



LOGISTIC NOTE

CSM COORDINATION COMMITTEE

CSM FORUM

CFS 45

10-19 OCTOBER 2018
FAO HQ, ROMA

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

1. Contact details of the CSM Secretariat
2. Accommodation
3. Meetings Timetable
4. Meeting Locations
5. FAO Security Building Passes procedures
6. FAO HQ services and facilities
7. Financial instructions for your expenses and reimbursements
8. Interpretation
9. Local transportation and Directions

1. CONTACTS

LUCA BIANCHI

Finance and Administration Officer
(+39)328 914 3507
Email luca.bianchi@csm4cfs.org
Skype: lbianchi2

TERESA MAISANO

Programme and Communication Officer
(+39)334342 1146
Email teresa.maisano@csm4cfs.org
Skype: trebisonda00

CECILIA MAGAROTTO

Support Logistic Officer
(+39)3389414570
Email cecilia.magarotto.csm@gmail.com
Skype: ce.magarotto

2. ACCOMMODATION

A room has been booked for you at the hotel Villa Benedetta. Check in time is at 12.00 pm. At your arrival just give your name to the desk and they will provide you with a key. Please look at the end of this logistic note to get directions on how to reach the place.

HOTEL VILLA BENEDETTA
Via della Moletta 10
00154, Rome
Tel.: (+39)0657069111
Website: www.villabenedetta.it

3. MEETINGS TIMELINE

TUESDAY, 9TH	Arrival to Rome	
WEDNESDAY, 10TH	CSM CC Meeting	King Faisal room
THURSDAY, 11TH	CSM CC Meeting	Lebanon room
FRIDAY, 12TH	CSM CC Meeting	Lebanon room
SATURDAY, 13TH	CSM Forum	Green room
SUNDAY, 14TH	CSM Forum	Green room
MONDAY, 15TH	CFS 45	Plenary Hall, FAO
TUESDAY, 16TH	CFS 45	Plenary Hall, FAO
WEDNESDAY, 17TH	CFS 45	Plenary Hall, FAO
THURSDAY, 18TH	CFS 45	Plenary Hall, FAO
FRIDAY, 19TH	CFS 45	Plenary Hall, FAO
SATURDAY, 20TH	Departure	

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.



5. FAO SECURITY BUILDING PASSES PROCEDURES

CC MEETING – 10,12 OCTOBER 2018

Participants will receive one building pass valid for the dates of 10, 12 October. You can pick up your pass in the morning of the 10th at the visitor's entrance from 8.30 am. Sometimes queues at the entrance are very long so plan your arrival at least 30 to 40 minutes prior to the meeting-starting hour that will be 9.00 am. Participants must keep this badge at all times and you do not need to return it at the end of the day but you need to bring it with you to enter FAO through the visitor's entrance every day. Luca and Cecilia from the CSM Secretariat will be at the visitors' entrance to assist you and support you if needed.

CSM FORUM (13,14 OCTOBER) AND CFS 45 (15-19 OCTOBER)

A unique building pass will be issue for both CSM Forum and CFS 45. This pass will be given directly to you on the morning of the 13th of October.

6. 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 13- 14 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 8th 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.



7. FINANCIAL INSTRUCTIONS FOR YOUR EXPENSES AND REIMBURSEMENTS

FOOD, LOCAL TRANSPORTATION, EXPENSES AND REIMBURSEMENTS

Each funded participant will be entitled to receive a per diem of 50 Euro per each day of his/her stay in Rome to cover food and local transport costs while in Rome. Moreover, transportation expenses (A/R) in the country of origin, Visa and insurance expenses will be also reimbursed, to the ones that will incur such cost, up to a maximum of 300 Euro and only upon provision of receipts, so please keep always receipts if you want to claim for reimbursement.

PLEASE KEEP YOUR FLIGHT BOARDING PASSES AND GIVE THEM TO LUCA OR CECILIA ONCE IN ROME

8. INTERPRETATION

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

- CC Meeting
- CSM Forum
- CSM Side Events during the CFS 45 week
- CSM morning briefings during the CFS 45 week
- Possible night sessions during the CFS 45

Interpretation in all UN languages provided by CFS interpreters will be available during the Plenary Sessions and Special events hold during the CFS 45 week.

9. TRANSPORTATION AND DIRECTIONS

If you are traveling from a country that does not belong to the European Union please be sure to bring with you a printed copy of the invitation letters. If questioned at the migration (either in Rome at your arrival or in the European city you are transiting in) please do not hesitate to put the airport officials in touch with the CSM Secretariat. The names and contact details are listed in the first page of this logistic note.



FROM FIUMICINO AIRPORT TO VILLA BENEDETTA HOTEL:

Go to the train station of the Fiumicino Airport and take the train FM1 (direction Fara Sabina) and get off at OSTIENSE train station.

The train travels from Monday to Friday every 15 minutes (Saturday and Sunday only every 30 minutes) and connects the Airport of Fiumicino to Ostiense train station from 6:27 to 23:17 and in the opposite way from Ostiense Station to Fiumicino Airport from 5:17 to 22:17. You will be able to buy the train ticket near the train station in the airport, it cost 8,00 euro. Please remember to validate your ticket before you get on the train.

Once in OSTIENSE Train Station, follows the directions to 'Via Matteucci – Via Benzoni' (is the opposite side of the railway). Once in via Benzoni turn the second street on the left, to via della Moletta. It's about 200 meter from the Ostiense railway station.

FROM CIAMPINO AIRPORT TO VILLA BENEDETTA HOTEL:

Take a bus to Termini (price 4 euro, for timetable please have a look at:

http://www.terravision.eu/rome_ciampino.html.

Once at Termini station take the Metro B direction 'Laurentina' and get off at 'Garbatella'.

Once in 'Garbatella' follow the direction to via Giacinto Pullino, then via Benzoni, then via della Moletta, 10.

FROM THE VILLA BENEDETTA HOTEL TO THE HEADQUARTERS OF THE FAO:

Go to the Metro station 'Garbatella' and take the line B direction 'Rebibbia/Jonio'. Get off after 2 stops at 'Circo Massimo' in front of you there will be FAO building. Please follow up the indications for the visitors' entrance.

Taxis: taxis in Rome are very expensive. Anyway, if you need to take a taxi from the Airport, be informed that the rate is fix and it is 50.00 euro.



FROM FIUMICINO AIRPORT TO FAO HEADQUARTER:

OPTION 1

Go to the train station of the Fiumicino Airport and take the train FM1 (direction 'Orte/Fara Sabina') and get off at Ostiense train station. The train travels from Monday to Friday every 15 minutes (Saturday and Sunday only every 30 minutes) and connects the Airport of Fiumicino to Ostiense train station from 6:27 to 23:17 and in the opposite way from Ostiense Station to Fiumicino Airport from 5:17 to 22:17. You will be able to buy the train ticket near the train station in the airport, it will cost approximately 8,00 euro. Please remember to validate your ticket before you get on the train. Once in 'Ostiense' Train Station, follows the directions to 'Piramide' Metro station, from there please take the metro B direction 'Termini' and get off after one stop at 'Circo Massimo'. The FAO building is just outside the metro station.

OPTION 2

Go to the train station of the Fiumicino Airport and take the Leonardo train express. The train travels every day, every 15 minutes (Saturday and Sunday only every 30 minutes) and connects the Airport of Fiumicino to Termini train station from 6:23 to 23:23. You will be able to buy the train ticket near the train station in the airport, it cost 14,00 euro. Please remember to validate your ticket before you get on the train. Once in Termini Train Station, take the Metro B line direction 'Laurentina' and get off after 3 stops at 'Circo Massimo'. The FAO building is just outside the metro station.

OPTION 3

Taking of one the several buses that connect the Airport of Fiumicino to the city centre. For more info please look at the following web link: <http://www.adr.it/web/aeroporti-di-roma-en-/pax-fco-bus>

