



联合国  
粮食及  
农业组织

Food and Agriculture  
Organization of the  
United Nations

Organisation des Nations  
Unies pour l'alimentation  
et l'agriculture

Продовольственная и  
сельскохозяйственная организация  
Объединенных Наций

Organización de las  
Naciones Unidas para la  
Alimentación y la Agricultura

منظمة  
الغذية والزراعة  
للأمم المتحدة

# COMMISSION ON GENETIC RESOURCES FOR FOOD AND AGRICULTURE

## INTERGOVERNMENTAL TECHNICAL WORKING GROUP ON FOREST GENETIC RESOURCES

### Eight Session

Rome, 26–28 November 2024

### INFORMATION NOTE FOR PARTICIPANTS

#### INTRODUCTION

The Eight Session of the Intergovernmental Technical Working Group on Forest Genetic Resources (Working Group) will be held from 26 to 28 November 2024 and will be conducted in Arabic, Chinese, English, French, Russian and Spanish. The meeting will open on Tuesday, 26 November 2024 at 10:00 hours.

#### LOCATION OF THE SESSION

FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS  
Viale delle Terme di Caracalla, 00153 Rome, Italy – Red Room, Building A, 1st floor

#### ACCESSING FAO HEADQUARTERS

Only registered delegates may have access to the meeting rooms. They enter FAO headquarters from the Main Entrance on Viale Aventino and continue to the Reception Pavilion (Visitor's entrance), where they must first undergo a security check and show personal identity card or passport. They can then proceed to the Turkish Lounge to collect their building passes. Delegates with standing access to FAO, such as Permanent Representatives, may register on-site. If you experience any problems, please ask the reception staff to call Ms Roberta Piferi (FAO direct extension 53785). The building pass is valid for the duration of the meeting and must be worn at all times. Admission to FAO premises will always require the presentation of your building pass and you will be required to pass through the metal detector each time you enter.

#### ENQUIRIES

All enquiries concerning the meeting may be sent to the following e-mail address:  
FO-ITWG-FGR@fao.org

#### PRE-SESSION DOCUMENTS

The provisional agenda is available on the website of the Working Group: <https://www.fao.org/forest-genetic-resources/working-group/en/>. Other documents may be downloaded as they become available.

*Documents can be consulted at [www.fao.org](http://www.fao.org)*

## REGISTRATION

In addition to representatives nominated by Members of the Working Group, the Eight Session will be open to delegations from all Commission Members and eligible observers, including representatives from international organizations.

Members of the Working Group and Members of the Commission that are not Members of the Working Group are kindly invited to inform the Director-General, by 11 October 2024, of the names, official titles, addresses and *email accounts* of representatives designated to participate in the Eight Session. Online registration for in-person participation at FAO headquarters also requires the uploading of a recent passport-size digital photograph. Online registration for countries is available through the password-protected FAO Members Gateway at: <http://www.fao.org/members-gateway/en/>. Instructions for online registration can be downloaded from the Gateway. It is necessary to provide a unique email address for each member of the delegation.

International organizations are requested to forward the names, official titles, addresses, *email accounts* and passport-size digital photographs of their representatives by email to FO-ITWG-FGR@fao.org.

## ENTRY FORMALITIES

Delegates who require visas to enter Italy should apply for them at the Italian Embassy in their respective country of residence. In case of difficulty, please contact us immediately at the email address above.

## HOTEL ACCOMMODATION

Delegates are requested to book their rooms by contacting a hotel directly. When making the hotel reservation, please ask whether a special FAO room rate is available.

A list of hotels in the vicinity of FAO is provided in Annex A to this information note.

A tourist tax is due in Rome, in addition to the room rate. The tourist tax may range from 3.00 EUR to 7.00 EUR depending on the type of accommodation.

## CONNECTION TO AND FROM THE AIRPORT

The two main airports in Rome are Fiumicino Airport (also called Leonardo da Vinci Airport, 36 km west of Rome's city centre) and Ciampino Airport (16 km southeast of Rome's city centre, primarily used for charter and low-cost flights). Details on both airports are provided at <http://www.adr.it>.

### Connection from Leonardo da Vinci Airport, Fiumicino

#### Taxis:

If you decide to take a taxi from the airport, we advise you to take only the recognized white taxicabs (with a licence from the “**Comune di Roma**”; those with a licence from “Comune di Fiumicino” are more expensive – €60). There is now a fixed fare of €55 from this airport to the centre of Rome (within Aurelian walls), baggage included, for a maximum of four persons.

### Trains:

Please note that there are two train services connecting Leonardo da Vinci Airport to Rome. You may check the time schedule at: <http://www.trenitalia.com>

#### a) Direct non-stop train to Termini Station (central station) (*Leonardo Express*)

This train departs every 30 minutes (every 15 minutes during peak hours) from 06:08 to 23:23. Tickets cost €14. The journey time is approximately 30 minutes. There is a taxi rank outside Termini Station. Again, we recommend that you only take the official marked taxicabs and ensure that the meter is running.

#### b) Local train

We advise you to take this train and get off at "Stazione Ostiense" if you are staying at one of the hotels close to FAO. The train runs every 30 minutes (every 15 minutes during peak times) from 5:57 to 23:27, takes 30 minutes and costs €8. Outside "Stazione Ostiense" there is a taxi rank.

## REACHING FAO

FAO is located in the corner of Viale delle Terme di Caracalla and Viale Aventino and is just across from the Circo Massimo. You can reach FAO on foot, or by bus and metro getting off at the station called "Circo Massimo".



## **FACILITIES FOR DISABLED PERSONS**

The FAO buildings correspond to European Community and Italian disabled facility building codes. All entrances at FAO headquarters are accessible for disabled persons in wheelchairs. An elevator is provided in Building A and a ramp is provided in Building D. Accessible restroom facilities are located in Building A on the ground, first and third floors.

## **SERVICES WITHIN FAO**

### Medical service

A medical unit is on duty Monday-Friday, 08:30 to 17:00 (Building B, 1st floor, near main marble staircase). For medical emergencies, dial 30 from any telephone in the building. For general information call ext. 53577 from in-house telephones (+39 06 57053577 from outside FAO headquarters). They may also go directly to the Medical Service or the Medical Unit in Building B (Room B1L2) during the working hours of the Organization.

### Emergency telephone numbers in Rome

In case of an emergency outside FAO headquarters, **112** is the European emergency number you can dial free of charge from fixed and mobile phones anywhere in the E.U. It will get you through to the emergency services such as police, fire brigades and ambulances.

Alongside 112, the national emergency numbers still in use are:

- Medical Emergency/Ambulance: 118
- City Physician on Call (Medico di Guardia): +39 06 58201030

### Security

FAO Security Office operates from 07:30 to 17:30. To contact the Security Guards at the Entrance Reception on the ground floor, building A, dial ext. 53145 (+39 06 57053145 from outside FAO headquarters). In case of an emergency, you can dial **35** from any telephone in the building.

### Lost & Found

For lost and found property, please contact the FAO Security at the Entrance Reception on the ground floor, Building A.

### Banking facilities

The Italian currency is the Euro (€). The Banca Intesa is located on the ground floor in Building B. Opening hours are from 8:35 to 16:35. The Banca Popolare di Sondrio is located on the ground floor of Building D. Opening hours are from 8:30 to 16:00. Cash dispensers (ATMs) are located on the ground floor of Buildings B and D at the entrances to both banks.

### Internet access

FAO provides a free Wireless Internet Service (WiFi). In order to use the service, you need a laptop or PDA that has Wireless LAN capabilities, conforming to 802.11b or 802.11g standards.

To connect to this service, please follow the steps below:

1. Go to an area that provides WiFi services and turn on your laptop or PDA
2. If your device has the WiFi adapter enabled, you should get the following message: "The WiFi services "FAO-guest" has been detected."
3. Open a browser and try to connect to an internet site. You will be prompted for a username and a password.
4. You should use the following:

Username: visitor  
Password: FAOunited2024

### Travel agencies (flight reservation and (re-)confirmation)

Ticket confirmations and other travel services are available at the Carlson Wagonlit Travel Agency, located on the ground floor in Building D (Room D074 - Opening hours: 9:00 to 17:00). Carlson Wagonlit charges a fee (approximately €5) for flight re-confirmation. Participants are reminded that airline offices in Rome are usually open from 9:00 to 17:00 on weekdays, but are closed on Saturdays and Sundays.

- Catering facilitiesThe Food Court is located on the 8th floor of Building B. It is open Monday-Friday from 11:45 to 14:00 and offers a variety of organic and international dishes.
- The Restaurant is located on the 8th floor of Building C. It is open Monday-Friday from 12:00 to 14:30 and offers a buffet (fixed price €12).
- The Eden Café located on the ground floor of Building D is closed for refurbishment.
- Snacks and hot beverages are also available at the coffee bars:
  - Polish Bar (ground floor, Building A) is closed for refurbishment
  - Uzbekistan Lounge (8th floor, Building C) open from 08:00 to 17:00
  - Fountain Bar (8th floor, Building B) open from 08:00 to 15:00
  - Flag Hall (ground floor, Building A next to the Atrium) is open from 08:00 to 17:00

Debit and credit cards are accepted by all catering facilities.

Vending machines with assorted refreshments are located at various points throughout the premises, including the second floor of Building A and the ground floor of Building B

**Please note that FAO is a smoke-free area. Smoking is not permitted inside FAO buildings.**

## **FURTHER INFORMATION**

### Electricity

In Italy, the current is 220 volts; the plug type is European standard. In Rome, adaptors for plugs are not easily available.

### Public transport

Tickets for public transport should be purchased in advance and are available at underground stations, certain bus terminal stations, tobacco shops and newspaper stands, as well as online by using the *MyCicero* application. Tickets costing €1.50 may be used once for underground transport and twice for either bus or tram transport and are valid for 75 minutes.

### Taxis

Taxi companies in Rome provide a 24-hour service. There are a number of taxi stands throughout the city centre of Rome. The main reception at FAO will assist participants in requesting taxis.

There are several taxi companies in Rome: Radiotaxi: +39 06-3570, La Capitale Radio Taxi 06-4994, Samarcanda 06-5551, Pronto Taxi 06-6645. Taxis can be booked through phone apps including FreeNow and itTaxi.

### Telephone

The FAO switchboard operator is +39 06 57051. All extensions can be reached by dialling 06 570 followed by the 5-digit extension required. For in-house calls you may dial the extension only. To reach a number in Rome, first dial 0 and then digit 06.

## Annex A

## HOTELS NEAR FAO

<p><b>HOTEL S. PRISCA</b> Largo Manlio Gelsomini, 25 00153 Rome Tel. +39 06 5741917 E-mail: <a href="mailto:hsprisca@hotelsantaprisca.it">hsprisca@hotelsantaprisca.it</a> <a href="http://www.hotelsantaprisca.it">www.hotelsantaprisca.it</a></p>	<p><b>HOTEL SOURIRE</b> Via delle Terme Deciane, 3 00153 Rome Tel. +39 06 5750958 E-mail: <a href="mailto:info@sourirehotel.it">info@sourirehotel.it</a> <a href="mailto:booking@sourirehotel.it">booking@sourirehotel.it</a> <a href="http://www.sourirehotel.it">www.sourirehotel.it</a></p>
<p><b>HOTEL VILLA SAN PIO</b> Via Santa Melania, 19 00153 Rome Tel. +39 06 570057 E-mail: <a href="mailto:info@aventinohotels.com">info@aventinohotels.com</a> <a href="http://www.aventinohotels.com">www.aventinohotels.com</a></p>	<p><b>HOTEL SAN ANSELMO</b> Piazza Sant'Anselmo, 2 00153 Rome Tel. +39 06 570057 E-mail: <a href="mailto:info@aventinohotels.com">info@aventinohotels.com</a> <a href="http://www.aventinohotels.com">www.aventinohotels.com</a></p>
<p><b>HOTEL AVENTINO</b> Via San Domenico, 10 00153 Rome Tel. +39 06 570057 E-mail: <a href="mailto:info@aventinohotels.com">info@aventinohotels.com</a> <a href="http://www.aventinohotels.com">www.aventinohotels.com</a></p>	<p><b>HOTEL MERCURE ROMA DELTA COLOSSEO</b> Via Labicana, 144 00184 Rome Tel. +39 06 770021 E-mail: <a href="mailto:H2909@accor.com">H2909@accor.com</a> <a href="http://www.accorhotels.com">www.accorhotels.com</a></p>
<p><b>HOTEL LANCELOT</b> Via Capo d'Africa, 47 00184 Rome Tel. +39 06 70450615 Whatsapp: +39 3938871743 E-mail: <a href="mailto:info@lancelothotel.com">info@lancelothotel.com</a> <a href="http://www.lancelothotel.com">www.lancelothotel.com</a></p>	<p><b>AVENTINO GUEST HOUSE</b> Viale Aventino, 98 00153 Rome Tel. +39 331 4675450 E-mail: <a href="mailto:info@aventinoguesthouse.com">info@aventinoguesthouse.com</a> <a href="http://www.aventinoguesthouse.com">www.aventinoguesthouse.com</a></p>
<p><b>RELAIS CIRCO MASSIMO</b> Via dell'Ara di Conso, 4 00153 Rome Tel. +39 3200081982 E-mail: <a href="mailto:info@relaiscircomassimo.it">info@relaiscircomassimo.it</a> <a href="http://www.relaiscircomassimo.it">www.relaiscircomassimo.it</a></p>	<p><b>CIRCUS MAXIMUS B&amp;B</b> Viale Aventino, 61 00153 Rome Tel. +39 328 8965367 E-mail: <a href="mailto:info@bbcircusmaximus.it">info@bbcircusmaximus.it</a> <a href="http://www.bbcircusmaximus.it">www.bbcircusmaximus.it</a></p>
<p><b>B&amp;B SAN SABA</b> Via di San Saba, 22 00153 Rome Tel. +39 3755417904 E-mail: <a href="mailto:info@beplace.eu">info@beplace.eu</a> <a href="http://www.beplace.eu">www.beplace.eu</a></p>	<p><b>THE CORNER TOWNHOUSE</b> Viale Aventino, 121 00153 Rome Tel. +39 06 87811930 E-mail: <a href="mailto:info@thecorner-roma.com">info@thecorner-roma.com</a> <a href="http://www.thecorner-roma.com">www.thecorner-roma.com</a></p>
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<p><b>VILLA ROSA CONVENT B&amp;B</b> (Dominican Sisters) Via delle Terme Deciane, 5 00153 Rome Tel. +39 06 5717091 E-mail: <a href="mailto:VillaRosaRome@gmail.com">VillaRosaRome@gmail.com</a> <a href="http://dominicansisters.wixsite.com/villarosacovenentrome">http://dominicansisters.wixsite.com/villarosacovenentrome</a></p>	<p><b>HOTEL ABITART</b> Via Pellegrino Matteucci 10/20 00154 Rome Tel. +39 064549191 E-mail: <a href="mailto:info@abitarthotel.com">info@abitarthotel.com</a> <a href="https://www.abitarthotel.com/">https://www.abitarthotel.com/</a></p>