



Workshop on "Theoretical Ecology and Global Change"

March 2 - 13, 2009

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activity web page: <http://users.ictp.it/~smr2022/>

Agenda Web page: http://cdsagenda5.ictp.trieste.it/full_display.php?smr=0&ida=a08145

Organizers:

G.A. Canziani (U. Nac. del Centro, Tandil, Argentina), **G.A. De Leo** (U. di Parma, Italy),

A.P. Dobson (Princeton U., USA), **M. Pascual** (U. Michigan, USA), **F. Giorgi** (ICTP)

GENERAL INFORMATION SHEET

VENUE: *ICTP Leonardo Building - Main Lecture Hall*

LAB Sessions: *Informatic Laboratory at LB_LAB (Lobby - Left-side)*

REGISTRATION: Upon arrival, all Visitors are kindly requested to complete registration formalities as follows:

9:00 – 10:15: Leonardo Bldg.: Lobby

(After Registration, all Administrative Formalities (daily living allowances/travel reimbursements, bank transactions, etc.) should be completed at the E. Fermi Building (just above the Leonardo Da Vinci Bldg.)

Associateship/Federation scheme Visitors should register in the **Leonardo Building - Entrance Level - Rooms 3,4,5 and 6.**

FACULTY: *Directors: Leonardo Bldg. - Lobby (right-side), tel.: (+39) 040- 2240 + ext. 435*

Lecturers: Leonardo Bldg. - Room 127B, 1st Floor, tel.: (+39) 040- 2240 + ext. 206

SECRETARIAT: *L. Iannitti, Off. no. 1, Leonardo Bldg. tel.: (+39) 040- 2240 + ext. 227 or 550*

MAIL BOX AND E-MAIL ACCOUNT A mail box has been prepared for you - *Leonardo Bldg., Lobby Level (main entrance, left-side, in front of the Blue Room)*. An ICTP e-mail account has been created. Your login information will be given to you in a sealed envelope during registration. During your stay please check your mail box and 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

FOLDER & NAME BADGE: In your mail box, you will find a conference Folder, containing information on the activity, and a Name Badge, which you are kindly requested to wear, and which is required to borrow books from the Library.

ADMINISTRATIVE INFORMATION is posted on the notice boards situated in the reception areas of the Leonardo Building, Adriatico and Galileo Guest Houses. In-house information is sent through the Info Point by means of an automatic e-mail delivery service (ICTP Community Link Digest) available to all holders of an e-mail account at ICTP. There is also a mailing list (Trieste Scientific News Digest), which gives details of in-house scientific activities as well as those taking place in ICTP's neighbouring scientific institutes, like SISSA.

INFO POINT (located to the left of the main entrance hall of the Leonardo Bldg.) provides general information about the Centre, its activities and offices, as well as details about the city and its surroundings. Tel. Ext: 433; e-mail: info_pt@ictp.it

ITALIAN PERMIT OF STAY: Your new ICTP e-mail account contains 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, and 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 (for participants whose subsistence costs are covered by the Centre). Meal coupons are issued by the Operations Office (Fermi Building), upon presentation of the completed Registration form.

ICTP STAFF WORKING HOURS Monday to Friday, from 8.30 to 16.48

CERTIFICATES OF ATTENDANCE Unless already foreseen by the Activity itself, certificates can be requested [well in advance] via e-mail to the account: Attendance.Certificates@ictp.it **DIPLOMAS WILL BE ISSUED AT THE END OF THE ACTIVITY.**

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 THE REVERSE SIDE FOR A SUMMARY OF INFORMATION ON ICTP OFFICES AND SERVICES

For more details, we draw your kind attention to the "Visitor's Guide" booklet, to be found in your conference folder. Special attention should be given to the sections regarding PASSPORTS AND VISAS and HEALTH INSURANCE.

HOUSING OFFICE

08.30 - 12.00 and 13.30 - 14.30 (Mon - Fri)

E. Fermi Building - Rooms T1/T2 (ground floor).

OPERATIONS/TRAVEL CLAIMS OFFICE

08.30 - 12.00 and 13.30 - 14.30 (Mon-Fri)

E. Fermi Building - 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)

E. Fermi Building - Room T4 (ground floor)

BANK (UniCredit Banca) 08.30 - 12.30 (Mon-Fri)**E. Fermi Building** - 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)

E. Fermi Building - Main Entrance (ground floor) (Tel.ext. 584)

MEDICAL SERVICE

09.00 - 12.00 and 15.00 - 16.30 (Mon-Fri)

E. Fermi Building - Main Entrance (Room T9/T10 - ground floor) (**Tel. ext. 500 and 600**).

Appointments with the Doctor should be arranged through the Nurse.

HEALTH INSURANCE (Lloyd Adriatico Ins. Co.)

08.30 - 12.30 (Tuesday and Thursday)

E. Fermi Building - Main Entrance (ground floor)

COMPUTERS

Computers are located in the Leonardo da Vinci Building (1S level) 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 in a sealed envelope during registration. It is also needed for our wireless network. For more information, please see <http://scs.ictp.it/>. Computer help is available on workdays 10:30-12:00 and 13:30-15:00 in the Leonardo Building, entrance level, room 2, or via internal phone 999. Diskettes, CD-Rs, network cables and printer transparencies can be bought at the Mail Counters (see below). Network cables can also be bought from the vending machines at the Adriatico and Galileo Guesthouses at the same price as at the Mail Counters (Euro 4.50)

STATIONERY and MAIL COUNTERS (Photographic services: **only** E. Fermi Bldg, Mail Office counter).**Leonardo Building** - (IS Level, right-hand side)

13.30 - 15.30 (Mon-Fri)

E. Fermi Building - (Lower Level)

08.30 - 12.00 (Mon-Fri)

Basic stationery is included in the conference folder. Additional items can be requested from the above offices.

PHOTOCOPYING (SELF-SERVICE)

Five self-service photocopying machines are available: two inside the ICTP Library, one at the AGH (Lower Level, inside the Eklund Informatic Lab.), one at the Galileo GH, one at the Enrico Fermi Building (outside the Associate area). The machines are operated by magnetic cards, obtainable from an automatic distributor outside the Library entrance, at a cost of Euro 1 (deposit for the card + 10 copies). These cards may be re-charged at Euro 0,03 per copy. The deposit (Euro 0,80) will be reimbursed if the card is returned, undamaged, to the mail counters. Exceptionally, cards are also available from the Mail Counters and at weekends from the AGH Reception.

TYPEWRITERS Available for the use of Visitors at:**E. Fermi Building** Lower Level, corridor.**Leonardo Building**: right-hand side, Level 2S

TELEFAX: Private messages can be sent, on payment, through:**Leonardo Bldg.:** Reception Desk (08.30 - 16.00, Mon-Fri)**Adriatico G.H.:** Reception Desk**E. Fermi Building:** Mail Counter (08.30 - 12.00, Mon-Fri)

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 (as of 24 November):

08:30 Galileo/Fermi	08:35 Leonardo Building	08:40 Adriatico	08:45 Galileo/Fermi
08:50 Galileo/Fermi	08:55 Leonardo Building	09:00 Adriatico	09:05 Galileo/Fermi
10:00 Galileo/Fermi	10:05 Leonardo Building	10:10 Adriatico	10:15 Galileo/Fermi
11:55 Galileo/Fermi	12:00 Leonardo Building	12:05 Adriatico	12:10 Galileo/Fermi
12:15 Galileo/Fermi	12:20 Leonardo Building	12:25 Adriatico	12:30 Galileo/Fermi
13:00 Galileo/Fermi	13:05 Leonardo Building	13:10 Adriatico	13:15 Galileo/Fermi
13:40 Galileo/Fermi	13:45 Leonardo Building	13:50 Adriatico	13:55 Galileo/Fermi
15:00 Galileo/Fermi	15:05 Leonardo Building	15:10 Adriatico	15:15 Galileo/Fermi
16:30 Galileo/Fermi	16:35 Leonardo Building	16:40 Adriatico	16:45 Galileo/Fermi
18:00 Galileo/Fermi	18:05 Leonardo Building	18:10 Adriatico	18.15 Galileo/Fermi

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