PRE-ARRIVAL INFORMATION

FOR VISITORS IN HOSTED ACTIVITIES

Trieste, November 2006
WARNING: VISA REGULATIONS ARE CONTINUOUSLY EVOLVING

NON EU PASSPORT HOLDERS VISITING ITALY
1) MOST NON EU PASSPORT HOLDERS WHO VISIT ITALY (OR OTHER EUROPEAN COUNTRIES) NEED AN ENTRY VISA. SOME NON EU PASSPORT HOLDERS DO NOT NEED A VISA TO VISIT ITALY FOR A MAXIMUM PERIOD OF 90 DAYS. PLEASE CHECK THIS INFORMATION WITH THE NEAREST ITALIAN CONSULATE.

2) NON EU PASSPORT HOLDERS WHO NEED AN ENTRY VISA FOR ITALY AND WHOSE STAY DOES NOT EXCEED 90 DAYS SHOULD APPLY FOR A SCHENGENVisA. There are single-entry Schengen visas which allow one entry only into each Schengen member country and there are multiple-entry Schengen visas which allow more than one entry into each Schengen member country. The Schengen member countries are: Austria, Belgium, Denmark, Finland, France, Germany, Greece, Iceland, Italy, Luxembourg, Netherlands, Norway, Portugal, Spain, Sweden.

3) VISA APPLICATIONS SHOULD ALWAYS BE REQUESTED IN HOME COUNTRY AND/OR COUNTRY OF PERMANENT RESIDENCE.

EU PASSPORT HOLDERS VISITING ITALY
EU PASSPORT HOLDERS DO NOT NEED VISAS FOR ANY SCHENGEN AREA COUNTRIES, BUT THE CURRENT ITALIAN LAW STATES THAT HE/SHE MUST APPLY FOR A PERMIT OF STAY ONLY IF VISITING ITALY FOR A PERIOD OF MORE THAN 90 DAYS.

IMPORTANT SUGGESTIONS FOR ALL VISA APPLICANTS
Before going to the Italian Consulate to apply for a visa, check that all your documents for the visa application are valid, and that your passport has a validity of at least six months. Visitors should also check that there are still some blank pages in their passport for the visa stamp.
Visitors should apply for their visas about 4 weeks before their departure date, and always submit a valid passport, one photograph, the official invitation letter, travel documents such as air ticket (if available) or print-out of air reservation and accommodation arrangements (as far as possible).

Please also note that during the summer months (May - October) there could be further delays in the issuance of visas as there are many people visiting Europe during this period of the year.

ITALIAN PERMIT OF STAY (PERMESSO DI SOGGIORNO)
All non-EU passport holders should apply for an Italian permit of stay within 8 days of the arrival date. This is a requirement by Italian Law. The ICTP Passport and Visa Information Office should be contacted in this regard.

THE ITALIAN MINISTRY FOR FOREIGN AFFAIRS CAN ALSO BE CONSULTED ONLINE:
http://www.esteri.it/visti/index_eng.asp
HEALTH INSURANCE
Italian Law requires all foreigners to have valid health insurance coverage. Failure to comply could result in a denial of permission to stay on Italian territory. The minimum requirement by law is coverage for urgent hospitalization, accidents and childbirth.

Visitors who have official documents verifying their participation in a national health insurance programme (with coverage comparable to, and valid in, Italy), do not have to obtain separate coverage in Italy. Visitors should verify that their home country’s national health insurance programme is recognized in Italy, and request their local Insurance Company to fill in the appropriate declaration, which should be shown upon arrival. EU citizens should enquire about "Form 111", to be produced in case of medical assistance or hospitalization in Italy.

The ICTP’s Medical Service (full-time nurses, and visiting doctor - upon appointment) are available to all visitors, and will assist with making appointments, if required, with specialists and/or hospitals. Doctors’ visits must be paid for by the visitor.

GENERAL INFORMATION
CAMPUS
The ICTP Campus consists of five buildings.

Main Building
Address: Strada Costiera, 11
I-34014 Miramare - Trieste
tel. no. +39 040 2240111

Director’s Office
Scientific Research groups
Library
Scientific Computing section
Offices for visiting scientists

Note: the Main Building is situated on the very busy and dangerous main road Strada Costiera. Visitors are advised to always use the zebra-crossing, situated by the bus stops at the Grignano end of the two tunnels. No-one should ever try to cross the road while they are under the tunnels.

Enrico Fermi Building
Address: Via Beirut, 6
I-34014 Miramare - Trieste
tel. no. +39 040 2240111

Administrative offices, Medical Services
Bank, Insurance, Travel Agency
Associates and Federation Schemes
Office of External Activities
Training and Research in Italian Laboratories
Aeronomy & Radiopropagation Laboratory
Donation Programme
Third World Academy of Sciences

Microprocessor Laboratory
Address: Via Beirut, 31
I-34014 Miramare - Trieste
tel. no. +39 040 2249911

Five minutes walk north of the main building (M.B.)

Adriatico Guest House
Address: Via Grignano, 9
I-34014 Miramare - Trieste
tel. no. + 39 040 2240112

Accommodation near the sea, 10 minutes from M.B.
**Galileo Guest House**

Accommodation on the hill, behind M.B.

**Address:**
Via Beirut, 7
I-34014 Miramare - Trieste
tel. no. + 39 040 2240113

**ICTP MINIBUS SHUTTLE SERVICE**
There is a minibus shuttle service connecting the ICTP buildings (the timetable is available at the Reception Desks of the Guest Houses).

**INCOMING TELEPHONE CALLS and FAX MESSAGES**
Due to the large number of visitors and the difficulty in locating individuals at short notice, anyone telephoning you should be prepared to leave a message. Every effort will be made to pass on the message as quickly as possible.

**LANGUAGE**
English is the official working language of the ICTP and is spoken by everyone. Italian is the language of the country.

**OFFICIAL WORKING HOURS**
The Centre’s official working hours are Monday to Friday, 08.30 - 16.48, with a 48' lunch break between noon and 14.00. The main building remains open on Saturday from 06.00 - 22.00, and Sunday from 06.00 to 20.00. The Reception desks in the Guest Houses are staffed both day and night.

**CURRENCY, CASHING FOREIGN CHEQUES and PAYMENTS**
The Euro is the official currency in Italy. Rate of exchange (March 04): US$ 1 = Euro 0.8. In Italy, cash payments are the norm. However, large shops, restaurants and travel agencies accept major credit cards, travellers’ and euro-cheques. Note that cashing cheques issued by foreign banks can present considerable difficulty. Italian banking law prescribes that such cheques can be deposited only into a bank account, and a charge is normally levied upon this transaction. A branch of the bank, *UniCredit di Trieste*, is situated in the E. Fermi Building.

On campus all transactions are handled in Euro. As of January 2004, the Guest Houses are authorized to accept the following credit cards (SEC, Cartasi, American Express, Bankamericard, Europay, Unicredit).

*Note:* The Euro is also the official currency in: Austria, Belgium, Finland, France, Germany, Greece, Ireland, Luxembourg, Netherlands, Portugal and Spain.

**CAFETERIA AND BAR**
A cafeteria and bar are available at both the Main Building and the Adriatico Guest House. A full meal costs between Euro 5 - 8; breakfast ranges from Euro 1 to 3.

**CLIMATE**
Trieste is located in northeastern Italy, on the Adriatico sea. Although it seldom snows, the local climate ranges from cold (as low as -2°C in December-February) and windy (due to a cold wind from the NE called the *bora*), to hot (as high as +30°C in July-August). In all seasons, it is advisable to have an umbrella, waterproof shoes and sweater. In winter, a coat, gloves, hat and scarf are necessary. In summer, a bathing costume is useful.

**TIME ZONE**
Trieste is in the Central European Time zone, which is 1 hour ahead of Greenwich Mean Time. From end March to end October, Italy (and the rest of Central Europe) is on Daylight Saving Time, which makes it 2 hours ahead of GMT.
PARKING
The ICTP parking lots are normally fully used by ICTP scientists and staff during working hours. Participants in hosted events are invited to use the few unguarded parking alternatives outside the Centre's premises. Advisable not to leave any valuable or personal belongings in the cars. The use of Public Transportation (see relevant section) is encouraged.

FOR ONLINE INFORMATION, see also:

http://www.ictp.it/
link: Information and Resources - Visiting ICTP
http://www.ictp.it/~travel/
http://www.triestetourism.it/index_eng.asp
http://www.turismo.fvg.it/index_ing.asp

PUBLIC TRANSPORTATION

● BUS: RONCHI AIRPORT - ICTP - TRIESTE - RONCHI AIRPORT
APT Bus Company. Line 51.
Bus terminals are (airport) outside airport terminal building and (town) "Centro Servizio Auto-corriere" (bus station), PARK-SI, Piazza della Libertà 9, near the Trieste central Railway Station.
From the airport, the bus also stops near the ICTP at Grignano-Miramare, which is just before two tunnels. Walk through these, and the Centre is the first entrance immediately on the left. Ask the driver for 'Centro di Fisica'. Tickets can be purchased at the airport at the Post Office (ground floor) and Arrivals Hall (automatic self-ticketing machine).
The present (Jan. 04) cost of bus tickets is:
- Airport - Miramare: Euro 2.20. - Airport - Trieste railway station: Euro 2.65.
Timetables are available at the airport Information Counter or at the bus stop outside the terminal building.

● TAXIS: The cost of a taxi from Ronchi Airport to the ICTP is approx. Euro 37 plus a small surcharge for each piece of luggage. The cost from Trieste Air Terminal (near central railway station) to the ICTP is approx. Euro 10. Please note that if, at the end of stay, a taxi is hired from a Guest House to the airport, the meter usually starts in Trieste city (from where the taxi is called) and stops at the airport. Thus, the cost is somewhat higher than the incoming journey.

● BUS: TRIESTE - ICTP, Main Building - GRIGNANO, Adriatico Guest House - TRIESTE
Bus No. 36: From Trieste (Piazza Oberdan) to Grignano (end of the line): at 6.30, then every 20 minutes from 7.00 hrs. to 21.00 hrs, with a last run at 21.45 hrs. only from Barcola to Grignano. In Summer, buses run every 10 minutes.
From Grignano to Trieste (Piazza Oberdan): every 20 minutes from 6.30 hrs. to 20.30 hrs. Then every 30 minutes until 22.00 hrs. Note that the 21.30 run stops in Barcola. In Summer, buses run every 10 minutes.

Bus C. From 21.00 hrs. until midnight, Bus C runs between Piazza Goldoni (see Trieste map) and Barcola. At midnight, it makes one round-trip run from Piazza Goldoni to Grignano and back.

Coming from the city, the bus stop for the ICTP main building and Galileo Guest House is after the two tunnels; for the Adriatico Guest House it is at the end of the line at Grignano.
**Bus tickets:** Bus tickets may be purchased at the Galileo or Adriatico Guest House reception desks, at newspaper stands, at tobacconists (T on the sign outside) or at the A.C.T. office (Via B. d'Alviano 15, Tel. no. 040-77951, from 7.20 a.m. to 11.20 a.m).

There are no conductors on the buses, but only automatic machines. Therefore, tickets must be purchased before getting on the bus. There are random controls and anyone without a ticket has to pay a fine. Each ticket is valid for one run on one bus. If you are in Trieste for more than a few days, it is considerably more convenient to purchase a monthly ticket. This is valid from the first to the last day of the month on all bus lines in the city. It is called "Abbonamento Rete", and is available only at tobacconists, newspaper stands, or the A.C.T. office in town. This "monthly card" should be stamped only the first time you use it, but must be carried at all times in case of inspection. **You must write the month & your name on the ticket.**

**TRAIN Services**
Some local trains from Trieste railway station also stop at Miramare (near the Galileo Guest House) - timetable available at the Guest Houses' Reception Desk.

For visitors arriving at Venice airport, there is a local bus from outside 'Arrivals' to Venice/Mestre railway station (cost around ~Euro 3). (Note - a taxi costs over Euro 25).

A second-class train ticket Mestre - Trieste costs ~Euro 7. **TICKETS must be validated (punched) in the yellow machine on the platform, BEFORE boarding the train.**

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**MESSAGE FROM SCIENTIFIC COMPUTER SECTION**

For users of portable computers, the rooms in the guest houses (AGH and GGH) are equipped as follows:

- **For ELECTRIC POWER,** there are sockets of German ("Schuko") and Italian ("bipasso") type, also compatible with Europlugs.

- **For NETWORK CONNECTION** (LAN and Internet access), there are RJ45 sockets. An information leaflet regarding the configuration is available in the guestrooms.

You are kindly requested to bring your own cables fitting the described sockets. If this is not possible, you can buy them at the ICTP Mail Offices.

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Trieste, November 2006

/ICTP Support Services