



**Joint ICTP-IAEA Advanced School and Workshop  
on Modern Methods in Plasma Spectroscopy**

**16 - 27 March 2015**

**GENERAL INFORMATION SHEET**

**VENUE:** *Euler Lecture Room - Leonardo da Vinci building*  
*Laboratory: Infolab - Adriatico guesthouse*

**REGISTRATION:** All Visitors are kindly requested to complete registration formalities at the **Leonardo da Vinci building** as follows:

**[Foyer]** Monday 23 March, 8:30 to 09:00 a.m.

Those participating under **Associateship/Federation** and **KFAS** Schemes, should register in **room 113/114**, 1st floor, Leonardo da Vinci bldg.

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**DIRECTORS:** 1st floor, Leonardo da Vinci building - **Room No. 142 [ph. ext. 171]**

**SECRETARIAT:** *From 16 to 27 March 2015 (Ms Elizabeth Brancaccio)*  
*1st floor, Leonardo building, room n. 142, ext.: 284 (mornings)*

**ICTP name BADGE, ACTIVE badge AND COMPUTER/E-MAIL ACCOUNT:** Username and password to access ICTP computers and email account will be given upon check-in at guesthouse together with the badges - please look inside your badge holder. Where not available, or if staying in downtown hotel, please ask registration desk or School Secretariat. You are kindly requested to **wear your name badge at all times** while on ICTP premises, 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 with conference bag 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.

**ADMINISTRATIVE INFORMATION:** is posted on the notice boards situated in the reception areas of the Leonardo Building, Adriatico and Galileo Guesthouses. 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:** at 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 the Centre's switchboard unit. Open 8:30 - 16:48 (Mon-Fri), Tel. Ext: 111.

**ITALIAN PERMIT OF STAY:** **Your ICTP e-mail account contains important message regarding the rules to be observed related to permit of stay in Italy. The message is especially necessary to those whose stay exceeds 8 days and are not accommodated in the ICTP guesthouses, 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) and/or [visa@ictp.it](mailto:visa@ictp.it).

**MEAL COUPONS:** (only for visitors whose subsistence entitlements include meal coupons). Meal coupons are issued by the ICTP Guesthouses' Reception Desks.

**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](mailto: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**

*Last update: 2 October 2013*

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 (Allianz Lloyd Adriatico Ins. Co.):** 08.30 - 12.30 (Monday and Tuesday) and 14.30 - 17.30 (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 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:**

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

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):** PHOTOCOPYING (SELF-SERVICE) A photocopying machine is available inside the Marie Curie Library (Leonardo Building, 1st floor). The machine is operated by magnetic cards, obtainable from the Library Information Desk at no cost for small amounts of copies. For larger amounts, pre-charged cards can be purchased at the Leonardo Building Mail Office (Eur 4.00/110 copies).

**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:** Mail Office (8.30-12.30 / 13.30-16.30, Mon-Fri)

**Adriatico G.H.:** Reception Desk

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