



Useful Information for Web2ForDev Participants

Welcome to the [Web2forDev](#) conference at FAO in Rome!

Registration Hours

Registration to the Web2forDev Conference will take place on Monday and Tuesday, 24 and 25 September, respectively. Registration hours are from 8:00 – 11:00 a.m. Anyone arriving after registration hours should go directly to the Security Desk. Their badge will be given upon presentation of identification.

Registering

Once you enter FAO premises, please proceed to the Turkish Center Visitor's Registration Area. Be ready to show your ID. Your participant badge will be issued to you and it allows you access to all FAO Buildings as well as to the e-Agriculture open sessions of Friday 28 September.

In addition to receiving your badge you will be given a pre-paid morning and afternoon coffee break coupon to be used at the Polish Bar from Tuesday through, and including, Thursday.

After Registration – now what?

The Cloakroom

Once you have registered, a conference host will direct you. You will be asked to proceed to the Cloakroom, located directly across from the main entrance lobby. You may leave as many items as you wish; however, we strongly urge that you not leave valuables, as FAO is not responsible for lost or stolen items. The cloakroom will be operational every day.

The Documents Desk

The Documents Desk is located directly across from the Green Room. Two FAO messengers and several collaborators from Partner organizations will be at the Desk. The Documents Desk is open continuously.

Please consider the Documents Desk as your information centre. Any queries may be directed to the Documents Desk staff.

At this desk you may obtain copies of documents which will be discussed during the Conference. The documents will be sorted by language. Other literature will be freely available for Participants. Also at the Documents Desk you will receive a Web2forDev Kit containing a conference poster and CD-ROM with useful information.

The Secretariat

The Web2forDev Secretariat Room is located only a few meters away from the Documents Desk. This room is for use by the secretariat and for urgent requests that entail use of a PC, printer and photocopy machine. The Secretariat is open continuously.

The Korean Lounge

Directly across the Documents Desk you will find four PCs. This is the Korean Lounge. Feel free to use the PCs, keeping in mind that others may wish to use them as well.

The Nordic Lounge

The area immediately outside the doors of the Green Room is known as the Nordic Lounge. Here you will find some seating and a few tables.

Further, in the Nordic Lounge Participants will find a bulletin board on which to put forth their ideas for discussion during the afternoon Open Space sessions. Be sure to contribute!

The plenary sessions in the Green Room

On each morning of the conference the plenary sessions begin at 9:00 a.m. in the Green Room located one floor directly above the main entrance lobby (A Building – first floor). Signposts will be visibly located for your convenience.

Plenary sessions will be audio and video recorded and interpretation into English, French and Spanish will be provided.

Afternoon Parallel Sessions

After lunch Participants may select which parallel sessions to attend, based on their personal interests. Please check the Programme.

The Parallel Sessions take place in four major meeting rooms: German Room (Building C – Room 269), Philippines Room (Building C – Room 277), Lebanon Room (Building D – Room 209) and Green Room (Building A – First floor). Signposts will be visibly located.

There will be interpretation only for the French language parallel session scheduled to take place in the Green Room on Wednesday 26 September.

Please check the Programme for a complete listing of all Parallel Sessions. Remember that whichever meeting room you are in, you must return to the Polish Bar (Building A – Ground Floor) for the complimentary afternoon coffee.

Refreshments

Coffee breaks

Coffee breaks, both in the morning and in the afternoon, will take place in the Polish Bar, located by the Cloakroom, across from the main entrance lobby. Please have your prepaid coupon handy. During morning coffee break Participants will receive a complimentary croissant, tea or coffee, and bottle of water; while for the afternoon coffee break tea or coffee, and a bottle of water will be offered.

Coffee tables in the Polish Bar will be signposted thematically to encourage continued conversation on previously discussed topics.

Lunch

Lunch is served in the Main cafeteria (Building B – 8th floor) at the Participant's expense. A small area of the cafeteria, the Caracalla Room, seating 35 persons, will be cordoned off to accommodate Participants on a first-come first-serve basis. The tables will be signposted thematically so that Participants may continue discussions on a particular theme that was previously discussed.

Welcome Cocktail

All Participants are invited to a Welcome Cocktail on Tuesday 25 September in the Aventino Room (Building B – 8th floor) from 6:15 to 8:00 pm. Don't miss it! There is a spectacular view of Rome from this rooftop lounge.

The Atrium Marketplace

The Atrium will house the Partner Exhibits. Feel free to peruse through the Atrium and to pick up literature and information materials that are of interest you.