

برنامج
الأغذية
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Programme
Alimentaire
Mondial

World
Food
Programme

Programa
Mundial
de Alimentos

Executive Board
Second Regular Session

Rome, 27–30 October 2008

INFORMATION NOTES



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INFORMATION FOR PARTICIPANTS

Venue

The Second Regular Session of the Executive Board will take place from 27 to 30 October 2008 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 at the foot of the staircase, near the former cloakroom.

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 09:00 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 07:45 to 16:45, 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 in the Red Tower (1R00). The Café is open to delegates from 13:00 to 15:00.

Library

- 👉 The Reading Room and collections of books, periodicals, online resources and PCs with internet connections are available to delegates from 08:30 to 17:00. The Library is located on the first floor of the Green Tower (1G34); the staff will be delighted to assist you. For further information: Ext. 2632/2464/2328.



Travel facilities

- ☞ A travel agency (CARLSON WAGONLIT) is located on the first floor of the Yellow tower, Room 1Y04; 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 may be made using coins or telephone cards, are located near the entrance lobby on the ground floor. Telephone cards are on sale at the Post Office and the newsstand. Change for public telephones may be obtained from a money-changing machine located in the public telephone area.

Other services

Post Office – Ground floor	08:30–14:00
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	09:30–13:30 and 14:30–15:30
Newstand – Ground floor	07:30–15:00

Transportation

⇒ *WFP–FAO Shuttle Bus*

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

from WFP	from FAO
09:05	10:10
10:50	11:30
12:10	13:40
14:10	14:40
15:10	15:40

- ☞ An **additional** bus is made available for Board participants. It leaves from FAO for WFP at 09:00, and from WFP for FAO fifteen minutes after adjournment of the last meeting.

⇒ *Muratella train station–WFP Shuttle Bus*

- ☞ Morning 08:30 Muratella train station – WFP
 08:45 Muratella train station – WFP
- ☞ Afternoon 17:03 WFP – Muratella train station



