



Logistics note for in-person participants

1. Location

The 2023 Annual General Assembly (AGA) of the Global Donor Platform for Rural Development (GDPRD) will be held on Thursday, 26 and Friday, 27 October at [IFAD headquarters](#) in Rome, Via Paolo di Dono 44.

The sessions will take place in IFAD’s main conference rooms: the **Italian Room** and the **Oval Room**, located in the -1 floor. Smaller meeting rooms will be used to host interactive breakout sessions.

2. Transportation to/from IFAD premises

The IFAD building is approximately a 20-minute drive from Rome’s Leonardo da Vinci Airport (Fiumicino). The [Leonardo Express](#) train can be used to reach Rome’s central train station (Roma Termini) from the Airport. Should you want to use a taxi, please only use **official taxis** (white cars bearing the "TAXI" sign on the roof) offering a fixed fare of **EUR 50**. Radio Taxi Services can be called at +39 06 3570 / 06 4994.

The nearest metro station to IFAD HQ is **Laurentina (B Line)**. A shuttle bus service between Laurentina metro station and the IFAD building is available under the following schedule:

Morning rounds (Laurentina to IFAD HQ)	Afternoon rounds (IFAD HQ to Laurentina)
7:40 a.m.	16:45 p.m.
7:55 a.m.	17:05 p.m.
8:10 a.m.	17:20 p.m.
8:25 a.m.	17:35 p.m.
8:40 a.m.	17:50 p.m.
8:55 a.m.	18:05 p.m.
9:10 a.m.	18:20 p.m.
9:25 a.m.	18:35 p.m.
-	18:50 p.m.



The pick-up and drop-off point at Laurentina station is Viale Luca Gaurico 9-11, on the main road behind the station, while the IFAD drop-off and pick-up point is the yellow bus stop across the road from the guardhouse at the main entrance (between Via Paolo di Dono 50 and 44).



3. Access to IFAD premises

Health protection measures

To ensure maximum safety and health protection during this event, and in light of the recent increase of COVID-19 cases, please be aware of the following:

- All attendees coming from overseas are to review and comply with the entry health requirements for Italy.
- If you are suffering from fever or flu-like symptoms (cough, runny nose, sore throat, etc.), please **refrain from attending the event in-person**.
- In case of **close contact**¹ with a positive COVID-19 case, you are required to:
 - Wear a mask within IFAD premises or when in presence of other people, and
 - Take a COVID-19 swab test on day 5 from the exposure and share results with med@ifad.org cc'ing a.cordova@ifad.org. The test must be taken at a clinic or a pharmacy as **self-tests would not be valid**.
- Maintain interpersonal distancing of at least 1 meter as much as possible.
- The use of masks is recommended indoors. Speakers and presenters might remove their masks when taking the floor.

Security measures

Upon arrival at the IFAD Guardhouse, all participants should provide an **ID with photo** to the receptionist, who will check your details against the participant list and will issue a

¹ Exposure to a positive COVID-19 case during their infective period, e.g. in the 2 days before the onset of symptoms.



temporary access badge. The badge must be worn at all times on IFAD premises. The ID check will be conducted each time when entering the premises.

Should you be in possession of an FAO/WFP badge, **please still pass by the Guardhouse to pick up your event badge before entering the IFAD premises.**

All participants will have to undergo **metal detector scan** and **luggage X-ray scan** before accessing IFAD premises. Anyone wearing a medical device, such as a **pacemaker**, is asked to provide applicable documentation to security staff upon arrival for alternative screening arrangements. Any visitors with additional support needs are requested to inform the meeting organiser in advance so that relevant access arrangements can be provided.

Members of the GDPRD Team will welcome you upon arrival and will escort you to the meeting location and back to the exit point at the end of the sessions.

Due to the number of registrants and the time of the event, we kindly ask all in-person participants to arrive early at IFAD premises (at least 20 minutes ahead of the meeting).

4. Services at IFAD premises

Medical services: Medical personnel and first-aid facilities are available at IFAD headquarters. The nursery is located in the lobby.

Banking facilities: A branch of Banca Popolare di Sondrio is located on the ground floor, close to the main reception area. The bank will follow regular Italian banking hours from 8.30 a.m. to 13.00 p.m. and from 14.30 p.m. to 16.00 p.m. Two ATMs are also available within IFAD premises.

Wi-Fi connection: Wi-Fi is available in the entire building:

- Wireless network SSID: ifad_guest
- Password: ifadguest

Cafeteria: IFAD has a cafeteria and coffee bar on the premises. Hot meals are available from 12.00 p.m. to 14.30 p.m. Hot and cold beverages and snacks are available from 8.00 a.m. to 17.00 p.m. Vending machines are available in the conference area (-1 floor) and on the second and fifth floors.

Duty-free gift shop: A duty-free gift shop is located in IFAD's lobby. The shop carries clothing, perfumes, cosmetics, pens, suitcases, watches, jewellery, ties, other accessories and wine at a discounted duty-free rate.



5. Organization of the sessions

Thursday, 26 October

- A welcome coffee will be hosted by the Platform Secretariat from 9.00 a.m.
- The opening session will begin at 9.30 a.m.
- A coffee break will be hosted by the Platform Secretariat at 10.15 a.m.
- A buffet lunch for all participants will be hosted by the Platform Secretariat from 12.30 p.m.
- Sessions will resume at 13.45 p.m.
- A coffee break will be hosted by the Platform Secretariat at 15.15 p.m.
- Sessions will resume at 15.30 p.m. and are expected to finish at 18.30 p.m.

Friday, 27 October

- A welcome coffee will be hosted by the Platform Secretariat from 9.00 a.m.
- Sessions will begin at 9.30 a.m.
- A coffee break will be hosted by the Platform Secretariat at 10.35 a.m.
- Sessions will break for lunch at 12.20 p.m. Please note that this lunch will not be hosted by the Platform Secretariat.
- Sessions will resume at 13.50 p.m.
- A coffee break will be hosted by the Platform Secretariat at 15.20 p.m.
- Sessions will resume at 15.35 p.m. and are expected to finish at 17.00 p.m.

Event agenda and documentation

- The final agenda of the event and additional relevant documentation will be made available in soft and hard copies on the first day of the Assembly.



6. List of suggested hotels

Please see below a list of suggested hotels, part of IFAD's Preferred Hotel Programme (PHP). Reference to your participation to an IFAD event can be made at the time of booking. The application of special rates and discounts may apply, but kindly be informed that this is subject to the Hotel's availability and discretion.

Hotel name	Address	Web site	Phone
CITY CENTER			
Antico Palazzo Rospigliosi	Via Liberiana 22	www.therelaxinghotels.com	39 (06) 48930495
Aventino	Via San Domenico 10	www.aventinohotels.com	39 (06) 570057
Bettoja Hotel Atlantico	Via Cavour 23	www.bettojahotels.it	39 (06) 485951
Hotel Lancelot	Via Capo D'Africa 47	www.lancelothotel.com	39 (06) 70450615
Mercure Centro Colosseo	Via Labicana 144	www.mercure.com	39 (06) 770021
Santa Prisca	Largo Gelsomini 25	www.hotelsantaprisca.it	39 (06) 5741917
Villa San Pio	Via Santa Melania 19	www.aventinohotels.com	39 (06) 570057
San Anselmo Hotel	P.zza S. Anselmo, 2	www.aventinohotels.com	39 (06) 570057
Ripa Hotel	Via degli Orti di Trastevere, 3	www.hotelriparoma.com	39 (06) 5861849
Be Place Aventino	Via di San Saba 22	WWW.BEPLACE.EU	39 3755417904
EUR AREA			
Antica Locanda Palmieri	Via Di Grotta Perfetta 555/A	www.anticolocandapalmieri.com	(06) 5153 0428
Occidental Aran Park	Via Riccardo Forster 24	www.barcelo.com	39 (06) 510721
Barcelo Aran Mantegna	Via Andrea Mantegna, 130	www.barcelo.com	39 (06) 989521
H10 Roma Città	Via Pietro Blaserna 101	www.h10hotels.com	39 (06) 5565215
Ibis Styles Roma EUR	Viale Egeo 133	www.accor.com	39 (06) 94442000
Mercure EUR Roma West	Viale Eroi di Cefalonia 301	www.mercure.com	39 (06) 50834111
Pulitzer Roma	Viale G. Marconi 905	www.hotelpulitzer.it	39 (06) 598591
American Palace	Via Laurentina 554	www.americanpalace.it	39 (06) 5913552
Cristoforo Colombo	Via Cristoforo Colombo, 710	www.hotelcolomboroma.it	06 592 1901
Caravel	Via Cristoforo Colombo 124	https://www.hotelcaravel.it/	39 (06) 5180789