



## Logistic Note

15-21 October 2016  
FAO HQ, Rome

In this Logistic Note you will find information on the following topics:

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2. Meeting Timetable
3. Meeting Locations
4. FAO Security Building Passes procedures
5. FAO HQ services and facilities
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### Contact Details CSM Secretariat

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<b>Meeting Timetable October 2016</b>		
<b>15 Saturday</b>	<b>CSM Forum</b>	<b>Green Room, FAO</b>
<b>16 Sunday</b>	<b>CSM Forum</b>	<b>Green Room, FAO</b>
<b>17 Monday</b>	<b>CFS 43</b>	<b>Plenary Hall, FAO</b>
<b>18 Tuesday</b>	<b>CFS 43</b>	<b>Plenary Hall, FAO</b>
<b>19 Wednesday</b>	<b>CFS 43</b>	<b>Plenary Hall, FAO</b>
<b>20 Thursday</b>	<b>CFS 43</b>	<b>Plenary Hall, FAO</b>
<b>21 Friday</b>	<b>CFS 43</b>	<b>Plenary Hall, FAO</b>
<b>22 Saturday</b>	<b>Departure</b>	

### Meeting Locations

Please note that during the CSM Forum, 15-16 October, the following rooms will be used for the breakout sessions (please find below the location details):

- Mexican Room
- Lebanon Room
- Philippines Room

**While during the entire CFS 43 week (17-21 October) the CSM meeting room will be the Malaysia Room.**

<b>Meeting Locations at FAO HQ</b>		
<b>Philippines Room</b>	<b>Building C</b>	<b>2<sup>nd</sup> Floor – Room C277</b>
<b>Green Room</b>	<b>Building A</b>	<b>1<sup>st</sup> Floor</b>
<b>Plenary Hall</b>	<b>Building A</b>	<b>3<sup>rd</sup> Floor</b>
<b>Malaysia Room</b>	<b>Building B</b>	<b>2<sup>nd</sup> Floor – Room B227</b>
<b>Mexico Room</b>	<b>Building D</b>	<b>2<sup>nd</sup> Floor – Room D213 Bis</b>
<b>Lebanon Room</b>	<b>Building D</b>	<b>2<sup>nd</sup> Floor – Room D209 Bis</b>



## FAO Security Building Passes Procedures

In order to enter FAO HQ a security building pass is needed at all times. Please bring with you a valid ID in order to pick up your security-building pass.

### CSM Forum (15-16 October)

The CSM Forum will take place on 15-16 of October in the Green Room, at Fao Headquarters in Rome. Self-funded participating organisations attending the CSM Forum and the CFS 43, will be able to pick up a unique security building pass for both events at FAO visitor's entrance during the following hours and days:

Saturday 15 October from 7.30 am

Sunday 16 October from 8.30 am

Building passes must be kept at all time.

### CFS 43 (17-21 October)

The Plenary Session of the CFS 43 will take place from 17 to 21 of October 2016 at FAO Headquarters. If you are unable to attend the CSM Forum but only the CFS 43 you will be able to pick up your security building passes during the following hours:

Friday 14 October 08.30 – 17.00

Sunday 16 October from 14:30 to 17:00

Monday 17 October from 8.00 am

## FAO HQ Services and Facilities

**Wi-fi:** FAO Buildings are all covered by free wi-fi connection. Please find below the username and password to connect your computer, tablet, phone.

USERNAME: guest\_internet

PASSWORD: wifi2internet

**Photocopying, Computers and Printers:** Let's not waste resources, and harm our precious environment - please help us in limiting the paper copies of documents by using your computer, if you have access to one and by keeping always with you your material's folder. However, if you need to print out a paper urgently, please use the Slovak Centre (Room B013). You will find it at the ground floor of Building B, just after the Atrium. In this Room you will find computers and a printer/photocopy machine at the service of all delegations (it will be closed only during



he CSM Forum days 15-16 October), otherwise you can use for urgent matters the Civil Society Working Station in Room E-111.

**Coffee, Water, Food:** FAO HQ have several bars (ground floor and 8<sup>th</sup> floor of Building C) where to buy snacks, breakfasts, coffees and meals. Water fountains are available around all buildings, as coffee and snack machines.

**Post Offices and ATMs:** inside FAO HQ you will find as well a post office and ATMs to withdraw money if necessary.

**Pharmacy:** if needed there is a pharmacy outside FAO, please ask the Secretariat for directions.

In order to see FAO HQ map and locate your self please click [here](#).

### Interpretation

CSM interpretation will be guaranteed during the following meetings in English, Spanish and French:

- CSM Forum
- CSM Side Events during the CFS 43 week
- CSM morning briefings during the CFS 43 week
- Possible Friends of the Chair and Friends of the Rapporteur night sessions during the CFS 43

Interpretation in all UN languages provided by CFS interpreters will be available during the Plenary Sessions and Special events hold during the CFS 43 week.

If you need support for interpretation related to possible bi-lateral or working groups meetings please refer exclusively to Teresa Maisano from the CSM Secretariat that will be the focal point for this matter.

### How to reach FAO

To get directions on how to reach FAO please check indications at this [link](#)