

Second International Conference on Nutrition¹
Rome, 19-21 November 2014

Information for participants²

A. 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](#).

Our environmental impact is important and you can help reduce it by considering the way you travel to the ICN2 and by bringing your Conference documents with you rather than asking for a new set on arrival (documentation bears a QR code and can be downloaded at: <http://www.fao.org/about/meetings/icn2/documents/en/>).

B. Participation in ICN2

Participation in the Conference is by invitation only due to the limited space available at FAO Headquarters and only officially registered delegates will be granted access to FAO Headquarters.

C. Credentials

Credentials of delegates, alternates, associates and advisers, and of the representatives of participating international organizations need to be deposited with the Director-General of FAO not less than 15 days before the date of the opening of the Conference. Thus, delegates are requested to submit credentials no later than 4 November 2014.

Credentials can be validly communicated through documents such as a letter signed by the competent national authority, *Notes Verbales*, *Ordres de Mission* and in electronic form, on the understanding that formal credentials of Members and Associate Members in original form be submitted to the Secretariat (FAO Rome, Room A484; tel. (+39) 06570 55872; fax (+39) 06570 56105; or by email: ICN2-Protocol@fao.org).

D. Registration

Countries: Conference passes will be issued only to officially registered members of delegations of countries invited to the Conference. Registration of country delegates is only through the Online Registration System available on the password-protected FAO Members Gateway at <http://www.fao.org/members-gateway/login/en/>. Permanent Representatives to WHO who wish to register are kindly invited to liaise with their counterparts accredited to FAO to ensure that a unified list of participants is proposed for each country. Countries which do not have a Permanent Mission should send an e-mail to: ICN2-Registration@fao.org.

A digital photo should be uploaded for each participant. The colour photograph in digital format (JPG, JPEG, GIF) should not to exceed 100 kb and size 24 mm (width) x 32 mm (height) or 195

¹ <http://www.fao.org/about/meetings/icn2/en/>

² This note will be updated as new information becomes available

pxls (width) x 255 pxls (height). It should be recent (maximum 6 months) and meet the following requirements:

- a) Full frontal view of face, with eyes open
- b) No shadows on the face or background
- c) A plain white background.

Conference passes will be available for collection from Monday 17 November at the *Aranciera* Registration Centre, via di Valle delle Camene 9/11, close to FAO. [Click here for map](#) and [opening hours](#). They may be collected by staff of Embassies or Permanent Representations upon presentation of a valid identity document.

Disabled participants are kindly requested to inform the Secretariat by e-mail (ICN2-Registration@fao.org) to arrange for collection of their Conference pass at FAO Headquarters (Turkish Registration Centre, ground floor, Building A).

E. International Governmental Organizations (IGOs) and International Non-Governmental Organizations (INGOs): Conference passes will be issued only to IGOs and INGOs, including Civil Society and Private Sector organizations, which have been invited. Details of registration modalities for participants from IGOs and INGOs can be found on the ICN2 Web site: <http://www.fao.org/about/meetings/icn2/information/registration/en/>.

F. Access to Plenary Hall

Due to the limited seating capacity in the Plenary Hall only three seats will be assigned to each country delegation. There will also be limited seating for observer delegations invited to the Conference. It should be noted that floating passes will be issued for the different segments of the Conference.

Passes for countries may be picked up from the *Aranciera* Registration Centre (see Section D).

A limited number of observers will be issued with floating passes as of 12.00 hours on Tuesday 18 November.

Conference proceedings may be followed in an overflow room (Red or Green Room, first floor, Building A), which will also be open to observers holding a floating pass.

G. 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 For any further information, please contact the Chief of FAO Protocol by email: ICN2-Protocol@fao.org or by phone (+ 39) 06570 53356.

H. 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.

For more detailed information please download the “[Medical Emergency Numbers and Hospitals](#)” brochure.

Attention is also drawn to the information on the Ebola situation provided at the following links:

- WHO webpage on the Ebola situation at: <http://who.int/csr/disease/ebola/en>
- FAQs at: <http://who.int/csr/disease/ebola/faq-ebola/en/>
- FAO Medical Service note at: <http://www.fao.org/3/a-mm092e.pdf>

I. Security arrangements

Security in FAO will be extremely tight in the period prior to, during and immediately after the Conference. Access will be prohibited to those not in possession of a valid pass.

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.

Access to certain areas of the building will be restricted. Specific requests for individual security requirements should be directed to the Chief, Security Service (FAO), email: Security-Services@fao.org mentioning in the subject “ICN2 Conference”.

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).

Access of members of Permanent Representations not directly involved in the Conference will be restricted on the days of the Conference.

Only one vehicle per delegation will be granted access and only vehicles accompanying Heads of State or Government will be allowed to park on FAO premises. For other official vehicles, a parking area outside the FAO Headquarters complex will be available, together with a waiting area for drivers, at the *Aranciera* Registration Centre, via di Valle delle Camene 9/11 (see Section D - Registration).

Delegations are invited to contact in advance the Chief, Security Services (FAO), fax: (+39) 06570 55663, email: Security-Services@fao.org to arrange access modalities of official vehicles and close protection personnel accompanying Heads of Delegations and Dignitaries to the Conference.

J. Hotel bookings

Hotel bookings for participants in the Conference can be made through the FAO travel agent Carlson Wagonlit Travel (CWT), who can be contacted at faoprivate@cwtbook.it; tel: (+39) 06570 55582 or 55822; fax: (+39) 06570 53619. The travel agent will require a credit card number to confirm and guarantee all hotel bookings.

Opening hours: GMT+1:00 from Monday to Friday 09:00 to 17:00. For any other specific requirements during the Conference, CWT has an office at FAO Headquarters (Building D, ground floor, Room D074).

FAO and WHO cannot bear any responsibility for arrangements made with hotels by ICN2 participants.

K. Flight bookings

Carlson Wagonlit Travel (CWT) can also assist delegations with flight bookings, transfers and tour reservations. For flight bookings and other travel arrangements please contact CWT at faoprivate@cwbook.it; tel: (+39) 06570 55582 or 55822; fax: (+39) 06570 53619.

The travel agent can change or modify tickets and flight reservations made through their office. Tickets booked by any other travel agent must be changed or modified through the travel agent which made the booking, or directly with the airline/service provider concerned. During standard working hours, however, CWT will assist travellers to contact the airlines to amend tickets issued by other agencies.

The Secretariat is not in a position to make travel arrangements for ICN2 participants.

L. Speaking Time and Statements

Statements will be limited to five minutes for heads of country delegations, and four minutes for United Nations agencies and other organizations.

Requests for speaking time during the General Debate in Plenary are made through the Office of the Director, Conference, Council and Protocol Affairs Division (Room A140, tel: (+39) 06570 53207), by completing the “Speaking Time Request Form”, attached to the letter of invitation, and forwarding it by email to: ICN2-Speaking-Time@fao.org.

To facilitate time keeping, a traffic light system installed by the lectern indicates when the time limit has been reached.

To ensure accurate interpretation of statements and timely posting after delivery, statements should be submitted electronically at least three hours before delivery (preferably in WORD format) to Conference-Statements@fao.org.

M. Overflow rooms

A video link to the Red Room (first floor, Building A) will allow those unable to enter the Plenary Hall (third floor, Building A) on the morning of 19 November to follow the opening meeting. The Red Room will also be available as an overflow room for those wishing to follow the Round Tables held in the Green Room (first floor, Building A) on 19 (p.m.) and 20 (p.m.) November.

N. Languages of proceedings

Proceedings will be conducted in Arabic, Chinese, English, French, Russian and Spanish. Italian interpretation will also be provided during the Inaugural Ceremony and opening of the Conference. If speakers wish to make statements in a language other than these, they must provide well in advance a text in one of the aforementioned languages to the Conference Secretariat (Room A274). The delegation concerned should also make available to the Interpretation Group (Room A274), tel. (+39) 06570 52933, a person who knows both the language in which the statement is delivered and the language into which it has been translated to ensure synchronization between the speaker and the interpreter.

Members wishing to make available copies of their statements to the Conference participants should provide the desired number of copies to the Documents Desk, at the Korean Conference Service Centre (first floor, Building A, at the entrance of the Red and Green Rooms).

O. Bilateral Meeting rooms for Heads of Delegations

A limited number of small meeting rooms may be reserved for use by Heads of Delegations for bilateral or multilateral meetings. Meeting rooms may be reserved by Delegations on an hourly basis and will be assigned on a first come first served basis. To reserve meeting rooms, Country Delegations are invited to send an email with a clear indication of the date, preferred time, delegations to be met and number of attendees to ICN2-Services@fao.org. Final confirmation of booking will be given via email before the meeting.

The Secretariat is not in a position to provide interpretation services for bilateral meetings.

P. Telephone and internet facilities

WiFi coverage is available in all meeting rooms, the Atrium and catering facilities. Participants with laptops, smartphones or tablet with Wireless Local Area Network (LAN) capabilities may use this service, selecting the network “**ICN2**”. The user name and password will be provided in the ICN2 Journal.

Delegates are also advised to bring **charged** laptops, smartphones and/or tablets, as well as extension cords and adapters to European sockets.

Q. 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.

R. Catering Facilities

I. Reserved for Delegates:

- Cafeteria - Terrace (8th floor Building B) - Reservation not required
Capacity: 475 seats - Opening hours: 12:00 to 15:00
Cafeteria Food and Beverages - a Self-Service with a pasta corner offers rice, soup and different pasta selections; an entree island offers main dishes with accompanying sauces; a grill island offers freshly char-grilled meat and fish dishes; a self-service salad island and a cold dishes island offer various vegetables, cheese and seafood salads; and a selection of desserts, cheese and beverages is also available.
- Open buffet (8th floor Building C) - Reservation not required
Capacity: 100 seats - Opening hours: 12:00 to 15:00
Set price open buffet offers a wide assortment of salads, meat, fish, soup, various vegetables, cheese, dessert and beverages.
- Restaurant (8th floor Building C) - Reservation required ext.: 56823 – tel.: 06-57056823
Capacity: 70 seats - Opening hours: 12:00 to 15:00
Menu of the Day, Wine a la carte with a range of national wines and international wines.
- Bars
 - Bar C (8th floor Building C)
 - Capacity: 140 seats - Opening hours: 07:30 to 17:00.
This bar offers an assortment of sandwiches, pizza, prepared salads, pasta dishes.
There is also a large assortment of beverages, yoghurts and desserts.

- Bar B (8th floor Building B)
 - Capacity: 30 seats - Opening hours: 07:30 to 17:00.
- This bar offers an assortment of sandwiches, beverages, yoghurts and fruits.

- Bar A (Polish Bar - Ground floor Building A)
 - Capacity: 30 seats - Opening hours: 07:30 to the end of proceedings
- This bar offers an assortment of sandwiches, pizza, prepared salads and a pasta dish. There is also a large assortment of beverages, yoghurts and desserts.

II. Reserved for Journalists:

- Media Catering Marquee - Reservation not required
Capacity: 280 seats Opening hours: 07:30 to 18:00
Fixed price Open Buffet offers a wide assortment of salads, meat, fish, soup, vegetables, cheese, dessert and beverages. A coffee bar is also available with an assortment of sandwiches, pizza, pastries and beverages.

III. Catering Facilities available in the Registration Centre (*Aranciera*):

- Vending machines (also installed in the FAO Headquarters) are available in the Registration Centre (hot drinks, snacks, sandwiches and beverages).

S. 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.