

**International Conference on Nutrition (ICN2)
Resumed meeting of the Open-Ended Working Group (OEWG)**

**Rome, 10-12 October 2014
Red Room, FAO Headquarters**

Information for participants

Working hours

The meeting will be held at FAO HQs in Rome (Red Room) as follows:

- Friday 10 October: 14:00-17:00 and 18:00-21:00;
- Saturday 11 October: 9:30-12:30, 14:00-17:00 and 18:00-21:00;
- Sunday 12 October: 9:30-12:30 and 14:00-17:00.

Languages of proceedings

Proceedings will be conducted in Arabic, Chinese, English, French, Russian and Spanish.

Documentation

The documents for the OEWG meeting are available on the following website:

<http://www.fao.org/about/meetings/icn2/preparations/oewg/>

Delegates and observers are kindly requested to bring their copies to the meeting and to avoid asking for additional copies.

Participation

All FAO Members and WHO Member States are invited to participate. Invited observers admitted to attend the meeting on 22 September 2014 may also participate in the resumed meeting.

Member States and invited observers will also be able to follow the proceedings through web conferencing services.

Registration

FAO accredited Members can enter FAO with their building passes.

Other participants should register by sending an email with names and titles of delegates and observers to the following address: ICN2-OEWG@fao.org, together with a copy of a valid identification document.

On the first day of the meeting, participants will be invited by Security personnel to proceed through a scanning machine in the Visitors Centre in front of the main entrance, before proceeding to the Turkish Registration lounge in Building A.

Badges for registered delegates and observers will be available as of **10:00 hours on Friday 10 October**. Badges will be issued only after submission of confirmation of registration from the Secretariat. A valid identity document will need to be presented to registration officials to collect the meeting badge, and for accessing the premises during the course of the meeting. Lost badges should be reported without delay to the FAO Security Office.

How to get to FAO

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 (*Circo Massimo*). [Click here for map](#).

Public Transportation

The Metro stop for FAO is *Circo Massimo*. There are two underground lines in Rome: Line A and Line B. The stops are marked by a red and white “M” sign.

FAO area can be reached by several bus lines: bus **75** from “Termini” railway station via Colosseum; bus **80** from via Salaria through city centre; buses **160, 628, 81** from Piazza Venezia; tram **3** from San Giovanni via Colosseum (runs every day until 22.00 hours). On Sunday buses run approximately every 30 minutes.

Tickets for public transport should be purchased in advance and are available from underground stations, tobacco shops and newspaper kiosks. Tickets cost EUR 1.50, and may be used once for underground transport and unlimited bus/tram travel within the ticket validation time of 100 minutes. Tickets should be validated upon entering a bus/tram or at the point of entrance to the Metro. Day tickets valid for the entire bus/tram and metro network can also be purchased.

Due to a political rally which will take place from Friday 10 to Sunday 12 October in the immediate vicinity of FAO premises (Circo Massimo), the Italian authorities might decide to temporarily close the Metro stop at Circo Massimo. The closure, if decided, might be enforced only during the highpoint of the political rally, expected to be on Sunday afternoon. If the Circo Massimo stop is closed, alternative Metro stops are *Piramide* or *Colosseo* (Line B), which are at walking distance from FAO.

For the same reason, traffic around Circo Massimo might be limited. In any case, the Italian authorities will grant dedicated alternative entry/exit itineraries to the official cars of delegates participating in the OEWG meeting. If needed, further information will be provided in this regard.

Taxis

Participants are advised to use only licensed taxis with meters. Surcharges are applied for baggage, night runs, Sundays and holidays.

Fixed fares are applied from the airports to the city centre: EUR 48,00 from/to Fiumicino Airport and EUR 30,00 from/to Ciampino Airport.

The Main Reception (Ground Floor, Building A) will assist participants to request taxis when leaving FAO.

Participants can also call Radio Taxi Services (Tel. 06-3570, 06-5551 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 is marked on both sides of the car), as well as the estimated time it will take to reach the caller.

Practical information

WiFi coverage

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 “**guest_internet**”.

- Username: visitor
- Password: wifi2internet

Hotel bookings

Hotel bookings for participants can be made through the FAO travel agent Carlson Wagonlit Travel (CWT). Travellers wishing to process their hotel bookings through CWT should contact: faoprivate@cwtbook.it. To process the bookings, CWT needs the traveller’s credit card number to guarantee the room, while the payment is made directly at the hotel. CWT’s fee is EUR 10.16 for each reservation made.

A list of hotels in proximity to FAO can be found in the *Appendix* to this note.

Flight bookings

Carlson Wagonlit Travel can also assist delegations with flight bookings, transfers and tour reservations. For flight bookings and other travel arrangements please contact CWT at: faoprivate@cwtbook.it.

The travel agent can only 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 original travel agent, or directly with the airline/service provider concerned.

CWT offices will be open until 17:00 hours on Friday 10 October and will remain closed on Saturday and Sunday. For emergency requirements outside business hours, CWT offers a 24 Hour Emergency Service dedicated to providing traveller assistance (Tel: +44 2033530952).

FAO and WHO cannot bear any responsibility for arrangements made with regard to hotels and flights by OEWG participants.

Access and facilities for participants with special requirements

FAO Headquarters entrances are equipped to enable 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.

Telephone

Telephones are available in all meeting rooms and lounges and may be used for internal and local calls. For internal calls, dial the required extension. For local (Rome) calls, press “0” and wait for the external dial tone, then dial the desired telephone number.

Catering Facilities

There are dining and snack bar facilities available within the FAO complex where participants may have a sit down meal, or order a quick snack and beverage.

The FAO Cafeteria, located on the eighth floor of Building B, is available to participants from 12.00 to 14.30 hours for lunch. The cafeteria offers a selection of hors d'oeuvres, first and second courses, grill and salads.

Snack bars on the premises offer hot and cold beverages and a variety of pastries and sandwiches, and will be open during the working hours of the OEWG:

Vending machines with assorted refreshments are also located at various points throughout the premises.

Banking and Currency Exchange Facilities and Postal services

The *Banca Intesa San Paolo*, located on the Ground Floor, Building B, is open from 08.35 to 16.35 hours (Monday to Friday).

The *Banca Popolare di Sondrio*, located on the ground floor of building D (D016), is open from 8.30 to 16.00 hours (Monday to Friday).

In addition to the banks, the *Italian Post Office* also processes postal/money orders (Ground Floor, Building B, is open Monday to Friday, from 08.30 hours to 15.30 hours).

Banks and the post office will remain closed on Saturday and Sunday. Cash dispensers (ATM) for credit card withdrawals are located at the entrance of the Banks and Post Office.

Medical Service

For medical emergencies, participants should **dial 30** from in-house telephones and for all other medical services participants may call extension 53640. They may also go to the Medical Service located on the 1st Floor, Building B, during working hours of the OEWG.

For urgent medical assistance outside the working hours, participants are requested to call 118 or *Guardia Medica/Doctors-on-Call* on 06 570600 or use the services of the hotel doctor.

Prayer Room

A Prayer Room is available for use by Conference participants in Room A250 Ter.

Cloakroom

A cloakroom is situated at the main entrance (Building A) on the right hand side before the staircase.

Appendix

Hotels in proximity of FAO	Telephone	Email	Address
VILLA SAN PIO	0-6570057	info@aventinohotels.com	Via Santa Melania 19, 00153 Rome
DOMUS AVENTINA	0-65746135	info@hoteldomusaventina.com	Vi Di Santa Prisca 11 B, 00153 Rome
SANTA PRISCA	0-65741917	hsprisca@hotelsantaprisca.it	Largo Gelsomini 25, 00153 Rome
HOTEL LANCELOT	0-670450615	info@lancelothotel.com	Via Capo D' Africa 47, 00184 Rome
BETTOJA HOTEL MASSIMO D'AZEGLIO	0-64870270	dazeglio@bettojahotels.it	Via Cavour 18, 00184 Rome
BETTOJA HOTEL MEDITERRANEO	0-64884051	mediterraneo@bettojahotels.it	Via Cavour 15, 00184 Rome
AVENTINO	0-6570057	info@aventinohotels.com	Via San Domenico 10, 00153 Rome
AVENTINO SAN ANSELMO	0-6570057	info@aventinohotels.com	Piazza San Anselmo 2, 00153 Rome
AVENTINO GUEST HOUSE	3314675450	info@aventinoguesthouse.com	Viale Aventino 98, 00153 Rome
PULITZER ROMA	0-6598591	info@hotelpulitzer.it	Viale G. Marconi 905, 00146 Rome
PALAZZO AL VELABRO	0-66792758	velabro@velabro.it	Via Del Velabro 16, 00186 Rome
DIPLOMATIC HOTEL - UI	0-66861734	info@hoteldiplomatic.it	Via Vittoria Colonna 28, 00193 Rome
TRE FONTANE	0-651963538	info@hoteltrefontane.it	Via Del Serafico 51, 00142 Rome
CASA PER FERIE CASA SAN BERNARDO	0-65407651	info@casasanbernardo.it	Via Laurentina 289, 00142 Rome
ORTO DI ROMA	0-65042224	info@hotelortodiroma.com	Via Di Grotta Perfetta 551, 00142 Rome
BARCELO ARAN PARK	0-6510721	aranpark@barcelo.com	Via Riccardo Forster 24, 00143 Rome
LUNGOTEVERE SUITE	0-694518330	info@lungoteveresuite.com	Lungotevere Degli Artigiani 20, 00153 Rome
MERCURE ROMA DELTA COLOSSEO	0-6770021	h2909@accor.com	Via Labicana 144, 00184 Rome
SPACE ARISTON	0-64465399	aristonrome@gmail.com	Vi Filippo Turati 16, 00185 Rome
WORLDHOTEL RIPA ROME	0-658611	info@worldhotelriparoma.com	Via Degli Orti Di Trastevere 3, 00153 Rome
BETTOJA NORD NUOVA ROMA	0-64885441	nord@bettojahotels.it	Via Giovanni Amendola 3, 00185 Rome
ROME MARRIOTT PARK HOTEL	0-6658821	mhrs.romau.reservations@marriott-hotels.com	Via Colonnello Tommaso Masala 54, 00148 Rome
ROMANCE ROME	0-689295106	info@hotelromance.it	Via Marco Aurelio 37A, 00184 Rome