

# Training Workshop on the National System for the Greenhouse Gas (GHG) Inventory Rome, Italy 25-28 January 2011

Please find the following for your information:

## **Building Passes**

For those of you arriving on 24 January, we will look forward to seeing you at FAO Hqs to collect your building passes and information on 24 January from 16.00 to 17.00 (to avoid longer lines on 25 January).

For those who cannot make it on 24 January, please come to register and collect your pass directly on 25 January from 8.00 to 9.00.

When you arrive at FAO Headquarters, kindly make your way to the Security Access Pavilion (this is a separate building, located just in front of the main entrance) and indicate that you are a participant in the Training Workshop on the National System for the Greenhouse Gas Inventory. A valid identity document will need to be presented to registration officials in order to collect the Building Pass.

Kindly note that the workshop will start on 25 January at 9.00 in the Red Room (first floor of Building A) therefore we kindly ask you to allow plenty of time to collect your pass and make your way to the meeting room as there may be a queue at the Security Access Pavilion.

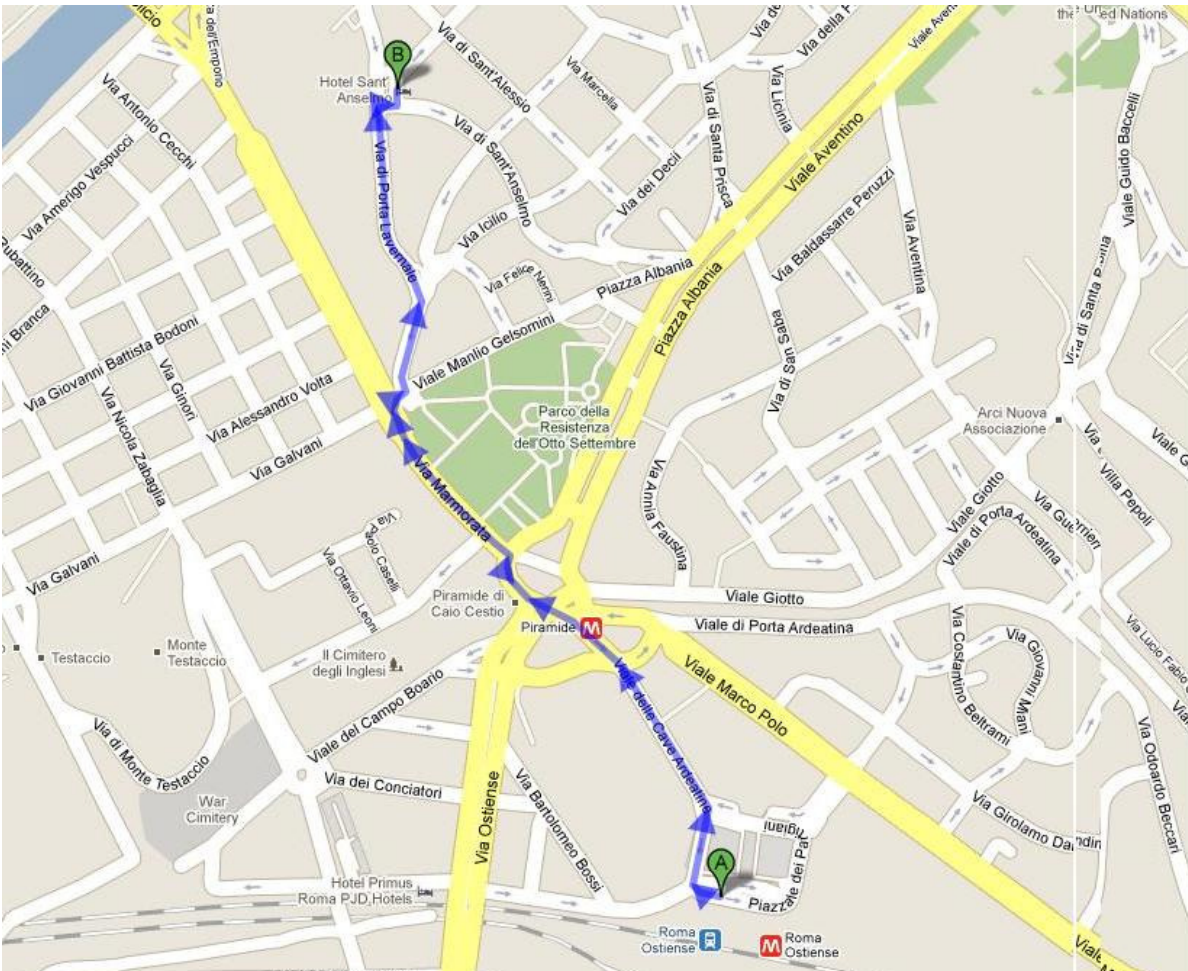
## **Arrival from the Airport**

Transportation from the airport to the Hotel Villa San Pio and Hotel Sant'Anselmo has not been arranged. There are several ways to reach the centre of Rome from the airport, all generally very reliable.

Travel by train will cost 8 Euros and it will take 30 minutes. From the Leonardo da Vinci Airport of Fiumicino you should take a train to Roma Ostiense Station. **Please be careful** because there are two trains to Rome: a train to Roma Termini and **a train to other destinations** (such as Roma Orte, Roma Tiburtina or Poggio Mirteto). Please take the train to other destination and get off at Roma Ostiense Station.

You should NOT take the train for Roma Termini. Also, you will notice that the train for Roma Termini costs 15 Euros, while ticket for the train to Roma Ostiense station costs 8 Euros only.

From Roma Ostiense to Hotel Sant'Anselmo or Hotel Villa S. Pio (it is about a 15 minute walking distance). Please see map below:



If you chose to take a taxi, please note that there is a taxi service for Rome at the Fiumicino Airport, near exits A, B and C. Vehicles providing the City of Rome taxi service are white and have a "TAXI" sign on their roof, as well as an identifying number on their doors, on the rear, and inside the vehicle. Warning: Any other vehicles present near exits A, B and C could be driven by persons who do not possess the official Taxi or Rental authorization. The cost of the taxi service is a fixed rate of 40 euro, inclusive of luggage, for a maximum of four passengers, for all destinations within the Aurelian Walls delimiting the central area of the city (your hotel is located within the Aurelian Walls). Make sure you indicate to the driver you would like the fixed rate when you get in the taxi.

For those of you staying at **Hotel Villa San Pio** in Via di Santa Melania, 19, 00153 Roma  
Distance from FAO about KM 2 – 10 minutes walking

For those staying at **Hotel Sant'Anselmo** in Piazza S. Anselmo, 2 00153 Roma  
Distance from FAO about KM 2 – 10 minutes walking

**Please ask the hotel to provide you with walking directions.**

## **PowerPoint Presentations and Papers**

Kindly refer to the following link where you will find the workshop agenda, papers and publications that may be of interest to you, as well as the workshop papers and presentations, once submitted.

[http://www.unredd.net/index.php?option=com\\_docman&task=cat\\_view&gid=985&Itemid=53](http://www.unredd.net/index.php?option=com_docman&task=cat_view&gid=985&Itemid=53)

In line with FAO's aim to move to a paperless work environment, in order to avoid unnecessary waste, the presentations and papers related to the workshop will be saved here in order for you to view them, save them or print them as needed. During the meeting, there will be a display table with limited papers available. In individual cases where a hard copy is essential, one of the meeting assistants can help with making the copy requested. Thank you for your understanding.

For participants being provided with **Daily Subsistence Allowance (DSA)**:

Please note that Ms Katherine Clyne will be disbursing your DSA inside the meeting room, during the first break on day one of the workshop. DSA will be disbursed in USD but, if necessary, there are two banks inside FAO where you can exchange the money.

## **General Information - FAO Headquarters**

The FAO Headquarters is located in the city centre of Rome, near the Circo Massimo and close to the Coliseum. It is a lofty white building that is easy to recognize.

### Services at FAO Headquarters

**Banks:** You can carry out all banking operations within FAO, at the branches of Banca Intesa (ground floor, Building B) and Banca di Sondrio (ground floor, Building D). Opening hours are Monday-Friday, 8.40 to 16.30. Next to either Bank you will find cash dispensers accepting international bank cards, at your disposal 24 hours.

**Bookshops and Stands:** The ground floor of Building B hosts a newsagent, where Italian and foreign newspapers and magazines can be bought, telephone cards as well as bus/metro tickets. Next door is a bookshop selling English and French publications, stationary and postcards. In the lobby area, you will find FAO publications together with trademarked FAO gifts, as well as numismatic and philatelic items.

**Internet Café:** Computers and a printer will be made available for participants, free of charge. Check on site for locations.

**Library:** Direct access to a selection of daily newspapers and magazines; dictionaries, encyclopedias, yearbooks, guidebooks, etc. You may consult FAOBIB, the online library catalogue, for references of FAO documents/publications, and the online Document Repository, the full-text database. Photocopying/printing facilities, information services are at your disposal. Location: Ground floor, Building A. Opening hours: Monday to Friday, 9.30 to 17. See <http://www.fao.org/library/>

**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: A meditation area is available in Building A, second floor, room A 250.

Pharmacy: Provides essential health items. Located on the ground floor, Building B. Opening Hours: Mon-Fri, 8.00-17.00.

Post Office: Also located on the ground floor of Building B. Opening hours: Monday-Friday, 8.30 to 15.00. Mail boxes are next to the Post Office.

Medical Services and Emergencies: A medical unit is permanently on duty Monday-Friday, 8.30 to 17 hours, in Building B first floor, office 162, tel: 53400. For a serious emergency outside FAO, call 118.

Travel Agency: You may call upon Carlson Wagonlit Travel agency located on the ground floor of FAO. The Agency is open Monday-Friday between 9.00 to 12.45 and 14 to 17. A small commission may be applied to travel operations.

Wireless internet: Available in the Atrium and some meeting rooms. Login information: username: visitor, and password: 2go2web

### **FAO Restaurants and Bars**

Within the FAO buildings there are three coffee shops, a cafeteria and a restaurant. These facilities only accept Euro cash. No credit cards are accepted.

Polish Bar: Coffee shop located on the ground floor of Building A. Serves coffee, tea, drinks, cakes and sandwiches all day, with cold meals for lunch. Hours from 7.30–17.00.

Blue Bar: Coffee shop located on the 8th floor of Building C. They serve snacks and sandwiches all day, with cold meals for lunch. Hours from 7.30–13.00.

Casa Bar: Building D ground floor. Salads and light meals, with cold and hot meals for lunch.

Cafeteria: Self-service restaurant located on the 8th floor of Building B. They serve entrees, pasta, grilled meat or cheese, salads, desserts and drinks. Hours 12–14.00.

Restaurant: Located on the 8th floor of Building C. They offer a complete ‘menu of the day’ or ‘a la carte’ menu. Hours 12–14. Reservation required (extensions: 54268 or 56823).