Food and Agriculture Organization of the United Nations

Maintaining Global Freedom from Rinderpest
International meeting
Rome, 20-22 January 2016

Information for participants

A. Visas

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. Italian visa information can be found at:
http://www.esteri.it/visti/index_eng.asp

B. Recommended Hotels

The closest recommended hotels to FAO Headquarters are:

- *Hotel Santa Prisca*
  Address: Largo Manlio Gelsomini, 25, 00152, Rome
  Phone: +39 065741917
  Email: hsprisca@hotelsantaprisca.it
  Website: http://www.hotelsantaprisca.it

- *Domus Aventina*
  Address: Via Santa Prisca, 11B, Rome
  Phone: +39 065746135
  Website: http://www.hoteldomusaventina.com/en/index.html

C. 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)
- Ciampino airport (16 km southeast of Rome, but used primarily for charter flights and low cost flights (Ryainair, Wizzair, etc. from within Europe).

D. FAO Headquarters

FAO Headquarters are located on Viale delle Terme di Caracalla, in front of the Circo Massimo archaeological area and can be reached by car, bus, tram and metro line B (metro stop: *Circo Massimo*). Click here for map.

Access to FAO Headquarters is restricted to persons in possession of a valid building pass (see section on Registration below). This building pass has to be scanned at the turnstiles to allow entry and exit from the FAO complex. Pass-holding participants should use the Main Entrance in Building A (Viale Aventino, beside the Metro station) to enter/exit the site. No other entry/exit points may be used.

E. Transports

Taxis: Participants are advised to use only licensed taxis with meters. Surcharges are applied for baggage, night runs, Sundays and holidays. The Main Reception (Ground Floor, Building A) will assist participants to request taxis. Participants can also call Radio Taxi Services (Tel. 06-3570, 06-5551 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 is marked on both sides of the car), as well as the estimated time it will take to reach the caller

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 Newsstand at FAO Headquarters (Ground Floor, Building B, across from the *Banca Intesa San Paolo*).
Tickets cost €1.50, and may be used once for underground transport and unlimited bus/tram travel within the ticket validation time of 75 minutes. Tickets should be validated upon entering a bus/tram or at the point of entrance to the Metro. Day tickets valid for the entire bus/tram and metro network can also be purchased.

F. Registration of Participants and Admission to Meetings

On the first day of a the meeting participants are requested to enter the FAO site through the main visitor's entrance on Viale Aventino close to the Metro station.
Participants will be given the building pass and invited by Security personnel to proceed through a metal detector in the Visitors Centre before being directed to Building A entrance.
The building pass will be valid for the three days of the meeting
Loss of badges should be reported without delay to the FAO Security Office.

G. Security arrangements

Metal detectors and X-Ray machines will be in operation at all entrances to FAO. Delegates are advised to avoid carrying large bags and metallic objects as such items will lead to a manual search by the guards, thus slowing down the smooth flow of entry through metal detector arches. It should be noted that FAO does not provide luggage storage facilities. Participants with metal prostheses should notify the security guards of their condition prior to going through the metal detectors. Participants with implanted electronic devices such as pacemakers should not go through the metal detectors as these may cause their devices to malfunction. They should ask for assistance and notify the security guards of their condition. Accreditation in Italy for weapons and radio telecommunication equipment used by close protection personnel must be arranged directly with the *Cerimoniale Diplomatico della Repubblica Ufficio III* of the Italian Ministry of Foreign Affairs by fax: (+39) 06323 6165 or by e-mail to: ceri3@esteri.it (in this case, the request for a temporary weapon permit must be in PDF format).

H. Access and facilities for participants with special requirements

FAO Headquarters entrances are equipped for wheelchair access. Most lifts at FAO Headquarters have wheelchair access. Restroom facilities with wheelchair access are located in Building A on the ground, first and third floors near the meeting rooms.

I. WiFi Coverage

FAO offers WiFi coverage in and around Meeting Rooms and in the catering facilities. Participants with a laptop or Personal Digital Assistant (PDA) which has Wireless Local Area Network (LAN) capabilities conforming to the 802.11a, 802.11b, 802.11g or 802.11n standards, may use this free service.
There are three steps to take in order to connect to the service:
Step 1: Turning on laptop or PDA, while in one of the WiFi areas.
Step 2: Allowing laptop or PDA to detect the network "guest_internet".
Step 3: Opening a browser and trying to connect to an Internet site. The following username and password should be used:

Username: visitor
Password: wifi2internet

J. Other Services at Headquarters Bank

For banking operations within FAO, Banca Popolare di Sondrio will be open and is located on the ground floor, Building D. Opening hours are Monday-Friday from 08.40 to 16.30 hours. 24-hours cash dispensers accepting international bank cards are also available by the Banca Popolare di Sondrio and by the Banca Intesa (ground floor, Building B).
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 rooms: meditation areas are available in Building A, second floor, rooms A 128 and A 250.

K. Medical Emergencies

For medical emergencies, participants should dial 30 from all in-house telephones or 0657053400 from outside FAO Headquarters. For all other medical services, participants may call extension 53577 from all in-house telephones (06 57053577 from outside FAO Headquarters). They may also go directly to the Medical Service (first floor, Building B) during the working hours of the Conference. For urgent medical assistance outside the working hours of the Conference, participants are requested to call 118 (Italian urgent medical assistance) or avail themselves of the services of the hotel doctor.