



# Global Consultation on Open Agricultural Knowledge for Development

22-24 April. Rome, Italy

## Note to participants

The CIARD-GODAN Consultation will be held at the FAO Headquarters in Rome, from 22 to 24 April 2014. The opening session will begin at 10.00 a.m. on Tuesday 22 April 2014. Below you will find very useful information on logistics.

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## I. Meetings

### Access to FAO Headquarters and Registration of Participants

Participants will access FAO premises through the Reception (External Pavillion) where they will have to pass through security check (X-ray) before accessing Building A. They will be requested to exhibit their ID document (passport, or driving licence, or ID Card) to be identified, so that guards can cross-check their names in the list of pre-registered participants. A sign will be displayed with the title of the meeting (CIARD-GODAN Meeting), which will guide the participants. After the security check, participants will be informed by the guards where they should proceed to reach the Turkish Lounge where they can receive a badge and background documents, after cross-checking and signing their registration form.

The registration of participants will begin on Tuesday, 22<sup>nd</sup> April 2014 at 9.00 a.m. at the Turkish Lounge/reception in Building “A” ground floor.

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

For the duration of the “CIARD-GODAN Consultation”, the following rooms have been put at the disposal of the participants. Each room is equipped with Wifi connection and an LCD Projector for PPT presentations. Meetings will take place in the different rooms according to the agenda:

<i>Meeting Room</i>	<i>Location</i>	<i>Facilities</i>
<b>Austria Room</b>	<b>C-237</b>	<b>Wifi, LCD Projector, VC, Webstreaming, flip chart</b>
<b>Ethiopia Room</b>	<b>C-285/9</b>	<b>Wifi, LCD Projector Flip chart</b>
<b>Iran Room</b>	<b>B-116</b>	<b>Wifi, LCD Projector, VC, Webstreaming, flip chart</b>
<b>Queen Juliana Room</b>	<b>B-324</b>	<b>Wifi, LCD Projector, VC Flip chart</b>

### Telephones, Internet and Wifi Connection

FAO offers free Wi-Fi coverage in all meeting rooms and catering areas.

Participants with laptops, smartphones or tablet with Wireless Local Area Network (LAN) capabilities, conforming to the 802.11b or 802.11g standards, may use this service, selecting the network

SSID: **guest\_internet**

Username: **Visitor**

Password: **wifi2internet**

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

The telephone number of FAO Headquarters is **+3906 5705 + extension**. If the extension is not known, dial **+3906 57051** for the FAO switchboard operator.

Telephones are available in all meeting rooms and lounges and may be used for internal calls, dialing the required extension. They are also located at the entrance to Building A and in the corridors of the first and third floors of Building A. 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. Use of the “06” is mandatory, even for local calls.

Cellular phones should be switched off in meeting rooms.

Public Skype stations are available in the Estonian Contact Centre next to the Flag Hall (Building B, Ground Floor).

## Sessions

The meetings will take place according to sessions, as per agenda in the various meeting rooms. A provisional time-table of the meeting is given in the document *Draft Provisional Agenda* which can be found at: at <http://www.ciard.net/1st-godan-ciard-consultation/agenda>

## Social Media

The twitter hashtag **#ciardgodan** will be the main channel of two-way communication during the three day period. This will allow people to create searches of tweets specifically about or coming from the GODAN/CIARD Consultation.

## II. Planning, Arrival and Essential Information

### Assistance to Participants

For assistance to participants, please contact Ms. Gianna de Cesare, CIARD-GODAN Organizing Committee, (email: [Gianna.deCesare@fao.org](mailto:Gianna.deCesare@fao.org), phone +39 06 5705 2800; Within FAO 52800).

### Visas

Attention is drawn to the strict provisions in force regarding entry into Italy, including the refusal of entry to persons not having the required visas. Participants requiring entry visas must obtain these from the Italian Consulate or Diplomatic Mission in their country before leaving for Rome. It should be noted that, since Italy's adherence to the Schengen Agreement, the issuance of an Italian entry visa may require up to three weeks. Those participants travelling from a country where there is no Italian Consulate or Diplomatic Mission may obtain a visa on arrival in Rome provided that they advise the FAO Protocol Branch, Rome, by fax of their arrival. Participants must provide their full name, date and place of birth, nationality, passport number, flight number, date of arrival and their travel itinerary. This information must reach FAO at least three weeks before the arrival of participants to permit the Protocol Branch to request the issue of an entry visa at Rome airport or other point of entry into Italy. Participants failing to comply with the above will not be allowed by the Italian authorities to enter Italy.

### III. Facilities and Services for Participants

#### National Holiday

Please, be aware that 21<sup>st</sup> April 2014 is a National Holiday (Pasquetta) in Italy and many services will be closed, including some restaurants and catering facilities in Rome.

#### Accommodation and Travel Facilities

Ticket confirmations and other travel services are available from “**Carlsonwagonslits Travel Agency**”, located on the ground floor in building “**D**”. The opening hours are from 9:00 to 17:00 hours non-stop.

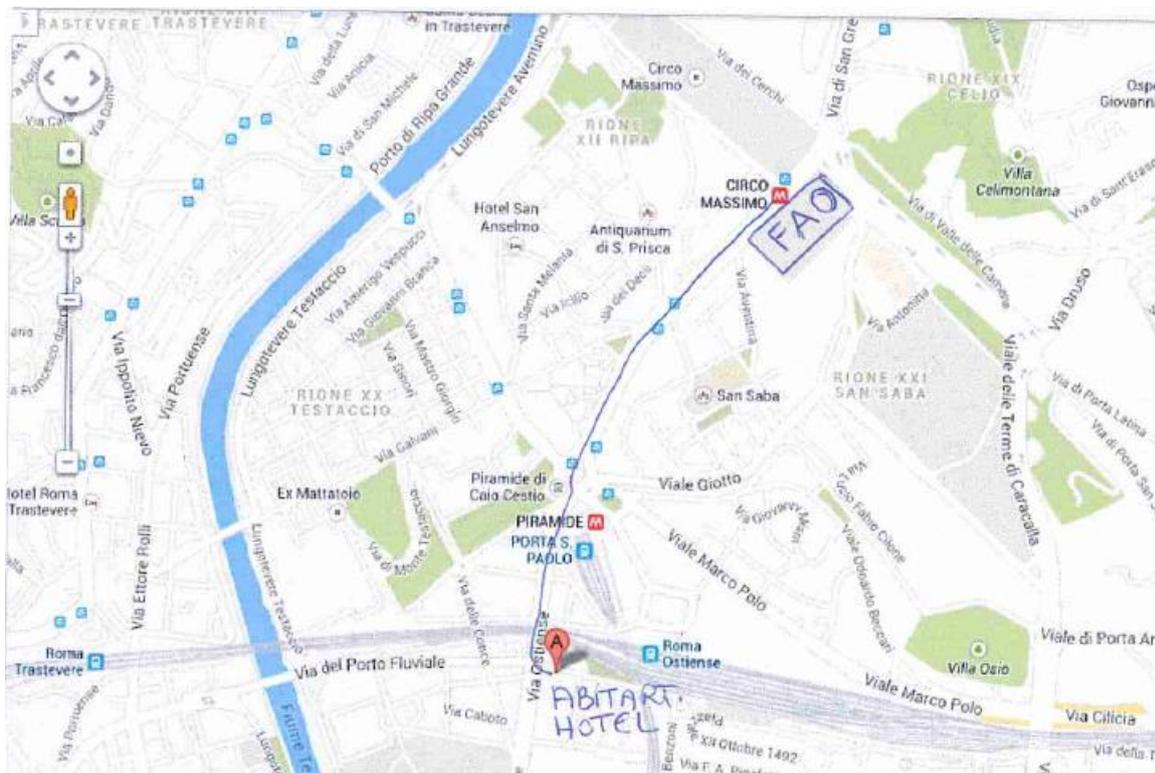
Most of participants have booked their Hotel room at the Abitart Hotel, located not far from FAO Headquarters, which offers special rates. For further information please contact:

Mr. Daniele Cataffo  
Front Office Manager



Abitart Hotel Conference Center\*\*\*\*  
Via Pellegrino Matteucci, 10 – 00154 Rome – Italy  
Phone: +39 (0)6 45 43 191  
Fax: +39 (0)6 45 43 19 899  
Direct Mail: [frontoffice@abitarthotel.com](mailto:frontoffice@abitarthotel.com)  
Web Site: [www.abitarthotel.com](http://www.abitarthotel.com)

The Secretariat is not responsible for any hotel reservation. Payments should be made directly to the hotel.



## **Banking and Currency Exchange Facilities**

The currency of Italy is the EURO. There are two Banks in FAO. Banca Intesa Bank is located on the Ground Floor, Building B. Banco Popolare is located on the Ground Floor of Building D. Opening hours are from 8:40 to 16:30 hours. Cash dispensers (ATM) are available to handle credit card withdrawals and are located inside/near the Banks.

## **Postal Services**

The Italian Post Office, located on the Ground Floor, Building “B” (adjacent to the Banca Intesa Bank), will provide normal services for stamps, parcels, telex, telegrams, registered mail, postal/money orders, etc. The Post Office is open from 08:30 to 15:00 hours, Monday to Friday.

## **Catering Facilities**

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 or beverage. The restaurant (Eighth Floor) and cafeterias serve meals from 12:00 to 14:30. There are several snack bars on the premises, offering hot and cold beverages and a variety of pastries and sandwiches. Vending machines with refreshments are located in all buildings in FAO Headquarters.

- Polish Bar – Ground Floor, Building A
- Casa Bar – Ground Floor, Building D
- Blue Bar “C” - Eighth Floor, Building C
- Eighth Floor Bar - Eighth Floor, Building B

There are several Restaurants, Cafes, Pizzerias and Fast Food Stalls outside near the FAO premises on Viale Aventino. A super market is also in the vicinity.

## **Medical Services**

For medical emergencies, participants may dial “30” from all in-house telephones or 06-570-53577 from outside the FAO Headquarters Complex. The FAO Medical Service is located at Building “B”, 1<sup>st</sup> floor.

## **Emergency Telephone Numbers in Rome**

The following numbers may be useful in case of emergency:

Medical Emergencies	118
General Emergencies	113
Fire	115

## IV. Additional Information

### Credit Cards

Internationally-recognised travel checks and credit cards are accepted in hotels, major shops and restaurants. Any problems encountered with the use of credit cards should be referred to the local representatives of the credit card agencies.

### Protecting your Valuables

International cities that attract many tourists also attract people who steal from tourists. Consequently, participants are advised to carry their valuables safely, especially on public transport. There are many pickpockets (including children) 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.

### Underground (Metro)

There are three underground lines in Rome called Line A, Line B and Line B1. 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 main lines intersect. **The Metro stop for FAO is Circo Massimo (Line B).** Participants are reminded that tickets must be purchased before boarding.

ATAC Metro and Bus tickets can be purchased from dispensers at each Metro and Tabacchi Stalls usually found near the Station. The cost of the Ticket is euro 1.50 for 90 minutes travel in any bus/metro. The tickets must be punched upon/before boarding a bus/metro train.

### Transportation from Airport to Rome (by taxi, by train, by bus):

#### By 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.

- Taxi Service from **Fiumicino Airport** to Rome and vice versa.

At the Fiumicino Airport, near exits A, B and C, there is a taxi service for Rome. The cost of the taxi service is 48 euro, inclusive of luggage, for a maximum of four passengers, for all destinations within the Aurelian Walls delimiting the central area of the city. For further information check with the P.I.T. – Tourist Information Point of the City of Rome inside the airport, which will explain the service and let you know whether your particular destination is subject to the fixed rate. The cost of the service is the same for the opposite direction also, going from Rome to Fiumicino. For destinations outside of the central area of the city, the cost will be indicated by the taximeter, to which the luggage fee must be added.

- Taxi Service from Ciampino Airport to Rome and vice versa.

At the Ciampino Airport, near the exit, there is a taxi service for Rome. The cost of the taxi service is around 30 euro, inclusive of luggage, for a maximum of four passengers, for all destinations within the

Aurelian Walls delimiting the central area of the city. The cost of the service is the same for the opposite direction also, going from Rome to Ciampino.

For destinations outside of the central area of the city, the cost will be indicated by the taximeter, to which the luggage fee must be added.

Vehicles providing the City of Rome taxi service are white and have a "TAXI" sign on their roof, as well as an identifying number on their doors, on the rear, and inside the vehicle. In the area around the exit it is also possible to find a rental service, indicated with the initials NCC ("noleggio con conducente" – rental with driver), which is generally provided with blue or grey cars that apply different rates depending on the destination. This service may be requested, at the time of departure or arrival, at the authorized structures inside the airport. The NCC is therefore not an alternative taxi service, which is the only service accessible directly at the parking area.

Warning: Any other vehicles could be driven by persons who do not possess the official Taxi or Rental authorization, and the fare demanded could be higher.

### **By Train:**

There is a train station inside the Fiumicino Airport and there are visible signs to indicate it everywhere. There are two options for trains to reach Rome City, Normal and Express: It is advised that you take the normal train (usually from the side platforms for either Fara-Sabina or Orte) that brings you to Rome Metropolitan area. You should get off at the Stazione Ostiense and take the exit (Uscita) towards Via Matteucci. The Hotel is very close to this exit. If you go to the main exit, you will need to walk round the station to Via Matteucci. The train ticket is Euro 8.50 and is available at the Railway Station through dispensers, the Tabacchi (Tobacco) Shop and the Ticket Stall. Please punch the ticket prior to boarding the train. The fine for Ticketless travel/travelling with a ticket that is not punched is a minimum Euro 50.

If you take the train to Stazione Termini (Leonardo Express train which departs from the Central Platform and is distinctly marked) which costs EUR 14 and has no intermediate stops it is then advised to take a taxi to the Hotel Abitart or Metro to Piramide and then take a taxi or walk to the Hotel Abitart.

### **By Bus:**

There are bus services from Fiumicino Airport to Ostiense and Termini Railways Stations every 30 minutes. There are signs at the Airport indicating the Bus Service. Details are also available at <http://www.tambus.it/p/orari.htm>.

## Contact Details



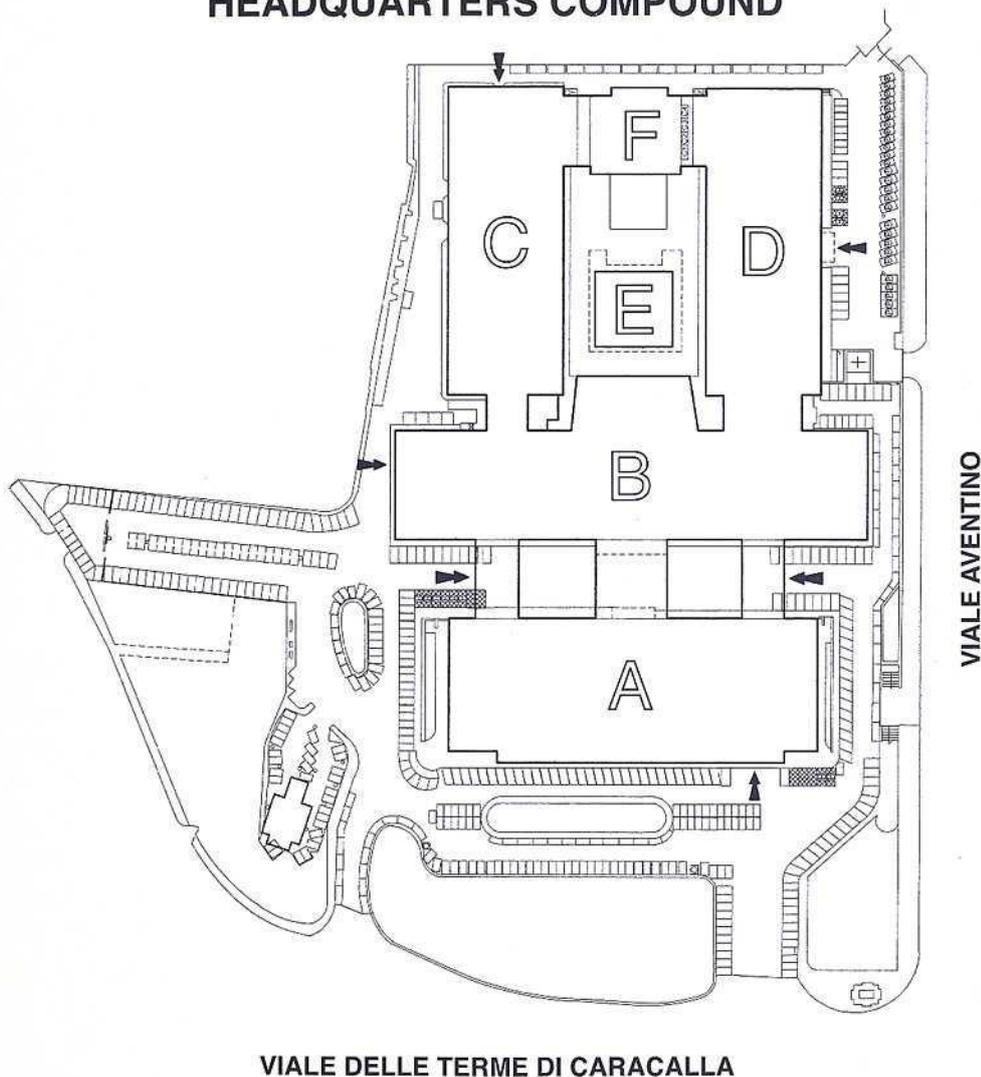
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Viale delle Terme di Caracalla  
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Italy  
Tel: +39 06 5705 54022/52729/52800  
E-mail: [CIARD-GODAN@fao.org](mailto:CIARD-GODAN@fao.org)

During the CIARD-GODAN Meetings the Organizing Committee will be located in room C-610 (Building C 6<sup>th</sup> Floor) :

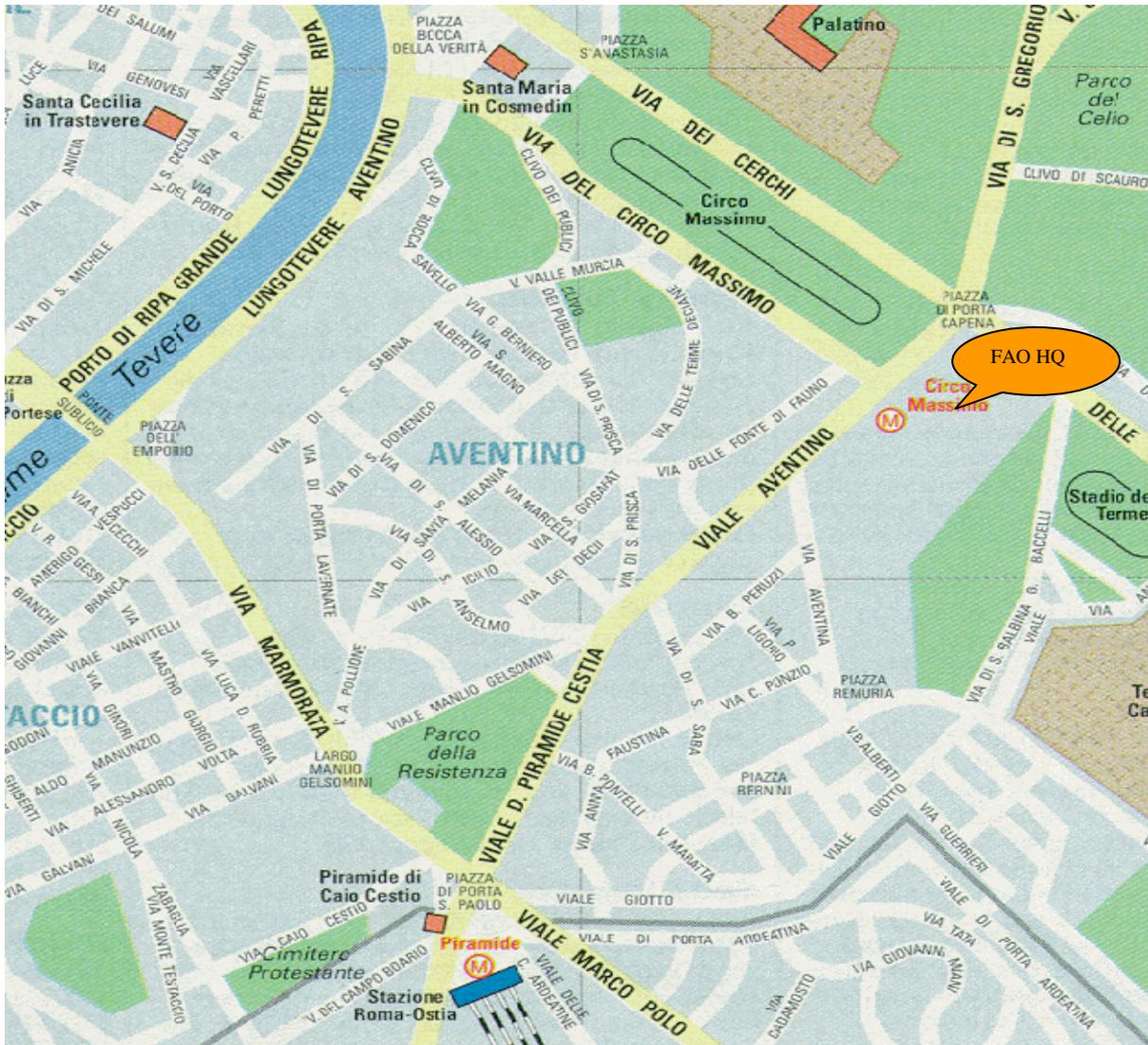
Tel: +39 06 570 54022 (Mr. Ajit Maru)  
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## FAO Headquarters Compound

### HEADQUARTERS COMPOUND



## How to reach FAO Headquarters



- FAO HQ is located in the historic centre of Rome, near Colosseum, the Circo Massimo, the Terme di Caracalla and the Foro Romano.