



The Abdus Salam
**International Centre
for Theoretical Physics**



LOGISTIC GUIDELINES FOR HOSTED ACTIVITIES' ORGANIZERS



Scientific Programmes Office / Hosted Activities
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Logistic Guidelines for Hosted Activities' Organizers

This document aims at informing in the most concise way about ICTP services and how to request them in connection with a hosted event.

I. Event Definition and Approval

In case its Scientific Calendar so allows, the ICTP may host at its premises high level activities, externally organized, which do not cover subjects of a military, political or commercial nature. It is the Organizer's responsibility to inform selected attendees that they will be guests of an international scientific campus that is part of the United Nations. Hosted activities should normally last no more than a week. A request to hold the event at the ICTP, also detailing requested services, should be addressed in writing to the:

ICTP
Scientific Programmes Office
Hosted Activities
Strada Costiera, 11 - 34151 Trieste, Italy
tel. no. + 39 040 2240507
fax no. + 39 040 224163
e-mail: hosted@ictp.it

The event can be considered approved after a written reply is sent by ICTP. Organizers are also invited to supply a web address of the event, for a link to the ICTP Scientific Calendar.

2. Participation fee

It is ICTP's policy not to charge participation fees for its activities. Organizers of activities hosted on the ICTP campus are invited, to the extent possible, to refrain from charging fees to participants. In no circumstances should conference fees be charged to participants from developing countries.

3. Costs

ICTP applies a cost recovery for its spaces and services provided, typically: lecture rooms, laboratories; rooms in the Guest Houses - if available; a “catering cost recovery” for the running costs of the ICTP Cafeteria in case of hospitality requests; recovery of costs for photocopies and the use of printers; cleaning services if necessary; communications costs; costs will also be recovered for personnel services required outside standard working hours, as well as on weekends or official holidays. More information about costs can be obtained by contacting hosted@ictp.it. The normal procedure is to assemble all costs incurred after the event is over and group them into a single debit note (unless otherwise requested). Before the activity starts, External Organizers should provide an official heading for the issue of the ICTP debit note and all costs must be agreed upon. Payment must be effected within 30 days from receipt of the debit note. Non-ICTP services (e.g. catering, bus hire, travel office) will be billed separately by the external suppliers.

4. Information for Visitors

Information on how to reach ICTP, services on campus, etc. can be found on the official website: www.ictp.it/about-ictp.aspx

4.1 Visa Requirements for non - EU citizens

It is the Organizer’s full responsibility to assist and arrange Visas for non-EU visitors coming to Italy (when applicable) and to regularize visitors’ stay once they arrive, in accordance with the Italian immigration rules. An assisting confirmation letter can be prepared and sent to the organizers for further transmission to the interested parties. The request should be sent to hosted@ictp.it. It should be noted that no letters can be issued “ad personam” for participants in need of an Italian Visa.

4.2 Parking and Public Transportation

The ICTP parking lots are normally fully used by scientists and staff during working hours. Participants should therefore be encouraged to use Public Transportation or the few unguarded parking alternatives outside ICTP premises. Participants should be given proper notification of this and access to the ICTP parking area should be monitored immediately before commencement of the opening session. Public means of transport are bus 6 & 36 (from Trieste downtown to ICTP and back), a local train

from the Trieste Railway Station and, in the summer months, a boat service from Trieste Piazza Unità to Barcola and Grignano (closest stop to ICTP). A less frequent bus connection is also available to Sistiana, Monfalcone, Udine, and the Trieste airport (APT 51).

It is the Organizer's responsibility to ensure that selected attendees are informed in due course of the above. For more details: <http://www.ictp.it/visit-ictp/transportation.aspx>

5. Lecture Rooms, Laboratories and Facilities - Activity Information

For an online overview of lecture rooms, informatic laboratories and relevant facilities:

http://icts.ictp.it/facilities/lecture_rooms/
http://icts.ictp.it/facilities/computer_labs/

For more information on multimedia and audiovisual equipment, the contact address is:

Information and Communication Technology Section
Mr. Andrea Stefani
tel. no. + 39 040 2240548
e-mail: ictsreq@ictp.it

Spaces and technical services requirements should be supplied as soon as these are known, at least one month before the event is scheduled, by means of the attached forms, to be filled in and returned duly signed to the Hosted Activities' Office. Activity information, such as Programme/Agenda and list of participants, must be sent as soon as available.

6. Secretariat

The ICTP does not normally provide secretarial support for hosted events. It is therefore required that external organizers provide for their own secretarial assistance, before and during the activity, to act as an interface with ICTP offices in the preparatory phase and take care of participants' needs while the activity is ongoing.

Outside the lecture rooms there are counters that can be used as working

space by external activities' secretariat during the activity. Upon request, a telephone can be provided; it should be communicated in advance if any computer set-up is necessary (PC or MAC).

7. Accommodation and Meals

If any vacancies occur at the Centre's Guest Houses, then some rooms can be made available for hosted events' participants. Requests must be addressed to:

Housing, Catering and Guest Houses
Ms. Tiziana Bottazzi
tel. no. + 39 040 2240516
e-mail: housing@ictp.it

A rooming list detailing names, arrival and departure dates, type of room (sharing or single, sea-view or hill-view) should be sent to Housing Office. Payment modalities should also be specified (cash by the participant or invoice to the activity). To be noted: a one night penalty is applied in case of last minute cancellations of rooms or if booked rooms are not confirmed at least one month in advance.

To request for meal services, hospitality, coffee breaks, the contact office is:

Housing, Catering and Guest Houses
Ms. Michela Filippini
tel. + 39 040 2240515
e-mail: hospitality@ictp.it

Organizers should contact Ms. Filippini before drafting the final program (lunch breaks, coffee breaks or any big catering service); Ms. Filippini will check with possible parallel ICTP events' secretariat in order to avoid clashes of groups in the cafeteria lines.

8. Computer Access

Portable computers can be directly connected to the internet from the rooms in the Guest Houses (network cables NOT provided) and in some public areas (Adriatico Guest House, lower level I and at Leonardo Building in the LB Lab), which have free

desk space, and network cables ready to use. In case there are different or more extended informatic needs (access to wireless network, use of PCs in computer labs), then a request has to be addressed to:

Information and Communication Technology Section
HelpDesk – c/o Room 2 Leonardo Da Vinci Building
Timetable: 10:30-12:00 and 13:30-15:00
tel. +39 040 2240999
e-mail: ictsreq@ictp.it

9. Printing Services and Photocopies

Photocopying machines are available in all ICTP buildings and may be used by hosted events' secretariat. A code has to be issued. For problems or requests on this service, please contact:

Information and Communication Technology Section
HelpDesk – c/o Room 2 Leonardo Da Vinci Building
Timetable: 10:30-12:00 and 13:30-15:00
tel. +39 040 2240999
e-mail: ictsreq@ictp.it

For additional ICTP printing services, such as bulk photocopying, printing on plotter, other printing requirements and CD/DVD duplication, a specific request should be addressed to:

Information and Communication Technology Section
Ms. Sabrina Visintin
tel. + 39 040 2240356
e-mail: pub_off@ictp.it

10. Video Recording Services

Video recording service may be organized and a specific request must be sent at least one month before the beginning of the activity to:

Information and Communication Technology Section
Ms. Sabrina Visintin
tel. + 39 040 2240356
e-mail: ictsreq@ictp.it

11. Media coverage and photographic services

Media coverage. You may contact journalists and media directly regarding coverage of your event. In this case, please:

- inform the ICTP Public Information Office (PIO) about any planned press conferences, and also submit any press releases;
- make sure that your press releases and announcements state clearly that your event is taking place at ICTP;
- inform the PIO of when and where journalists and/or TV troupes will be at ICTP and what newspaper or TV station they are from;
- send the PIO all the materials that are published and/or broadcasted on your event.

All formats are welcome: print copies, pdf files, web sites, video footage and audio files.

Photographic services. Upon your request, the PIO will contact a free-lance professional photographer who is authorized to take photos on ICTP premises. Alternatively, you may contact a photographer of your own choice. Please let the PIO know the name of the photographer and when and where he/she will be at ICTP. Normally the photographer used should be asked to invoice you directly for the costs of the photographic services.

Public Information Office (PIO)
Ms. Mary Ann Williams
tel. +39 040 2240603
e-mail: pio@ictp.it

12. ICTP Working Hours

Standard working hours at ICTP are: Monday-Friday, 8.30 - 16.48 on flexible arrangements, with a 48-minute lunch break between noon and 14.00. Services provided outside standard working hours normally represent an extra cost for the activity requesting them. These services typically are maintenance (the presence of

one person is mandatory for safety reasons) and/or technical assistance for multimedia and computer equipment.

13. Security - Proximity Badges

ICTP is implementing a control system access and a part of this process concerns the issue of proximity badges for all those present on campus. External organizers are therefore required to inform their participants of this measure and should take charge of the delivery of such badges, as well as responsibility for their correct use. Two weeks before the event starts, a list detailing: name, surname in format: .txt should be sent to the following Office:

Access Control System (c/o ICTP Mail Office)
Ms. Tiziana Dorni
tel. +39 040 2240589
e-mail: access@ictp.it

At the end of the activity, badges shall be returned in one of the various ad-hoc boxes or at the Reception desks.

14. Miscellaneous

Any question on matters not covered above can be addressed to the Hosted Activities Office, e-mail: hosted@ictp.it (tel. no. +39 040 2240507). In the best interest of the activity, we stress the fact that services must be requested in writing in advance and agreed upon with the relevant offices in charge. Last-minute requests or unconfirmed generic commitments may imply the non-execution of the work or affect the quality of the service itself. We thank you in advance for your collaboration in this regard.

ICTP wishes you a very successful event and looks forward to a pleasant interaction with you and your staff.

Map of ICTP Campus



