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World
Food
Programme

Programa
Mundial
de Alimentos

**Executive Board
Third Regular Session**

Rome, 19 - 22 October 1999

INFORMATION NOTES

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INFORMATION FOR PARTICIPANTS

Venue

The Third Regular Session of the Executive Board will take place from 19 to 22 October 1999 at WFP Headquarters: Via Cesare Giulio Viola 68 - Parco de' 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.

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 session will be placed.

Delegates requiring information not included in this paper should address questions to the staff at the documents distribution desk.

Cloakroom

The cloakroom 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 hours until the 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 07.30 to 16.45 hours, and the cafeteria from 12.00 to 14.30 hours.

Computer facilities and Internet connection

A computer workstation, with connection to Internet, is located in the delegates' lounge. Delegates wishing to access their electronic mail addresses are welcome to use the facilities.

Travel facilities

A travel agency (CARLSON WAGONLIT) is located on the first floor of the Yellow Tower, Room 1Y03; its business hours are from 9.00 to 17.00 hours.

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	08.25 - 13.50 hours
Bank (Banca Commerciale Italiana) - First floor, Yellow tower	08.40 - 13.35 and 14.45 - 16.00 hours
Newsstand - Ground floor	07.30 - 17.00 hours

Transportation

WFP-FAO Shuttle Bus

The schedule of the shuttle bus is as follows:

from WFP	from FAO
09:00	09:45
10:30	11:15
12:00	12:45
13:30	14:15
15:00	15:45

A bus will leave WFP Headquarters for FAO fifteen minutes after the adjournment of the last session.

Consortium Shuttle Bus

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

Itinerary:

V. Europa; V.Boston; Metro Magliana - Sheraton Hotel (Roma-Fiumicino highway) - WFP HQ

Schedule
to WFP: from 7:45 to 9:15 every 10 minutes
from WFP: from 16:30 to 18:00 every 15 minutes
                   from 18:00 to 19:00 every 30 minutes

Restaurants and Hotels

The hotels closest to headquarters, with which WFP has stipulated special rates, are:

> Holiday Inn - Roma, V.le Castello della Magliana, 65 - Parco de' Medici
> Sheraton Golf Club, V.le Parco dé Medici 165-167 - Parco de' Medici

The restaurants closest to WFP are "L'Angolo", and those of the Holiday Inn and Sheraton Golf Club. They also offer special discounts. Full details of reduced rates may be obtained from the Management Services Division, Room 2B03.

Portable phones
Delegates are kindly requested to turn off portable telephones before entering the Executive Board Room.