Workshop on Rapid Prototyping of Internet of Things Solutions for Science
21 January - 1 February 2019
SMR3268

G E N E R A L   I N F O R M A T I O N   S H E E T

VENUE: *SciFabLab (Enrico Fermi Building)*

Associateship/Federation scheme Visitors should register in the **Leonardo Building**, **First Floor - Room 112/114/118**
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SECRETARIAT: *Monica Ancuta and Petra Krizmancic, smr3268@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 in the ICTP Guesthouses, you are automatically registered in the activity upon check-in and don't need to register again. If lodging outside of the ICTP Guesthouses, you will need to register at the beginning of the Activity. In case of loss or damage of the active badge you should immediately request a new one from the **Info Point/Mail Office** (information below, 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.

During your stay please check your 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.

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)

TRAVEL UNIT (*Only for those Visitors receiving daily living allowance/travel reimbursements)*
Only *after* *having completed registration formalities*, please go to the Travel Unit, 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 and boarding passes, if reimbursement due.
Note: Payments are done preferably via bank transfer. 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).

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

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 Visitors covered under the Henner - SwissLife 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 reimubursement

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COMPUTERS (For more information please see: http://icts.ictp.it/) Computers are located in the Leonardo da Vinci Building (level 1S near Infopoint) and the Adriatico (Lower Level 1) and Galileo (near reception) guesthouses, running Windows 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 (see http://icts.ictp.it/howto/wireless.html for details). 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.

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 available free of charge at the Info Point of the Leonardo Building and at the receptions of the Guest-houses. Additional services or items are available on request.

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.

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

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(*) EXTRA RUNS ARE AVAILABLE ON THE FIRST DAY ONLY OF EACH NEW ACTIVITY
From 8:30 until 10:10 - one departure from Leonardo Building.
From 8:30 until 09:15 - one departure from Galileo 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).