



# 2024 Annual General Assembly

## Logistics note for in-person participants

### 1. Location

The 2024 Annual General Assembly (AGA) of the Global Donor Platform for Rural Development (GDPRD) will be held on Tuesday, 26 and Wednesday, 27 November 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 55**. 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, please be aware of the following:

- All attendees coming from overseas are to review and comply with the entry health requirements for Italy;
- In case of close contact<sup>1</sup> with a positive COVID case, you are kindly required to wear a mask at all times within IFAD premises and to have a COVID-19 swab test on day 5 from the exposure at a clinic or a pharmacy sharing the results with [med@ifad.org](mailto:med@ifad.org).
- Attendees suffering from fever or flu-like symptoms are to refrain from attending the event in-person;
- Clean your hands frequently with alcohol-based hand rub or soap and water;
- Cover your mouth and nose with a bent elbow or tissue when you cough or sneeze; Dispose of used tissues immediately and clean hands regularly.

#### **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 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.

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<sup>1</sup> Close contact is a person who has been exposed to a COVID-19 case during their infective period, i.e. the 2 days before the onset of symptoms.

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.

**To ensure a timely start to the meeting, we kindly ask all in-person participants to arrive early at IFAD premises (at least 15 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

##### Tuesday, 26 November

- A welcome coffee will be hosted by the Platform Secretariat from 8.30 a.m.
- The opening session will begin at 9.00 a.m.
- A coffee break will be hosted by the Platform Secretariat at 10.30 a.m.



- A buffet lunch for all participants will be hosted by the Platform Secretariat from 12.30 p.m.
- Sessions will resume at 14.00 p.m.
- A coffee break will be hosted by the Platform Secretariat at 15.30 p.m.
- Sessions will resume at 16.00 p.m. and are expected to finish at 17.30 p.m.

### **Wednesday, 27 November**

- A welcome coffee will be hosted by the Platform Secretariat from 8.30 a.m.
- Sessions will begin at 9.00 a.m.
- A coffee break will be hosted by the Platform Secretariat at 11.15 a.m.
- Sessions will resume at 11.30 a.m. and are expected to finish at 13.00 p.m.

### **Event agenda and documentation**

- The final agenda of the event and additional relevant documentation will be made available on the [event webpage](#).



## 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	Hotel Address	Area
Aventino Guest House (Inn)	Viale Aventino, 98	Aventino/FAO
BePlace Aventino	Via di San Saba 22	Aventino/FAO
Gasometer Urban Suites	Via Del Porto Fluviale 35-37	Ostiense
Hotel H10 Roma Città	Via Pietro Blaserna 101	Ostiense
Bettoja Atlantico	Via Cavour 23	Historical Center
Hotel Aventino	VIA SAN DOMENICO 10	Aventino/FAO
Golden Tulip Rome Piram Hotel	Via Giovanni Amendola 7	Historical Center
Hotel Ripa Roma	Via Degli Orti di Trastevere, 3	Historical Center
Mercure Roma Centro Colosseo	VIA LABICANA 144	Historical Center
Lancelot	Via Capo D'Africa 47	Historical Center
Santa Prisca	LARGO GELSOMINI 25	Aventino/FAO
Villa San Pio	Via Santa Melania 19	Aventino/FAO
San Anselmo	P.zza S.Anselmo 2	Aventino/FAO
Maison delle Naiadi	Via Modena, 5	Historical Center
Pulitzer	V.le G. Marconi 905	Ostiense
UNAWAY Hotel Rome Empire	Via Aureliana, 39	Historical Center
Hotel Caravel	Via Cristoforo Colombo 124	EUR/IFAD
Bercolo Aran Mantegna	VIA ANDREA MANTEGNA, 130	EUR/IFAD
Hotel American Palace EUR	Via Laurentina 554	EUR/IFAD
Hotel Ibis Styles Roma Eur	VIALE EGEO 133	EUR/IFAD
citizenM Rome Isola Tiberina hotel	Lungotevere de' Cenci 5-8	Historical Center
Hilton EUR La LAMA	Viale Europa 287	EUR/IFAD
Barcelo Occidental Aran Park	VIA RICCARDO FORSTER 24	EUR/IFAD
MERCURE EUR ROMA WEST	VIALE EROI DI CEFALONIA 301	EUR/IFAD
Antico Palazzo Rospigliosi	Via Liberiana 22	Historical Center