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| http://www.ictp-saifr.org/wp-content/uploads/2011/08/Ictp_logo1.jpg | **REQUEST FOR INFORMATICS LABORATORIES AND COMPUTER SERVICES** |
| Activity's title:  |
| SMR: | From:       | To:       |
| Working hours:       |  | Exp. Participants:       |
| Local Organizer:       | Secretary:       |
| Contact person for the laboratory:       | Contact person’s email:       |
| Contact person for ICTP IT Section (ICTS): Marco Zorzini (*ictsreq@ictp.it*) |  |

**1. ACTIVITY'S VENUE *(as assigned by the Directorate)***

**Leonardo da Vinci Building:**

[ ]  LB Lab (**24** HP Prodesk 600 G4 computers. Technical specifications are listed on the second page of this form)

**Adriatico Guesthouse**

[ ] Denardo room (**23** HP Prodesk 600 G4 computers. Technical specifications are listed on the second page of this form)

[ ] Infolab (**51** HP Prodesk 600 G4 computers. Technical specifications are listed on the second page of this form)

**To be filled in by Local Organizer**

**2. DURATION (only in case the computer lab is needed for a different period than the whole duration of the activity)**

From:       To:

Additional notes:

Does this activity need more than one computer lab? [ ] Yes (pls. specify which labs):
Additional notes:

***If your activity will use more than one laboratory, please fill in separate forms for each one.***

 **3. IT REQUIREMENTS FOR OTHER AREAS THAN COMPUTER LABS:**

*Overview of equipment available in informatics laboratories:* [*http://icts.ictp.it/facilities/computer\_labs/*](http://icts.ictp.it/facilities/computer_labs/)

*Overview of equipment available in lecture halls:*  [*http://icts.ictp.it/facilities/lecture\_rooms/*](http://icts.ictp.it/facilities/lecture_rooms/)

Please specify hereafter if any other IT equipment is needed, including dates and venues where it shall be made available:

**4. ACCOUNTS**

All ICTP IT services such as computers, printers and WiFi networks are accessible through individual sets of username and password. Such credentials are automatically issued for all persons attending ICTP activities while hosted activities must request them no later than one week before the beginning of the event by emailing a list of participants to *hosted.requests@ictp.it*. The list shall be a plain text file formatted according to the following example:

 ***Activity title and dates***

 *Surname Name* *Surname Name
 etc.*

**5. OPERATING SYSTEMS AND SOFTWARE**

All ICTP computers run both Linux and Windows 10

*An overview of installed software is available at:* [*http://icts.ictp.it/facilities/software/*](http://icts.ictp.it/facilities/software/)*; Please note that some applications (i.e. Matlab, Mathematica, Maple) can be run only by a limited number of users simultaneously.*

Please list hereafter all software packages needed. If any of them is not available at the ICTP, IT section (ICTS) will notify the contact person and discuss appropriate solutions.

**6. TECHNICAL SPECIFICATIONS OF ICTP COMPUTERS**

**HP Prodesk 600 G4**

**CPU** Intel Core i7-8700

**RAM** 16 Gb

**HD** 280Gb Windows + 450Gb Linux

**DVD** **Unit** CD/DVD reader+writer

**OS** Windows 10 Pro 64 Bit, LinuxMint 19.3

**Monitors**

**Leonardo Building LB Lab:** 24” LCD screens; FullHD resolution (1920x1080 32 bit color depth)

**Adriatico Guesthouse Denardo Room:** 24” LCD screens; FullHD resolution (1920x1080 32 bit color depth)

**Adriatico Guesthouse Infolab:** 24” LCD screens; FullHD resolution (1920x1080 32 bit color depth)

**Date:** **Person in charge:**

**FORWARDED FOR ACTION TO:** **FORWARDED FOR INFORMATION TO:**

Maintenance Services Activity's Secretary

ICTS Reception Desk

AGH CleaningBar & Cafeteria

Mail Office (smr\_serv@ictp.it, attcrtf@ictp.it) Security\_LB (secur\_mb@ictp.it) for activities at LB only

If lessons on week-end or HOL: ICTP Catering Svcs.

**Services involved are kindly required to acknowledge receipt of this request for services to the Activity’s Secretariat (by e-mail), thus confirming their action.**