



**Conference on the Complex Interactions of Light and Biological Matter:
Experiments meet Theory
(21 - 25 May 2018)**

GENERAL INFORMATION SHEET

VENUE: Adriatico Guest House - Kastler Lecture Hall

REGISTRATION: Upon arrival, participants not staying in the ICTP Guest Houses and Faculty, are kindly requested to complete registration formalities at the **Adriatico Guest House** as follows: **Monday, 21 May 2018 from 8.30am to 9.00am in office no. 1**

Associateship/Federation scheme Visitors should register in the **Leonardo Building, First Floor - Room 112/114/118**

<u>DIRECTORS:</u>	Room No 2, Tel. Ext. 952
<u>CONFERENCE SPEAKERS:</u>	Meeting Room, Tel. Ext. 955
<u>SECRETARIAT:</u>	Ms. Doreen M. Sauleek, Room No. 1, Tel. Ext. 951 / 346

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 with the Activity Secretariat. In case of loss or damage of the active badge you should immediately request a new one from the **Info Point/Mail Office*** (Leonardo Building entrance, ext. 589), 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 Info Point/Mail Office* 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: A Mail Box has been prepared for you **on the Lower Level 1, near Eklund Informatics Laboratory, Adriatico Guest House.** Inside you will find 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.**

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 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).

MEAL COUPONS (for visitors whose subsistence entitlements include meal coupons). Meal coupons are issued by the ICTP Guest Houses' Reception Desks (Tuesday-Friday: 10.00 - 12.00; 13.00 - 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 activity.

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 €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 -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 (16Gb, with ICTP logo) are sold at €6.50.

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) 10.00 - 17.00 (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 - 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 (main entrance area) and in the Guest Houses (Reception area).