



Joint ICTP-IAEA School on Nuclear Energy Management (2- 13 November 2015)

GENERAL INFORMATION

VENUE: *Kastler lecture room - Adriatico guesthouse*

REGISTRATION: Desk, *Adriatico guesthouse*, [**Lower level 1**] as follows:

Monday 2 November, from 10:15 to 10:30 a.m.

**PLEASE NOTE, 2 NOVEMBER IS AN OFFICIAL HOLIDAY AT ICTP
ALL ADMINISTRATIVE SERVICES ARE OPERATIONAL FROM 3 NOVEMBER.**

Those visiting under Associateship/Federation and KFAS Schemes are required to register in room 113/114, 1st floor, Leonardo da Vinci building.

SECRETARIAT: lower level 1 Adriatico guesthouse - ext. 284 (Elizabeth Brancaccio (Ms));

DIRECTORS: *Office n. 3*, lower level 1 Adriatico guesthouse (ext. 953);

LECTURERS: *United Nations room, ext. 643*, lower level 1 Adriatico guesthouse

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 at registration desk or Secretariat. You are kindly requested to **wear your name badge at all times** when on ICTP premises. **For all administrative services and to borrow books from the ICTP Library the active badge must be shown.**

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 area) - or leave at Mail Office and Info Point.

FOLDER & MAIL BOX(*): A *pigeonhole* to your name with conference bag is found on **the Lower Level 1, Adriatico guesthouse**. 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 and not in alphabetical order.

ADMINISTRATIVE INFORMATION is posted on the notice boards located in the reception areas of the Leonardo da Vinci Building, Adriatico and Galileo guesthouses. In-house information is sent to all ICTP visitor email recipient(s) via email from *ictpnews digest* and *science-ts digest*, including scientific events of other institutions inside and outside of Trieste.

INFO POINT (located in the foyer of the Leonardo da Vinci Building) is the switchboard and information point of the ICTP; some basic information about the city of Trieste and its surroundings may be given (Office hours: Monday to Friday 8:30 - 16:48); Tel. Ext: 111.

ITALIAN PERMIT OF STAY: **In your ICTP e-mail in-box there is 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; 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 (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 Shall be distributed during workshop final session.

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/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).
