

# INFORMATION FOR PARTICIPANTS IN MEETINGS AT FAO HEADQUARTERS

## I. INTRODUCTORY INFORMATION

1. FAO Headquarters 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).
2. There are six buildings in FAO Headquarters, all interconnected. The large conference rooms (Plenary Hall, Red Room, Green Room) are all in Building A. Several smaller meeting rooms are located in Buildings A, B, C and D.
3. The two-story glass-enclosed Atrium interconnects Buildings A and B and may be the center of some of the activities scheduled during meetings.

### **Access to FAO Headquarters**

Access to FAO Headquarters is restricted to persons in possession of a valid building pass (see section on Registration). Participants with meeting badge can enter only through Building A Entrance (Visitor Centre).

### **Registration of Participants and Admission to Meetings**

4. On the first day of each meeting, participants are requested to use the Main Entrance in Building A – the Visitor Centre, where metal detectors for security control are in operation, and proceed to the Turkish Registration Centre to the immediate left to register and pick up their Building Pass.
5. Building Passes will be issued only after receipt of completed Registration Forms. A valid identity document will need to be presented to registration officials to collect the Building Pass.
6. Lost Building Passes should be reported without delay to the FAO Security Office.

### **Security**

7. The FAO Security Office operates from 07.30 hours to 17.30: contact the Security Guards in Building A (extension 53145, 06-5705-3145 from outside FAO Headquarters). The Security Office:

- receives official telephone calls requiring follow-up action after normal working hours;
- assists in locating and notifying the Organization's senior officials in an emergency;
- liaises with national security representatives regarding security arrangements for dignitaries;
- liaises with local authorities whenever outside emergency assistance is required (e.g. ambulance, medical, police);

- handles lost and found properties.
8. Strict security measures are observed at the FAO Headquarters.. Participants are requested to wear their Building Passes at all times.
9. Participants are advised not to leave briefcases or any valuable items unattended in conference rooms.

### **Medical Services**

10. The Medical Service provides emergency medical assistance in FAO to participants at meetings.
11. For medical emergencies, dial 30 from all in-house telephones. For all other medical services, call extension 53577 from in-house telephones (06-5705-3577 from outside FAO Headquarters).

### **Access and Facilities for Disabled Persons**

12. All entrances (see paragraph 4) at FAO Headquarters are accessible to disabled persons with wheelchairs. A lift is provided in Building A, and a ramp is provided in Building D.
13. Most lifts at FAO Headquarters have wheelchair access.
14. Restroom facilities for disabled visitors are located in Building A on the ground, first and third floors near the meeting rooms.

## **III. FACILITIES AND ADDITIONAL SERVICES**

### **Participants' Cloakrooms**

15. A cloakroom is available for use by Participants, at Conference and Council sessions, at the Building A main entrance (on the right side).

### **Participants' Lounges**

16. Participants may use:
- Flag Hall (area at the entrance of Building B, Ground Floor)
  - Japan Lounge (area to the immediate right of the Plenary Hall, Third Floor, Building A).
  - Caribbean Lounge (area to the immediate left of the Plenary Hall, Third Floor, Building A).
  - Belgian Lounge (area directly in front of Plenary Hall, Third Floor, Building A).
  - Nordic Lounge (area between Red and Green Rooms, First Floor, Building A).

### **Catering Facilities**

17. The FAO Headquarters offers dining and snack bar facilities where participants may sit down for a meal, or order a quick snack and beverage.

### **Dining Facilities**

18. Many of the restaurants and available services around FAO Headquarters are located on Viale Aventino.

19. The FAO Cafeteria, located on the eighth floor, Building B, is available to Participants from 12.00 hours to 14.30 hours for lunch. The free-flow cafeteria offers a selection of hors d'oeuvres, first and second courses, grill and salads.

20. The FAO Restaurant, located on the eighth floor, Building C, offers a daily menu and *à la carte* service. Please telephone ext. 56823 (Tel. 06-5705-6823) for reservations.

### **Snack Bars and Vending Machines**

21. There are several snack bars on the premises, offering hot and cold beverages and a variety of pastries and sandwiches:

- Polish Bar (Ground Floor, Building A).
- Blue Bar “C” (Eighth Floor, Building C).
- Eighth Floor Bar (Eighth Floor, Building B).
- Bar D (Ground Floor, Building D).

22. Vending machines with assorted refreshments are also located at various points throughout the premises, including the Second Floor of Building A and the Ground Floor of Building B.

### **Telephone**

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

23. 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.

24. Cellular phones should be switched off in meeting rooms.

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

### **Wi-Fi Coverage**

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

27. 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 “*guest\_internet*”.

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

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

### **Internet Point and Downloading of Documentation for Governing Bodies**

29. This service point is available for participants in the David Lubin Library, located on the ground floor of Building A, Room A.022bis.A. The computers in this area allow access to the FAO Web site, the Internet in general and personal e-mail accounts.

30. Governing Body Documents are available on the **FAO Internet Web Pages** and can be accessed by clicking on **Governing Bodies** on the FAO home page.

### **Postal Services**

31. The Italian Post Office, located on the Ground Floor, Building B, is open Monday to Friday, from 08.30 hours to 15.00 hours.

32. The DHL Courier Service Office is located in C005 and is available for private and official dispatches from 10.30 hours to 12.30 hours and from 13.30 hours to 16.00 hours, Monday through Friday. Call the Mail and Pouch Service at extension 54881 for information and rates (Tel. 06-5705-4881). Participants who wish to send documents back to their countries may do so using these services.

### **Parking Facilities**

33. Limited parking is available for the use of Participants to FAO meetings. It is, however, possible to park in the immediate vicinity of FAO Headquarters.

### **Travel Facilities (Flight Reservation and Reconfirmation)**

34. Carlson Wagonlit Travel (CWT) is the official travel agency of FAO. Their offices, located on the Ground Floor of Building D (Room D-074), are open from Tuesday 3 to Thursday 5 June, from 09.00 to 18.30 hours non-stop and from 09.00 to 17.00 hours on Friday 6 June. For further information, participants may contact CWT on extension number 55970 (or 06 57055970 from outside FAO) or e-mail address: [faotravel@cwtbook.it](mailto:faotravel@cwtbook.it).

35. For emergency requirements outside business hours, CWT offer a 24 Hour Emergency Service dedicated to providing traveller assistance (Tel: from within Italy 800 - 871932; and +44 208 7579000 from all other countries).

### **Banking and Currency Exchange Facilities**

36. The currency of Italy is the Euro. The *Banca Intesa San Paolo*, located on the Ground Floor, Building B, is open from 08:35 hours to 16:35 hours.
37. Cash dispensers (ATM) for credit card withdrawals are located at the entrance of the Bank and Post Office.
38. The *Banca Popolare di Sondrio*, located on the ground floor of building D (D016), is open from 8:30 to 16:00 hours.
39. In addition to the banks, the Italian Post Office located next to the *Banca Intesa San Paolo* also processes postal/money orders.
40. A special counter is set up in both Banks during large sessions to assist participants.

### **FAO Sales Point**

41. The FAO Sales Point is located in front of the *Banca Intesa San Paolo* (Ground Floor, Building B) and is open from 09.00 hours to 12.30 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 here.

### **Newsstand**

42. The Newsstand 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 Newsstand is open from 06.00 hours to 18.00 hours. For more information, dial extension 53273 (Tel. 06-5705-3).

### **Bookshop**

43. The *Food for Thought* Bookshop, located on the Ground Floor of Building B next to the Newsstand, offers a selection of English, French and Spanish language books, gift stationery, writing paper, gift wrapping paper, greeting cards and guide books. The Bookshop is open from 08.00 hours to 17.30 hours. For more information, dial extension 53127 (Tel. 06-5705-3127).

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

44. 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 honour 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.

45. 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.

46. Subjects covered include agriculture, food and nutrition, rural development, plant production and protection, animal production and health, agroforestry, forestry, fisheries, sustainable development, statistics, agricultural economics, environmental issues, natural resource management, bioenergy, climate change and other related subjects.

47. The FAO Library Catalogue On-line includes FAO publications and technical documents from 1945 to date, library book holdings from 1976 and journal holdings.

48. Electronic access to scholarly scientific journals and databases in FAO's subjects of interest is also available.

49. The David Lubin Memorial Library offers reference and information services, tours and briefings to FAO staff and delegations, inter-library loans and reproduction of FAO documents. For specific information requests, contact the library in person or via email [fao-library-reference@fao.org](mailto:fao-library-reference@fao.org).

50. The Library is open to FAO staff, Permanent Representatives to FAO and delegations to FAO Conferences, Councils and Technical Committees from Monday to Friday 8.30 hours - 17.00 hours.

51. The Library is not open to the general public. Access may, however, be granted on Tuesdays and Thursdays 09.30 hours - 16.00 hours to university students, researchers and members of the development community. Requests should be addressed to the Reference Section, extension 53784 (Tel. +39.06.5705-3784, [fao-library-reference@fao.org](mailto:fao-library-reference@fao.org))