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<http://www.ictp.it/>

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PRE-ARRIVAL INFORMATION FOR ICTP VISITORS

Contents

*It is very important to read all these sections **and pay special attention to "visas" and "health insurance"***

VISAS

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(*) before arrival and during your stay please check this section again as the timetables of the bus 51 from/to the airport and local buses 6 and 36 connecting ICTP area and downtown Trieste are subject to changes.

VISAS

Most NON-EU (European Union) visitors coming to the ICTP will need a Visa to enter Italy and either a Declaration or a Permit of Stay to formalize their visit in the country. Important information is given below on how to apply, from where to apply, when to apply, limitations (even with a Visa) on travelling between Italy and other Schengen countries, if a visitor wishes to bring his/her family to ICTP, and how the ICTP Passport & Visa Information Office may assist visitors. Information relevant for visitors from EU and Schengen States is given at the end in the Annex. YOU ARE ALSO ADVISED TO CONSULT THE WEBSITE OF THE ITALIAN MINISTRY OF FOREIGN AFFAIRS FOR DETAILED AND UPDATED INFORMATION FOR FOREIGNERS REGARDING ENTRANCE VISAS FOR ITALY, AND PERMITS OF STAY, at: <http://vistoperitalia.esteri.it/home/en> (information is offered in other languages too).

The ICTP Passport & Visa Information Office assists ICTP visitors to obtain the necessary Visas to come to the Centre.

WARNING: visa regulations are continuously evolving. If at any time the instructions you receive from an Italian consulate should differ from those below, kindly help us to keep up-to-date by letting us know without delay.

WHEN TO APPLY FOR A VISA, AND WHERE

Apply not later than 6 weeks before visiting ICTP; during the Summer even 8 weeks before. Make sure that you have confirmed the dates of your visit to the ICTP secretariat.

The rule is that an application for a Visa shall be done at the Italian Consulate or Embassy in your country of origin or where you have permanent residence. If living in another country, you may find the Italian Consulate or Embassy willing to let you apply for a Visa from there, but this is entirely up to the Consulate to decide. You should inquire about this possibility, but the normal rule is as stated above.

It follows that if you and your family members have different nationalities, applications for visas may have to be sent from your respective country of origin. Please check with the Italian consulate.

TYPES OF VISA AND THEIR RESTRICTIONS

SINGLE ENTRY maximum 90 days stay SCHENGEN STUDY VISA (type C): On this Visa, you can enter Italy and the other Schengen countries but only once.

MULTIPLE ENTRY maximum 90 days stay SCHENGEN STUDY VISA (type C): This Visa allows you to travel in and out of Italy and the Schengen area, you can therefore visit any other country and re-enter Italy.

SINGLE ENTRY more than 90 days stay ITALIAN LONG-TERM STUDY VISA (type D): On this Visa, you can travel from Italy only within the Schengen Area during the first 90 days of your visit, later, once you hold an Italian Permit of Stay (see below) you will be able to travel freely.

MULTIPLE ENTRY more than 90 days stay ITALIAN LONG-TERM STUDY VISA (type D): This Visa permits you to travel in and out of Italy and the other Schengen countries during the first 90 days of your visit, later you will still be able to do it but only with your Permit of stay (see below).

All the visas above allow for travelling between the Schengen Countries for a maximum time of 90 days (starting from the first entry into the Schengen Area) every period of 6 months. For any further information please contact the ICTP Visa Office (visa@ictp.it).

From some countries you can enter Italy as a tourist, for a maximum of 90 days, without having a Visa. But, under no circumstances will you be able to extend your stay beyond 90 days. Thus, this solution is not recommended to ICTP visitors. Also, be aware that at the border while entering Italy, you will normally be asked to present travel documents showing your return ticket back home as well as documentary evidence (ICTP invitation letter, credit/bank debit cards, travelers cheques, etc.) that you have financial means of support to cover your stay.

WHEN APPLYING FOR YOUR VISA YOU WILL NEED TO TAKE THE FOLLOWING DOCUMENTS TO THE EMBASSY:

- Your passport must be valid for the duration of your stay (in any case, at least six months)
- The passport must have some empty pages for the Visa stamp
- The official ICTP invitation letter (the letter should specify exact period of stay), *plus* Document (in Italian) for Consulate and Document re. Lloyd Adriatico Insurance Co.
- Travel documents (return air ticket if available) or print out of air reservation
- Confirmation of accommodation arrangements in Trieste.
- Certification/statement from your Home Institute/Employer concerning your status.

If problems arise, or you should need help, please contact the ICTP Visa Information Office.

IMPORTANT WHEN TRAVELLING TOWARDS TRIESTE:

NOTE TO ALL VISITORS: At the port of entry into European Schengen Area please make sure to get your passport stamped by the immigration authorities (police or passport control officers) with a fully readable ink stamp. If there is a visa relevant to your visit, the stamp should be placed on the same page.

VISA FOR FAMILY MEMBERS

On the basis of existing practices and Italian rules, the ICTP suggests two alternatives:

- If the ICTP invitation is for a period of less than 90 days, family members (spouse and minor children) can come as tourists accompanying the visitor, either from the start or join him/her at a later stage, but for a maximum period of 90 days. Please check with the Italian Consulate whether the nationality of the family members is such that a tourist visa is required.
- If a visitor has a 12-month or longer invitation from the ICTP, he/she can apply for a **Family Reunion Visa (FRV)**. In this case, the visitor should first come alone to Italy. When (s)he has obtained a standard Permit of Stay (Permesso) valid for 12 months, an application for the FRV can be made. Kindly note however that the FRV procedure can be started only when you have received your Permit of Stay and this is presently taking a long time. According to the present Italian legislation, an Italian Consulate abroad cannot issue the FRV without prior authorization (NULLA OSTA) from the local Italian Police authorities. There is a list of documents (some of which may only be processed upon arrival in Italy) which may take one/two months to be ready. In order to speed up this procedure there is one document, a copy of which the visitor should bring from his/her home country, *i.e.*, a family relationship certificate issued by a Government authority, and a translation of this document authenticated by a relevant Italian legacy abroad. The original of this document however should stay in the home country as the family members will need it in original for their visa application.

In order to inform us when the visitor wishes to be accompanied by family members he/she should kindly complete and return the attached "**FAMILY VISA INFORMATION FORM**" as well as the "**SELF DECLARATION FORM**".

**TO BE USED ONLY IF ACCOMPANIED BY FAMILY MEMBERS
(to be sent directly to the Visa Information Office)**

FAMILY VISA INFORMATION FORM

INVITED SCIENTIST

Date

Surname (in block letters, please) _____
(corresponding to that on passport)

Name _____ **Nationality** _____

Date of birth _____ **Dates of visit** _____
(day/month/year)

Visiting ICTP in connection with _____
.....

FAMILY MEMBERS (SPOUSE AND CHILDREN ONLY)

Surname (in block letters, please) _____
(corresponding to that on passport)

Name _____ **Sex** _____

Date of birth _____ **Nationality** _____
(day/month/year)

Relationship _____ **Dates of visit** _____

Travelling with invited scientist **Wishing to join invited scientist in Trieste later**
.....

Surname (in block letters, please) _____
(corresponding to that on passport)

Name _____ **Sex** _____

Date of birth _____ **Nationality** _____
(day/month/year)

Relationship _____ **Dates of visit** _____

Travelling with invited scientist **Wishing to join invited scientist in Trieste later**
.....

Surname (in block letters, please) _____
(corresponding to that on passport)

Name _____ **Sex** _____

Date of birth _____ **Nationality** _____
(Day/month/year)

Relationship _____ **Dates of visit** _____

Travelling with invited scientist
Wishing to join invited scientist in Trieste later

DECLARATION/PERMIT OF STAY IN ITALY

WHEN AT ICTP ALL NON-EU VISITORS NEED TO FORMALIZE THEIR STAY IN ITALY WITHIN A MAXIMUM OF 8 DAYS FROM THE DATE OF ENTRY INTO THE COUNTRY (unless their visit is for less than 9 days).

THE PROCEDURES ARE:

1) FOR SHORT STAYS FROM 8 UP TO 90 DAYS A DECLARATION OF STAY IS SUFFICIENT:

- a) **ICTP visitors accommodated at the Guesthouses (Adriatico and Galileo) should not worry about this as** the declaration will be automatically prepared and digitally transmitted by the Guesthouses' Receptions to the Immigration Authorities. That is why the reception staff will kindly ask for one's passport at the check in.
- b) **ICTP visitors who are accommodated in private accommodations outside the campus** (without transiting through the Guesthouses) **should INSTEAD as soon as possible, but not later than 2 days after their arrival, visit the ICTP VISA Office** who will assist them with the procedure.

2) FOR LONG STAYS 91 DAYS AND MORE A PERMIT OF STAY IS REQUIRED:

in this case visitors need **as soon as possible but not later than 2 days after their arrival, visit the ICTP VISA Office** which will assist them with the application for a Permit of Stay *Permesso di Soggiorno*.

This shall be applied for through the Postal Service within 8 working days of the arrival.

Kindly note however that there are some costs involved: each application will require a Euro 30 handling fee for the Post Office, a payment of Euro 72 for the electronic Permit of Stay (compulsory) and an additional Euro 16 Tax Revenue Stamp which should be applied on the application form. Each visitor should apply separately. Children up to the age of 14 can be included in their parents' application but an additional payment of Euro 32 is necessary for each child.

*** 26 Schengen countries:** Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden and Switzerland.

IT SHOULD TAKE A COUPLE OF MONTHS TO HAVE THE STANDARD PERMESSO ISSUED. Delays beyond time frames indicated by the Questura are possible. In the waiting period you will have a receipt, issued by the Post Office which testifies that you complied within the terms of 8 eight days with the Law requirements. **PLEASE NOTE THAT WITH THIS RECEIPT, YOU CAN LEAVE ITALY BUT YOU CANNOT RE-ENTER ITALY. SO DO NOT PLAN EARLY TRAVELS TO OTHER COUNTRIES OUTSIDE THE SCHENGEN AREA WHEN PLANNING YOUR STAY AT ICTP.**

ONCE YOU ARE GRANTED THE STANDARD *PERMESSO*, YOU CAN TRAVEL FREELY IN AND OUT OF ITALY AND THE SCHENGEN AREA PROVIDED YOU ALWAYS BRING ALONG THE ORIGINAL *PERMESSO* TOGETHER WITH YOUR PASSPORT. IF A STANDARD *PERMESSO* IS NOT GRANTED, YOU CAN STAY IN ITALY WITH THE RECEIPT AND LEAVE THE COUNTRY, BUT CANNOT RE-ENTER ITALY.

IF A PERSONAL EMERGENCY SITUATION SHOULD MAKE IT NECESSARY FOR YOU TO LEAVE ITALY WHILE STILL WAITING FOR THE *PERMESSO*, PLEASE CONTACT THE ICTP VISA INFORMATION OFFICE.

WHEN APPLYING FOR A *PERMESSO DI SOGGIORNO*, HAVING ARRIVED IN TRIESTE, ONLY FOR STAYS OF 91 DAYS AND MORE you will need:

- A valid health insurance policy and
- Four recent colour passport-sized photographs

Annex

EUROPEAN UNION VISITORS

VISA AND PERMIT OF STAY RULES FOR:

- **EU AND/OR SCHENGEN PASSPORT AND/OR IDENTITY CARD HOLDERS**

- According to instructions received from the Italian authorities, EU and/or Schengen state passport holders do not need a visa to enter Italy. EU and/or Schengen state passport holders visiting the ICTP for more than 90 days should register at the Town Hall through a local General Registry Office (Ufficio Anagrafe).

- **NON-EU AND/OR SCHENGEN PASSPORT HOLDERS WHO RESIDE IN A SCHENGEN MEMBER STATE AND HAVE A VALID RESIDENCE PERMIT IN THAT COUNTRY**

- May enter Italy without a visa for a maximum period of 90 days. To visit the ICTP you only need your residence permit (provided it covers the period of your stay at the ICTP), your valid passport and the official ICTP invitation letter.

However, please check your situation with the nearest Italian Consulate before entering Italy.

- Schengen residence permit holders should register their presence in Italy with the local authorities via the ICTP Visa Information Office, within 8 days from the date of arrival at the ICTP.

Visa Information Office:
telephone: +39-040-2240510

e-mail: visa@ictp.it

HEALTH INSURANCE

Italian Law requires all foreigners to have valid health insurance coverage while in Italy. Failure to comply will result in a denial of permission of stay on Italian territory.

Visitors who have official documents certifying their participation in a national health insurance scheme, valid in Italy, do not have to obtain separate coverage. In this regard, visitors should verify if their home country's national health insurance programme is recognized in Italy and bring a statement by the local insurance company, comparable to the template on page 9. **The original plus an extra copy** should be exhibited upon arrival, during the registration formalities. The latter will be retained by the ICTP secretariat.

Citizens of EU-EEA, Switzerland, including other nationals having legal residence and who are enrolled in the social security system in these countries, should bring their European Health Insurance Card with them. This must be shown in case medical assistance or hospitalization in Italy is required.

ICTP provides free health insurance coverage, through AllianzWorldwideCare, to visitors under the age of 75 who do not have their own valid health insurance coverage and who are NOT nationals of countries listed below, NOR legal residents enrolled in the social security system of these countries (see above).

The same terms and conditions apply also to accompanying family member (i.e. spouse and/or children under age 18).

The coverage is valid from 00 hrs of the day of arrival in Trieste to midnight of the day of departure from Trieste (according to the dates indicated on the Registration form, or eventual extension of stay).

The purpose of the health insurance coverage provided by ICTP is to grant reimbursement for emergency health problems that may occur during your visit at ICTP. Interventions due to chronic health problems may not be reimbursed.

Visitors covered under the AllianzWorldwideCare insurance policy will receive a welcome pack from the insurers upon enrolment, describing the benefits covered and the procedures for processing claims for reimbursement.

Postdocs and Senior Postdocs will be included in a health insurance with Cigna and not through AllianzWorldwideCare. For any queries please contact personnel@ictp.it

The ICTP Medical Service, is available to all visitors and will assist them as required-

List of countries:

Andorra, Austria, Belgium, Bulgaria, Channel Islands, Croatia, Czech Rep., Denmark, Estonia, Faeroe Islands, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Isle of Man, Italy, Japan, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Monaco, Netherlands, Norway, Poland, Portugal, Romania, San Marino, Slovakia, Slovenia, Spain, Sweden, Switzerland, United Kingdom, Bermuda, Canada, Greenland, United States, Australia, New Zealand.

Note:

Pregnancy:

Before coming to ICTP, pregnant women are kindly requested to notify the ICTP Medical Service (medical@ictp.it) about the status of their pregnancy, to obtain further guidelines.

SAMPLE OF DECLARATION

=====
Below please find the standard wording that your local Insurance Company should copy on its own-headed paper (complete with address, telephone and telefax numbers). This declaration must be duly filled in, signed and officially stamped by the latter.
=====

The Insurance Company.....

hereby declares to have insured Mr./Ms.

.....
and accompanying family member/s (*full names*)
.....
.....
.....

for expenses in the event of urgent hospitalization, accidents and childbirth until
(*date*)..... and that his/her insurance is valid in Italy.

Stamp and signature.....

Date.....

GENERAL INFORMATION

CAMPUS

The ICTP Campus consists of five buildings. See the relevant map and the following web page: <http://www.ictp.it/visit-ictp/at-ictp/campus-map.aspx>

Leonardo da Vinci Building (LB)
(former ICTP Main Building)

Director's Office
Scientific Research Groups
Public Information Office (PIO)
Marie Curie Library
Information and Communication Technology
Section (ICTS)
Offices for Visiting Scientists
Associates and Federation Schemes

Note: Leonardo 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 (EFB)

Administrative Offices, Medical Services
Bank, Insurance, Travel Agency
Office of External Activities
Training and Research in Italian Laboratories (TRIL)
Academy of Sciences for the Developing World (TWAS)

Multidisciplinary Lab (ICTP MLab)
(former Microprocessor Lab.)

Five minutes walk north of the LB

Adriatico Guest House (AGH)

Accommodation near the sea, 10 minutes from LB

Galileo Guest House (GGH)

Accommodation on the hill, behind LB
Aeronomy & Radiopropagation Laboratory (ARPL)
ICTP-ITU Unit and Science Dissemination Unit (SDU)

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 and LB Lobby).

REGISTRATION, MAILBOX AND NAME BADGE

Upon arrival at the Centre you will need to register with the Secretariat relevant to the activity you are attending. You will be provided with a Mail Box in the building where your activity will be held. The name badge and active badge will be given to you at the Guest House Reception when checking in, or from the secretary at the time of registration if lodged outside Guest Houses. Please wear the badge at all times, and check your mail box regularly. Before departure the active badge must be returned to ICTP, via apposite "Badge collection boxes" located in different buildings.

INCOMING TELEPHONE CALLS and 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. Participants to courses do not have their own offices and telephone extensions, so messages are left in the Mail Box. Research visitors will usually be provided with both. Both the Adriatico and Galileo Guest House Receptions have fax machines - see numbers on front page.

LANGUAGE

English is the official working language of the ICTP and is spoken by everyone. Italian is the language of the country. Italian courses are organized at the ICTP, for scientists and their accompanying family members. General enquiries may be addressed to: italian@ictp.it. Italian courses normally start each October and are held throughout the academic year. Italian courses are suspended in the summer.

OFFICIAL WORKING HOURS

The Centre official working hours are Monday to Friday, 08.30 - 16.48, with a 48' lunch break between noon and 14.00. Leonardo 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. In Italy, cash payments are the norm. However, large shops, restaurants and travel agencies accept major credit cards, Travel 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 Banca d'Impresa Spa*, is situated in the E. Fermi Building.

On campus all transactions are handled in Euro. The Guest House receptions are authorized to accept payments in cash in Euro, up to €1,000.00, with Credit Cards and POS.

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

CAFETERIA AND BAR

A cafeteria and bar are available at both the Leonardo Building and the Adriatico Guest House. The average cost of a full meal is Euro 5 to 10, upon presentation of the ICTP name badge. Breakfast ranges from Euro 2.50 to 5. Certain categories of visitors receive meal coupons for one of their daily meals.

CLIMATE

Trieste is located in northeastern Italy, on the Adriatic sea. Although it seldom snows, the local climate ranges from cold (as low as -2°C and less 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.

FOR COMPREHENSIVE ONLINE INFORMATION, see also:

<http://www.ictp.it/>

<http://portal.ictp.it/>

<http://www.turismofvg.it/Locality/Trieste>

HOW TO REACH US AND PUBLIC TRANSPORTATION

see also:

- **BUSES:** [RONCHI AIRPORT - ICTP - TRIESTE - RONCHI AIRPORT](#)

APT Bus Company. Line E 51. Timetable available from: <http://www.apgorizia.it> (site only in Italian, look under: *servizi/servizi aeroporto/risorse/pdf.file*) as well as at the airport Information Counter or at the bus stop outside the terminal building.

Bus terminals are (airport) outside the airport terminal building and (town) "Centro Servizio Auto-corriere" (bus station), PARK-SI, Piazza della Libertà 9, near the Trieste Central Railway Station.

Tickets Airport-Grignano/Trieste Railway can be purchased at the airport at the Post Office (ground floor) and Arrivals Hall (automatic selfticketing machine).

The present cost of bus tickets is: Airport-Grignano: Euro 2.50. Airport-Trieste Railway Station: Euro 3.00.

Please note that you can purchase the ticket: Grignano-Airport at Euro 2.50 at the ICTP Info Point Counter (Leonardo da Vinci Building Lobby)

From the airport, the bus stops near the ICTP at Grignano-Miramare. Ask the driver for '**Centro di Fisica**'. On the map showing the ICTP Campus you will see the ICTP area where the bus from the airport will stop, which is just before two tunnels. Cross the main road (Strada Costiera), walk through the tunnels, and the Leonardo Building is the first entrance immediately on the left.

To reach Adriatico Guest House (AGH): Next to the parking area where the bus stops, before the two tunnels, facing the sea on your left, there is a small path (via Junker) that leads down to the sea-side (about 5-10 min walk downhill). This path is a convenient short-cut to the AGH on foot, however please note that the bottom half consists of steps (to be kept in mind if you carry luggage on wheels). At the end of via Junker, turn right, cross the road, walk uproad another couple of minutes, Adriatico Guest House parking lot and the main entrance are on your left.

To reach Galileo Guest House (GGH): Cross the main road, walk through the two tunnels, turn left and walk pass the Leonardo Building, uphill reaching the road on top (Via Beirut) and to your left is the Galileo Guest House (about 10-15 min walk).

- **TAXI:** The cost of a taxi from Ronchi Airport to the ICTP is around Euro 55, 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 15. 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.

- **TRAIN Services**

Some local trains from Trieste railway station also stop at Miramare (near the Galileo Guest House). Timetable available from: <http://www.trenitalia.com/>

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.

● **IF COMING TO ICTP BY CAR:**

Motorway

Take the A4 motorway from Venice-Mestre, or the A23 motorway from Tarvisio-Austria using the Lisert exit. Follow signs for Sistiana-Strada Costiera, then take route SS 14, a panoramic road leading directly to the city centre. The ICTP Campus - Grignano/Miramare area - is about 15 km from the Lisert.

For further information on motorway charges and real time traffic information please visit the following link: * Autostrade S.p.A: [In Italian/English](#).

● **BUS: TRIESTE - ICTP, Leonardo Building - GRIGNANO, Adriatico Guest House - TRIESTE**

Timetable as of 12 September: For more information see also: <http://triestetrasporti.it/>

Bus No. 36: From Trieste, Oberdan, to Grignano (end of the line): first run at 6.30; as of 7.00 every 20 mins until 21.00. Last run at 23.10. At 21.45 from Barcola to Grignano only.

From Grignano to Trieste, Piazza Oberdan (end of the line): first run at 6.30; as of 7.00 then every 20 mins until 21.00. Last runs at 23.30. At 21.30 from Grignano to Barcola only.

Bus C. From 21.00 hrs. until midnight, Bus C runs between Piazza Goldoni (see Trieste map) and Barcola. **At midnight (0.10)**, it makes one round-trip run from Piazza Goldoni **to Grignano** and back.

Bus 6 Runs from Piazzale Gioberti, near Giardino Pubblico in via Giulia, stopping also in Piazza Oberdan, to Barcola and back.

Coming from the city centre: before the two tunnels, just on the side of the ICTP Leonardo building, near the crossroads between the main road and via Beirut there is a new bus stop (Via Beirut is the road leading off to Galileo Guest House: it is a steep, curved road, handy if coming by car, otherwise you may enter the ICTP Leonardo Building area, walk pass it's main entrance on your right, take a short flight of stairs in front of you, turn right and follow the signs). If you miss the new bus stop, get off the bus at the next stop, after the two tunnels, and walk back ~300 meters and then turn left at the first entrance; for the Adriatico Guest House get off the bus at the last stop, at Grignano Mare. **Going to the city centre:** the new bus stop is just opposite the crossroads of via Beirut. Outside the Leonardo Building, turn left and follow the main road (Strada Costiera) ~100 meters till you reach Via Beirut. **IMPORTANT:** use the underground passage (facing the sea, on your left, just where the Via Beirut starts) to cross the very busy main road.

● **BUS: TRIESTE CENTRAL RAILWAY STATION - ICTP CAMPUS - TRIESTE CENTRAL RAILWAY STATION**

Bus No. 6, 36 and Bus C stop near the train station as per time-table described above.

If arriving to the Trieste Central Railway Station (called *Trieste Centrale*) you will exit the train station through the side exit on your left, cross the road and on your right there is the bus stop.

From ICTP to Trieste Central Railway station: the bus stops on the side of the Train Station, near the entrance.

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 Trieste Trasporti S.p.A. ticket office (Via dei Lavoratori, 2 - Trieste - Phone 7795301, from 8.30 a.m. to 12.30; 13.30-15.00 Mon thru Thursday; 8.30-12.30 Friday).

There are no conductors on the buses. Therefore, tickets must be purchased before getting onto bus and always punch the ticket as soon as you board the first bus you use (there is an automatic time puncher on every bus). There are random controls and anyone without a ticket has to pay a fine. Tickets are time tickets for one or more runs: 60 or 75 mins, or daily. If you are in Trieste for more than a few days, it is considerably more convenient to purchase a a

15-day (from 1st day to 15th day of month or 16th to last day of month), monthly or even annual ticket. It is called "Abbonamento", and may be purchased only at tobacconists, newspaper stands, or the Trieste Trasporti S.p.A. ticket office. This 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.**

Last Update: 19 September 2013

ACCOMMODATION GENERAL INFO

The Abdus Salam International Centre for Theoretical Physics is located in the Grignano-Miramare area on the Riviera of Trieste, about 7 kilometers from the city of Trieste.

The best accommodation for short-term visitors coming to the ICTP are the Galilelo and the Adriatico Guest Houses (<http://www.ictp.it/visit-ictp/accommodation.aspx>). The Galileo Guest House is located on the hill behind the ICTP, and the Adriatico Guest House is located overlooking the sea. If you are staying in either of these places, you are only a step away from the Centre, or practically "on campus".

However, it is not always possible to host all scientists in the ICTP Guest Houses, particularly when there are several overlapping activities. In these periods, visitors whose lodging expenses are covered by the ICTP receive priority for accommodation in the Guest Houses.

Scientists whose expenses are borne by the Centre will be provided with accommodation, as indicated in their invitation letter, either in the Guest Houses or in downtown hotels offering special conditions for ICTP guests, according to availability of space. It is also possible to request room upgrades and to accept families, subject to the availability of the Guest Houses, at a supplementary charge. The supplementary charge should be settled directly with the Reception. Requests for private accommodation can be authorized only for scientists staying more than two months and for those coming with their families. Note, that very few apartments are available in the Trieste area for short periods of stay. Private accommodation for long-term visitors may be arranged only upon arrival. An initial period in the Guest House is therefore required.

Bookings will not be made automatically, but only upon receipt of the Accommodation Form that will be sent to visitors along with the invitation letter. As confirmation of your visit, therefore, you should complete and return this form at your earliest convenience. Scientists visiting the ICTP at their own expense are kindly requested to specify both ICTP Guest House and Hotel preference. In due course, our Housing Office will inform you of the address of the accommodation reserved. Should you like to arrange your own accommodation, you are kindly requested to inform your group/activity secretary of the exact dates of stay as soon as known.

The Adriatico Guest House is located in Grignano at the last stop of Bus no. 36, and is only a 5-minute walk from the Centre. The address is Grignano 9 and the tel. no. is +39 040 2240112.

The Galileo Guest House is closer to the ICTP, and is served by the same bus. The stop to be requested is the one after the two tunnels, if coming from the City - see Miramare Map. The address is Via Beirut 7, and the tel. no. is +39 040 2240113.

Receptionists in both Guest Houses will take messages for scientists.

Guest Houses accept most major Credit Cards (SEC, Cartasi, American Express, Bankamericard, Europay, Unicredit)

If there are any changes, delays, cancellations of bookings or further queries, please contact the Housing Office, Tel. : +39-040-2240 exts. 513 & 514 for Guest Houses reservations, +39 040-2240 exts. 515 & 516 for Hotel reservations; Fax : +39-040-2240511; E-mail: housing@ictp.it

VISITORS WITH SMALL CHILDREN

If you have small children and plan to bring them with you, please note that ICTP does not have any kindergarten or child nursery facilities. Also, please note that children cannot be left unattended at the ICTP premises (offices, guest house rooms, common areas) at any time. Hence, you are kindly requested, prior to your arrival, to arrange with a suitable nursery in Trieste for your children. The expenses involved will have to be covered by your own sources. For information about possible nurseries in Trieste, kindly refer to housing@ictp.it

ABSENCE FROM ICTP

Any course participants to a scientific activity wishing to be absent from the Centre during the official visit, except over the weekend, unless the activity he/she is invited to takes place on Saturday and/or Sunday too, is subject to approval by relevant Course Director in advance. Visitors should promptly refer to the activity secretary to obtain the "request to be absent" form. If lodged in one of the ICTP Guest Houses and planning to be away over weekend, visitor should notify the relevant Guest House Reception. Long term visitors, in the case of leave, should refer to the group secretary in advance.

MESSAGE FROM 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. 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. An information leaflet regarding the configuration is available in the guestrooms. A **wireless network (WiFi)** is present in the Galileo Guest House, in the basement of the Adriatico Guest House and in the Leonardo da Vinci Building. It can be used after you have obtained your ICTP e-mail account upon registration on arrival and configured your laptop (<http://icts.ictp.it/howto/wireless.html>)

For detailed pre-arrival information on computer use and communication facilities please see: http://icts.ictp.it/before_your_visit/

REPORT

Long-term research visitors are asked to kindly write a brief report at the end of their stay, outlining the work done during the visit, including collaborations, seminars delivered, and possible publications (submitted papers). Whenever such a report is required, the group secretary will provide details.

END-OF-STAY

The ICTP visits OFFICIALLY end according to the dates upon registration, or, eventual, extensions of stay.

Exceptional earlier departures are **subject to approval** by the relevant Course Director/Section Head, regardless of the accommodation arrangements. Visitors should promptly submit a written request, specifying the reasons, through the activity/group secretary.

In this connection, before authorizing such departure, **if visitors' travel expenses are paid by ICTP, any variation to the air-ticket must be channeled through and coordinated by the ICTP Operations and Travel Unit directly.** It is necessary to ensure that the **air-ticket is changeable** since some fares do **not** permit any modification to the ticket once booked/issued or allow changes with the penalty charge only! **Visitors are kindly requested to strictly adhere to this practice.**

If the change in departure date is approved, visitors whose stay is fully or partially covered by ICTP, must promptly report to the Operations and Travel Unit **to obtain the final financial clearance before actual departure.** On that occasion visitors will be asked to

present a copy of the above mentioned approval and the "travel authorization" form given to them on payment at the beginning of their stay.

Associates & Affiliates: should **always** refer to Leonardo Building Rooms 113 & 114 before departure.

STANDARDS OF CONDUCT

ICTP is a United Nations organization working under the administrative umbrella of UNESCO. A condition for participation in ICTP's activities, held both at the Centre and outside, is that all the participants and other visitors should comply with the same standards of conduct as are applicable to its staff.

These standards can be found at: http://users.ictp.it/~staff/downloads/CODE_EN.pdf