



# **2<sup>nd</sup> ICA/SIO Event**

**IFAD**

**Rome, 27<sup>th</sup> – 29<sup>th</sup> May 2020**

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## 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.

Hotel Name	Address	Room Type	IFAD Special Rate
<a href="#">Tre Fontane</a> ***	Via del Serafico, 51 - 00142	Double for single use standard	Mon -Th. 100 € Fri - Sun. 90 €
<a href="#">American Palace</a> ***	Via Laurentina, 554 - 00143	Single Standard	69 €
		Double for single use standard	79 €
<a href="#">Aventino</a> ***	Via di S. Domenico, 10 - 00153	Double for single use standard	95 €
<a href="#">Domus Aventina</a> ***	Via di Santa Prisca, 11 B, 00153	Single Standard	90 €
		Single Standard	102 €
<a href="#">San Anselmo Hotel</a> ****	Via di Sant'Anselmo, 2, 00153	Double for single use standard	130 €
<a href="#">Villa San Pio</a> ***	Via Santa Melania, 19, 00153	Double for single use standard	97 €
<a href="#">Santa Prisca</a> ***	L.go Manlio Gelsomini, 25, 00153	Double for single use standard	84 €
<a href="#">Antico Palazzo Rospigliosi</a> ****	Via Liberiana, 21, 00185	Double for single use standard	115 €
<a href="#">Bettoja Hotel Atlantico</a> ****	Via Cavour, 23, 00184 (Termini)	Single Standard	113 €
		Double for single use standard	120 €
<a href="#">Bettoja Hotel Massimo d'Azeglio</a> ****	Via Cavour, 18, 00185 (Termini)	Single Standard	115 €
		Double for single use standard	122 €
<a href="#">Bettoja Hotel Mediterraneo</a> ****	Via Cavour, 15, 00187 (Termini)	Single Standard	117 €
		Double for single use standard	123 €
<a href="#">Hotel Lancelot</a> ***	Via Capo d'Africa, 47, 00184	Single Standard	118 €
		Double for single use standard	130 €
<a href="#">Mercure Centro Colosseo</a> ****	Via Labicana, 144, 00184	Single Standard	117 €
		Single Superior	130 €
<a href="#">Hotel Nord Nuova Roma</a> ****	Via Giovanni Amendola, 3 - 00185	Single Standard	98 €
		Double for single use standard	128 €

# 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>.

## Traveling from Fiumicino Airport to Rome City Centre

### ❖ Airport trains

Direct train: Leonardo Express. The [Leonardo Express](#) 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](#)

### ❖ 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:

Departure from Laurentina Metro Station (Viale Luca Gaurico)							
7:40 a.m.	7:55 a.m.	8:10 a.m.	8:25 a.m.	8:40 a.m.	8:55 a.m.	9:10 a.m.	9:25 a.m.
Departure from IFAD (Via Paolo di Dono)							
4:45 p.m.	5:05 p.m.	5:20 p.m.	5:35 p.m.	5:50 p.m.	6:05 p.m.	6:20 p.m.	6:35 p.m.

## 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](mailto: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](mailto: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