

**FAO Headquarters**

Meeting of the Expert Group on International Trade  
and Economic Globalization Statistics

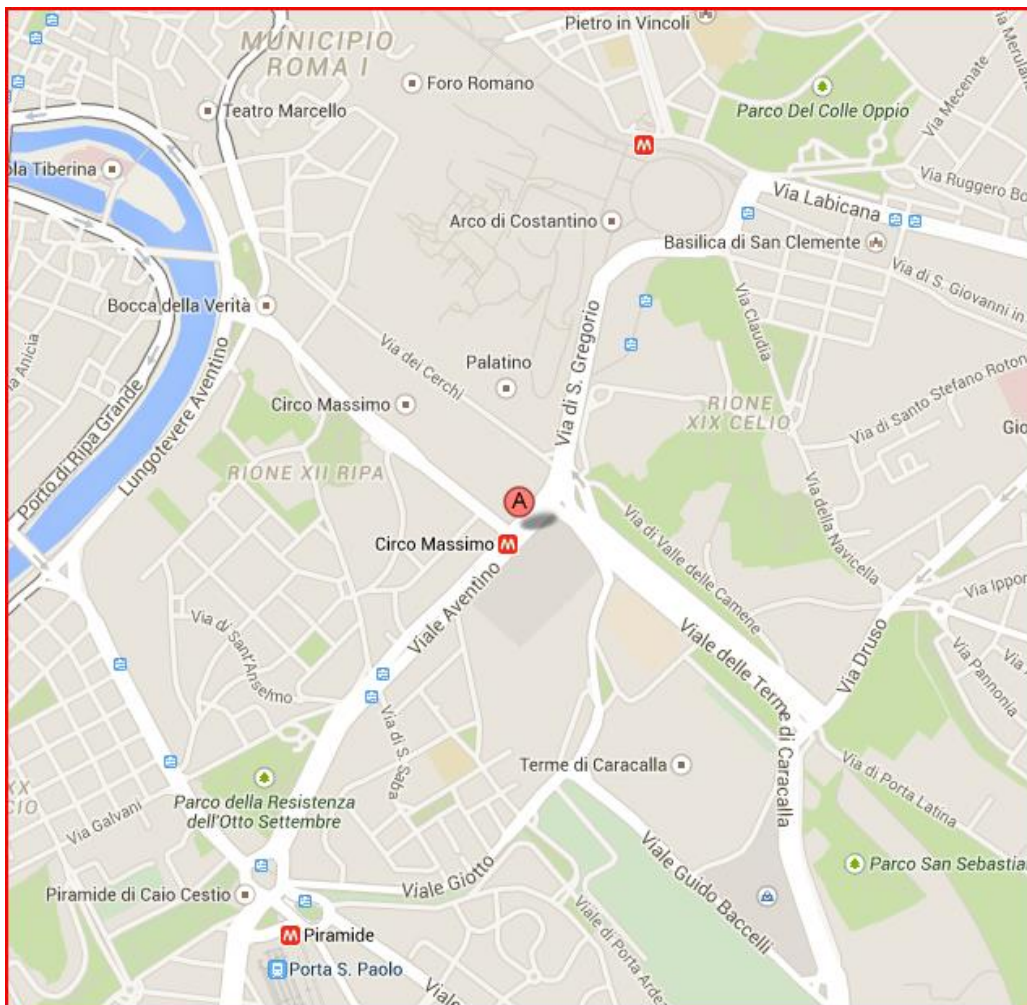
(7-9 May 2018)

FAO HQ, Rome, Italy

# **Information Guide**

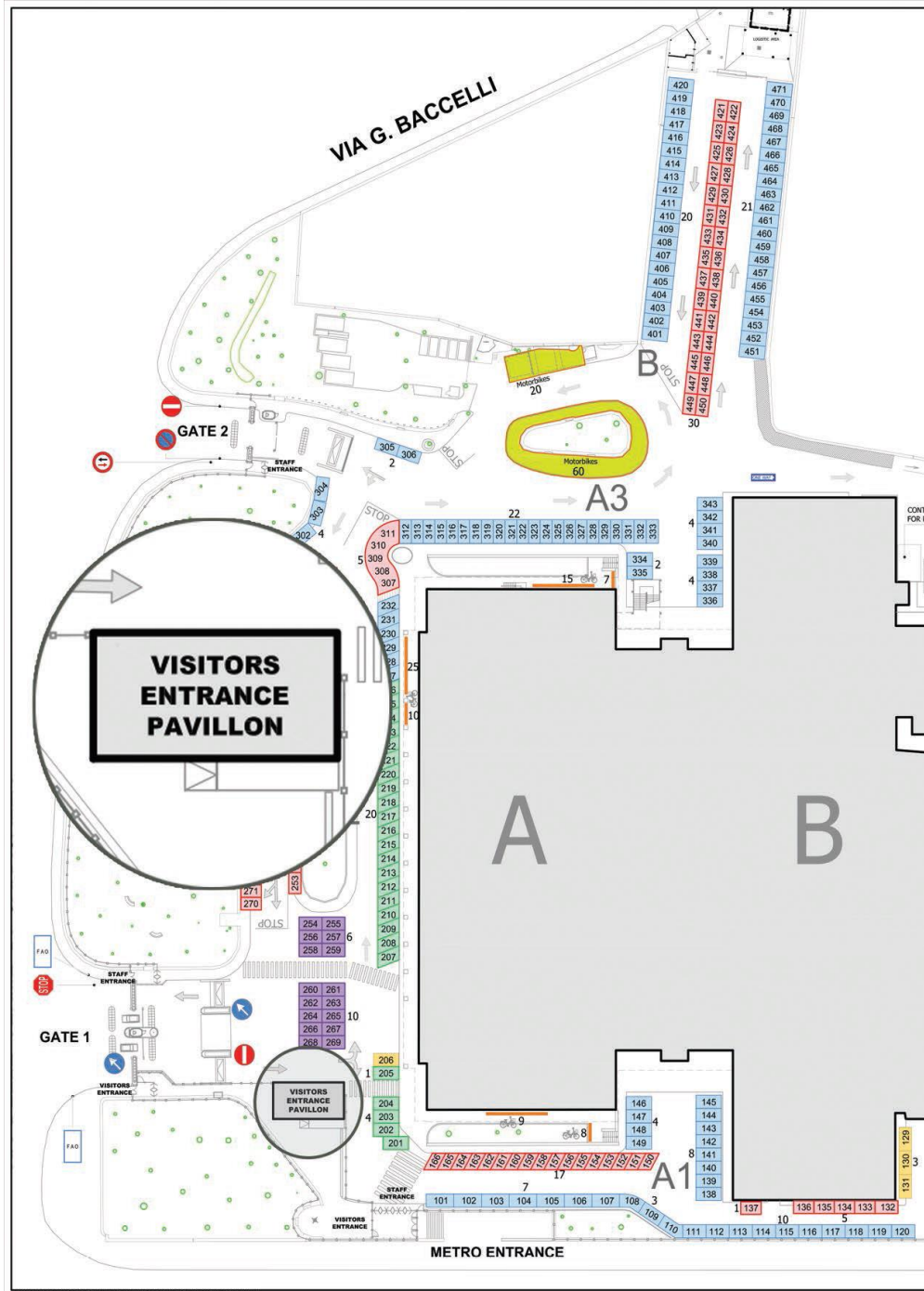
## ACCESS TO THE FAO HQ COMPLEX

The FAO Headquarters Complex is 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). [See map]



Participants should enter the premises by way of the Visitors' Entrance on the Viale Aventino side and should continue to the Visitors' Entrance Pavilion where they will undergo a security check. You will need to have a Photo ID to enter the premises and to collect the visitor pass. Once you are at the visitors' entrance pavilion, please specify the name of the meeting you will be attending.

The entrance is located in Building A; **the meetings will take place in the Lebanon Room, D209 bis.**



## DIRECTIONS AND TRANSPORTATION

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### **From Fiumicino Airport to Hotel/to FAO**

#### ***Taxi***

You can take a taxi from the airport to your hotel. Official Rome taxis are white with an identification code on the door, and have a taxi meter. Inside, on the left door of the back seat, there is a plaque indicating the license number and the name of the driver or of the taxi company of which he is a member. The cost is exactly Euro 48.00, and it is referred to transfer from Fiumicino Airport to the centre of Rome- within the walls- or from the centre to Fiumicino Airport. The price includes the luggage and the transport for maximum four passengers. The same fare applies to Hotels in the Aventino Area (FAO neighbourhood) and to Hotel Mercure, on Via Labicana [<https://www.adr.it/web/aeroporti-di-roma-en-/pax-fco-taxi>]

#### ***Train***

When you arrive at Fiumicino airport in Rome you can take the train to Roma Ostiense Station. This train, Direction “Fara Sabina” or “Orte”, leaves every 15-30 minutes. The ticket will cost Euro 8,00, and the duration of the trip is 31 minutes (with several intermediates stops). The Ostiense train station is the closest to FAO and one Metro stop away (“Circo Massimo” stop). Two stops away is the “Colosseo” Metro stop, the closest to Hotel Mercure (approximately 5 minutes’ walk).

There is another train connecting the Airport to Termini (the main train Station), which is also served by Metro line B. The ticket is Euro 15, and the train is direct. In either case, make sure you stamp your ticket before boarding the train. [<http://www.trenitalia.com/>]

#### ***Metro/Underground***

Rome has two Metro lines, A and B. The Metro stop for FAO is “Circo Massimo” on Metro line B. The nearest stop to Hotel Mercure is “Colosseo” on Line B. Metro stop Manzoni (line A) is also walking distance from the Hotel Mercure (see map above).

[<http://www.atac.roma.it/index.asp?lingua=ENG> ]

## **Public transportation in Rome**

For public transportation in Rome (metro and buses), see ATAC website at <http://atac.roma.it/>.

For various trains in Italy, see Trenitalia website at <http://trenitalia.it/>.

More information can be found at

<http://www.comune.roma.it/pcr/do/jpsite/Site/home>

<http://muovi.roma.it/>

<http://www.trenitalia.com/>

(note that FAO is within the “Mura Aureliane”)

## **ACCOMMODATION**

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A list of hotels close to FAO premises is provided in **Annex I**.

Participants are responsible for arranging accommodation reservations with the hotel of choice. Please note that most hotels require a credit card to confirm a reservation; the participant should plan accordingly.

Before departure from Rome, participants should settle directly with the respective hotels all accounts, including room charges and other expenses, such as for local and long-distance telephone calls, Internet use, business center use, laundry, room and hotel transportation services, mini-bar items, as well as restaurant and bar services. Participants are also responsible for any charges incurred with respect to rooms remaining vacant owing to late arrival or rescheduled departure for which inadequate prior notice is given.

## **FACILITIES**

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### ***Wi-fi and Telephones***

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.

FAO offers free Wi-Fi coverage in all meeting rooms and catering areas. Participants with laptops, smartphones or tablet may use this service, selecting the network “guest\_internet”.

Username: **Visitor** , Password: **wifi2internet**

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

## ***Money***

There are two Banks each with a few ATM machines on FAO premises, located on the ground floor, where it is possible to exchange the currencies in the list below.

Australian dollar	Israeli new shekel
Canadian dollar	Japanese yen
Swiss franc	Norwegian krone
Chinese Yuan Renminbi	New Zealand dollar
Czech koruna	Polish złoty
Danish krone	Russian ruble
British Pound	Swedish Krona
Hong Kong dollar	Singapore dollar
Croatian kuna	US dollar
Hungarian forint	South African rand

To exchange other currencies, exchange offices can be found in the main train station "Termini".

There is also a Post Office, also on the ground floor.

## ***Food and Drinks***

FAO Cafeteria, located on the 8th Floor, Building B, and is open from 12:00 to 2:30 p.m. for lunch and offers a selection of hors d'oeuvres, first and second courses, grill and salads. The FAO Restaurant, located on the eighth floor, Building C, offers a daily menu and à la carte service.

There are also two bars serving coffee, snacks, salads and sandwiches ("Blue Bar" on the 8th floor, Building C; "Polish Bar" ground Floor, Building A), and a smaller cafeteria ("Casa Bar") on the ground floor of building D.

## ***News stand***

The News stand is located on the Ground Floor of Building B near the Banca Intesa San Paolo, and offers international newspapers and magazines, as well as postcards, maps, and a large selection of periodicals. The News stand is open from 06.00 hours to 18.00 hours. For more information, dial extension 53273 (Tel. 06-5705-3273).

## ***The David Lubin Memorial Library***

The David Lubin Memorial Library is located at FAO Headquarters on the Ground Floor of Building A. Established in 1952, the Library is named in honor of the

founder of the International Institute of Agriculture (IIA), David Lubin. The extensive IIA collection constituted a starting point for the present-day Library, which is considered one of the world's finest on food, agriculture and rural development.

The Library has over one million volumes, and the journal collection contains approximately 13,000 titles of which over 3,000 are electronic. The heavily-used working collection consists of FAO documentation, books and serials in FAO subject fields, the reference collection and specialized Branch Library collections in Fisheries and Forestry. The Library also includes the IIA and Rare Books collections.

## GENERAL INFORMATION

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### ***Visas***

For visa requirement and travel document accepted by Italy, please consult your Ministry of Foreign Affairs and the Italian Embassy or Consulate in your Country. You can also check the website of the Ministry for Foreign Affairs of Italy.

Please be informed that visa is the responsibility of the participant and/or his/her Government.

### ***Emergency Telephone Numbers***

- Medical Emergencies dial 118 or 30
- General Emergencies dial 113
- Fire dial 115
- Ambulance (Red Cross) 06-5510

The FAO Medical Offices are located in room B-165 (first floor building B) and are open between 08:30 and 17:30 hours on FAO working days.

### ***Protecting your valuables***

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

### ***Climate***

Rome enjoys a Mediterranean climate, with mild winters and hot, dry summers. January is the coldest month in Rome, and July and August the warmest. The weather during summer (June to August) can be very hot, with temperatures often exceeding 35°C at midday. Winter (December to February) is mild, with the average temperature in December hovering around 13°C.

### ***Electrical Appliances***

The voltage in Italy is 220V, and plug shapes vary between 2 and 3 round pins. Hardware stores sell electrical adapters.

### ***Tipping***

Tipping is not customary in Italy, but a small amount is appreciated for good service. Service charges are not included in prices.

### ***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.

### ***Smoking***

FAO Headquarters is a smoke free area.



## ANNEX I – HOTELS CLOSE TO FAO PREMISES

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### **HOTEL VILLA SAN PIO**

Via di Santa Melania, 19  
Tel: 0039-06/570057  
Fax: 0039-06/5741112  
E-mail: [info@aventinohotels.com](mailto:info@aventinohotels.com)  
Web site: [www.aventinohotels.com](http://www.aventinohotels.com)

### **HOTEL AVENTINO**

Via di San Domenico, 10  
Tel: 0039-06/570057  
Fax: 0039-06/57005488  
E-mail: : [info@aventinohotels.com](mailto:info@aventinohotels.com)  
Web site: [www.aventinohotels.com](http://www.aventinohotels.com)

### **HOTEL SAN ANSELMO**

Piazza San Anselmo n. 2  
Tel: 0039-06/570057  
Fax: 0039-06/5783604  
E-mail: [info@aventinohotels.com](mailto:info@aventinohotels.com)  
Web site: [www.aventinohotels.com](http://www.aventinohotels.com)

### **HOTEL CAPO D'AFRICA**

Via Capo d'Africa 54  
Tel: 0039-06/772801  
Fax: 0039-06/772808 01  
E-mail: [info@hotelcapodafrica.com](mailto:info@hotelcapodafrica.com)  
Website: <http://www.hotelcapodafrica.com>

### **HOTEL DOMUS AVENTINA**

Via di Santa Prisca, 11/b  
Tel: 0039-06/5746135  
Fax: 0039-06/57300044  
E-mail: [info@hoteldomusaventina.com](mailto:info@hoteldomusaventina.com)  
Website: <http://www.hoteldomusaventina.com>

### **HOTEL SANTA PRISCA**

Largo M. Gelsomini 25  
Tel: 0039-06/5741917 or 0039-06/5750009  
Fax: 0039-06/5746658  
E-mail: [hsprisca@hotelsantaprisca.it](mailto:hsprisca@hotelsantaprisca.it)  
Website: <http://www.hotelsantaprisca.it>

**AVENTINO GUEST HOUSE**

Viale Aventino 98  
Tel: 0039 3314675450  
Fax: 0039-06/57133175  
E Mail: [info@aventinoguesthouse.com](mailto:info@aventinoguesthouse.com)  
<http://www.aventinoguesthouse.com>

**HOTEL MERCURE COLOSSEO**

Via Labicana 144  
Tel: 0039-06/770021  
Fax: 0039-06/77250198  
E-mail: [H2909@accor.com](mailto:H2909@accor.com)  
<http://www.mercure.com>

**B&B CIRCUS MAXIMUS**

Viale Aventino 61  
Tel: 0039 3288965367  
Web site: [www.bbcircusmaximus.it](http://www.bbcircusmaximus.it)

**BETTOJA HOTEL MASSIMO D'AZEGLIO**

Viale Cavour 18  
Tel: 0039-06/4870270  
Fax: 0039-06/4827386  
Web site: [www.bettojahotels.it](http://www.bettojahotels.it)

**GULLIVER'S LODGE**

Viale Cavour 101  
Tel: 0039-06/97273787  
E-mail: [info@gulliverslodge.com](mailto:info@gulliverslodge.com)

**CIRCO MASSIMO EXCLUSIVE SUITE**

Via dei Cerchi 87  
Tel: 0039-06/93575484