



The Abdus Salam

**International Centre  
for Theoretical Physics**



## Joint IAEA-ICTP Essential Knowledge Workshop on Nuclear Power Plant Design Safety-Updated IAEA Safety Standards

**9 October – 20 October 2017**

### GENERAL INFORMATION SHEET

**VENUE:** EULER Lecture room – Terrace level, da Vinci building  
ICTP \_Computer Laboratory – Ground floor, da Vinci building,

**REGISTRATION:** 9 October 2017, 08:30 – 09:00 a.m., DESK, Foyer Leonardo da Vinci building;

**DIRECTORS:** 1st floor, Leonardo da Vinci building - **Room No. 137**

**SECRETARIAT:** Elizabeth Brancaccio (Ms): 1st floor, Leonardo da Vinci building - **Room No. 137** (*mornings only*)  
Afternoons: Adriatico guesthouse, lower level 1 ext: 284

**ICTP name BADGE, ACTIVE badge AND COMPUTER/E-MAIL ACCOUNT:** will be given upon check-in at guesthouse together with the badges - please look inside your badge holder for email account details.

Please **wear your name badge** on ICTP premises **at all times**, it is needed also to borrow books from the ICTP Library and for administrative other services.

Loss or damage of the active badge should be reported immediately to the Mail Office /Info Point (Leonardo Building, ext. 589). A cost charge of Euro 10 will be applied. Active badges **must be returned to the ICTP before departure, badge collection boxes** are located in the various ICTP buildings (reception areas) - or leave at Mail Office and Info Point.

**FOLDER & MAIL BOX(\*):** A pigeonhole to your name is found on **the Foyer, Leonardo da Vinci building**. During your stay please check your pigeonhole and e-mail account regularly for all communications within Campus for urgent messages, and/or for personal correspondence to your name that may reach ICTP.

**(\*) For Associates', the mail box** is found in the Leonardo da Vinci Building, 1st floor, near the bar; it is in associate field of research. **the bar.**

**ADMINISTRATIVE INFORMATION:** is posted on the notice boards situated in the reception areas of the Leonardo Building, Adriatico and Galileo Guesthouses. In-house information (ictpnews digest) is sent by e-mail to all holders of an ICTP e-mail account. There is also a mailing list (science-ts digest), which gives details of in-house scientific activities and, periodically, of those taking place in other scientific institutes in and outside Trieste.

**\*INFO POINT** (located to the left of the main entrance hall of the Leonardo da Vinci Building) provides general information about the Centre, its activities and offices, as well as basic information about the city and its surroundings. It is also responsible for official badges, and is the Centre's Switchboard Unit. Open 8:30 - 16:48 (Mon-Fri), Tel. Ext: 111.

**ITALIAN PERMIT OF STAY:** **Your new ICTP e-mail account contains an important comprehensive message regarding the rules to be observed related to the permit of stay in Italy. The message is especially important to those whose stay exceeds 8 days and are not accommodated in the ICTP Guesthouses, and the deadlines mentioned are imperative!** Questions on permit of stay issues can be raised with the ICTP Passport and Visa Information Office (room T4, E. Fermi Building 09:00 - 12:30 14:00 - 15:00).

**OPERATIONS/TRAVEL UNIT OFFICE** (*Only for those Visitors receiving daily allowance/travel reimbursements*)

Only **after** having completed registration formalities, please go to the Operations&Travel Unit office, Enrico Fermi Building, Room T17, terrace level, open three days: **Monday, Tuesday and Friday, 08.30 - 12.00 and 13.30 - 14.30**  
**Please bring with you: name badge / identity card or passport / any travel tickets, if reimbursement due.**

Note: Payments are mainly done via bank cheque to be cashed at UniCredit Banca (opened only two **days Monday and Friday, from 8.20 to 13.20 and 14.30 to 16.00 hrs.**). Kindly collect your dues before your departure from ICTP. Claims not presented within six weeks after the conclusion of the visit will not be settled.

**ICTP STAFF WORKING HOURS** Monday to Friday, from 8.30 to 16.48

**CERTIFICATES OF ATTENDANCE** Certificates of Attendance will be distributed at the end of the Workshop.

**END OF STAY** Only in exceptional cases of authorized anticipated departure and **always** for Associates and Affiliates the clearance is requested. For details please see the End-of-Stay Clearance Terms to be found on the last page of the Pre-arrival Information Booklet: <http://www.ictp.it/pages/info/visiting.html>

## **SUMMARY OF INFORMATION ON ICTP OFFICES AND SERVICES**

For more details, please check ICTP's web site at <http://www.ictp.it/visit-ictp/at-ictp.aspx>.

**HOUSING OFFICE** 08.30 - 12.00 and 13.30 - 14.30 (Mon - Fri) **E. Fermi Building (EF)** - Rooms T1/T2 (ground floor).

**OPERATIONS/TRAVEL CLAIMS OFFICE** 08.30 - 12.00 and 13.30 - 14.30 (Mon, Tue and Fri)  
**EF** - Room T17 (ground floor) - For daily allowances/travel reimbursements.

**PASSPORT & VISA INFORMATION OFFICE** 09.00 - 12.30 and 14.00 - 15.00 (Mon-Fri); **EF** - Room T4 (ground floor)

**BANK (UniCredit Banca)** 08.20 - 13.20 and 14.30 - 16.00 (Mon and Fri); **EF** - Main Entrance (ground floor) - Kindly note that for all banking transactions you are required to exhibit your **passport** (or equivalent valid identification document).

**TRAVEL AGENCY (Carlson Wagonlit Travel)** 08.30 - 12.30 and 13.00 - 15.00 (Mon-Fri)  
**EF** - Main Entrance (ground floor) (Tel.ext. 584)

**MEDICAL SERVICE** 09.00 - 12.00 and 13.00 - 16.30 (Mon-Fri); **EF** - Main Entrance (Room T9/T10 - ground floor) (Tel. ext. 500 and 600). Appointments with the Doctor should be arranged through the Nurse.

**HEALTH INSURANCE (AllianzWorldwideCare.)** Visitors covered under the AllianzWorldwideCare insurance policy will receive a welcome pack from the insurers upon enrolment by e-mail, describing the benefits covered and the procedures for processing claims for reimbursement

**COMPUTERS** For more information please see: <http://icts.ictp.it/> Computers are located in the Leonardo da Vinci Building (1S and 2S levels) and the Adriatico (Lower Level 1) and Galileo (near reception) guesthouses, running Windows XP and Linux. As mentioned before, your login information will be given to you during check-in/registration. It is also needed for our wireless network. Computer help is available on workdays 10:30-12:00 and 13:30-15:00 in the Leonardo Building, Information and Communication Technology Section (ICTS), entrance level, room 2, or via internal phone 999. CD-Rs, DVDs and printer transparencies can be bought at the Mail Office (see below). Network cables can be bought from the vending machines at the Adriatico and Galileo Guesthouses at Euro 4.50.

### **MAIL SERVICES, PHOTOGRAPHIC SERVICE, STATIONERY AND SOUVENIR GIFT SHOP**

**InfoPoint/ Mail office / Gift shop** - (Leonardo Building, on the left-hand side of the main entrance hall)  
Open 8.30-12.30 / 13.30-16.30 (Mon-Fri), Tel.Ext. 559 / 589

Basic stationery is included in the conference folder. Additional items can be requested from the above office. USB sticks (8Gb, with ICTP logo) are sold at €2.50 for the first one. For additional USB sticks the price is €5.00/each.

**PHOTOCOPYING (SELF-SERVICE)** The ICTP Marie Curie Library (Leonardo Building, first floor) is equipped with a multifunction printer. Printing and scanning are enabled for all Library users.

**MARIE CURIE LIBRARY** 08.30 - 20.00 (Mon-Fri) 09.00 - 20.00 (Sat & Sun)  
**Leonardo Building** first floor All first-time users must register at the loan desk.

**TELEFAX** Private messages can be sent, on payment (€0.10/page in Italy; €0.50/page abroad), through:  
**Leonardo Building:** Mail Office 8.30-12.30 / 13.30-16.30 (Mon-Fri)  
**Adriatico G.H.:** Reception Desk

### **SHUTTLE BUS SERVICE (within ICTP campus):. (\*)**

08:30 Leonardo Building	08:35 Adriatico Guesthouse	08:40 Galileo GH/Fermi	08:45 Leonardo Building
08:50 Leonardo Building	08:55 Adriatico Guesthouse	09:00 Galileo GH/Fermi	09:05 Leonardo Building
09:15 Leonardo Building	09:20 Adriatico Guesthouse	09:25 Galileo GH/Fermi	09:30 Leonardo Building
09:55 Leonardo Building	10:00 Adriatico Guesthouse	10:05 Galileo GH/Fermi	10:10 Leonardo Building
11:55 Leonardo Building	12:00 Adriatico Guesthouse	12:05 Galileo GH/Fermi	12:10 Leonardo Building
12:15 Leonardo Building	12:20 Adriatico Guesthouse	12:25 Galileo GH/Fermi	12:30 Leonardo Building
13:00 Leonardo Building	13:05 Adriatico Guesthouse	13:10 Galileo GH/Fermi	13:15 Leonardo Building
13:40 Leonardo Building	13:45 Adriatico Guesthouse	13:50 Galileo GH/Fermi	13:55 Leonardo Building
14:05 Leonardo Building	14:10 Adriatico Guesthouse	14:15 Galileo GH/Fermi	14:20 Leonardo Building
16:30 Leonardo Building	16:35 Adriatico Guesthouse	16:40 Galileo GH/Fermi	16:45 Leonardo Building
18:00 Leonardo Building	18:05 Adriatico Guesthouse	18:10 Galileo GH/Fermi	18:15 Leonardo Building

### **(\*) EXTRA RUNS ARE AVAILABLE ON THE FIRST DAY ONLY OF EACH NEW ACTIVITY**

from 8:30 until 10:10 - one departure from Galileo GH and another from Leonardo Building.  
Please see separate time-table posted in the LB lobby and in the Guest Houses (Reception area).

### **ICTP-SISSA-ICTP SHUTTLE BUS SERVICE (usually suspended from end of June till mid September)**

Monday to Friday: ICTP - SISSA and back. ICTP departures are from the Leonardo Bldg parking Lot. Time-table is posted on the announcement boards in the LB lobby and on the boards in the LB lobby (main entrance area) and in the Guest Houses (Reception area).