

**INFO/RAC National Focal Points Meeting,  
Rome, Italy, 7 - 8 June 2023  
INFORMATION NOTE**

**VENUE OF THE MEETING**



**HOTEL SHANGRI-LA ROMA**

Viale Algeria, 141

00144 Roma EUR

Italy

Tel: +39 06 59 16 441

Email: [info.hsl@omnihotels.com](mailto:info.hsl@omnihotels.com)

Website: <https://www.shangrilaroma.it>



## **TRANSPORTATION FROM FIUMICINO AIRPORT TO THE HOTEL AND VICE VERSA**

INFO/RAC offers you a transport service from the airport to the Shangri la Roma hotel and vice versa. The person in charge of collecting you will be waiting for you at the exit of the baggage reclaim area with a sign with your name written on it. This service will be at the expense of INFO/RAC.

## **ACCOMMODATION**

The participants will be accommodated at the following hotel:

### **HOTEL SHANGRI-LA ROMA**

Viale Algeria, 141 - 00144 Roma EUR, Italy

Tel: +39 06 59 16 441

Mail: [info.hsl@omnihotels.com](mailto:info.hsl@omnihotels.com)

<https://www.shangrilaroma.it>

## **VISAS**

All participants should ensure that they are in possession of any necessary entry and/or transit visas prior to their departure. Whilst INFO/RAC will try to facilitate the issue of the relative visas, final responsibility to obtain any required visa shall rest with the participant. It is suggested that visa applications are submitted at the Embassy of Italy as early as possible.

For further information visit the Ministry of Foreign Affairs of Italy:

<http://vistoperitalia.esteri.it/home/en>

## **MEETING INFORMATION**

- The working languages of the meeting are English and French. Simultaneous translation will be provided.
- Coffee breaks and lunch are organised according to the time slots listed in the annotated agenda (WG.566/2).

## **DAILY SUBSISTENCE ALLOWANCE**

Since INFO/RAC covers all expenses related to the Representatives participation (accommodation, meals expenses and transport costs from/to the airport) the participants will not receive a DSA (daily subsistence allowance).

## **OTHER USEFUL INFORMATION**

Local Currency: Euro (€)

Shopping Mall – Euroma 2

Not far from the hotel, the [EUROMA 2 shopping mall](#) is easily accessible.

### **LAST BUT NOT LEAST – RECOMMENDATIONS ON “GREEN BEHAVIOUR”**

No documents will be printed during the meeting as far as possible and working documents will only be available electronically. Such a decision can significantly reduce costs and limit carbon printing.

To facilitate this, participants are strongly encouraged to follow the guidelines below:

- Bring a laptop. This one will have to be checked beforehand with respect to the viruses.
- Laptop will need to be configured for standard wireless (wifi) connection. If in doubt, please consult your local IT expert.
- Each participant should provide an appropriate adapter for connecting laptops to EU power outlets.

### **CONTACT PERSON**

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