



Welcome Note

We are pleased to welcome you to the 2016 Annual Partnership Consultations. This document gives you useful information on the event and tips for your stay in Rome.

Venue

The [Auditorium](#) of the UN World Food Programme Headquarters is the Annual Partnership Consultation venue.

WFP Headquarter is located in Via Cesare Giulio Viola, 68/70 - Parco de' Medici, Rome

Registration upon arrival

- Security badges will be issued for NGO representatives who do not have permanent accreditation to United Nations.
- You will be able to collect security badges at the Security desk on 26 October from 8.30 am onwards. Please be informed that you will be asked to show your ID card or passport and to wear the building pass at all times during your stay in HQ.
- The security badge will give you access to the WFP building for the duration of the Consultation. Please note that you will not be able to access WFP building without your badge.

The Auditorium

- An [Information Point](#) will be in front of the Auditorium on both days. We will be pleased to assist you in any issues during the meeting.
- The [cloakroom](#) is located by the staircase prior to entering the auditorium. Please store all personal belongings (coats, bags, etc.) that you will not need during the meeting here.
- [Free Wi-Fi](#) access will be provided during the Consultations. You can connect your device to WFP-EB and use the following password: partnershipoctober.16
- On [IT equipment](#), we kindly ask you to bring your own laptop/tablet. You will find a multiple socket with European standard plugs under every table. Please make sure to have the appropriate adapter, if necessary.



- Participants will find a nameplate displaying their organization's name at the Information Point. We will be pleased to assist you in taking seat in the room. Please feel free to change seating as the meeting progresses.

During the Event

- This Consultation will be **paper-free**. All the relevant background materials and information will be available on [the](#) APC website and will be regularly updated.
- Kindly note that USB key drives with the entire package of documents will be provided by the information point upon request. No hard copies will be delivered.
- An additional meeting room, will be available for bilateral meetings and/or as back-up room on both days. For further information, please refer to the information point.

During your stay in Rome

Please feel free to contact us for any necessary information during your stay in Rome.

Accommodation and transfers tips is available [here](#).

Useful Contacts

WFP NGO Unit

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At the Airport

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Phone: (0039) 3462309803

The WFP Da Vinci Point staff are ready to greet travelers on their arrival at Rome Fiumicino airport. The team has access to the airport security area and can help travelers with check-in procedures, security and passport controls, boarding, problems related to flight tickets, lost and damaged luggage.

WFP Security (0039) 06 6513 2901

Italian no. for emergencies 112

Rome, 26-27 October 2016