INTERNATIONAL INSTITUTE FOR THE UNIFICATION OF PRIVATE LAW
INSTITUT INTERNATIONAL POUR L'UNIFICATION DU DROIT PRIVE

PRACTICAL INFORMATION FOR THE ATTENTION OF PARTICIPANTS

LOCATION and ACCESS

1. **Palazzo Altieri** is located at Piazza del Gesù 49, and the event will be held on the **1st floor** in the historic "**Sala della Clemenza**".

2. **Access on foot**: Piazza del Gesù n. 49

3. **Access by car**: Via degli Astalli n. 19. Cars are allowed entrance for **transit only**. Cars may drop off passengers at the designated drop-off point in the second courtyard shown in the picture, and exit from the gate on Piazza del Gesù 49.
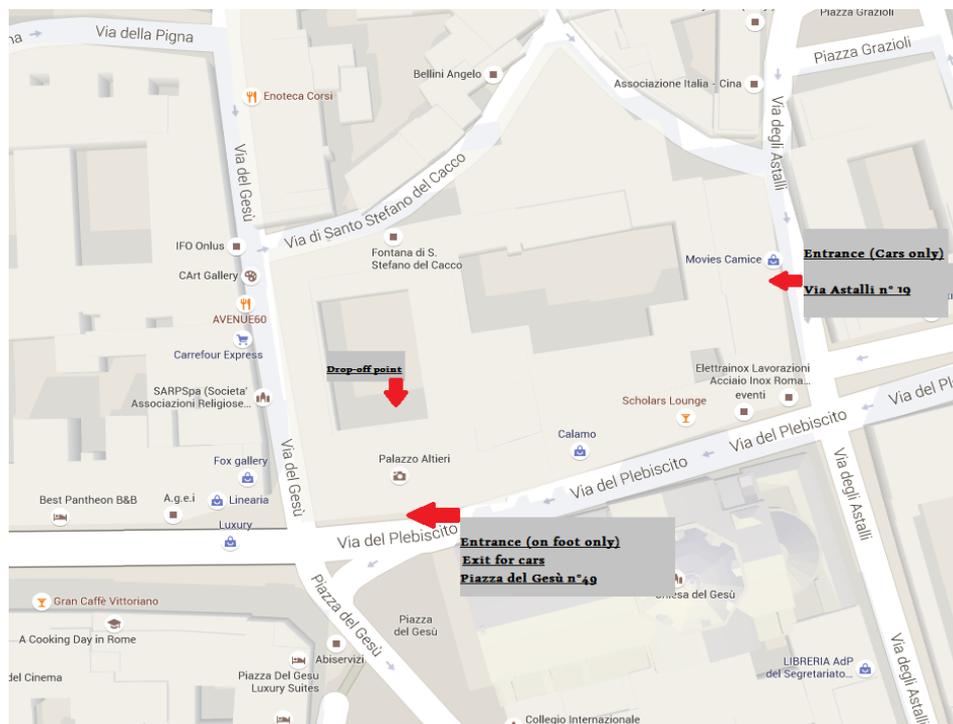
PRE-REGISTRATION and REGISTRATION

4. **18 and 19 April** - To ensure the timely commencement of the proceedings, participants are encouraged to collect their badges from the **UNIDROIT Library, from 9 am to 5 pm** on 18 and 19 April (**Via Panisperna, 28**).

5. **20 April** - Registration at the event will be open **from 8.30 a.m on the 1st floor of Palazzo Altieri** on the landing in front of the conference room.

6.   UNIDROIT staff will be waiting to greet participants at both entrances and will direct them upstairs to the 1st floor (staircase and lift).

7.   The conference room is accessible for wheelchairs, though participants are advised to warn in advance (**on the 18 April at the latest**) the UNIDROIT Secretariat (info@unidroit.org) should they require space for a wheelchair in the conference room.

SECURITY

8.   Participants are required to wear their badges at all times to be granted access to the conference areas.

UNIDROIT DESK

9.   The UNIDROIT desk may be found on the 1st floor at the entrance of the conference room. Staff will be available throughout the conference for any queries.

10.   On the 20th of April, UNIDROIT staff may be reached at the following telephone numbers: +39 06 67679142 and +39 06 67679143.

HEADPHONES FOR INTERPRETATION

11.   The languages of the event are English, French and Italian. Interpretation will be provided in all three languages via headphones to be collected at the UNIDROIT desk upon arrival. **Participants are kindly requested to return their headphones to UNIDROIT staff before leaving the venue.**

CLOAKROOM

12.   Participants may leave their coats and any small luggage they may have at the UNIDROIT desk – Large bags are not permitted for security reasons.

MEALS

13.   Lunch and coffee breaks will be catered for at the venue.

WIFI

14.   WiFi coverage in all areas of the conference will be provided.

Information relating to transfers from and to Rome airports

FIUMICINO

This is the main Roman airport for international flights, a hub for all main airlines and some low-cost carriers such as Vueling and EasyJet.

By train

The local train is the quickest way to get from Fiumicino into the city centre. The station is in front of the arrivals in Terminal 3.

The Leonardo Express is a direct train that connects the airport with Termini (central station) in 32 minutes. From Termini you may take either the A or B line of the Metro, as well as many buses to all areas of town. For Leonardo Express timetables, see http://www.trenitalia.com/cms-file/allegati/trenitalia_2014/informazioni/Giubileo/GM6_LeonardoExpress_light.pdf

Train tickets may be purchased online, from automatic vending machines in the station on the platforms and from all authorised sales points such as the kiosks next to the ticket collection desks. Tickets must be validated at the bright yellow stamping machines to be found on the platform before boarding the train. Furthermore, do not forget that, should you wish to proceed with another form of common transport once in Rome to reach another part of town, you will need to buy a Metrebus ticket, which you may buy in town.

By bus

There are various shuttle bus services from Fiumicino to Rome and the bus stops are in front of the arrival halls of Terminals 2 and 3. According to the service, the tickets cost from 4 to 8 Euros each way and the trip between Fiumicino and Rome takes from 40 to 70 minutes, according to number of stops and traffic.
For more information you can consult the following websites: SIT shuttle bus (Piazza Cavour and Termini station), TERRAVISION (Termini station); TAM BUS (Termini and Ostiense stations in Rome); SCHIAFFINI (Termini station).

By taxi

Taxi ranks are located in front of each terminal (arrivals). Make sure to take a white official taxi with the name and logo of the *Comune di Roma* clearly marked on the door with its licence number.

Taxi fares to reach the city centre are regulated by the Roman authorities and are fixed at **€48**, including up to four passengers and all luggage (regardless of the time of day). (Please note that "city centre" refers to the part of town within the perimeter of the Aurelian walls – all other destinations are charged as per the taximeter).

CIAMPINO

Most low-cost airlines land in Ciampino, located about 12km south of the city-centre.

Although closer, Ciampino airport does not benefit from the same level of connections with the city centre as Fiumicino. However, one may choose from various options – taxi, private transport, train or bus.

By bus

Several bus companies connect Ciampino airport and Rome, and may be found in clearly marked parking areas in front of international departures. They all arrive either in Termini station (about 40 minutes journey depending on traffic) or in the Anagnina Metro station

(about 20 minutes from the airport in light traffic) so that one may reach town on the underground.

Please consult the following websites for more information:
Atral (managed by Cotral and Schiaffini) - http://www.atral-lazio.com/en;

Terravision - http://www.terravision.eu/;

SIT - http://www.sitbusshuttle.com/en/

By taxi

Make sure to take a white official taxi with the name and logo of the Comune di Roma clearly marked on the door with its licence number.

Taxi fares to reach the city centre are regulated by the Roman authorities and are fixed at **€30**, including up to four passengers and all luggage (regardless of the time of day).