

# INFORMATION NOTE FOR YOUR VISIT TO ROME AND FAO HEADQUARTERS

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## ROME AIRPORTS AND TRANSPORTATION TO THE CENTRE

AIRPORTS (See [www.adr.it](http://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) and Ciampino airport (16 km southeast of Rome, used primarily for charter flights from within Europe).

### From Fiumicino Airport

#### ➤ TRAINS AND SUBWAY TO FAO

DIRECT TRAIN LEONARDO EXPRESS		
<b>ticket € 14.00</b>	<b>Fiumicino Airport -&gt; Termini Station</b>	<b>Termini Station -&gt; Fiumicino Airport</b>
<b>Every day</b>	<b>Every 30 minutes:</b> from 6:23 to 23:23	<b>Every 30 minutes:</b> from 5:52 to 22:52

The Leonardo Express is a non-stop train service which takes you from Fiumicino airport to Termini Station (the main train and subway station in the centre of Rome) in approximately 31 minutes. From Termini Station you can take the Metro Line B (direction Laurentina) three stops to Circo Massimo. The entrance to FAO is in front of you as you go up the steps from the subway station. Subway tickets can be purchased at a "Tabaccheria" at the Airport and Termini Station and from the automatic machines at the subway stations. Tickets cost 1,50 Euro (these tickets are also valid for a total duration of 100 minutes).

For additional information on the Rome public transport system: [www.atac.roma.it](http://www.atac.roma.it) (site is in Italian).

From Fiumicino airport you can also take trains for: Roma Tiburtina; Fara Sabina; Poggio Mirteto and Orte. When taking these trains you should get off at Roma Ostiense station. These trains stop at every station and your journey will take approximately 28 minutes to go from Fiumicino airport to Roma Ostiense and will cost Euro 8.00. The Rome Ostiense train station is connected to the Piramide Line B metro stop. Take the Rebibbia direction for one stop to Circo Massimo (you will see the FAO building behind you as you come up the steps).

<http://www.adr.it/web/aeroporti-di-roma-en/-pax-fco-train>

#### ➤ TAXI

A taxi from Fiumicino airport to FAO should cost approximately Euro 45 (US\$50).

<http://www.adr.it/web/aeroporti-di-roma-en/-pax-fco-taxi>

## From Ciampino Airport

### ➤ SHUTTLE AND SUBWAY TO FAO

TERRAVISION SHUTTLE	
Roma Ciampino Airport<-> Roma Termini Railway Station	
Service is in connection with flights Ryanair, Easy-Jet, Hapag Lloyd Express, Wizz Air, Voli Regionali, My Air, Blue Air, Central Wings and Flyme.	
Tickets one way: <b>€ 4/USD 5</b> Tickets round trip: <b>€ 8/USD 10</b> <a href="http://www.terravision.it/rome_ciampino.html">http://www.terravision.it/rome_ciampino.html</a>	

This shuttle takes you from Ciampino airport to Termini Station (the main train and subway station). From Termini station you will take Metro Line B (direction to Laurentina) three stops to Circo Massimo. The entrance to FAO is in front of you as you go up the steps from the subway station. Subway tickets can be purchased at a "Tabaccheria" at the Airport and Termini Station and from the automatic machines at the subway station. Tickets cost 1,50 Euro (these tickets are also valid on buses and for a total duration of 100 minutes). For additional information about the Rome public transport system see: <http://www.atac.roma.it/?lingua=ENG>.

### ➤ TAXI

A taxi from Ciampino airport to FAO should cost approximately Euro 30 (US\$35).  
<http://www.adr.it/web/aeroporti-di-roma-en/pax-cia-taxi>

## LOCAL TRANSPORTATION IN ROME

### 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 News Stand at FAO Headquarters (Ground Floor, Building B, across from the *Banca Intesa* Bank).

Tickets cost 1,50 Euro (approximately US\$ 1,90), and may be used once for underground transport and unlimited bus travel within the ticket validation time of 100 minutes. Tickets are validated upon entering bus/tram or at the point of entrance to the Metro. There are also day tickets valid for a whole day on the entire bus and metro network.

#### ➤ **Buses/Trams**

The public buses in Rome are managed by ATAC “Azienda per I trasporti autoferrotranviari del Comune di Roma” and offer service throughout the city. Both buses and trams have electronic displays in the front indicating the number of the route and where they are heading. Access onto buses is both from the rear or front doors. Tickets should be purchased in advance and immediately validated in one of the machines placed on the bus or tram. Bus/tram stops can easily be distinguished by a yellow or white metal post.

For further information on public transportation in Rome (including the routes and schedules of buses and trams), please call: 06-469-54444 or consult the Web site [www.atac.roma.it](http://www.atac.roma.it).

#### ➤ **Underground (Metro)**

There are three underground lines in Rome called Line A, Line B, and Line C. The stops are marked by a red metal disk showing a white “M” sign. The Termini Station is the only Metro station where the two lines intersect. The Metro stop for FAO is Circo Massimo (Line B). Delegates are reminded that tickets must be purchased before boarding.

[Download Map of Underground –  
http://www.rome.info/metro/](http://www.rome.info/metro/)

### TAXI

Participants are advised to use only licensed taxis with meters. Surcharge fares are applied for baggage, night runs and on Sundays and holidays. The Main Reception (Ground Floor, Building A) will assist participants in requesting taxis.

Participants can also call Radio Taxi Service, Tel. +39 06-3570 or +39 06-4994. The Rome city council’s number to call a taxi is +39 060609 (<http://www.060608.it/en/trasporti/muoversi-in-citta/in-taxi/taxi-informazioni-tariffe-numero-unico.html>). 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 will be marked on both sides of the car), as well as the estimated time it will take to reach the caller.

## USEFUL WEB SITES FOR TRANSPORTATION

**ATAC ([www.atac.roma.it/](http://www.atac.roma.it/))** - The public transport company of the city of Rome. This site provides the official transport maps, timetables, information on tickets and fares.

### Roma Termini

(<http://www.grandistazioni.it/cms/v/index.jsp?vgnextoid=06c48bc16f09a110VgnVCM1000003f16f90aRCRD>) - The official web page of the main train station in Rome.

**Trenitalia ([www.trenitalia.it/](http://www.trenitalia.it/))** - A complete on-line list of trains running throughout Italy cities/towns

## ACCOMMODATION IN ROME



## HOTELS LOCATED CLOSE TO FAO<sup>1</sup>

Hotel	Single	Double	Double single use	Shuttle bus
<b>AVENTINO AREA</b> (5 to 15 minute walking distance to FAO)				
Hotel Santa Prisca Largo dei Gelsomini, 25 00153 - Rome Tel: (+39) 06 5741917 (+39) 06 5750009 Fax: (+39) 06 5746658 E-mail: <a href="mailto:hsprisca@hotelsantaprisca.it">hsprisca@hotelsantaprisca.it</a>	€90	€120	€100	N/A
Aventino Guest house 98, Viale Aventino 00153 - Rome Tel: (+39) 331 4675450 E-mail: <a href="mailto:info@aventinoguesthouse.com">info@aventinoguesthouse.com</a>	N/A	€105	€86	€ 50 up to 3 people € 60 more than 3 people
Domus Aventina Via di Santa Prisca, 11/B 00153 - Rome Tel: (+39) 065 746 135 Fax: (+39) 065 730 0044	€90	€130	€100	€ 55
Hotel Villa S. Pio Via S. Melania, 19 00153 - Rome Tel: (+39) 06 570057 Fax: (+39)06 5741112 E-mail: <a href="mailto:info@aventinohotels.com">info@aventinohotels.com</a>	€105	€150	€135	€ 50
Hotel Aventino Via San Domenico, 10 00153 - Rome Tel: (+39) 06 570057 Fax: (+39) 06 57005488 E-mail: <a href="mailto:info@aventinohotels.com">info@aventinohotels.com</a>	€135	€120	€105	€50 from Airport to Hotel; €48 from Hotel to Airport
Hotel Sourire Via delle Terme Deciane, 3 00153 - Rome Tel: (+39) 065750958 (+39) 065742570 Fax. (+39) 065780514 E-Mail:sourire@tiscalinet.it	€90	€120	€120	€50 available only from airport to hotel
Hotel	Single	Double	Double single use	
<b>COLOSSEUM AREA</b>				
Hotel Mercure Delta Colosseo Via Labicana, 144 00184 Roma Tel: (+39) 06 770021; 199129999	€115	€160	€145	N/A

<sup>1</sup> 2016 reference prices

Fax: (+39) 06 77250198 e-mail: <a href="mailto:H2909@accor.com">H2909@accor.com</a>				
Hotel Nerva Via Tor di Conti, 3 00184 Roma Tel: (+39) 06 6793764 Fax: (+39) 06 69922204 e-mail: <a href="mailto:info@hotelnerva.com">info@hotelnerva.com</a>	<b>€80</b>	<b>€150</b>	<b>€130</b>	<b>€50 (1 to 3 passengers) €65 (5 passengers)</b>
<b>OSTIENSE AREA</b>				
Abitart Hotel, Rome Hotel - Via P. Matteucci 10 / 20 - 00154 Rome Tel +39 064543191 Fax +39 06454319899 e-mail: <a href="mailto:info@abitarthotel.com">info@abitarthotel.com</a>	<b>€120</b>	<b>€130</b>	<b>€120</b>	<b>NCC € 55</b>
Hotel Primus Roma Via Giovanni da Empoli, 11/13 00154 Roma Tel: (+39) 06 57250515 Fax: (+39) 06 57250515 e-mail: <a href="mailto:info@hotelprimusroma.it">info@hotelprimusroma.it</a>	<b>€65</b>	<b>Standard €100 Superior €105</b>	<b>€80</b>	<b>€50 1 to 3 passengers €70 6 passengers</b>

## USEFUL WEB SITES FOR VISITING ROME

**Rome Welcomes You** ([www.romaturismo.it](http://www.romaturismo.it)) - The Rome Tourist Board official web site (look for "Rome Welcomes You"). See also the online section on English brochures: [www.romaturismo.it/v2/richiestamateriali/en/richiestamateriali.html](http://www.romaturismo.it/v2/richiestamateriali/en/richiestamateriali.html)

**About Italy for Visitors** ([www.goitaly.about.com/](http://www.goitaly.about.com/))

**In Italia Online** ([www.initaly.com/index.htm](http://www.initaly.com/index.htm)) - This site offers travel and living information on Rome and Italy.

**Tour of Italy** ([www.touritaly.org/](http://www.touritaly.org/)) - An American Living in Italy

**TimeOut** ([www.timeout.com/](http://www.timeout.com/))

**English Yellow Pages (Italy)** ([www.englishyellowpages.it/](http://www.englishyellowpages.it/))

**Ambassade de France** ([www.ambafrance-it.org/consulat/rome/](http://www.ambafrance-it.org/consulat/rome/)) - Le portail culturel français en Italie.

## OTHER IMPORTANT INFORMATION

### Emergency Telephone Numbers in Rome

The following numbers may be useful in case of emergency:

- Medical Emergencies **118**
- General Emergencies **113**
- Fire **115**
- Ambulance (Red Cross) **06-5510**
- City Physician on Call **06-58201030**

### Personal security

International cities that attract many tourists also attract those people who steal from tourists. Consequently, delegates are advised to carry their valuables safely, especially on public transport. There might be pickpockets on the street, the underground and on buses and trams. Once delegates have checked into their hotels, it is advisable to leave important documents such as passports in the hotel safe and to carry a photocopy. Identity cards, keepsakes and anything else not needed in the city are best left at the hotel or place of residence while delegates are sightseeing, shopping or dining out. Delegates should keep photocopies of all these documents in a safe place in case they need to have them replaced.

### Currency / credit cards

The official currency is the Euro (€). It is not possible to pay in other currencies but there are plenty of ATM / cash machines (even within the FAO building) to withdraw money. In addition most of the restaurants and shops accept credit cards (but please check to be sure).

### Exchange rates

Current exchange rates are approximately US\$0.79 = 1 Euro. The most up-to-date exchange rate can be obtained from the following site: [www.xe.com/ucc/](http://www.xe.com/ucc/)

### Shopping

Shops in Italy are usually open from 9:00 to 13:00 hours and from 16:00 to 19:30 hours. However, many of the shops in the downtown area also remain open during the lunch break.

## FAO HEADQUARTERS INFORMATION



### VENUE

FAO is located in Viale delle Terme di Caracalla – 00153, Rome, near the Circo Massimo and one block from the Colosseum. It is a huge white building which is easy to spot. It can be reached by car, bus and Metro line B (Circo Massimo stop).

There are six buildings in the FAO Headquarters Complex, all interconnected. The large conference rooms (Plenary Hall, Red Room, Green Room) are all in Building A. In addition, there are several other smaller meeting rooms in Buildings A, B, C and D (see the FAO building map in your participant pack for additional details).

### FAO RESTAURANTS AND BARS

The FAO Headquarters Complex offers a variety of dining and snack bar facilities where delegates may sit down for a meal, or order a quick snack and beverage. Listed hereunder are all of the available locations, as well as a brief description of the catering facilities offered.

- **Polish Bar:** Coffee shop located on the ground floor of building A. They serve snacks and light meals. Hours from 07:30 – 17:00.
- **Blue Bar:** Coffee shop located on the 8<sup>th</sup> floor of Building C. They serve snacks and sandwiches. Hours from 07:30 – 17:00.
- **Eighth Floor Bar:** Coffee shop with a few snacks is located on the 8<sup>th</sup> floor of building B.
- **Cafeteria:** Self-service restaurant located on the 8<sup>th</sup> floor of Building B. They serve entrees, pasta, grilled meat or cheese, salads, deserts and drinks. Hours 12:00 – 14:00.
- **Casa Bar:** Building D ground floor. Salad and light meals.

- **Restaurant:** Located on the 8<sup>th</sup> floor of Building C. They offer a complete 'menu of the day' or 'a la carte' menu. Hours 12:00 – 14:00. Reservations are required (tel: 54268 or 56823).

In addition there are forty-nine vending machines with assorted refreshments also located on the premises, and especially on the Second Floor of Building B and the Ground Floor of Building B.

## SERVICES AT FAO

### Telephone Facilities

The telephone number of the FAO Headquarters Complex is +3906- 5705 + extension. If the extension is unknown, please dial +3906-57051 for the FAO Switchboard.

Telephones are available in all meeting rooms and lounges, which may be used for internal and local calls. For internal calls, please lift the receiver and dial the required extension. For local (Rome) calls, please lift the receiver, press "0" and wait for the external dial tone, then press the city code "06." You may then dial the desired telephone number.

Telephones for internal or Rome calls are also located at the entrance to Building A and in the corridors of the First and Third Floors of Building A.

Public telephone facilities are located in the Main Entrance of Building A, at the entrance of Building D and in the "Flag Hall" on the Ground Floor of Building B. They operate with Telecom Italia telephone cards that can be purchased from the News Stand on the Ground Floor of Building B.

Telephones for internal or Rome calls are located in Room A235bis and in the Slovak Business Centre (Ground Floor of Building B), and in the corridor of the first floor of Building A. Before making calls for the Rome area dial "0" and wait for the external tone before dialling the number. International phone calls can also be made using pre-paid phone cards, on sale at the news stand in front of *Banca Intesa*. Calls can be made at discount rates using these cards on the phones in Room A235bis and the Slovak Business Centre.

For delegates carrying portable GSM phones, there are four GSM operators active in Italy: TIM, Vodafone, Wind and 3. They operate on the 900/1800 MHz bands. Delegates are requested to check with their home country provider whether roaming is available with one or more of the above-noted operators.

Delegates are reminded that all cellular phones should be switched off in meeting rooms.

## **The David Lubin Memorial Library**

The David Lubin Memorial Library is located at the FAO Headquarters Complex on the Ground Floor of Building A.

Established in 1952, the Library honours the founder of the International Institute of Agriculture (IIA), David Lubin. The extensive IIA collection formed a solid base for the present-day Library which is considered one of the world's finest collections in food, agriculture and international development.

The Library is open to FAO staff, Permanent Representatives to FAO and delegates from Monday to Friday 8.30-17.00 hours.

## **Travel Facilities (Flight Reservations and Confirmation)**

Carlson WagonLit, the official travel agency of FAO, is located on the Ground Floor of Building D (Room D074). Office hours are 9:00 to 17:00 hours. For further information, please contact extension 55145 or 56122 (06-5705-5145 or 06-5705-6122 from outside the FAO Headquarters Complex).

The following services are provided by Summertime for both official and private travel:

- Air ticket reservation and purchase.
- Assistance with return flights.
- Itinerary changes.
- Post-meeting trips and excursions in Italy.
- Tours of Rome and surrounding area.
- Car rentals.
- Train and ferry tickets.
- All other services normally provided by a travel agent.

Delegates are reminded that most airline offices in Rome are open from 9:00 to 17:00 hours on weekdays and some are closed during the lunch hours. Airlines offices are closed on Saturdays and Sundays.

## **Banking and Currency Exchange Facilities**

The currency of Italy is EURO. The *Banca Intesa* Bank is located on the Ground Floor, Building B. Opening hours are from 8:35 to 16:35 hours. The ATM is at the entrance of the Bank.

The *Banca Popolare di Sondrio* is located on the ground floor of building D (D016), open from 8:30 to 16:00 hours. ATM is at the entrance of the Bank.

In addition to the banks, the Italian Post Office located next to the Bank on the Ground Floor, Building B also processes postal/money orders.

## **Post Office**

The Italian Post Office is located on the Ground Floor, Building B, is open Monday to Friday, from 8:30 to 15:00 hours.

The DHL Courier Service Office is located in C005. The DHL service is available for private and official dispatches from 10:30 to 12:30 hours and from 13:30 to 16:00 hours, Monday through Friday. Please call the Mail and Pouch Service at extension 54881 for information and rates (06-5705-4881 from outside the FAO Headquarters Complex).

Delegates who wish to send documents back to their countries may do so using the above-mentioned postal and other delivery services.

## **News Stand**

Located on the Ground Floor of Building B (B057b), opposite the Banca Intesa, offering a selection of Italian and international news papers, gifts, phone cards, metro tickets, Rome guides, postcards, greeting cards and books in Italian. The News stand is open from 7.00 to 17.30.

## **Medical Service**

The Medical Service provides emergency medical assistance to delegates and Members of missions accredited to FAO.

For medical emergencies, delegates may dial 30 from all in-house telephones or 06-5705-3400 from outside the FAO Headquarters Complex. For all other medical services, delegates may call extension 53577 from all in-house telephones (06-5705-3577 from outside the FAO Headquarters Complex). They may also go directly to the Medical Service (First Floor, Building B) or the Medical Unit in Building A (Rooms A324-326) during the working hours of the Organization.