

## **TAXI**

### **a) To Rome from the Airport**

You can take a taxi from the airport to your hotel. The cost should be about euros 40.00 (Fiumicino) and euros 30.00 (Ciampino). Surcharge fares are applied for baggage, night runs and on Sundays and holidays. Make sure you take a white Roma taxi at the airport taxi stand. Do not take offers of taxis in the airport.

### **b) From FAO to the Airport**

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: 06-3570 or 06-4994. 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.

## **PUBLIC TRANSPORTATION**

Tickets for public transportation should be purchased in advance and are available from the Newsstand (Ground Floor, Building B, across from the Banca Intesa), as well as at underground/Metro stations, tobacco shops and newspaper kiosks. Tickets cost Euro 1,00 and may be used once for underground transport coupled with one bus travel, or unlimited bus travel within 75 minutes from validation. Tickets are validated upon entering bus/tram or at point of entrance in subway.

## **FOOD AND DRINKS**

The FAO Cafeteria, located on the Eighth Floor, Building B, and is open from 12:00 to 2:30 p.m. for lunch and offers a selection of hors d'oeuvres, first and second courses, grill and salads.

There are several snack bars on the premises, offering hot and cold beverages and a variety of pastries and sandwiches. Locations are as follows:

- Polish Bar – (Ground Floor, Building A)
- Blue Bar C – (Eighth Floor, Building C)
- Caracalla Bar (Eighth Floor, Building B)
- Bar D (Ground Floor, Building D)
- FAO Restaurant (Eighth Floor, Building C)

## **USEFUL INFORMATION**

a) **Newsstand**

The Newsstand is located on the Ground Floor of Building B near the Banca Intesa Bank, and offers a variety of newspapers in numerous languages, a selection of magazines, postcards, maps, and a large selection of periodicals. The News Stand operates from 6:00 until 18:00 hours. For more information, please dial extension: 53273 (Tel: 06-57053273 from outside the FAO Headquarters Complex).

b) **Emergency Telephone Numbers**

The following numbers may be useful in case of emergency:

- 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 (first floor building B) and are open between 08:30 and 17:30 hours on FAO working days.

c) **Protecting your valuables**

Participants 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 participants 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 participants are sightseeing, shopping or dining out. Participants should keep photocopies of all these documents in a safe place in case they need to have them replaced. Participants are reminded not to leave briefcases or any valuable items unattended in FAO conference rooms.

d) **Lost and Found**

Objects found should be handed over either to the Security Desk, Main Entrance, Building B or to the Lost and Found office which is located in Room B-062, ext. 55159 (Tel. 065705-5159 from outside the FAO complex). Any inquiries on lost property or items should be made to this office.

e) **Smoking and Non Smoking Areas**

Participants are reminded that FAO Headquarters is a non-smoking area. However, smoking is permitted in the open areas around the FAO complex.

f) **Building Passes**

Participants are requested to wear their Building Passes at all times, as access to the FAO Headquarters Complex is prohibited to any individual not in possession of a valid Building Pass. Lost Building Passes should be reported without delay to the FAO Security Office.