The Abdus Salam International Centre for Theoretical Physics
50th Anniversary 1964–2014

# Advanced Workshop and School on Megathrust Earthquakes and Tsunamis

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

**VENUE**: **Adriatico Guest House, Kastler Lecture Hall**

**REGISTRATION**: Upon arrival, all Visitors are kindly requested to complete registration formalities at the ***Adriatico Guesthouse, Lower Level One*** as follows:

**Monday 4th August - 08:00 - 10:30, *subsequently, Office No. 1***

**Associateship/Federation** scheme/**KFAS** Visitors should register in the **Leonardo Building**, **First Floor - Room 113/114**

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**DIRECTORS**: ***Office No. 2, ext. 952*** **FACULTY**: ***United Nations Room, ext 643***

**SECRETARIAT:** ***Patricia Wardell, Office No 1, Ext 576/951***

**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 (Leonardo Building, 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 Mail Office and Infopoint 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 ***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.**

**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 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.

**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/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).

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**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).

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

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**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).

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**TRAVEL AGENCY (Carlson Wagonlit Travel)** 08.30 - 12.30 and 13.00 - 15.00 (Mon-Fri)
***EF*** - Main Entrance (ground floor) (Tel.ext. 584)

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**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.

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**HEALTH INSURANCE (Allianz Lloyd Adriatico Ins. Co.)** 08.30 - 12.30 (Tuesday) and 14.30 - 17.30 (Thursday)
***EF*** - Main Entrance (ground floor)

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**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.

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**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)
Open 8.30-12.30 / 13.30-16.30 (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 (8Gb, with ICTP logo) are sold at €2.50 for the first one. For additional USB sticks the price is €5.00/each**.**

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**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).

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

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**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

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**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.

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**SHUTTLE BUS SERVICE (within ICTP campus):**. (*)

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|---|---|---|---|---|---|---|---|
| 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 | 12:00 | Adriatico Guesthouse | 12:05 | Galileo GH/Fermi | 12:10 | Leonardo Building |
| 11:55 | Leonardo Building | 12:20 | Adriatico Guesthouse | 12:25 | Galileo GH/Fermi | 12:30 | Leonardo Building |
| 12:15 | Leonardo Building | 13:05 | Adriatico Guesthouse | 13:10 | Galileo GH/Fermi | 13:15 | Leonardo Building |
| 13:00 | Leonardo Building | 13:45 | Adriatico Guesthouse | 13:50 | Galileo GH/Fermi | 13:55 | Leonardo Building |
| 13:40 | Leonardo Building | 14:10 | Adriatico Guesthouse | 14:15 | Galileo GH/Fermi | 14:20 | Leonardo Building |
| 14:05 | Leonardo Building | 16:35 | Adriatico Guesthouse | 16:40 | Galileo GH/Fermi | 16:45 | Leonardo Building |
| 16:30 | Leonardo Building | 18:05 | Adriatico Guesthouse | 18:10 | Galileo GH/Fermi | 18.15 | Leonardo Building |
| 18:00 | 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 Galileo GH and another from Leonardo Building.
Please see separate time-table posted in the LB lobby and in the Guest Houses (Reception area).