



GSSD Global South-South Development Expo 2011

LOGISTICAL INFORMATION FOR YOUR VISIT TO FAO HEADQUARTERS and ROME

GSSD Expo - 5-9 December 2011

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FAO HEADQUARTERS INFORMATION

FAO is a non-smoking organization. Smoking is not permitted inside any of the FAO buildings.

FAO is located in Viale delle Terme di Caracalla – 00153, Rome, near the Circo Massimo and one block from the Colosseum. It is a huge white building which is easy to spot. It can be reached by car, bus and Metro line B (Circo Massimo stop).

There are six buildings in the FAO Headquarters Complex, all interconnected. The large conference rooms (Plenary Hall, Red Room, Green Room) are all in Building A. In addition, there are several other smaller meeting rooms in Buildings A, B, C and D.

REGISTRATION OF PARTICIPANTS

Participants should register on-line on the GSSD Expo website: <http://www.southsouthexpo.org/registration-form.asp>. Building passes for registered participants will be issued from 09.00 hours on Sunday 4 December and from 08.00 hours on Monday 5 December at the Turkish Registration Centre in FAO Headquarters. It should be noted that online registration requires the uploading of a recent passport-size digital photograph.

Building passes are strictly personal and should be visibly worn at all times within FAO. If a building pass is lost, duplicates could be granted only after reporting the loss to FAO Security.

VISA REQUIREMENTS

Participants requiring visas must obtain these from the Italian Consulate or competent Diplomatic Mission in their country before leaving for Rome. Visa applications must be submitted well in advance of departure, as up to three weeks may be required for an Italian visa to be issued. Exclusively those participants travelling from a country where there is no Italian Consulate or other competent Diplomatic Mission may obtain a visa on arrival in Rome, provided that they advise the Secretariat of the meeting of their full name, date of birth, nationality, passport number, issue and expiry dates, flight number, date and hour of arrival and their full travel itinerary, which must not include any other Schengen country.

This information must reach FAO at least three weeks before the arrival of participants to permit the Protocol Branch to request that a visa be issued at Rome airport. Participants failing to comply with the above will not be allowed to enter Italy by the Italian authorities.

SECURITY AT FAO

Strict security measures are observed at the FAO Headquarters Complex. Metal detectors are in operation at the Building A entrance. Participants are requested to wear their Building Passes at all times, as access to the FAO Headquarters Complex is prohibited to any individual not in possession of a valid Building Pass.

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

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

ACCESS AND FACILITIES FOR DISABLED PERSONS

All entrances at the FAO Headquarters Complex are accessible to disabled persons with wheelchairs. A lift is especially provided in Building A.

Nearly all lifts throughout the FAO Headquarters Complex have wheelchair access.

Accessible restroom facilities are located in Building A on the Ground, First and Third Floors near the meeting rooms.

FAO RESTAURANTS AND BARS

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

- **Polish Bar:** Coffee shop located on the ground floor of building A. They serve snacks and light meals. Hours from 07:30 – 17:00.
- **Blue Bar:** Coffee shop located on the 8th floor of Building C. They serve snacks and sandwiches. Hours from 07:30 – 17:00.
- **Bar B:** Coffee shop located on the 8th floor of building B. They serve snacks and sandwiches. Hours from 09:00 – 15:00.
- **Bar D:** Coffee shop located on the ground floor of Building D. Salad and light meals. Hours from 07:30 – 16:30.
- **Cafeteria:** Hours 12:00 – 14:30 Self-service restaurant located on the 8th floor of Building B. They serve entrees, pasta, grilled meat or cheese, salads, desserts and drinks.
- **Restaurant:** Hours 12:00 – 14:00 Located on the 8th floor of Building C. They offer a complete 'menu of the day' or 'a la carte' menu. Reservation is requested (tel: +390657054268 +390657056823).

Please note that these facilities accept payment in Euro only(cash,credit card,atm)

In addition there are forty-nine vending machines with assorted refreshments and water dispensers also located on the premises, and especially on the Second Floor of Building B and the Ground Floor of Building B.

SERVICES AT FAO

Internet Facilities

Computer and internet facilities are available in David Lubin Memorial Library located at the FAO Headquarters Complex on the Ground Floor of Building A. Additional computers can also be found outside of the Red Room on the 2nd Floor of Building. All FAO meeting rooms and the Atrium have wireless internet access. When accessing the system please use the following codes:

Network name:
guest_internet
password:
wifi2internet

Telephone Facilities

The telephone number of the FAO Headquarters Complex is +3906- 5705 + extension. If the extension is unknown, please dial +3906-57051 for the FAO Switchboard.

Telephones are available in all meeting rooms and lounges, which may be used for internal and local calls. For internal calls, please lift the receiver and dial the required extension. For local (Rome) calls, please lift the receiver, press "0" and wait for the external dial tone, then press the city code "06." You may then dial the desired telephone number.

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.

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 B.

For participants carrying portable GSM phones, there are four GSM operators active in Italy: TIM, Vodafone, Wind and 3. They operate on the 900/1800 MHz bands. Participants are requested to check with their home country provider whether roaming is available with one or more of the above-noted operators.

Participants are reminded that all cellular phones should be switched off in meeting rooms.

The David Lubin Memorial Library

The David Lubin Memorial Library is located at the FAO Headquarters Complex on the Ground Floor of Building A. Established in 1952, the Library honours the founder of the International Institute of Agriculture (IIA), David Lubin. The extensive IIA collection formed a solid base for the present-day Library which is considered one of the world's finest collections in food, agriculture and international development.

The Library is open to FAO staff, Permanent Representatives to FAO and participants from Monday to Friday 8.30-17.00 hours.

Travel Facilities (Flight Reservations and Confirmation)

The Carlson Wagon Lit (CWT) Travel Agency, the official travel agency of FAO, is located on the Ground Floor of Building D (Room D074). Office hours are 9:00 to 12:45 and 14:00 to 17:00 hours. For further information, please contact extension 55970 (06-5705-55970 from outside the FAO Headquarters Complex) or e-mail : faotravel@cwtbook.it

The following services are provided by Carlson Wagon Lit for both official and private travel:

- Air ticket reservation and purchase.
- Assistance with return flights.
- Itinerary changes.
- Post-meeting trips and excursions in Italy.
- Tours of Rome and surrounding area.
- Car rentals.
- Train and ferry tickets.
- All other services normally provided by a travel agent.

Participants are reminded that most airline offices in Rome are open from 9:00 to 17:00 hours on weekdays and some are closed during the lunch hours. Airlines offices are closed on Saturdays and Sundays.

Banking and Currency Exchange Facilities

The currency of Italy is the EURO. The Banca Intesa Bank is located on the Ground Floor, Building B. Opening hours are from 8:35 to 16:35 hours.

Cash dispensers (ATM) are available for credit card withdrawals and are located on the Ground Floor of Building B.

In addition to Banca Intesa Bank, the Italian Post Office located next to the Bank on the Ground Floor, Building B also processes postal/money orders.

Postal Services

The Italian Post Office, located on the Ground Floor, Building B, is open Monday to Friday, from 8:30 to 14:00 hours.

The DHL Courier Service Office is located in C005. The DHL service is available for private and official dispatches from 10:30 to 12:30 hours and from 13:30 to 16:00 hours, Monday through Friday. Please call the Mail and Pouch Service at extension 54881 for information and rates (06-5705-4881 from outside the FAO Headquarters Complex).

Participants who wish to send documents back to their countries may do so using the above-mentioned postal and other delivery services.

News Stand

The News Stand is located on the Ground Floor of Building B near the Banca Intesa Bank, and offers a variety of newspapers in numerous languages, a selection of magazines, postcards, maps, and a large selection of periodicals. The News Stand operates from 6:00 until 17:00 hours. For more information, please dial extension 53273 (Tel. 06-5705-3273 from outside the FAO Headquarters Complex).

Bookshop

The “Food for Thought” Bookshop, located on the Ground Floor of Building B next to the News Stand, offers a selection of English, French and Spanish language books, gifts, stationery, writing paper, gift wrapping paper, greeting cards and guide books. The Bookshop is open from 8:00 to 17:30 hours. For more information, please dial extension 53127 (Tel. 06-5705-3127 from outside the FAO Headquarters Complex).

FAO Brand Centre

The FAO Sales Point is located in front of the Banca Intesa Bank (Ground Floor, Building B) and is open from 11:00 to 14:00 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 at the FAO Brand Centre.

Pharmacy

The pharmacy is located on the Ground Floor of Building B (Room B0L2) and is open from Monday to Friday (08:00 - 17:30 hrs non-stop).

Medical Services

The Medical Service provides emergency medical assistance to participants and Members of missions accredited to FAO.

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 53577 from all in-house telephones (06-5705-3577 from outside the FAO Headquarters Complex). They may also go directly to the Medical Service (First Floor, Building B) or the Medical Unit in Building A (Rooms A324-326) during the working hours of the Organization.

USEFUL INFORMATION ABOUT ROME

ROME AIRPORTS AND TRANSPORTATION TO THE CENTRE

AIRPORTS (See www.adr.it for airport details)

The two main airports in Rome are Fiumicino airport (sometimes called Leonardo da Vinci airport, 36 km west of Rome) and Ciampino airport (16 km southeast of Rome, used primarily for charter flights from within Europe).

From Fiumicino Airport

◆ TRAINS AND SUBWAY TO FAO

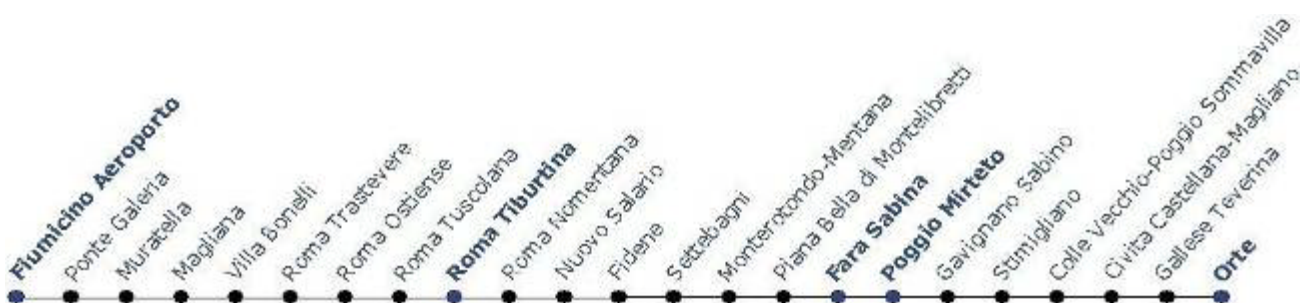
DIRECT TRAIN LEONARDO EXPRESS		
ticket €	Fiumicino Airport -> Termini Station	Termini Station -> Fiumicino Airport
14.00		
Every day	Every 30 minutes: from 6:37 to 23:37	Every 30 minutes: from 5:52 to 22:52

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 31 minutes. From Termini Station you can take the Metro Line B (direction Laurentina) three stops to Circo Massimo. The entrance to FAO is in front of you as you go up the steps from the subway station. Subway tickets can be purchased at a "Tabaccheria" at the Airport and Termini Station and from the automatic machines at the subway stations. Tickets cost 1 Euro (these tickets are also valid on buses for a total duration of 75 minutes).

For additional information on the **Rome public transport system**:
<http://www.atac.roma.it/index.asp?p=2>

From Fiumicino airport, you can also take trains for: Roma Tiburtina; Fara Sabina; Poggio Mirteto and Orte. When taking these trains you should get off at Roma Ostiense station. These trains stop at every station and your journey will take approximately 28 minutes to go from Fiumicino airport to Roma Ostiense and will cost Euro 8.00. The Roma Ostiense train station is connected to the Piramide Line B metro stop. Take the Rebibbia direction for one stop to Circo Massimo (you will see the FAO building behind you as you come up the steps).

- To verify the schedules of these local trains, check before your departure by clicking on the following link (http://www.fsitaliane.it/homepage_en.html) updating the date.



◆ TAXI

A taxi from Fiumicino airport to FAO should cost approximately Euro 40 **See note of caution on Rome taxis below.**

From Ciampino Airport

◆ SHUTTLE AND SUBWAY TO FAO

TERRAVISION SHUTTLE
Roma Ciampino Airport<-> Roma Termini Railway Station
Service is in connection with flights Ryanair, Easy-Jet, Hapag Lloyd Express, Wizz Air, Voli Regionali, My Air, Blue Air, Central Wings and Flyme.
Tickets one way: € 4
Tickets round trip: € 8
http://www.terravision.eu/rome_ciampino.html

This shuttle takes you from Ciampino airport to Termini Station (the main train and subway station). From Termini station you will take Metro Line B (direction to Laurentina) three stops to Circo Massimo. The entrance to FAO is in front of you as you go up the steps from the subway station. Subway tickets can be purchased at a "Tabaccheria" at the Airport and Termini Station and from the automatic machines at the subway station. Tickets cost 1 Euro (these tickets are also valid on buses and for a total duration of 75 minutes). For additional information about the **Rome public transport system** see: <http://www.atac.roma.it/index.asp?p=2>

◆ TAXI

A taxi from Ciampino airport to FAO should cost approximately Euro 40

See note of caution on Rome taxis below.

LOCAL TRANSPORTATION IN ROME

PUBLIC TRANSPORTATION

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 Bank).

Tickets cost 1,00 Euro, and may be used once for underground transport and unlimited bus 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. There are also day tickets valid for a whole day on the entire bus and metro network.

❖ Buses/Trams

The public buses in Rome are managed by ATAC “Azienda per i Trasporti Autoferrotranviari del Comune di Roma” and offer service throughout the city. Both buses and trams have electronic displays in the front indicating the number of the route and where they are heading. Access onto buses is both from the rear or front doors. Tickets should be purchased in advance and immediately validated in one of the machines placed on the bus or tram. Bus/tram stops can easily be distinguished by a yellow or white metal post.

For further information on public transportation in Rome (including the routes and schedules of buses and trams), please call: (+39) 06.57.003 or consult the Web site <http://www.atac.roma.it/index.asp?p=2>

❖ Underground (Metro)

There are two underground lines in Rome called Line A and Line B. The stops are marked by a red metal disk showing a white “M” sign. The Termini Station is the only Metro station where the two lines intersect. The Metro stop for FAO is Circo Massimo (Line B). Participants are reminded that tickets must be purchased before boarding.

[Download Map of Trains and Subway \(click here\)](#)

TAXI

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

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.

USEFUL WEB SITES FOR TRANSPORTATION

ATAC (www.atac.roma.it) - The public transport company of the city of Rome. This site provides the official transport maps, timetables, information on tickets and fares.

Grandi Stazioni - Roma Termini (<http://www.grandistazioni.it>) - The official web page of the main train station in Rome.

Trenitalia (www.trenitalia.com) - A complete on-line list of trains running throughout Italy cities/towns

And also: <http://rome.angloinfo.com/information/17/busses.asp>

USEFUL WEB SITES FOR VISITING ROME

Rome Tourist Board official web site “Rome Welcomes You: <http://www.rome.info/>

Italy for Visitors: www.goitaly.about.com/

Italia Online: www.initaly.com/index.htm

Tour of Italy: www.touritaly.org/

TimeOut in Rome: www.timeout.com/rome

English Yellow Pages (Italy): www.englishyellowpages.it/

Embassies in Rome: <http://www.mercuriusrelocations.com/guide/id54.html>

OTHER IMPORTANT INFORMATION

Emergency Telephone Numbers in Rome

- Medical Emergencies **118**
- General Emergencies **113**
- Fire **115**
- Ambulance (Red Cross) **06-5510**
- City Physician on Call **06-58201030**

Personal security: International cities that attract many tourists also attract those people who steal from tourists. Consequently, participants are advised to carry their valuables safely, 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 of residence while participants are sightseeing, shopping or dining out. Participants should keep photocopies of all these documents in a safe place in case they need to have them replaced.

Currency / credit cards: The official currency is the Euro (€). It is not possible to pay in other currencies but there are plenty of ATM / cash machines (even within the FAO building) to withdraw money. In addition most of the restaurants and shops accept credit cards (but please check to be sure).

Exchange rates: The most up-to-date exchange rate can be obtained from the following site: www.xe.com/ucc/.

Shopping: Shops in Italy are usually open from 9:00 to 13:00 hours and from 15:30 to 19:30 hours. However, many of the shops in the downtown area also remain open during the lunch break.

Weather: Up to date weather information can be obtained from: www.eurometeo.com/english/forecast/city_LIRA

Time zones Rome in October is GMT + 1 for details on time zones see: www.timeanddate.com/worldclock/

Electricity supply: Italy has a 220 volts electricity supply, the sockets are 3 round pins in a row.