



## **Distribution**

### **Participants of ABU-RAI Days: Digital Transformation – A new age of audience-led evolution**

Dear Colleague,

Greetings from RAI & ABU!

Thank you for participating in the ABU-RAI Days. Please visit <https://www.abu.org.my/eventer/abu-rai-days-2022> for the updated programme. To ensure your participation is smooth, please take note of the following:

#### **Date & Location of Conferences:**

##### **ABU-RAI Days Venue**

RAI Headquarters, Viale Mazzini 14, - Sala Arazzi - Rome

##### **Conference Registration**

Rai staff will be at Rai Conference Hall, if you require any further assist on-site. The registration for the Conference will be open from 8.30 am on 4<sup>th</sup> July.

**Rai staff will come to pick delegates at Donna Laura Hotel, Hotel Cicerone & Hotel Clodio on 4<sup>th</sup> and 5<sup>th</sup> July morning 8.15am**

**For security reasons, please bring your passport or Id card to register at Rai Security Reception Desk and collect your entry badge. Badge is strictly personal and must be shown during Conference in the venue all the time.**

**No food nor beverages in the Conference Hall allowed.**

**At the end of Conference, please remember to get your Id or Passport back at Rai desk.**

##### ***Rai's guidelines on the prevention of the spread of Covid-19***

***Each delegate will be given a FP2 mask to wear during the Conference and to access the Sala degli Arazzi (Rai Conference Hall)***

<b>Name of Conference</b>	<b>Date</b>	<b>Time</b>	<b>Conference Room</b>
<b>Day 1</b>	4 July	9:00am – 17.00/19.30pm	RAI Headquarters, Viale Mazzini 14, Sala Arazzi <b>(The shuttle bus to the bus tour will leave in front of Viale Mazzini, 14 at 16.45)</b>
<b>Day 2</b>	5 July	9:00am – 14.45pm	RAI Headquarters, Viale Mazzini 14, Sala Arazzi

## **Transportation**

***On Day 1 (4<sup>th</sup> July) the shuttle bus for the Open Bus Tour experience will leave from Viale Mazzini immediately after the closing of the Conference, at 17.00 pm sharp, at the end of the tour the shuttle bus will bring delegates back to Viale Mazzini, 14, in front of Rai Corporate building, at around 7,30 pm***

***In order to access the shuttle bus, for security reasons all guests are required to wear their FP2 masks and the Conference Badge to speed up the process. No entry allowed without Conference Badge and FP2 mask.***

No big bags nor trolleys allowed inside the shuttle bus nor the Open Bus Tour for security reasons.

## **Travel Insurance – Covid-19 related information**

Please ensure that you purchase an appropriate travel insurance to cover your visit to Rome. Just to let you know, you will be taking a significant risk if you do not purchase the travel insurance. The ABU or RAI shall not be responsible for any claim arising from problems and/or consequences that may arise during the trip to Rome and your stay, if any.

**Please bring along your own FP2 masks: only at the Conference venue Rai will distribute them to access the Corporate building and the Conference room.**

**Before travelling please check the latest information on Covid-19 measures and vaccinations restrictions at the Ministry of Foreign Affairs of your country of origin and at the Italian Ministry of Foreign Affairs website:**

**<https://www.esteri.it/en/ministero/normativaonline/focus-cittadini-italiani-in-rientro-dall-estero-e-cittadini-stranieri-in-italia/>**

## **Refreshments**

As a part of the conference, lunch and tea / coffee (refreshments) will be provided. Please wear your name badge all the time.

## **Visa**

Please make sure that you have proper travel documents for entering the country. No visa on site can be obtained.

## **General Info**

The local currency, EURO is convertible, currently at 1 to 1,054 US\$ (as of 22<sup>nd</sup> June).

Please note that the currency rate is subjective to exchange rate on that day. Please refer to <https://www.oanda.com/lang/cns/currency/converter/> for latest exchange rates. We recommend you to exchange the currency at the airport. You can travel in Rome by taxis, busses, and subway )

## USEFUL INFORMATION FOR GUESTS TRAVELLING TO ROME FROM FIUMICINO AIRPORT

### ROME FIUMICINO AIRPORT

This is the official website of Leonardo Da Vinci Airport (Fiumicino FCO), where you can find useful information on how to arrange your trip.

<https://www.adr.it/web/aeroporti-di-roma-en/pax-fco-to-and-from>

Rome Fiumicino airport is Rome's main airport. The second most important airport serving the city is called Ciampino and operates mainly for the low-cost travel industry.

The airport has been renewed with new terminals (T1, T2, T3, T5) and serves domestic, European, International and Intercontinental destinations.

Distance from the airport to the centre of Rome: about 32 Km.

There are various ways of getting from and to Rome Fiumicino (FCO) airport (also known as Leonardo da Vinci airport).

We list the options from least to most expensive.

- **Buses**

You can buy a ticket online or on the spot. Buses take approximately 45 minutes to get to Roma Termini railways station in normal traffic conditions, and then from there you can take the Metro A direction station Lepanto, if guests stay in the Event Hotel Donna Laura Palace or nearby.

<https://www.adr.it/web/aeroporti-di-roma-en/pax-fco-bus>

At Fiumicino airport, the bus departure points are outside of Terminal 3, to your right as you leave the terminal.

Terravision Shuttles

[http://www.terravision.eu/airport\\_transfer/bus-fiumicino-airport-rome/](http://www.terravision.eu/airport_transfer/bus-fiumicino-airport-rome/)

SIT Airport Bus

<http://www.sitbusshuttle.com/en/>

- **TRAIN**

<http://www.trenitalia.com/tcom-en/Services/Fiumicino-Airport>

Express train (€14 one way per person). The Leonardo Express train is a non-stop service between FCO and Rome Termini (the main station). Trains depart every half hour from 6:23 to 23:23, and the trip takes 32 min.

Rome Termini is the only major station in the city and very useful if your hotel is nearby or you want to walk or get the metro to other city areas, or even to catch a train to some other part of Italy.

Note that tickets for both these trains are not for reserved seats. You can use the ticket at any time within the next several months, but the ticket must be validated just before travelling by punching the ticket in one of the little green and white oval machines dotted about the platform area. (Make sure it prints the time and date on the ticket.) If you fail to validate the ticket you could be fined, as you are effectively trying to travel on an open ticket.

- **TAXI (official taxi cabs are white)**

***Go to the licensed taxi points outside the terminals***

<https://www.adr.it/web/aeroporti-di-roma-en/pax-fco-taxi>

Taxi service is available at **Terminal 1** and **Terminal 3 Arrival** areas.

Authorized **Taxi vehicles** are **white** with a "TAXI" sign on the roof. The symbol of the Municipality of reference is fixed to the front doors and the licence number is on the doors, on the back and inside the vehicle.

Fixed fares (each way) for some destination, including all supplements, are as follows:

- **Rome city center** (within the Aurelian Walls): € 50,00
- **Magliana - Parco dei Medici**: € 31,00
- **New Rome Fair**: € 26,00
- **Ciampino airport**: € 52,00
- **Tiburtina Station**: € 57,00
- **Ostiense Station**: € 47,00
- **Civitavecchia Porto**: € 125,00

All the above fares are fixed by the responsible municipality and may change, even without notice. For further information please check the website of the Municipality of Rome and the Municipality of Fiumicino.

Rides departing from the airport travelling to a destination within the Grande Raccordo Anulare (and vice versa) cannot exceed € 73.00.

### **Route from the airport to Fiumicino town**

The route between the airport and the Municipality of Fiumicino (around 7 km) is subject to metered pricing.

Comune di Fiumicino taxis are available on the Arrivals level on the main road in front of Terminal 1 and Terminal 3, and on the ancillary road in front of the train station.

For other journeys, ask around to see what the taxi should cost or get an estimate online. Have small bills to count out carefully when paying.

Note that the fixed price from the airport to central Rome applies only to taxis licensed by the City of Rome; these taxis have the City Council's crest (with "SPQR") painted on the doors. Other taxis, such as those licensed by the Comune of Fiumicino, can charge by their meter.

**The Roman taxi companies (06/3570 – 06/5551- mytaxi) now have the fixed rate to and from the airport printed on the doors.**

Taxi have a tag number inside the car, and on the internal part of the back seat doors (then you have a way to trace them if there are problems) .

If you are travelling as a group of 4, a taxi is cheaper than the Leonardo Express train and avoids having to lug your suitcases to the train and then having to make connections on other transportation once you get to central Rome.

- Inside the airport there are even private drivers NCC -(black cars) offering to bring you to Rome, please note that you better negotiate the price in advance, in case you opt for them.

**For more tips on your stay in Rome please:**

<http://www.turismoroma.it/?lang=en>

### **Climate & Clothing**

Rome has an average daily temperatures that goes from 25 to 35 °C <https://www.ilmeteo.it/meteo/Roma>

A summer clothing is recommended.

### **Food**

Italian cuisine is very well known worldwide. Enjoy it.

You can try a variety of delicious recipes, ranging from traditional Roman dishes and national ones. You can eat everywhere, food is easy to find (street food, finger food, pizza, pasta, icecreams and so on).

### **Electricity**

Electricity in Italy, as in the rest of Europe, comes out of the wall socket at 220 volts alternating at a 50 cycles per second. Consider making a small investment in a universal adapter, which has several types of plugs in one lightweight, compact unit. Most laptops and mobile phone chargers are dual voltage (i.e., they operate equally well on 110 and 220 volts), so require only an adapter. These days the same is true of small appliances such as hair dryers. Always check labels and manufacturer instructions to be sure. Don't use 110-volt outlets marked "for shavers only" for high-wattage appliances such as hair dryers.

### **Medical Services**

Medical services are available in most towns by government hospitals and private clinics. Non-prescription drugs are available at pharmacies as well as supermarkets, and shopping centres.

### **Business Hours**

The country is run on a normal eight hours a day system - Sundays are days of rest. Government offices are opened from 9 am to 5 pm on weekdays. Banking hours is generally from 9 am to 5 pm. Department stores are open from 10 to 8pm and supermarkets are opened mostly from 8 to 8 pm. Downtown stores have different opening hours.

### **Welcome**

We look forward to welcoming you at the Conference. If you require any further assistance, we shall be pleased to provide the same.

Rai staff will welcome the delegates.