

## Instruction for the activities at FAO (September 17<sup>th</sup> 2015) – SIDEA 2015

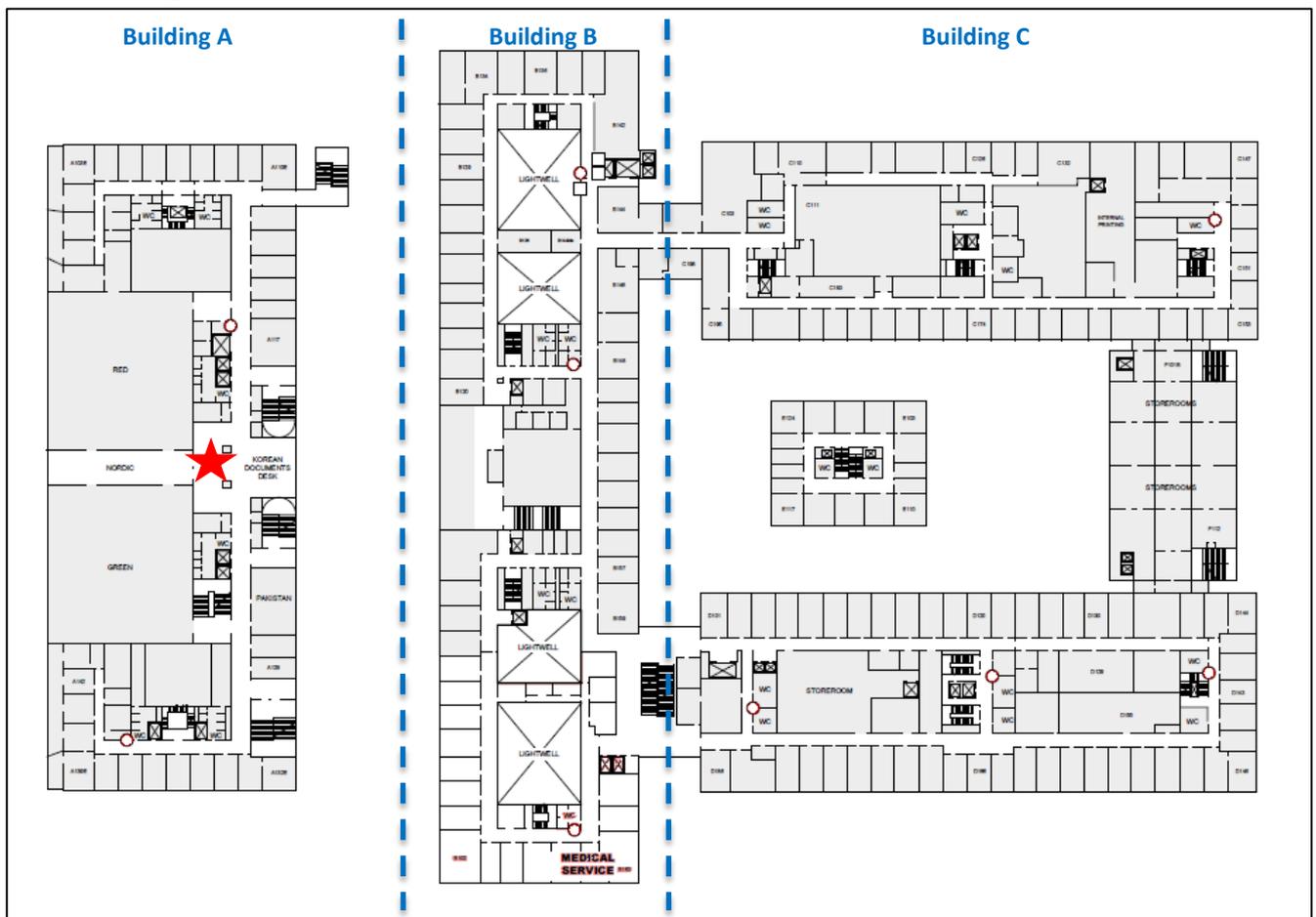
### Security check:

In order to access to the FAO headquarter, you need to pass a Security check showing a valid I.D. (Mandatory). After this control, you will receive a FAO pass.

### How to reach the registration desk:

Entering the main entrance on Building A. On the right at the ground floor is located the Cloakroom where you can leave your luggage and get additional info. Registration is needed to access to the Conference and to FAO premises. Registration desk is located on the 1<sup>st</sup> floor of Building A, in front of the Red Room. In order to reach the registration desk, you can use the stairs (or the elevators) located on the left, after the marble stairs at the main entrance. See the map below for details.

### 1<sup>st</sup> floor Building A



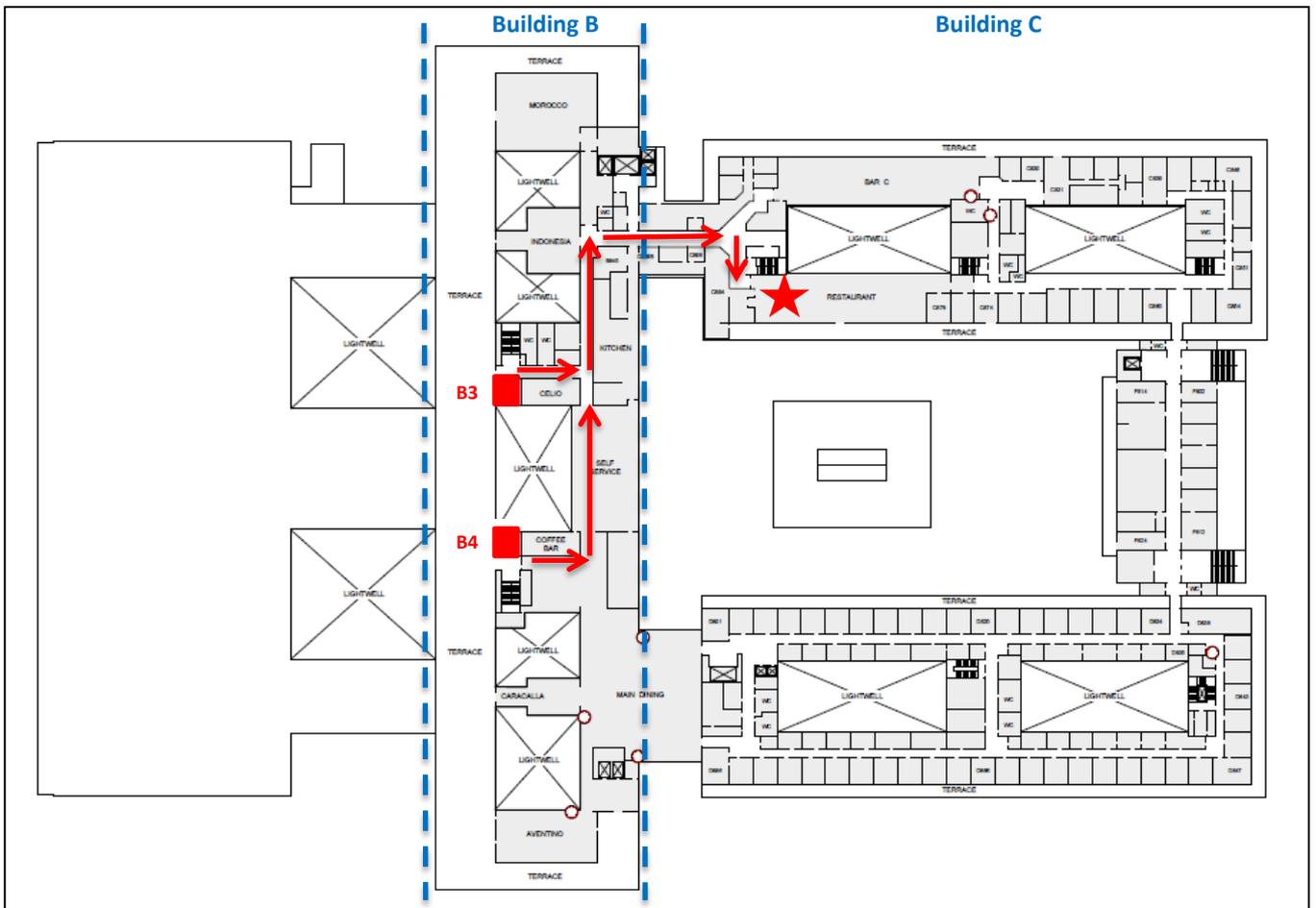
Please note that, at the 1<sup>st</sup> floor, there is no direct connection with building B or building C. In order to reach the other buildings you have to return at the ground floor and cross the Atrium.

### How to reach the FAO restaurant (Welcome lunch):

Lunch will be served at 'FAO Restaurant' from 12:30 to 1:45 p.m. We recommend you to access the restaurant not later than 1:00 p.m. in order to have enough time and reach the Red Room by 2:00 p.m. The restaurant is located at 8<sup>th</sup> floor of Building C (Room C877). In order to reach the FAO restaurant from the Red Room, you have to return to the ground floor, cross the Atrium and use elevators B3 or B4. At 8<sup>th</sup> floor you should reach the main hallway and turn left following the directions to 'FAO Restaurant' and instructions provided by the Conference staff.

Please note that 'FAO Restaurant' is located in Building C and is NOT the 'FAO Cafeteria (Self-Service)' which is located in Building B. Lunch vouchers will not be accepted at the Cafeteria and can be used only at FAO Restaurant. See map below for details.

### 8<sup>th</sup> Floor Building C



### How to reach the bus leaving to the Conference Dinner and Viterbo:

To reach the bus leaving to the Conference Dinner (and Viterbo), you should go back to the cloakroom (to collect your luggage) and follow the instructions provided by the Conference staff.

Two buses will leave at 6:00 p.m.. The buses will bring you to Villa Savorelli (Sutri) for the Conference dinner. During the dinner you can leave your luggage in the bus. After the dinner, the bus will bring you to Viterbo with stops at: Porta Romana (Residenza Nazareth); Balletti Palace Hotel (nearby the Tuscia hotel); and Hotel Salus. Please, keep in mind your bus number in order to have your luggage with you.

Departure time from Sutri is expected around 11:30 p.m. Arrival time at the Hotels in Viterbo is estimated at 12:15 am. Thus, you are suggested to inform your Hotel for this late arrival time.