



**The Abdus Salam
International Centre for Theoretical Physics**



IAEA
International Atomic Energy Agency

***From Genes to Atomic Structures :
an Introduction to Synchrotron-Based Structural Biology
(23 - 27 April 2012)***

GENERAL INFORMATION SHEET

VENUE: Adriatico Guest House, Giambiagi Lecture Hall and Eklund Informatics Lab.

REGISTRATION: Upon arrival, all Visitors are kindly requested to complete registration formalities at the **Adriatico Guest House** as follows

**MONDAY, 23 APRIL 2012 – lower level 1 Adriatico Guest House from 8.30 - 9.20 am
(subsequently in Office no. 3 - ext. 544)**

Associateship/Federation scheme Visitors should register in the **Leonardo Building - Entrance Level - Rooms 3,4, and 5.**

DIRECTORS: Office no. 4, tel. ext. 954, lower level 1, AGH

LECTURERS/SPEAKERS: Lundquist Lecture Hall, lower level 1, AGH

SECRETARIAT: Mrs. Ave Lusenti, Office no. 3, tel. ext. 544, lower level 1, AGH

ICTP NAME BADGE, ACTIVE BADGE AND COMPUTER/E-MAIL ACCOUNT: An ICTP e-mail account has been created for you. Username and password will be given to you when checking in at the Guesthouse reception, together with your name and active badges that are inserted in a plastic badge holder. For the sake of privacy, the information about your e-mail account is placed in between the two badges. If lodging outside ICTP Guesthouses, you will receive them at the moment of registration. In case of loss or damage of the active badge you should immediately request a new one from the Mail Office (E. Fermi Bldg), for which you will be charged Euro 10, as cost-reimbursement. Before departure the active badge must be returned to ICTP. For this purpose "**Badge collection boxes**" are located in the various ICTP buildings. It may also be returned to the Mail Office counters during their opening hours (*see the reverse*). You are kindly requested to wear the name badge at all times while on ICTP premises. This badge is also required to borrow books from the Library and it may be requested by other administrative offices.

FOLDER & MAIL BOX: In the Mail Box, that has been prepared for you on the Lower Level 1, near Eklund Informatics Laboratory, Adriatico Guest House you will receive a conference Folder, containing information on the activity (*). During your stay please check your mail box and e-mail account regularly, as these are the main channels of communication within the Campus and the only means of notifying you of urgent messages or correspondence which may arrive during your stay. (*) **Associates' mail box is prepared in the Leonardo da Vinci Building, 1st floor, near the bar and opened according to visitors' field of research.**

ADMINISTRATIVE INFORMATION is posted on the notice boards situated in the reception areas of the Leonardo Building, Adriatico and Galileo Guest Houses. In-house information is sent by means of an automatic e-mail delivery service (ictpnews digest) available to all holders of an e-mail account at ICTP. 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 details about the city and its surroundings. Tel. Ext: 433; e-mail: info_pt@ictp.it

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).

MEAL COUPONS (*for participants whose subsistence costs are covered by the Centre*). Meal coupons are issued by Guest Houses receptions.

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

CERTIFICATES OF ATTENDANCE Unless already foreseen by the Activity itself, certificates can be requested via e-mail to the account: Attendance.Certificates@ictp.it Requests should be made well in advance of your departure date.

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>

PLEASE SEE REVERSE FOR A SUMMARY OF INFORMATION ON ICTP OFFICES AND SERVICES

For more details, please check ICTP's web site at <http://www.ictp.it/pages/info/visiting>.

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-Fri)
EF - Room T17 (ground floor) - For daily allowances/travel reimbursements. *Note:* reimbursements of over Euro 200 are done via bank cheque, cashed at UniCredit Banca (see timetable below).

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

BANK (UniCredit Banca) 08.30 - 12.30 (Mon-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 15.00 - 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 (Lloyd Adriatico Ins. Co.) 08.30 - 12.30 (Tuesday and Thursday)
EF - Main Entrance (ground floor)

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 Counters (see below). Network cables can be bought from the vending machines at the Adriatico and Galileo Guesthouses at Euro 4.50.

STATIONERY and MAIL COUNTERS (Photographic services: **only** E. Fermi Bldg, Mail Office counter).
Leonardo Building - (IS Level, right-hand side) 13.30 - 15.30 (Mon-Fri)
E. Fermi Building - (Lower Level) 08.30 - 12.00 (Mon-Fri)
Basic stationery is included in the conference folder. Additional items can be requested from the above offices.

PHOTOCOPYING (SELF-SERVICE) Five self-service photocopying machines are available: two inside the ICTP Library, one at the AGH (Lower Level, outside the Giambiagi Lecture Room.), one at the Galileo GH, one at the Enrico Fermi Building (outside the Associate area). The machines are operated by magnetic cards, obtainable from an automatic distributor outside the Library entrance, at a cost of Euro 1 (deposit for the card + 10 copies). These cards may be recharged at Euro 0,03 per copy. The deposit (Euro 0,80) will be reimbursed if the card is returned, undamaged, to the mail counters. Exceptionally, cards are also available from the Mail Counters and at weekends from the AGH Reception.

TYPEWRITERS Available for the use of Visitors at: **EF** Lower Level, corridor. **Leonardo Building:** right-hand side, Level 2S

TELEFAX Private messages can be sent, on payment (€0.10/page in Italy; €0.50/page abroad), through:
Leonardo Building: Info Point (08.30 - 16.00, Mon-Fri)
Adriatico G.H.: Reception Desk
E. Fermi Building: Mail Counter (08.30 - 12.00, Mon-Fri)

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.

SHUTTLE BUS SERVICE (within ICTP campus):

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

ICTP-SISSA-ICTP SHUTTLE BUS SERVICE

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 (main entrance area) and in the Guest Houses (Reception area).