The Abdus Salam International Centre for Theoretical Physics

ICTP-CLIVAR Summer School on Oceanic Eastern Boundary Upwelling Systems
15 – 19 July 2019
SMR3312
GENERAL INFORMATION SHEET

VENUE: *Giambiagi Lecture Hall (Adriatico Guesthouse)*

REGISTRATION: Upon arrival, participants not staying in the iCTP Guest Houses and Faculty, are kindly requested to complete registration formalities at the *Adriatico Guesthouse* as follows   *Office 3 (Lower level)* on *Monday, 15 July 2019,* from *8.30* till *09.00*

Associateship/Federation scheme Visitors should register in the **Leonardo Building**, **First Floor - Room 112/114**
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DIRECTORS: *Office 2, ext.952*   **LECTURERS/SPEAKERS:** *Meeting Room (AGH), ext.955*
SECRETARIAT: *M. Ancuta / P. Krizmancic, smr3312@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.

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.

*INFO POINT (located to the left of the main entrance hall of the Leonardo da Vinci Building) provides general information about the ICTP, 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 ICTP Switchboard Unit. Open 8:30 - 16:48 (Mon-Fri), Tel. Ext: 111.

REGISTRATION AT THE ITALIAN IMMIGRATION OFFICE/ITALIAN PERMIT OF STAY: Your ICTP e-mail account contains an important comprehensive message regarding the rules to be observed related to your stay in Italy. The message is especially important for those whose stay exceeds 8 days and are not accommodated in the ICTP Guesthouses. The deadline mentioned is imperative! The ICTP Passport and Visa Office [(Room T4, *E. Fermi Building (EF*)] opening hours are: 09:00 - 12:30 and 14:00 - 15:00 (Monday to Friday). Please carry your passport with you.

TRAVEL UNIT (*Only for those Visitors receiving daily living allowance/travel reimbursement)*
Only *after* having completed registration formalities, please go to the Travel Unit, *EF*, Main Entrance, Room T17, ground floor, open two days: Monday and Friday, 08.30 - 12.00 and 13.30 - 14.30
Please bring with you: badge /identity card or passport /any travel tickets and boarding passes, if reimbursement due.

Note: Payments are made via bank transfer. Kindly claim your entitlements before your departure from ICTP. Claims not submitted within six weeks after the conclusion of the visit will not be settled.

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)

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.

EARLIER DEPARTURES Only in exceptional cases earlier departures can be authorized. For details kindly see the Earlier Departures Procedures at the following link: https://www.ictp.it/visit-ictp/pre-arrival-information/visitor-requirements.aspx

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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) *EF* - Rooms T1/T2 (ground floor).

TRAVEL AGENCY (Carlson Wagonlit Travel) 08.30 – 12.00 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 (Henner SwissLife) Visitors covered under Henner - SwissLife insurance policy will receive a welcome pack from the insurer upon enrolment by e-mail, describing the benefits covered and the procedures for processing claims for reimbursement
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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
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).