

**Mobilization of woody biomass for energy and industrial use -
Smart logistics for forest residues, prunings and dedicated plantations**

Tuesday 19 May 2015, FAO Headquarters, Rome

Information Note

I. LOCATION OF THE CONFERENCE

Food and Agriculture Organization of the United Nations - FAO
**Viale delle Terme di Caracalla, Rome, Italy –
Red Room, Building A, 1st floor**

II. ENQUIRIES

All enquiries concerning the meeting may be sent to: workshop@infres.eu

III. ENTRY FORMALITIES

Participants who require visas to enter Italy should apply for them at the Italian Embassy in their respective country of residence.

IV. HOTEL ACCOMMODATION

Participants are requested to book their rooms by contacting the hotel directly. When making the hotel reservation, please ask whether a special FAO room rate is available.

For your information, please find at the right a selection of hotels in the vicinity of FAO.

<p>HOTEL S. PRISCA Largo M. Gelsomini, 25 00153 Rome Tel. +39 06-5741917 e-mail: hsprisca@hotelsantaprisca.it</p>	<p>HOTEL PRIMUS ROMA Via Giovanni da Empoli, 11 00154 Rome Tel. +39 06-57250515 e-mail: info@hotelprimusroma.it</p>
<p>HOTEL VILLA SAN PIO Via Santa Melania, 19 00153 Rome Tel. +39 06-570057 e-mail: info@aventinohotels.com</p>	<p>HOTEL DOMUS AVENTINA Via di Santa Prisca, 11/b 00153 Rome Tel. +39 06-5746135 e-mail: info@hoteldomusaventina.com</p>
<p>HOTEL SANT'ANSELMO Piazza Sant'Anselmo, 2 00153 Rome Tel. +39 06-570057 e-mail: info@aventinohotels.com</p>	<p>HOTEL AVENTINO Via San Domenico, 10 00153 Rome Tel. +39 06-570057 e-mail: info@aventinohotels.com</p>
<p>KOLBE HOTEL ROME Via di San Teodoro, 48 00186 Rome Tel. +39 06-6798866 e-mail: info@kolbehotelrome.com</p>	<p>AVENTINO GUEST HOUSE Viale Aventino, 98 00153 - Rome Tel. +39 331 4675450 e-mail: info@aventinoguesthouse.com</p>

V. CONNECTION TO AND FROM THE AIRPORT

The two main airports in Rome are Fiumicino Airport (also called Leonardo da Vinci Airport, 36 km west of Rome's city centre) and Ciampino Airport (16 km southeast of Rome's city centre, primarily used for charter and low-cost flights). Details on both airports are provided at <http://www.adr.it>

Connection from Leonardo da Vinci (Fiumicino) and Ciampino Airports Taxis

If you decide to take a taxi from the airports, we advise you to take only the recognized white taxicabs (with a licence from the "Comune di Roma"; those with other licences from Comune di Fiumicino or others are more expensive – €60). There is now a fixed fare from Fiumicino (€48) and from Ciampino (€30) airports to the centre of Rome (within Aurelian walls), baggage included, for a maximum of four persons.

Trains

There are two train services connecting Leonardo da Vinci Airport to Rome. You may check the time schedule at: www.trenitalia.com.

1. Direct non-stop train to Termini Station (central station) "**Leonardo Express**"

This train runs every 30 minutes from 06:36 hr to 23:36 hr. Tickets cost €14. The journey time is approximately 30 minutes. There is a taxi rank outside Termini Station. Again, we recommend

that you only take the official marked taxicabs and ensure that the meter is running.

2. Local train

We advise you to take this train and get off at "Stazione Ostiense" if you are staying at one of the hotels close to FAO. The train runs from 05:57 hr to 23:27 hr approximately every 15 minutes, takes 35 minutes and costs €8. Outside "Stazione Ostiense" there is a taxi rank. Again, we recommend that you take only the official marked taxicabs and ensure that the meter is running.

From Ciampino airport, taxis are also available and cost €30 to go to the centre of the city. It is possible to reach Rome by train (it takes 10 minutes and costs €1.30) departing every 15 minutes, but you will have to take a bus at the airport to reach the rail station (Gate 02, Atral line).

Buses

Several bus services are now available: for example Terravision (every 30 minutes to the Central Rail Station - €4 for one way - from Terminal 3, bus parking No. 3 in Fiumicino, and from Arrival area in Ciampino bus stop No. 3). Other companies are available (consult the Tourist Information Office in the airport).

VI. REACHING FAO

FAO is located on Viale delle Terme di Caracalla and is just across from the Circo Massimo. You can reach FAO on foot, by bus or by underground, getting off at the station called "Circo Massimo".



VII. REGISTRATION AT FAO HQ

When you arrive at FAO, please use the main entrance and go to the reception desk in the security pavilion. We kindly ask you to bring your identity card or passport with you. If you have registered for the conference in time, a building pass will have been issued for you. Once you have received the building pass, you will be able to enter and exit the building without going to the reception desk. The building pass is valid for the duration of the meeting and must be worn at all times.

VIII. FACILITIES FOR DISABLED PERSONS

The FAO buildings correspond to European Community and Italian disabled facility building codes. All entrances at FAO headquarters are accessible for disabled persons in wheelchairs. An elevator is provided in Building A and a ramp is provided in Building D. Accessible restroom facilities are located in Building A on the ground, first and third floors.

IX. SERVICES WITHIN FAO

Wireless Internet Service (WiFi)

To connect to the WiFi service, please follow the steps below:

Go to an area that provides WiFi services and turn on your laptop or PDA

Your device has the WiFi adapter enabled, you should get the following message: "The WiFi services "guest_internet" has been detected."

Open a browser and try to connect to an internet site. You will be prompted for a username and a password. You should use the following:

Username: **visitor**

Password: **wifi2internet**

FAO Shop

The catalogue of FAO publications, electronic products and items from the FAO Money and Medals Programme may be purchased from the FAO Shop on the ground floor in Building B, in front of the bank (Banca Intesa). Payment may be made in US Dollars, Euros or traveller cheques.

Admission to FAO premises will at all times require the presentation of your building pass.

***Please note that FAO is a smoke-free area.
Smoking is not permitted inside FAO buildings***

X. FURTHER INFORMATION

Electricity

In Italy, the current voltage is 220 volts; the plug type is European standard. In Rome, adaptors for plugs are not easily available.

Public transport

Tickets for public transport should be purchased in advance and are available at the news-stand in FAO, as well as at underground stations, certain bus terminal stations, tobacco shops and newspaper stands. Tickets costing €1,50 may be used once for underground transport and twice for either bus or tram transport, and are valid for 100 minutes.

Taxis

Taxi companies in Rome provide a 24-hour service. There are a number of taxi stands throughout the city centre of Rome. The main reception at FAO will assist participants in requesting taxis.

Taxis can also be booked by calling one of the following major companies:

- Cosmos: 06/88177
- La Capitale: 06/4994
- Pronto Taxi: 06/6645
- Radio Taxi: 06/3570 or 06/63898
- Radio Tevere: 06/4157