2\textsuperscript{nd} ICA/SIO Event

IFAD

Rome, 27\textsuperscript{th} – 29\textsuperscript{th} May 2020
Before coming to Rome
Participants are requested to make their own visa and travel arrangements and verify with their Embassy or with the Italian Embassy/Consulate entry requirements.

Please visit the following website to verify whether you require a visa: http://vistoperitalia.esteri.it/home/en

Recommended hotels
Participants are requested to make their own accommodation arrangements.

During your booking procedure, please inform the hotel that you are participating in the IFAD ICA/SIO Event that will be held in Rome from 27th to 29th May 2020 in order to avail themselves of the IFAD preferential rates below.

Availability is on a first-come, first-served basis.

Kindly note that rates are for rooms, with VAT and breakfast included.

City tax amount is not included and the cost might be between 3 € and 6 € per person per night.
<table>
<thead>
<tr>
<th>Hotel Name</th>
<th>Address</th>
<th>Room Type</th>
<th>IFAD Special Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tre Fontane</strong>*</td>
<td>Via del Serafico, 51 - 00142</td>
<td>Double for single use standard</td>
<td>Mon –Th. 100 € Fri - Sun. 90 €</td>
</tr>
<tr>
<td><strong>American Palace</strong>*</td>
<td>Via Laurentina, 554 - 00143</td>
<td>Single Standard</td>
<td>69 €</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Double for single use standard</td>
<td>79 €</td>
</tr>
<tr>
<td><strong>Aventino</strong>*</td>
<td>Via di S. Domenico, 10 - 00153</td>
<td>Double for single use standard</td>
<td>95 €</td>
</tr>
<tr>
<td><strong>Domus Aventina</strong>*</td>
<td>Via di Santa Prisca, 11 B, 00153</td>
<td>Single Standard</td>
<td>90 €</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Double for single use standard</td>
<td>102 €</td>
</tr>
<tr>
<td><strong>San Anselmo Hotel</strong>**</td>
<td>Via di Sant'Anselmo, 2, 00153</td>
<td>Double for single use standard</td>
<td>130 €</td>
</tr>
<tr>
<td><strong>Villa San Pio</strong>*</td>
<td>Via Santa Melania, 19, 00153</td>
<td>Double for single use standard</td>
<td>97 €</td>
</tr>
<tr>
<td><strong>Santa Prisca</strong>*</td>
<td>L.go Manlio Gelsomini, 25, 00153</td>
<td>Double for single use standard</td>
<td>84 €</td>
</tr>
<tr>
<td><strong>Antico Palazzo Rospiglio</strong></td>
<td>Via Liberiana, 21, 00185</td>
<td>Double for single use standard</td>
<td>115 €</td>
</tr>
<tr>
<td><strong>Bettoja Hotel Atlantico</strong>**</td>
<td>Via Cavour, 23, 00184 (Termini)</td>
<td>Single Standard</td>
<td>113 €</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Double for single use standard</td>
<td>120 €</td>
</tr>
<tr>
<td><strong>Bettoja Hotel Massimo d'Azeglio</strong>**</td>
<td>Via Cavour, 18, 00185 (Termini)</td>
<td>Single Standard</td>
<td>115 €</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Double for single use standard</td>
<td>122 €</td>
</tr>
<tr>
<td><strong>Bettoja Hotel Mediterraneo</strong>**</td>
<td>Via Cavour, 15, 00187 (Termini)</td>
<td>Single Standard</td>
<td>117 €</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Double for single use standard</td>
<td>123 €</td>
</tr>
<tr>
<td><strong>Hotel Lancelot</strong>*</td>
<td>Via Capo d'Africa, 47, 00184</td>
<td>Single Standard</td>
<td>118 €</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Double for single use standard</td>
<td>130 €</td>
</tr>
<tr>
<td><strong>Mercure Centro Colosseo</strong>**</td>
<td>Via Labicana, 144, 00184</td>
<td>Single Standard</td>
<td>117 €</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Single Superior</td>
<td>130 €</td>
</tr>
<tr>
<td><strong>Hotel Nord Nuova Roma</strong>**</td>
<td>Via Giovanni Amendola, 3 - 00185</td>
<td>Single Standard</td>
<td>98 €</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Double for single use standard</td>
<td>128 €</td>
</tr>
</tbody>
</table>
Transport information

Airports

The two main airports in Rome are Fiumicino Airport (also called Leonardo da Vinci Airport, 36 km west of Rome, where most international flights land) and Ciampino Airport (16 km southeast of Rome, used primarily for charter flights from within Europe).

For more information about the Rome airports, please see [http://www.adr.it](http://www.adr.it).

Traveling from Fiumicino Airport to Rome City Centre

- **Airport trains**
  
The Direct train: Leonardo Express. The [Leonardo Express](http://www.adr.it) is a non-stop train service from Fiumicino Airport to Termini Station (the main train and subway station in the centre of Rome).

  It runs every 15 minutes from the airport to Termini Station; the travel time from the airport to Termini is approximately 32 minutes.

  Cost is 14 €

- **Airport bus**
  
  There are a number of bus lines connecting Fiumicino Airport to the city centre. The journey takes 45-55 minutes depending on the coach service.

  The cost is: one way 6 €, round trip 11 €

  For more information please see: [Terravision Shuttle](http://www.terraservizi.com/services/shuttle.html)

- **Taxis**
  
  Official taxis connect Fiumicino Airport with the centre of Rome.

  Cost: fixed fare of 48 € (baggage included) from Fiumicino Airport to all destinations in central Rome (area inside the Aurelian Walls), for a maximum of four passengers.

  The fixed rate also applies for journeys from the centre to Fiumicino Airport.

  City of Rome taxis are white and can be recognized by the sign “TAXI” on the car top and by the identifying license number on the doors, on the back and inside the car.
Traveling from Ciampino Airport to Rome City Centre

- **Bus**
  
  There are several bus companies that connect Ciampino Airport to the city centre. The journey takes approximately 45 minutes.

  Please note that there is no direct rail link to the city centre from Ciampino Airport.

  For more information:
  
  SITBusShuttle
  Terravision Shuttle

- **Taxis**

  Cost: fixed fare of 30 € from Ciampino Airport to all destinations in central Rome (area inside the Aurelian Walls).
How to reach IFAD

Metro (Underground)

The nearest metro station is Laurentina (B line).

IFAD Headquarters is a 15-minute walk from the Laurentina Metro Station (Line B).

Tickets for public transportation can be bought at vending machines in the metro station. They are valid for 100 minutes, which include one trip on the metro and/or unlimited bus/tram travels. Tickets must be validated immediately upon boarding the bus or tram.

Cost is 1.50 €/ticket

Further information about public transport can be obtained from the ATAC website.

IFAD Shuttle Bus

A Shuttle Bus service is available from the Metro Laurentina station to IFAD Headquarters and vice versa.

The Shuttle Bus pick up and drop off point at the Laurentina Metro Stop is near the Gaurico bus stop on Viale Luca Gaurico, 9-11, on the main road behind the station.

The Shuttle Bus pick up and drop off point at IFAD is at the Di Dono-Baldovinetti ATAC bus stop near the front entrance of IFAD.

The current bus company contracted to provide the Shuttle Bus service is TODDE and its company name is on the side of the bus. The IFAD Shuttle Bus usually has an IFAD sign in the lower right corner of the bus front window.

Below is the shuttle bus schedule:

<table>
<thead>
<tr>
<th>Departure from Laurentina Metro Station (Viale Luca Gaurico)</th>
<th>7:40 a.m.</th>
<th>7:55 a.m.</th>
<th>8:10 a.m.</th>
<th>8:25 a.m.</th>
<th>8:40 a.m.</th>
<th>8:55 a.m.</th>
<th>9:10 a.m.</th>
<th>9:25 a.m.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Departure from IFAD (Via Paolo di Dono)</td>
<td>4:45 p.m.</td>
<td>5:05 p.m.</td>
<td>5:20 p.m.</td>
<td>5:35 p.m.</td>
<td>5:50 p.m.</td>
<td>6:05 p.m.</td>
<td>6:20 p.m.</td>
<td>6:35 p.m.</td>
</tr>
</tbody>
</table>

Taxis

Taxis can also be booked directly by calling +39 063570. Please see: Rome Taxis

A taxi may also be requested from the IFAD guardhouse at the main entrance.
Meeting venue and security

Where

The ICA/SIO event will be held at IFAD Headquarters:

Via Paolo di Dono 44, 00142 Rome

The Conference Room is located in the lower-ground floor (-1); proper signs will indicate the exact path to reach the meeting room.

Building pass

At the main entrance on Via Paolo di Dono 44, ICA/SIO participants are requested to go through the security check point. A valid identity document will be required (e.g. passport).

Strict security measures are in place, including metal detectors and X-ray machines for baggage scanning. Participants with implanted electronic devices such as pacemakers should not go through the metal detectors but notify the security guards of their condition.

A temporary security pass will be provided at the guardhouse of the main entrance to allow participants to proceed through the building to the conference area.

Wi-Fi Connections - Telephone - Contacts

Wi-fi facilities are available in all IFAD Headquarters.

You may connect as ifad_guest. Pw: ifadguest

To speak with the IFAD switchboard, dial (+39) 06 54591 from outside IFAD and 9 from inside the building.

To reach an internal IFAD number from outside, dial (+39) 06 5459 plus the extension.

Focal point

For any information, you can contact:

Ms. Valentina Berardini, Records Management Officer

v.berardini@ifad.org

Landline: +39 06 54592996; mobile: +39 335 76 88 870
Services at IFAD

Security

To ensure the safety of all participants, building passes must be displayed at all times in the building. Under no circumstance should your building pass be used by another participant. Lost badges should be reported to the IFAD security check point at the main entrance, or send an email to: security@ifad.org

Disabled access and facilities

IFAD Headquarters is fully wheelchair accessible. Restroom facilities for disabled visitors are available on each floor.

Banking facilities

A branch of Banca Popolare di Sondrio is available on the ground floor, close to the main reception area. Opening hours: 8.30 a.m. to 1.30 p.m. and from 2.30 a.m. to 4.00 p.m. Two ATM machines are located in the area opposite the bank.

Medical services

The Medical Services Office is located on the ground floor, room B-035. A first-aid facility is available in the IFAD Medical Service and the pharmacy across the street provides over-the-counter medicines.

Cafeteria

The cafeteria is located on the ground floor and is open from 7.30 a.m. to 5 p.m. It offers cold and hot beverages, sandwiches and pastries and it serves lunch from 12.00 p.m. to 2.00 p.m. Vending machines with refreshments and snacks are located at various points throughout the premises.

Emergency telephone numbers in Rome

Medical emergencies, Ambulance, Fire Brigade, police: 112

IFAD Security (24hours): 06 5459 2777