excursions, car rentals, train and ferry tickets, etc.). Office hours are from 09:00 to 17:00 hours. Participants are reminded that airline offices in Rome are opened from 09:00 to 17:00 hours on weekdays, but are closed on Saturdays and Sundays. They are requested to take note of this fact in case of need of urgent re-routing.

FAO sales point

FAO Medals, Coins and Stamps, as well as logo and commemorative items may be purchased from the FAO Sales point in front of *IntesaSanPaolo* Bank (ground floor Building B). It is opened from 9:00 to 16:30 hours.

Catering Facilities

The FAO Headquarters Complex offers a variety of dining and snack bar facilities where one may sit down for a meal, or order a quick snack and/or beverage. Listed hereunder are all the available locations, as well as a brief description of the catering facilities offered.

Snack Bars and Vending Machines

There are several snack bars on the premises, offering hot and cold beverages, and a variety of pastries and sandwiches. Locations and opening hours are as listed below. Vending machines with assorted refreshments are also located on the second floor of Building A and the ground floor of Building B.

Locations

Polish Bar (Building A, ground floor)

Blue Bar 'C' (8th floor)

Bar Caracalla (8th floor)

Bar 'D' (Building D, ground floor)

Opening hours

08:00 – 18:00

07:30 – 10:45 and 11:30 – 16:45

08:30 – 10:45 and 12:00 – 16:00

07:30 – 17:00

Dining Facilities

The restaurant and cafeterias serve meals from 12:00 to 15:00 hours. The restaurant, located on the eighth floor, offers an *à la carte* or fixed price menu. Reservations are required and may be made by telephoning ext. 54268 or 56823. The eighth floor may be reached by taking any elevator to the seventh floor and then walking up one level to the snack bar and dining areas.

Medical services

For medical emergencies, participants may dial 30 from all in-house telephones or 06 5705 3400 from outside the FAO Headquarters Complex. For all other medical services, participants may call extension 53640 or go directly to the Medical Service, first floor, Building B, during the working hours of the Organization.