

The Abdus Salam International Centre for Theoretical Physics

Strada Costiera 11

34014 Trieste, Italy

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

PRE-ARRIVAL INFORMATION

**FOR VISITORS IN
HOSTED ACTIVITIES**

April 2004

VISAS and PERMITS OF STAY

WARNING: VISA REGULATIONS ARE CONTINUOUSLY EVOLVING

NON EU PASSPORT HOLDERS VISITING THE ICTP

- 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 **SCHENGEN VISA**.
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 THE ICTP

EU PASSPORT HOLDERS DO NOT NEED VISAS FOR ANY SCHENGEN AREA COUNTRIES, BUT THE CURRENT LAW STATES THAT HE/SHE MUST APPLY FOR AN ITALIAN STAY PERMIT WITHIN 8 DAYS OF DATE OF ARRIVAL.

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.

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.

An Italian insurance company, the *LLOYD ADRIATICO*, has an office in the Lobby of the Fermi Building on the ICTP campus. If any accompanying family members, these must be covered at the participant's cost.

The ICTP's Medical Service (full-time nurse, 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, and relevant claims for reimbursement submitted to Lloyd Adriatico.

GENERAL INFORMATION

CAMPUS

The ICTP Campus consists of five buildings.

Main Building

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 . On no account, should anyone try to cross the road while they are under the tunnels.

Enrico Fermi Building

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

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

Adriatico Guest House

Accommodation near the sea, 10 minutes from M.B.

Galileo Guest House

Accommodation on the hill, behind M.B.

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, Diners, Europay, Unicredit).

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 -20°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 encouraged to use the few unguarded parking alternatives outside the Centre's premises or use the Public Transportation (see relevant section).

FOR ONLINE INFORMATION, see also:

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

<http://www.ictp.trieste.it/ictp/newatictp/index.html>

http://www.ictp.trieste.it/~sci_info/Welcome/index.html

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

<http://www.ictp.trieste.it/~travel/>

PUBLIC TRANSPORTATION

• **BUSES: RONCHI AIRPORT - TRIESTE - RONCHI AIRPORT**

Everyday (cost ~Euro 7.5 one way): An Alitalia bus leaves the airport about 20 minutes after each Alitalia flight arrival. The terminal in town is at the "Centro Servizio Autocorriere", PARK-SI, Piazza della Libertà 9, near the Central Railway Station. Those visitors accommodated in, and wishing to get off the bus at the Grignano area near the ICTP campus, **should ask the bus driver, when boarding the bus**, to stop at Grignano, Centro di Fisica, just before the two tunnels. When returning to the airport, visitors departing from the Grignano area may board the airport-bound bus at the public bus stop on the other side of the road. The return timetable can be requested upon arrival at the Centre.

Everyday (cost ~Euro 3 one way): APT Bus Company (timetable at airport Information Counter or on bus stop outside terminal building.) Tickets can be purchased from bar on first floor of 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). A second-class train ticket Mestre - Trieste costs ~Euro 7.

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. 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.

Trieste, April 2004