

برنامج
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**Executive Board
Annual Session**

Rome, 3–6 June 2013

INFORMATION NOTES



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INFORMATION FOR PARTICIPANTS

Venue

The Annual Session of the Executive Board will take place from 3 to 6 June 2013 at WFP Headquarters: Via Carlo Veneziani 68—Parco de' Medici.

Registration and meeting passes

Delegates should register at the registration desk in the Entrance Lobby, before the commencement of the session.

All Permanent Representatives and other accredited members of Permanent Representations should register to ensure that their participation is appropriately reflected in the list of participants. All registered delegates will be issued meeting passes; these should be worn at all times.

Delegates should return their passes to the documents distribution desk after adjournment of the last meeting of the session.

Security

All delegates and guests are required to have a WFP building pass. At the first opportune moment on the first day of the session, delegates without a WFP building pass are kindly asked to go to the reception desk in the lobby of the main building so that a building pass can be prepared.

Portable phones

Before entering the Executive Board Room, delegates are requested to turn off their portable telephones.

Seating arrangements

In the Executive Board Room, a seat at the conference table and one seat behind it are provided for each member delegation, to accommodate the representative and his/her alternate. One representative from each observer delegation may be accommodated in the Executive Board Room.

Documents distribution

- ☞ Documents may be obtained at the documents distribution desk, on the Ground floor, adjacent to the entrance to the Executive Board Room, or from a messenger in the meeting room. Each delegation has a pigeonhole assigned to it, where documents issued during the sessions will be placed.
- ☞ Delegates requiring information not covered by this paper should address questions to the staff at the documents distribution desk.

Listening devices

- ☞ At the end of each day, all participants are kindly requested to leave the listening devices on their chairs in the Executive Board Room and in the Delegates' Lounge so that they can be recharged for the following day. The devices may also be placed in the specially marked box at the Reception Desk.

Cloakroom

- ☞ The cloakroom is located by the staircase.

Quiet room

- ☞ The quiet room is located directly opposite the documents distribution desk.

Lounge, bar and cafeteria

- ☞ The Delegates' Lounge and bar are located on the ground floor of the building. The bar will be open daily from 9:00 until adjournment of the meeting.
- ☞ A cafeteria and a bar are also located on the ground floor of the WFP Headquarters building, near the entrance. The bar is open from 7:45 to 17:00, and the cafeteria from 12:00 to 14:30.

Computer facilities and Internet connection

- ☞ Computer workstations with connection to Internet are located in the Delegates' Lounge and the WFP Internet Café, located on the first floor of the Green Tower (1G32). The Internet Café is open to delegates from 8:30 to 17:00.

Library

- ☞ The Reading Room and collections of books, periodicals, electronic resources, are available to delegates from 08:30 to 17:00. The Library is located on the first floor of the Green Tower (1G12); the staff will be delighted to assist you. For further information: Ext. 2464/2128.

Travel facilities

- ☞ A travel agency (CARLSON WAGONLIT) is located on the first floor of the Yellow tower, Room 1Y00; its business hours are from 09:00 to 13:00 and 14:00 to 17:00.

Telephones

- ☞ Public telephones, from which local and international calls can be made using telephone cards, are located near the entrance lobby on the ground floor. Telephone cards are on sale at the newsstand.

Other services

Bank (Banca Intesa San Paolo) – First floor, Yellow tower	08:30–13:30 and 14:45–16:15
Bank (Banca Popolare di Sondrio) – First floor, Yellow tower	08:30–13:30 and 14:45–16:15
Newstand – Ground floor	08:00–15:30

Transportation

⇒ *WFP–FAO Shuttle Bus*

- ☞ The schedule of the shuttle bus is as follows:

from WFP	from FAO
09:00	9:50
10:40	11:20
12:00	13:30
14:00	14:30
15:00	15:30
16:00	16:30

- ☞ An **additional** bus is made available for Board participants. It leaves from FAO for WFP at 9:00, and from WFP for FAO fifteen minutes after adjournment of the last meeting.

⇒ *Muratella train station–WFP Shuttle Bus*

- ☞ Morning: Muratella train station to WFP
(Bus leaves after each arrival of the airport-bound train from Rome from 8:00 to 8:50)
- ☞ Afternoon: WFP to Muratella train station
(Bus leaves WFP at 17:03, 17:15, 17:30, 17:45 and 18:00)

⇒ **Consortium Shuttle Bus**

- ☞ A shuttle bus serving the entire Parco de' Medici Consortium is also available. The itinerary and schedule are given below.

Itinerary:

Viale Europa (corner junction with Viale Shakespeare); Viale Europa (corner junction with Via Tupini); Metro Magliana - WFP Headquarters and vice-versa.

Schedule

to WFP: 07:25 - 07:40 - 07:50 - 08:00 - 08:10 - 08:20 - 08:30 - 08:40 - 08:55 - 09:10

from WFP: 16:30 - 16:45 - 16:55 - 17:05 - 17:15 - 17:25 - 17:35 - 17:45 - 18:00 - 18:30 - 19:00

Hotels and restaurants

- ☞ The hotels closest to headquarters, with which WFP has stipulated special rates, are:
- Holiday Inn–Roma, (Viale Castello della Magliana, 65) - Parco de' Medici
- Sheraton Golf Club, (Viale Parco de' Medici 165–167) - Parco de' Medici
- ☞ The restaurants closest to WFP are “Verde Smeraldo” (Via C.G. Viola 13/15), and those of the Holiday Inn and Sheraton Golf Club.