

**INTERNATIONAL SCHOOL ON EXTRINSIC CURVATURE FLOWS****4 - 15 June 2018****Venue: Leonardo da Vinci Building, Budinich Lecture Hall****GENERAL INFORMATION SHEET****ADMINISTRATIVE FORMALITIES: REGISTRATION OF VISITS, and FINANCIAL ISSUES****a. REGISTRATION OF VISITS:**

- **only PARTICIPANTS NOT lodging at ICTP Guesthouses, and ALL FACULTY** are kindly requested to register with the secretary **on Monday 4 June from 8:30 to 10:15**

**c/o Leonardo Building, outside the Budinich Lecture Hall, main entrance level, near the Infopoint**

*(if reaching on subsequent days: secretariat office, see below)*

- **Associateship/Federation scheme/KFAS Visitors** should register in the Leonardo Building, 1st floor, offices 112/114/118).  
 - **Participants lodging at the ICTP Guesthouses (except faculty)** register their visits to ICTP with Guesthouses Reception staff at the check-in, *i.e. no further registration with the secretary is necessary.*

**b. PAYMENT PROCEDURE FOR PARTICIPANTS SUBSIDIZED BY THE ICTP (other than meal coupons):**

**on Monday 4 June, financially supported participants should please reach at 8:30 the Operations and Travel Unit of the Finance Office (office no. T17, Fermi Building, terrace level).** *Kindly bring along:* - passport; - travel receipts/boarding cards if any entitlement to travel support; - ICTP badge provided by the Reception staff at the time of the check-in in the guesthouses.

**SCHOOL DIRECTORS OFFICES:** in the Mathematics Section, Leonardo Building, 1st floor, as follows:

*C. Arezzo: office no. 105 - G. Bellettini: office no. 124 - F. Maggi and C. Sinestrari: office no. 107  
 office no. 137 at Leonardo Building, 1st floor.*

**LECTURERS OFFICE:**

**SECRETARIAT OFFICE:**

*N. Ivanishevich: Leonardo Building, 2nd floor, office no. 232, ext. 383, e-mail [smr3209@ictp.it](mailto:smr3209@ictp.it)*

**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:** ICTP Conference Folders, containing information on the activity as well as basic stationary, are available on a help-yourself basis directly in each participant's Mail Box. Individual Mail Boxes for this School are located in the Leonardo Building, lobby area outside the Budinich Lecture (\*). 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 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 Guesthouses' Reception Desks (Tuesday-Friday: 10.00 - 12.00; 13.00 - 15.00)

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

It is highly recommended that participants take advantage of the lapse of time before the School Opening (i.e. on Monday 4 June, from 8:30 to 10:10) to collect payments. After having completed registration formalities (\*\*), please go to the Operations & Travel Unit office, Fermi Building, Room T17, terrace level, open only three days: Monday, Tuesday and Friday, 08.30 - 12.00 and 13.30 - 14.30. Please bring with you: name badge - id card or passport - travel tickets/boarding cards, if entitled to travel reimbursements.

Note: In case payments are settled by the ICTP by means of a bank cheque, you will be asked to cash it at the nearby bank counter (UniCredit Banca, opening hours on the reverse). 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.

(\*\*) *Participants lodging at the ICTP Guesthouses (except faculty) register their visits to ICTP with Guesthouses Reception staff at the check-in, directly, i.e. no further registration with the secretary is necessary.*

**ICTP STAFF WORKING HOURS** Monday to Friday, from 8:30 to 16:48 (School Secretariat working hours: 8:30 to 13:00 only)

**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 (terrace level).

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

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

**BANK (UniCredit Banca)** 08.20 - 13.20 and 14.30 - 16.00 (open Monday only); **EF** - Main Entrance (terrace level) -  
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 (terrace level).  
(Tel.ext. 584)

**MEDICAL SERVICE** 09.00 - 12.00 and 13.00 - 16.30 (Mon-Fri); **EF** - Main Entrance (Room T9/T10 - terrace level)  
(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, 1st floor) is equipped with a multifunction printer. Printing and scanning are enabled for all Library users.

## MARIE CURIE LIBRARY

**Leonardo Building**

08.30 - 20.00 (Mon-Fri)

09.00 - 20.00 (Sat & Sun)

first floor All first-time users must register at the loan desk.

## TELEFAX

**Leonardo Building:**

**Adriatico Guest House.:**

Private messages can be sent, on payment (€0.10/page in Italy; €0.50/page abroad), through:

Mail Office 8.30 - 16.30 (Mon-Fri)

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).