

LOGISTIC NOTE



CSM FORUM
13-14 OCTOBER 2018

CFS 45
15-19 OCTOBER 2018

FAO HQ, ROME

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

1. Contact details of the CSM Secretariat
2. Meetings Timetable
3. Meetings Location
4. FAO Security Building Passes procedure
5. FAO HQ services and facilities
6. Interpretation
7. Local transportation and Directions

1. CONTACTS

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2. MEETINGS TIMELINE

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

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.



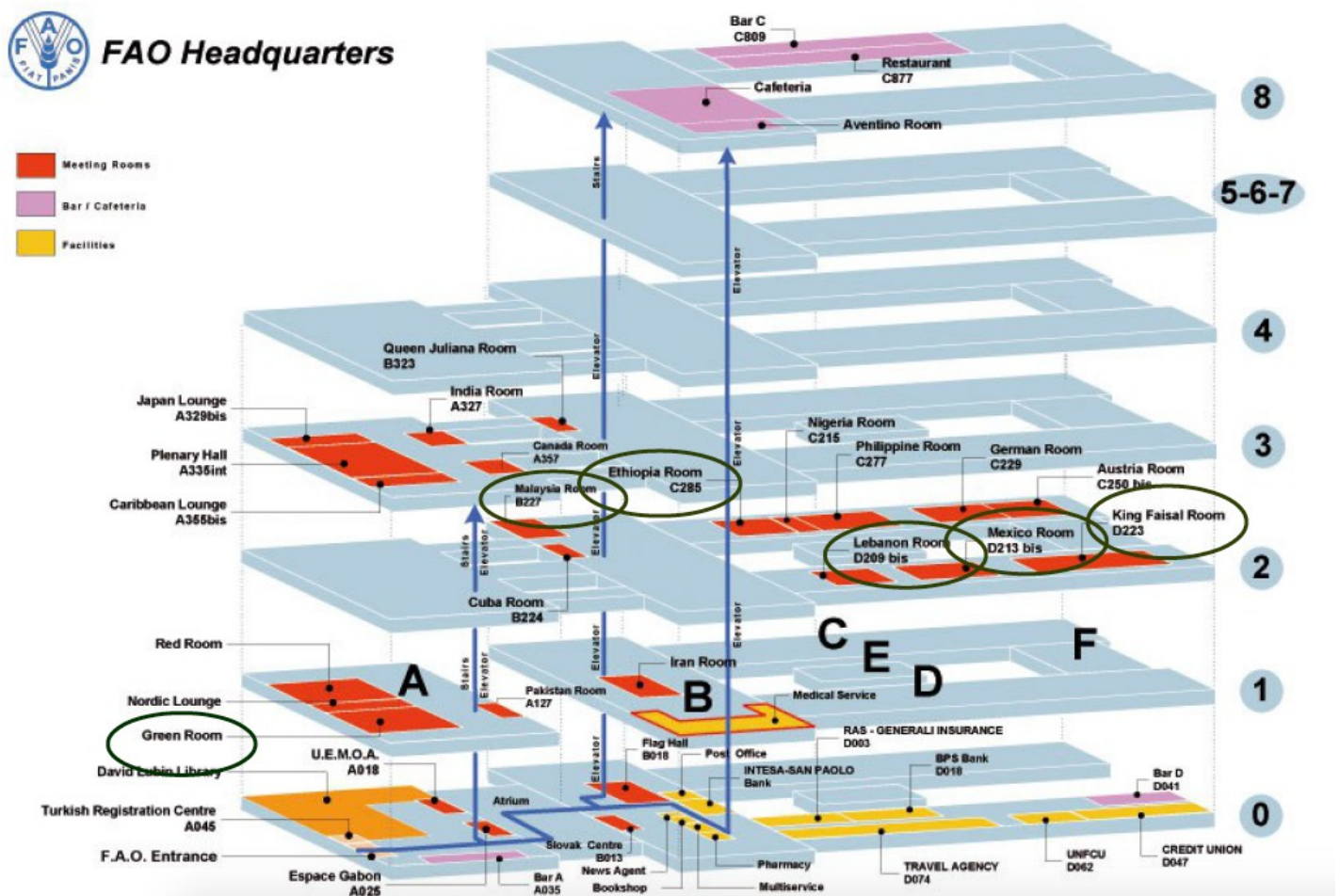
3. MEETINGS LOCATION

BREAKOUT SESSIONS OF THE CSM FORUM
13- 14 October

- GREEN ROOM Plenary Hall A
- ETHIOPIAN ROOM C285
- LEBANON ROOM D209
- MEXICO ROOM D213

CSM MEETING ROOM
15- 19 October (during the CFS 45 plenary)

- MALAYSIA ROOM B277



4. FAO SECURITY BUILDING PASSES PROCEDURES

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

A unique building pass will be issued for both CSM Forum and CFS 45. This pass will be given directly to you on the morning of the 13th of October at your arrival, following the ID/passport check. The document to be presented at the security check must be the same one that you used for registering to the CFS45. More than 300 people are expected for the CSM forum, therefore, it is highly recommended to arrive to the visitors' entrance at least 45 minutes before the meeting-starting hour that will be 9.30 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.

5. 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

PHOTOCOPIING, 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 the 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.



6.INTERPRETATION

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

- 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.

7.TRANSPORTATION AND DIRECTIONS

The nearest stop to reach FAO headquarter is “CIRCO MASSIMO” (metro B). Right outside the metro station, you will find 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.

