



Food and Agriculture Organization
of the United Nations

**Technical workshop:
TAG Piccolo – an
IATI mini-TAG meeting
in Rome**

**6 October 2017, Rome
FAO Headquarters**

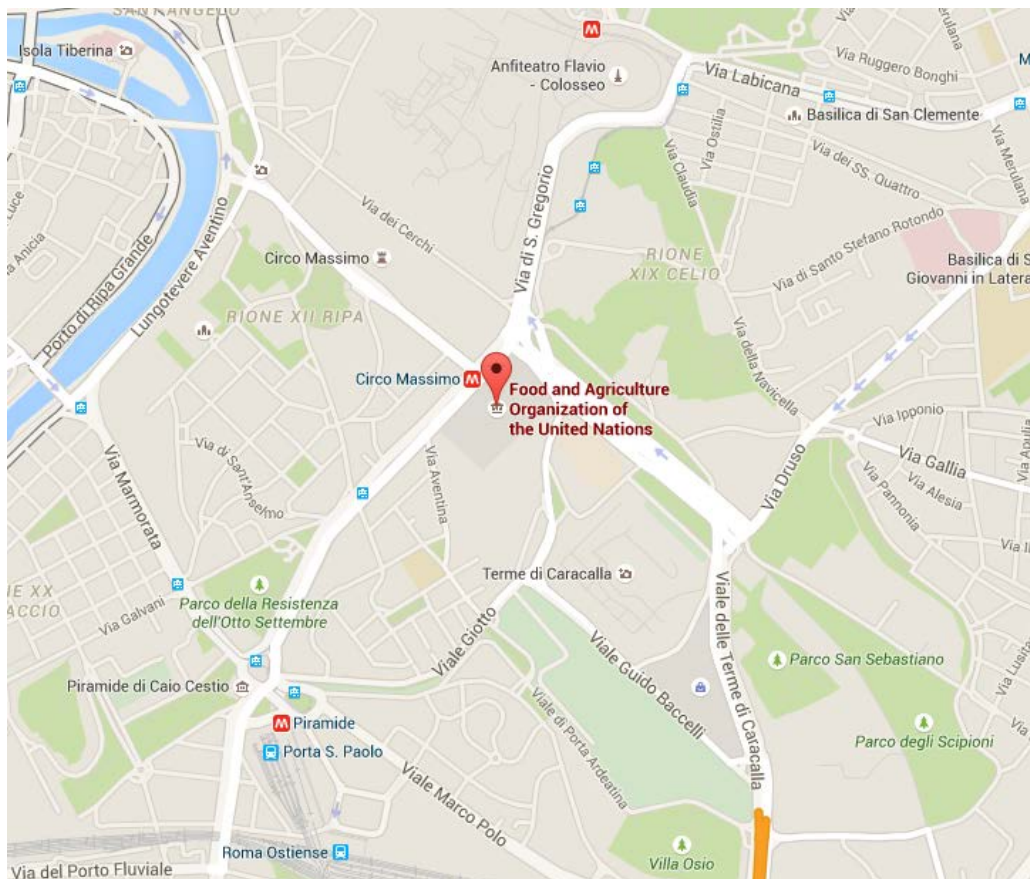
ACCESS TO THE FAO HQ COMPLEX

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). [Please see map below.]

Participants should enter at the Main Entrance “Visitor’s reception”. You will need to have a Photo ID to enter the premises and you may be asked to leave it with Security while you are in the building. Once you pass through the Security metal detector, collect your badge from the desk on your left. This badge will be your pass to enter or exit the building whenever you need. [Please note, the Main Entrance opens at 08:30 a.m. and it can take 15 to 30 minutes to go through Security, depending on the volume of visitors.]

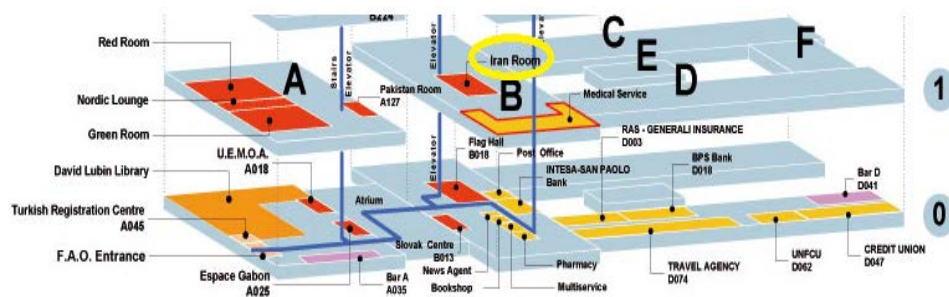
Once the workshop is finished, you will need to drop off your badge and collect your ID from the Security.

There are six buildings in FAO Headquarters, all interconnected. The buildings are designated with letters from A to F. The entrance is located in Building A.



MEETING ROOM

The meeting will take place in the **Iran Room**, B116, located at the 1st floor, building B.



DIRECTIONS AND TRANSPORTATION

Metro/Underground

Rome has two Metro lines, A and B. The Metro stop for FAO is “Circo Massimo” on Metro line B. [<http://www.atac.roma.it/index.asp?lingua=ENG>]
The cost of one ticket is 1.5 euro.

From Termini train station to FAO

The Termini train station is connected to Metro line B and Metro line A. In order to reach FAO, take Metro Line B and get off after 3 stops at “Circo Massimo”.

From IFAD to FAO

IFAD headquarters is a 15-minute walk from Laurentina metro station. The station is the last stop of Line B and it can be reached by a shuttle bus that stops close to IFAD's main entrance (between Via Paolo di Dono 44 and 50). From Laurentina metro station take Metro line B and get off at “Circo Massimo” stop, where FAO is located.

ACCOMMODATION

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

FACILITIES

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 tablets may use this service by selecting the network “**guest_internet**”.

Password: **wifi2internet**

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

Money

There are two Banks both with a few ATM machines on FAO premises, located on the ground floor. There is also a Post Office, also on the ground floor.

Food and Drinks

The FAO Cafeteria is located on the 8th Floor of Building B, and it is open from 12:00 to 2:30 p.m. for lunch. The cafeteria offers a selection of hors d'oeuvres, first and second courses, grill options, and salads. A smaller cafeteria called the “Casa Bar” is on the ground floor of Building D.

There are also two bars serving coffee, snacks, salads and sandwiches. The “Blue Bar” is on the 8th floor of building C and the “Polish Bar” is on the ground floor of Building A.

Note: Coffee and lunch will be served during the workshop.

GENERAL INFORMATION

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 (1st floor of 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.

Electrical Appliances

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

Lost and found

If you have lost or found something, please contact the Entrance Reception on the ground floor of Building A, or the Guard Service, extension 54427.

ANNEX I – HOTELS CLOSE TO FAO PREMISES

Max 1km distance:

HOTEL AVENTINO

Via di San Domenico, 10

Tel: 0039-06/570057

Fax: 0039-06/57005488

E-mail: : info@aventinohotels.com

Web site: www.aventinohotels.com

HOTEL DOMUS AVENTINA

Via di Santa Prisca, 11/b

Tel: +39-06 574 613 5

Fax: +39-06 573 000 44

E-mail: info@hoteldomusaventina.com

Website: <http://www.hoteldomusaventina.com>

HOTEL SANTA PRISCA

Largo M. Gelsomini 25

Tel +39 06 574 191 7 or +39 06 575 000 9

Fax + 39 06 574 665 8

E-mail: hsprisca@hotelsantaprisca.it

Website: <http://www.hotelsantaprisca.it>

AVENTINO GUEST HOUSE

Viale Aventino 98

Tel +39 331 4675450

Fax+39 06 57133175

E Mail: info@aventinoguesthouse.com
Website: <http://www.aventinoguesthouse.com>

Max. 1.6km distance:

HOTEL LANCELOT

Via Capo D'Africa 47, 00184 Rome, Italy
Tel +39 06 7045 0615
Fax +39 06 7045 0640
E-mail: info@lancelothotel.com
Website: <http://www.lancelothotel.com>

RESIDENCE PALAZZO AL VELABRO

Via del Velabro 16 - 00186 Roma
Tel. +39 06 679 2758
Fax +39 06 679 3790
E-mail: velabro@velabro.it
Website: <http://www.velabro.it>

HOTEL ROMANCE ROME

Via Marco Aurelio, 37/a
Tel: +39 06 89295106
Fax: +39 06 89767848
E-mail: info@hotelromance.it
Website: <http://www.hotelromance.it>

MERCURE ROME CENTRE COLISÉE

Via Labicana 144
Tel. (+39)06/770021
Fax. (+39)06/77250198
E-mail: H2909@accor.com
Website: <http://www.accorhotels.com/fr/hotel-2909-mercure-rome-centre-colisee/index.shtml>

WORLDHOTEL RIPA ROMA

Via degli Orti di Trastevere 3
Tel. +39 06-58611
Fax +39 06-5814550
E-mail: reservations@worldhotelriparoma.com
Website: <http://www.riphotel.com>