



## Local Information for participants Rome, Italy

*(Updated 2019-11-04)*

### **Location**

The meeting will be held at the headquarters of the Food and Agriculture Organization (FAO) of the United Nations in Rome, Italy. The FAO Headquarters is located in the city centre of Rome, near the Circo Massimo and close to the Colosseum. A lofty white building is easy to recognize. The address is Viale delle Terme di Caracalla, located directly above the Circo Massimo metro station. It is also serviced by buses/trams 3, 75, 81, 160, 628 (for additional information on transit see <http://atac.roma.it>).

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. Once you have received the building pass, you will be able to enter and exit the building without going to the reception desk. 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.

### **Transportation to and from the airport**

Rome has two major airports: Fiumicino/Leonardo da Vinci (FCO), and Ciampino (CIA). Fiumicino is the main airport, and is served by taxis, trains, and shuttle services. The fixed taxi rates are EUR 48 from Fiumicino to the centre of Rome, and EUR 30 from Ciampino to the centre of Rome. The [Leonardo express train](#) from Fiumicino airport to the Termini train station (EUR 14) departs the airport every half hour between 06:35 and 23:35. The local trains (EUR 8) stop at Ostiense station (end station is Fara Sabina), a 15 minute walk from FAO headquarters and depart approximately every 15 minutes. Tickets may be purchased from vending machines or at the Tabacchi (newspaper stand / kiosk) at the train station in the airport. Remember to validate tickets before boarding the train.

### **Public Transportation**

Tickets for Roman local transportation should be purchased in advance and are available from underground stations, tobacco shops and newspaper kiosks. Tickets cost 1,5 Euro and may be used once for metro ride and unlimited bus travel within the ticket validation time of 100 minutes. Daily ticket which is valid for 24 hours and unlimited bus and metro drives costs EUR 7. Remember to validate tickets after entering buses and trams.

### **Accommodation in Rome**

The last page of this document contains a list of some of the hotels used by past IPPC meeting participants. Their locations can be viewed on an [online map](#).

### **VISA**

Participants to the CPM or IPPC meeting will be responsible for obtaining their own VISA, please refer to the local Italian Embassy consulate of your country to retrieve information on what documents are necessary. Please note that VISA process might take some time so please plan accordingly.

### **Services at FAO Headquarters**

**Banks:** You can carry out all banking operations within FAO, at the branches of Banca Intesa (ground floor, Building B) and Banca di Sondrio (ground floor, Building D). Opening hours are Monday-Friday, 8.40 to 16.30. Next to either Bank you will find cash dispensers accepting international bank cards, at your disposal 24 hours.

### **Daily subsistence allowance (DSA) from FAO**

Participants who will receive DSA from FAO should collect the DSA, upon showing ID, from the Cashier Window D202, D-building second floor between 9-11AM from Mondays to Fridays. Note that DSA can be paid in USD or EUR upon prior agreement with the Secretariat. The bank can change currency as desired. Alternately the DSA will be given in form of a P Card (that works like a cash card) by an IPPC staff member.

### **Protecting Your Valuables**

**A word of caution.** While Rome is generally a safe city, theft can be a problem, in particular on public transportation and crowded streets. Participants are reminded to carry their valuables safely, and to keep photocopies of identification documents in a safe place in case they need to have them replaced. Lost building passes should be reported without delay to the FAO Office of Security. The FAO Office of Security operates from 07.30 a.m. to 17.30 from Room B062 (extension 55159); after 17:30 contact the Security Guards in Building A (extension 53145, 06-5705-3145 from outside FAO).

Medical Services and Emergencies: **A medical unit is permanently on duty Monday-Friday, 8.30 to 17 hours, in Building B first floor, office 162, tel: 53400. For a serious emergency outside FAO, call 118. 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, and a ramp is provided in Building D. All lifts throughout the FAO Headquarters Complex have wheelchair access.

### **No Smoking**

Please note that FAO, in line with most other UN agencies, is now a NO SMOKING area. Smoking is not permitted anywhere inside the premises of FAO.

### **FAO Restaurants and Bars**

Within the FAO buildings there are three coffee shops, a cafeteria and a restaurant. These facilities only accept Euro cash. No credit cards are accepted.

- **Polish Bar:** Coffee shop located on the ground floor of Building A. Serves coffee, tea, drinks, cakes and sandwiches all day, with cold meals for lunch. Hours from 7.30–17.00.
- **Blue Bar:** Coffee shop located on the 8<sup>th</sup> floor of Building C. They serve snacks and sandwiches all day, with cold meals for lunch. Hours from 7.30–13.00.
- **Casa Bar:** Building D ground floor. Salads and light meals, with cold and hot meals for lunch.
- **Cafeteria:** Self-service restaurant located on the 8<sup>th</sup> floor of Building B. They serve entrees, pasta, grilled meat or cheese, salads, desserts and drinks. Hours 12–14.00.
- **Restaurant:** Located on the 8<sup>th</sup> floor of Building C. They offer a complete ‘menu of the day’ or ‘a la carte’ menu. Hours 12–14. Reservation required (extensions: 54268 or 56823).

Several vending machines with coffee and snacks are also located on the premises.

### **Wi-Fi access**

The meeting room, as well as many other areas in FAO, has Wi-Fi access. To connect:

**Step 1:** Turn on your laptop or wireless device while in an area providing Wi-Fi services

**Step 2:** If your device has the Wi-Fi adapter enabled, a message should appear that says the Wi-Fi services "guest\_internet" has been detected.

**Step 3:** Click connect and login with ID: visitor and Password: **wifi2internet**.

**Telephone:** FAO’s telephone number for a call made in Italy is 06 570 51; for a call made from abroad it is (0039 06) 570 51. All extensions can be reached by dialing 06 570 (not necessary if calling

from one of the phones located within FAO) followed by the 5-figure extension required. For telephone information or long distance calls, please call Extension 11. To reach a number in Rome, first dial 0 and then digit the number 06.

**Travel Agency:** You may call upon *Carlson Wagonlit Travel* agency located on the ground floor of FAO. The Agency is open Monday-Friday between 9.00 to 12.45 and 14 to 17. A small commission may be applied to travel operations. Emergency line out of office hours +39 06 82075812

**Bookshop:** The ground floor of Building B hosts a bookshop selling English and French publications, stationary and postcards.

**Lost and found:** If you have lost or found something, please contact the Entrance Reception on the ground floor, Building A or the Guard Service, extension 54427.

**Meditation room:** A meditation area is available in Building A, second floor, room A 250.

**Post Office:** Also located on the ground floor of Building B. Opening hours: Monday-Friday, 8.30 to 15.00. Mail boxes are next to the Post Office.

### **Additional local information**

Restaurants, a supermarket, and other conveniences are located on Viale Aventino, the main street adjacent to FAO Headquarters. The voltage in Italy is 220V, and plug shapes vary between 2 and 3 round pins.

Local event listings are included in the English language magazine *Wanted in Rome* <http://www.wantedinrome.com/>, also available in hardcopy at many newsstands. Additional events may be found online on [InRomeNow.com](http://InRomeNow.com).

## **HOTEL ACCOMMODATIONS**

**For the participants funded by IPPC hotel accommodation is provided and each participant will receive their hotel information once registration and travel procedures are finalised.**

**Please see below a list of some of the Hotel available near FAO HQ.**

### **Hotel Domus Maximi**

Via S. Prisca 118  
Tel: +39 06.574.6189

### **Hotel Souvenir**

Via delle Terme Deciane 3  
Tel: +39 06.575.0958

### **Hotel Lancelot**

Via Capo d'Africa 47  
Tel: +39 06 704.50615  
[info@lancelothotel.com](mailto:info@lancelothotel.com)  
<http://www.lancelothotel.com/>

### **Hotel S. Anselmo**

Piazza S Anselmo 2  
Tel: +39 06.574.3547

### **Hotel S. Prisca**

Largo dei Gelsomini 35  
Tel: +39 06.575.0469

### **Hotel Grifo**

Via Boschetto 144  
Tel: +39 06.474.23.23

### **Hotel Royal Home**

Via Ostiense 263/E  
(Opposite Basilica di S. Paolo - 3 minutes from metro station)  
Tel: 0039.06.54.10.290 / 0039.06.54.23.0455

### **Hotel Center 1 (3 stars)**

Via G. Giolitti, 433  
00185 Roma  
Tel: +39 06 70451520 / 41  
Fax: +39 06 70451531

### **Hotel Center 2 (3 stars)**

Via G. Giolitti, 441 – 443  
00185 Roma  
Tel: +39 06 7027743

Fax: +39 06 7004642

**Hotel Center 3 (3 stars)**

Via A. Grandi, 7  
00185 Roma  
Tel: +39 06 70300058  
Fax: +39 06 70300059

**Hotel Donatello (3 stars)**

Via di Porta Maggiore, 83  
00185 Roma  
Via di Porta Maggiore, 83  
Tel: +39 06 7010833  
Fax: +39 06 7011656

**Residence Lodi (3 stars)**

Via Fanfulla da Lodi, 35  
00176 Roma  
Reception/Booking with Hotel Center 1

**Hotel Pyramid (ABC) (2 stars)**

Via dei Magazzini Generali, 4  
00154 Roma  
Tel: +39 06 5780009 / 5748029  
Fax: +39 06 5758261

**Hotel Center (2 stars)**

Via G. Giolitti, 413  
00185 Roma  
Tel: +39 06 70451520 / 41  
Fax: +39 06 7041531

**Hotel Manzoni (2 stars)**

Via Balilla, 1  
00185 Roma  
Tel and Fax: +39 06 70451626

**Convento Suore Oblate al Divino Amore**

Via Marruvio, 4, 00183, Roma  
Tel: 390670475611 (contact sister Ivonne)  
Tel: 39067004884 (contact sister Rosa del Carmen,  
Marta and Sor Virginia).

**Hotel Aventino**

Via di San Domenico, 10  
00153 Rome RM, Italy  
Tel +39.06.570057  
fax +39.06.5783604, +39.06.5741112  
[info@aventinohotels.com](mailto:info@aventinohotels.com)  
<http://www.aventinohotels.com/>

**Hotel Major Aventinus**

Via Sant'Anselmo, 10  
00153 Roma  
Tel: +39 065743550  
Fax: +39 065745259  
[info@hotelmajoraventinus.com](mailto:info@hotelmajoraventinus.com)