



**Second Regular Session of the
Executive Board
Rome, 12-15 May 1998**

**Annual Session of the
Executive Board
Rome, 18-21 May 1998**

INFORMATION NOTE

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Distribution : GENERAL
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INFORMATION FOR PARTICIPANTS

Venue

The Second Regular Session and the Annual Session of the Executive Board will take place from 12 to 15 May and from 18 to 21 May 1998, respectively, at WFP Headquarters:
Via Cesare Giulio Viola 68 – Parco dei Medici.

Registration and building passes

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

Meeting passes will be issued to all registered delegates; these should be worn at all times. 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.

This document is produced in a limited number of copies. Delegates and observers are kindly requested to bring it to the meetings and to refrain from asking for additional copies

Documents distribution

1. 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 session will be placed.
2. Delegates requiring information not included in this paper should address questions to the staff at the documents distribution desk.

Lounge, bar and cafeteria

3. The delegates' lounge and bar are located on the ground floor of the building. The bar will be open daily from 9.00 hours until the adjournment of the meeting.
4. A cafeteria and a bar are also located, near the entrance, on the ground floor of the WFP Headquarters building. The bar is open from 07.30 to 16.45 hours, and the cafeteria from 12.00 to 14.30 hours.

Car parking facilities

5. One parking space for each delegation to the Executive Board will be available at WFP Headquarters during the session for each delegation to the Executive Board. Parking permits for the calendar year were issued to each delegation member of the Executive Board and were dispatched by mail in advance of the First Regular Session of 1998. Permits for all other delegations will be issued upon request.

Other services

Post Office - Ground floor	08.25 - 13.50 hours
Bank (Banca Commerciale Italiana) - First floor, Yellow tower	08.40 - 13.45 and 14.45 - 16.00 hours
Newsstand - Ground floor	07.30 - 17.00 hours

Travel facilities

6. A travel agency (CARLSON WAGONLIT) is located on the first floor; its business hours are from 9.00 to 17.00 hours.

Telephones

7. 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, the newsstand, and are also available from a vending machine located in the public telephone area.