

# Visitor's Guide



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



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Edited by the ICTP Public Information Office <http://pio.ictp.it>

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Trieste, Italy, September 2010



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

# Visitor's Guide

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## Buildings

### **Introduction**

The campus of the Abdus Salam International Centre for Theoretical Physics (ICTP) consists of five buildings.

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### **Leonardo Building LB**

houses all services necessary for scientists to conduct their research—the library, computing facilities, offices for research groups, including those for Condensed Matter and Statistical Physics, High Energy, Cosmology and Astroparticle Physics, Mathematics, Earth System Physics, and Fluid Dynamics, plus lecture rooms and offices for staff and scientists, including the Director's Office and the Associates and Federation Schemes. It also houses a cafeteria and coffee bar.

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### **Enrico Fermi Building EFB**

houses most of the administrative offices, including offices for the Centre's financial and travel services. It also contains offices for the Information and Communications Technology Section (ICTS) and for the Office of External Activities and Training and Research in Italian Laboratories. The Secretariat of TWAS, The Academy of Sciences for the Developing World, is also located in this building.

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### **Multidisciplinary Laboratory MLab**

is found in a building just north of the Enrico Fermi Building.

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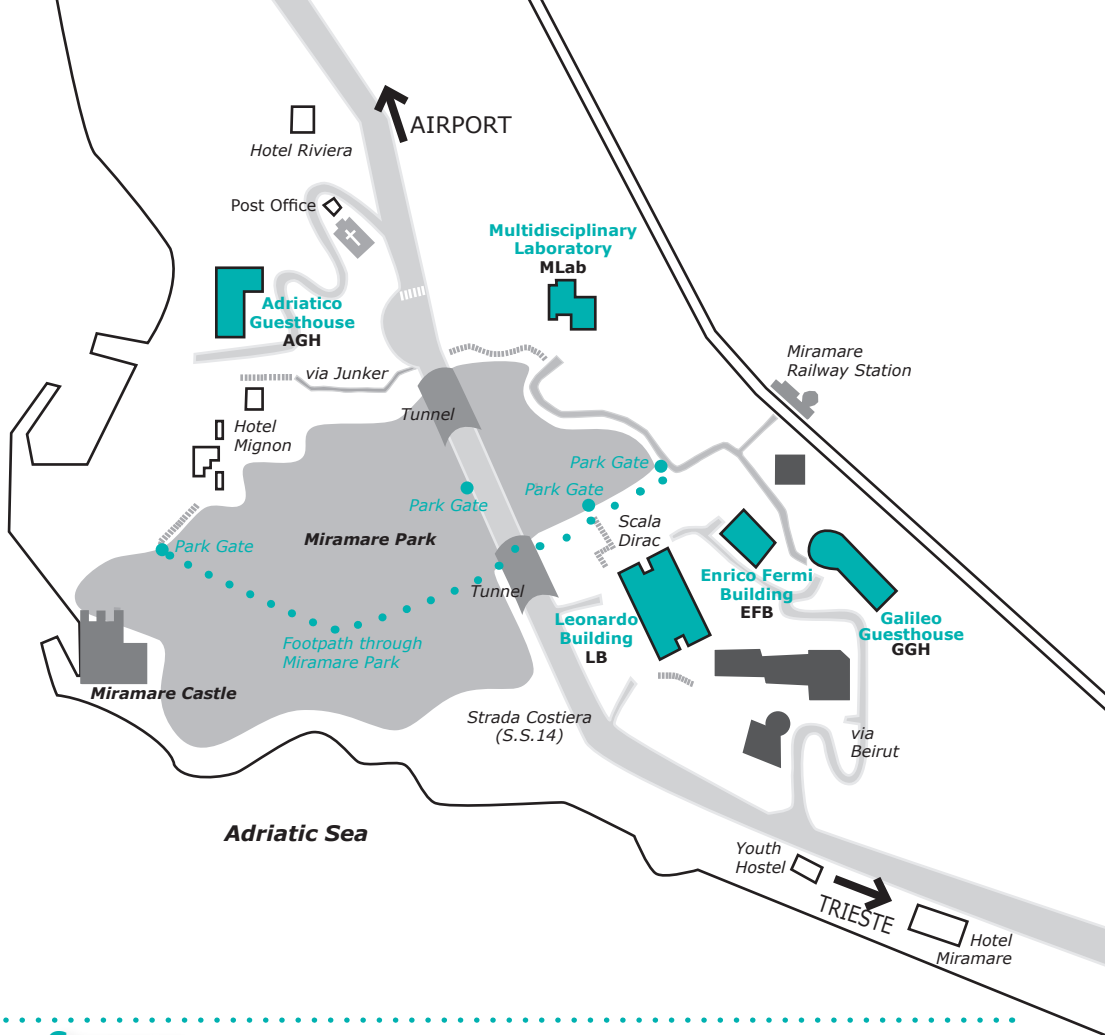
### **Adriatico Guesthouse AGH**

which can accommodate 170 scientists in private and double rooms, has several large lecture halls, a meeting room, reading room, cafeteria, coffee bar and two informatics laboratories.

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### **Galileo Guesthouse GGH**

which can accommodate 100 scientists in private and double rooms, also contains offices for the Aeronomy and Radiopropagation Laboratory, the Structure and Nonlinear Dynamics of the Earth group and the Science Dissemination Unit.



## Campus

The ICTP campus is divided by the Strada Costiera, a busy thoroughfare connecting Trieste to Motorway A4. Narrow sidewalks and heavy traffic make walking along this thoroughfare dangerous. There is a pedestrian crossing near the bus stops. Under no circumstances cross the road at other points, least of all in the tunnels.

The footpath in Miramare Park offers a pleasant pedestrian route between the Adriatico Guesthouse and the other ICTP buildings.

Park gates are open:

- April-October 8:00 - 19:00
- November-March 9:00 - 17:00

## Addresses

### **The Abdus Salam International Centre for Theoretical Physics (ICTP)**

Strada Costiera, 11 - 34151 Trieste, Italy

**E-mail:** [sci\\_info@ictp.it](mailto:sci_info@ictp.it)

**Switchboard:** (+39) 040 2240 111

**Main fax:** (+39) 040 224 163

**URL:** [www.ictp.it](http://www.ictp.it) , [portal.ictp.it](http://portal.ictp.it)

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### **Leonardo Building LB**

Strada Costiera, 11 - 34151 Trieste

Tel: (+39) 040 2240 111 Switchboard or 040 2240 + extension

Fax: (+39) 040 224 163

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### **Enrico Fermi Building EFB**

Via Beirut, 6 - 34151 Trieste

Tel: (+39) 040 2240 111 through LB Switchboard or 040 2240 + extension

Fax: (+39) 040 224 531

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### **Multidisciplinary Laboratory MLab**

Via Beirut, 31 - 34151 Trieste

Tel: (+39) 040 2240 111 through LB Switchboard or 040 2240 + extension

Fax: (+39) 040 224 600

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### **Adriatico Guesthouse AGH**

Via Grignano, 9 - 34151 Trieste

Tel: (+39) 040 2240 112 Switchboard or 040 2240 + extension (offices) or  
040 2240 8 + room number (guests rooms)

Fax: (+39) 040 224 211

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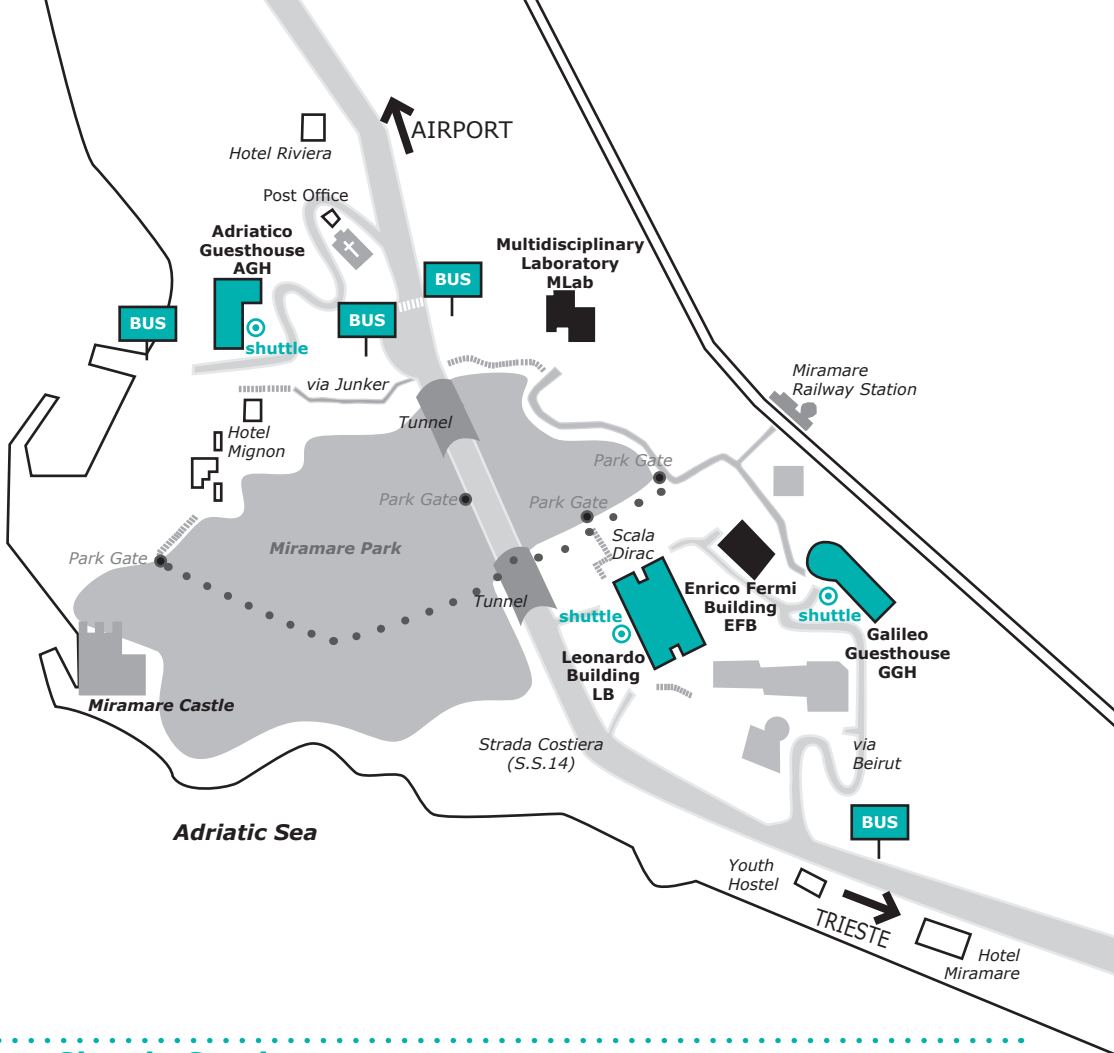
### **Galileo Guesthouse GGH**

Via Beirut, 7 - 34151 Trieste

Tel: (+39) 040 2240 113 Switchboard or 040 2240 + extension (offices) or  
040 2240 88 + room number (guests rooms)

(+39) 040 224 496 (private incoming calls)

Fax: (+39) 040 2240 310



## Shuttle Service

A shuttle van is available from Monday to Friday, with the following timetable:

GGH EFB	8:30	8:50	10:00	11:55	12:15	13:00	13:40	15:00	16:30	18:00
LB	8:35	8:55	10:05	12:00	12:20	13:05	13:45	15:05	16:35	18:05
AGH	8:40	9:00	10:10	12:05	12:25	13:10	13:50	15:10	16:40	18:10
GGH EFB	8:45	9:05	10:15	12:10	12:30	13:15	13:55	15:15	16:45	18:15

# welcome

## Staff Working Hours

The Centre's official working hours for staff are Monday to Friday, 8:30 to 16:48 (with a 48-minute lunch break). The Leonardo Building remains open from 6:00 to 22:00 each day, except Sunday, when the hours are 8:00 to 22:00. The bank, travel agency and insurance company counters in the Enrico Fermi Building have different opening hours (see p. 15, 30 and 34).

Reception desks in the guesthouses are staffed around the clock.



## Holidays in 2010

ICTP has its own calendar of holidays which sometimes does not coincide with the Italian calendar of holidays. This is the list for 2010, where holidays, at ICTP and nation-wide, are marked with a dot.

		ICTP is closed	National holiday
<b>Fri,</b>	<b>1 January</b>	•	•
<b>Mon,</b>	<b>4 January</b>	•	
<b>Tue,</b>	<b>5 January</b>	•	
<b>Wed,</b>	<b>6 January</b>	•	•
<b>Fri,</b>	<b>2 April</b>	•	
<b>Mon,</b>	<b>5 April</b>	•	•
<b>Sun,</b>	<b>25 April</b>	(weekend)	•
<b>Fri,</b>	<b>30 April</b>	•	
<b>Sat,</b>	<b>1 May</b>	(weekend)	•
<b>Wed,</b>	<b>2 June</b>	•	•
<b>Sun,</b>	<b>15 August</b>	(weekend)	•
<b>Mon,</b>	<b>1 November</b>		•
<b>Wed,</b>	<b>8 December</b>		•
<b>Fri,</b>	<b>24 December</b>	•	
<b>Sat,</b>	<b>25 December</b>	(weekend)	•
<b>Sun,</b>	<b>26 December</b>	(weekend)	•
<b>Mon,</b>	<b>27 December</b>	•	
<b>Tue,</b>	<b>28 December</b>	•	
<b>Wed,</b>	<b>29 December</b>	•	
<b>Thu,</b>	<b>30 December</b>	•	
<b>Fri,</b>	<b>31 December</b>	•	

In addition, **3 November** is a holiday in Trieste, during which the city celebrates its Patron Saint, San Giusto. ICTP is open normally.

# upon arrival

## Registration

All visitors are requested to complete registration forms upon arrival. Information pertaining to registration procedures can be found on the **general information sheet** provided by the activity Secretariat. In addition, the general information sheet can be found at the entrance of the Leonardo Building and guesthouses.

### **Badges and email account**

Upon checking in at the Guesthouse reception, all visitors receive an envelope containing their name badge and an active badge in a plastic holder, with the visitor's ICTP e-mail account (username and password) sandwiched in between the badges as a safety precaution. If lodging outside ICTP guesthouses, visitors will receive the envelope upon registration.

You are kindly requested to wear your name badge at all times while on ICTP premises. The badge is required to borrow books from the Marie Curie Library (see p. 16).

If you happen to lose or damage your active badge, you should immediately request a new one from the Mail Office at the Enrico Fermi Building (see p. 22). You will be charged €10.00 as cost-reimbursement.

It is important that you **return your badges** in their holder before you leave ICTP. You may return them at guesthouse reception desks or Mail Office counters (see p. 22 for opening hours), or you can simply drop them in a "Badge collection box"—there are two in the Leonardo Building Lobby (one next to the entrance door and one next to the Info Point), one near the Associates Office on the Leonardo Building Ground Floor, and one at the Enrico Fermi Building entrance hall.

If you wish, you may keep the ICTP lanyard as a souvenir.

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## Housing Office

e-mail: [housing@ictp.it](mailto:housing@ictp.it)

Supervisor: ext. 562

Enrico Fermi Building, Ground Floor

Room T-1/2, for accommodation at guesthouses, ext. 513 or 514

for hotel accommodation, ext. 516

for clearance, ext. 515

Hours: 8:30 - 12:00 / 13:30 - 14:30

for private accommodation, ext. 654

Adriatico Guesthouse Reception Desk

Hours: 13:00 - 16:48

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The Housing Office is responsible for booking accommodation to all visitors either in the the 2 ICTP guest houses or off-campus lodging. The Office is also in charge of the catering facilities on the Campus and clearance procedures when requested (see page 34). ext 515

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### **Adriatico and Galileo Receptions**

supervisor ext: 668

Adriatico Guest house

e-mail: [agsthous@ictp.it](mailto:agsthous@ictp.it)

ext:112

fax:040224211

Galileo Guesthouse

e-mail: [ggsthous@ictp.it](mailto:ggsthous@ictp.it)

ext:113

fax:0402240310

Open 24 hours a day

The Guest house Receptions assist Visitors on arrival to check in the guest houses upon presentation of their booking confirmation. During checking in, Receptions assist foreign visitors who stay in Italy for more than 8 days and up to 90 days in compiling the Police Declaration of Stay, deliver to visitors their badge that allows entrance in the buildings and a sealed envelope containing their e-mail account.

Receptions assist visitors to obtain general information, information on train and bus schedules and the science bus, and sell tickets for the local buses and the Airport buses.

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### **Laundry facilities**

Both AGH and GGH guest houses have laundry and drying facilities. Visitors should book through the Guest house Receptions the use of the laundry machines.

# upon arrival

## Operations and Travel Office

Enrico Fermi Building, Ground Floor  
Room T-17 (Supervisor ext. 525; Cashier ext. 529)  
fax: 040 2240 505 or 040 2240 534  
e-mail: operatio@ictp.it

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Hours: 8:30 - 12:00 / 13:30 - 14:30

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The Operations and Travel Office is responsible for financial transactions and travel arrangements in connection with visits to ICTP (such as payments of daily stipends and daily subsistence allowances, ordering of prepaid tickets and reimbursements of travel fares, and assignment of **meal coupons**). The Office should be contacted only after you have completed all registration procedures and forms with the activity secretariat.

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Please note that at the guesthouses, only euro (cash) are accepted. Foreign currency exchanges and other services are available at the bank, UniCredit Banca, which has a branch office next to the Entrance Hall on the Ground Floor of the Enrico Fermi Building (see page 43).

## Passport and Visa Information Office

Enrico Fermi Building, Ground Floor  
Room T-4, ext. 509, 510, 566 and 588  
fax: 040 224 650  
e-mail: visa@ictp.it

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Hours: 9:00 - 12:30 / 14:00 - 15:00

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This Office assists ICTP visitors in obtaining **entry visas** to Italy and **foreign visas** when travelling on behalf of the Centre. The Office also deals with the **foreigners' permit of stay** document, which Italian authorities require of all foreigners residing in Italy for more than 8 days.

## Health Insurance

Enrico Fermi Building,  
Lobby, ext. 583

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Hours: Tuesdays and Thursdays, 8:30 - 12:30

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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.

To help visitors fulfil these requirements, ICTP offers health insurance for invited scientists and their family members who are nationals of developing countries and do not have valid health insurance in Italy.

Visitors from developed countries, who have official documents verifying their participation in a national health insurance programme (with coverage comparable to Italy's), do not have to obtain health insurance in Italy. Please note that visitors must verify that their home country's national health insurance programme is recognised in Italy and must bring along a certification.

## Marie Curie Library

Leonardo Building, First Floor

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Opening Hours:

Monday - Friday: 8:30 - 20:00

Saturday and Sunday: 9:00 - 20:00

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e-mail: [library@ictp.it](mailto:library@ictp.it)

URL: [library.ictp.it](http://library.ictp.it)

Tel. (+39) 040 2240 306

Fax (+39) 040 2240 394

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The Marie Curie Library is home to one of the largest collections of specialized literature in physics and mathematics in Europe, all accessible through the integrated online catalogue:

- more than 67,000 monographs and conference proceedings
- 4,000 electronic journals and over 350 current print titles
- digital collections and institutional archives with thousands of lecture notes, preprints, clippings and audio-visual documents.

It runs services and initiatives aimed at scientists or institutions in Developing Countries, such as electronic Journals Delivery Service (eJDS), book donations, and book acquisitions for Junior Associates.

The Library, equipped with workstations, printers, photocopiers, wireless network connection, offers a quiet, pleasant environment where to study and relax, surrounded by images of great minds and moments in the history of science. And it is also worth a visit for the permanent exhibition of Professor Abdus Salam's collections (awards, gifts, scientific works, personal objects and private library); and for the area dedicated to Marie Curie with a bust and a timeline.

All visitors are invited to register at the information desk where they receive a card allowing them to borrow material during their stay. Visitors are kindly requested to follow Library rules and to return all borrowed items before their departure.

## LIBRARY SERVICES AND FACILITIES

- Information and reference

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- Online catalogue

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- Loans

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- Access to electronic resources

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- Document delivery

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- eJDS, book donations, book acquisitions for Junior Associates

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- Workstations, printers, WiFi

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- Photocopiers: 2 self-service machines

Photocopy cards vending machine/recharger outside the Library entrance:

- initial cost: €1.00 (deposit for the card + 10 copies)\*
- charge: €0.03 per copy.

\* the deposit, corresponding to €0.80, is reimbursed by the Mail Offices at the Leonardo Building and at the Enrico Fermi Building; they also sell pre-charged cards.

Other self-service photocopiers at ICTP:

- 1 at the Adriatico Guesthouse (Lower Level 1)
- 1 at the Galileo Guesthouse (near Reception Desk)
- 1 at the Enrico Fermi Building (near Associates Area)

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User education: contact the information desk; orientation tours are organized upon request.

## Computing Facilities

Information and Communication Technology Section

URL: [icts.ictp.it](http://icts.ictp.it)

Helpdesk:

Leonardo Building, Ground Floor, Room 2, ext. 999

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Hours: 10:30 - 12:00 / 13:30 - 15:00

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Visitors have access to computers located at sites throughout the campus. Scientists' offices and public computer labs, located in the Leonardo Building and both guesthouses, are equipped with PCs that have both Windows and Linux installed.

Windows software programmes include MS Office and a TeX system. Visitors are not permitted to install additional software or device drivers.

Most PCs are equipped with diskette drives and CD recorders/DVD readers. A few PCs also have DVD recorders. Other media, such as Iomega zip diskettes, are neither supported nor recommended for data exchange. You may use, however, USB memory drives on both the Windows XP and Linux environments.

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### Opening an account

Registered Visitors checking in the ICTP guesthouses receive a sealed envelope containing a personalized username for accessing ICTP computers. All other visitors staying in hotels or in private receive this envelope upon registration.

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### Using your own computer

Visitors can connect their own computers to the ICTP network. Printed material for software configuration can be found in the guestrooms and laboratories. Instructions can also be read online at [icts.ictp.it](http://icts.ictp.it).

Ethernet connections are provided in guesthouse rooms and at dedicated desk spaces in or near the public computer labs. The latter are equipped with network cables. For network connections in the guestrooms you will need a cable that can be purchased from vending machines or ICTP Mail offices.

You can also take advantage of the wireless network that allows you to use your computer in all ICTP work areas. However, the bedrooms in the guesthouses may not always receive coverage.

## Research Groups

ICTP's main areas of research and training include:

### **CONDENSED MATTER AND STATISTICAL PHYSICS** (CMSP)

Secretariat: Leonardo Building, Room 229, ext. 540 • [cm@ictp.it](mailto:cm@ictp.it)

### **HIGH ENERGY, COSMOLOGY AND ASTROPARTICLE PHYSICS** (HECAP)

Secretariat: Leonardo Building, Room 280, ext. 231 • [rosanna@ictp.it](mailto:rosanna@ictp.it)

### **EARTH SYSTEM PHYSICS** (ESP)

Secretariat: Leonardo Building, Room 136, ext. 374 • [pandora@ictp.it](mailto:pandora@ictp.it)

Hosted research group:

- **Structure and Non-Linear Dynamics of the Earth** (SAND)

Secretariat: Enrico Fermi Building, Room 124, ext. 355 • [de\\_meo@ictp.it](mailto:de_meo@ictp.it)

Scientific offices: Galileo Guesthouse, 1st Floor

### **MATHEMATICS**

Secretariat: Leonardo Building, Room 109, ext. 201 • [math@ictp.it](mailto:math@ictp.it)

### **APPLIED PHYSICS** (AP):

- **Aeronomy and Radiopropagation Laboratory** (ARPL)

Secretariat: c/o Multidisciplinary Laboratory, ext. 9911 • [arpl@ictp.it](mailto:arpl@ictp.it)

Scientific offices: Galileo Guesthouse, 2nd Floor and Ground Floor

- **Optics and Laser Physics**

Scientific offices: Leonardo Building, Room 275, ext. 607 • [niemela@ictp.it](mailto:niemela@ictp.it)

- **Fluid Dynamics Laboratory**

Scientific offices: Leonardo Building, Room 275, ext. 607 • [niemela@ictp.it](mailto:niemela@ictp.it)

- **Mathematical Modeling**

Scientific offices: Leonardo Building, Room 225, ext. 461 • [marsili@ictp.it](mailto:marsili@ictp.it)

- **Medical Physics**

Scientific offices: Leonardo Building, Room 227, ext. 254 • [bertocch@ictp.it](mailto:bertocch@ictp.it)

- **Physics of the Living State**

Scientific offices: Leonardo Building, Room 276, ext. 392 • [chelaf@ictp.it](mailto:chelaf@ictp.it)

### **MULTIDISCIPLINARY LABORATORY** (MLab)

Secretariat: Via Beirut 31, ext. 9911 • [tanaskov@ictp.it](mailto:tanaskov@ictp.it)

For additional information about ICTP Research Groups,  
see [www.ictp.it/pages/research.html](http://www.ictp.it/pages/research.html)

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## Other Programmes

- **Associateship Scheme**  
Leonardo Building, Room 6 and 3, ext. 551 or 552  
assoc@ictp.it  
Hours: 8:30 - 12:30 /14:00 - 15:00
- **Federation Arrangements Scheme**  
Leonardo Building, Room 4, ext. 554  
assoc@ictp.it  
Hours: 8:30 - 12:30 /14:00 - 15:00
- **Diploma Programme (DICTP)**  
Leonardo Building, Terrace Level, Room E, ext. 389, or Room A/bis, ext. 362  
diploma@ictp.it
- **ICTP-IAEA Sandwich Training Educational Programme (STEP)**  
Enrico Fermi Building, Room 104, ext. 322  
calligar@ictp.it
- **ICTP-ELETTRA Users Programme**  
Enrico Fermi Building, Room 103, ext. 323  
elettra@ictp.it
- **SESAME Project**  
Leonardo Building, Room 272, ext. 251  
gatti@ictp.it
- **Office of External Activities (OEA)**  
Enrico Fermi Building, Room 103 or 104, ext. 322 or 323  
oaa@ictp.it
- **Training and Research in Italian Laboratories (TRIL)**  
Secretariat: Enrico Fermi Building, Room 215, ext. 553 or Room 216, ext. 556  
Scientific offices: Enrico Fermi Building, Room 214, ext. 605 or Room 219, ext. 557  
itlabs@ictp.it
- **ICTP-University of Trieste Laurea Magistralis in Fisica**
- **ICTP-University of Trieste Laurea Magistralis in Astrofisica e Fisica Spaziale**  
Enrico Fermi Building, Room 215, ext. 553, or Room 216, ext. 556  
itlabs@ictp.it
- **School of Doctorate in Environmental and Industrial Fluid Mechanics**  
<http://poseidon.ogs.trieste.it/phd/fluid/>

See also [www.ictp.it/pages/education.html](http://www.ictp.it/pages/education.html)  
or the leaflet "ICTP Supporting Excellence in Science"

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## Science Dissemination Unit SDU

Galileo Building, Ground Floor, ext. 406  
e-mail: [sdu@ictp.it](mailto:sdu@ictp.it)

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This Office helps bridge the digital divide in developing countries and across the North-South divide through the use of low-cost open source information and communication technologies (ICT).  
See the SDU website: [sdu.ictp.it](http://sdu.ictp.it)

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## Awards

- Dirac Medal
- ICTP Prize
- ICO/ICTP Gallieno Denardo Award
- Ramanujan Prize for Young Mathematicians from Developing Countries

Please contact:

Director's Office, Leonardo Building, Room 270 or 272, ext. 251 or 228

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See also: [prizes.ictp.it](http://prizes.ictp.it)

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## Study Areas for Associate Members

The Centre's Associate Members may obtain a desk or office space upon request, depending on availability.

Please contact  
Associates' Office  
Leonardo Building, Room 5,  
Hours: 8.30 - 12.30 and 14.00 - 15.00  
e-mail: [assoc@ictp.it](mailto:assoc@ictp.it)

Computers for Associate Members are available at the Leonardo Building, Ground Floor (see page 38), Enrico Fermi Building, Lower Level (see page 42), and Galileo Guesthouse, Ground Floor (see page 47) and Second Floor (see page 49).

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For additional information about activities and programmes, see [www.ictp.it](http://www.ictp.it) or [portal.ictp.it](http://portal.ictp.it)

## Mail Services

### Mail Office

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Enrico Fermi Building - Lower Level  
Hours: 8:30 - 12:00

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Leonardo Building - Ground Floor (right hand side of building)  
Hours: 13:30 - 15:30

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All ICTP visitors are able to send both their official and private mail through the Mail Office. Official correspondence should be given to the Mail Office in open envelopes.

Participants in ICTP scientific seminars will be entitled to one shipment of two envelopes of 2Kgs each of scientific printed matter, to be sent to the same destination, per activity. All other visitors will be entitled to one shipment per month and in addition one per scientific seminar attended.

Visitors must exhibit their name badge to send official shipment.

They may also send personal mail (documents only) at their own expense.

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The Mail offices also sell computer disks, CD-Roms, DVDs, magnetic cards for photocopiers (see library services and facilities, page 17), A4-size transparencies for color printers, and UTP/RJ 45 network cables.

## Mail Boxes

For courses:

Leonardo Building - Ground Floor, right-hand side of the building, in front of the Mail Office counter

Adriatico Guesthouse - Lower Level 1 (near the Eklund Informatics Laboratory)

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For research groups and programmes:

Leonardo Building - First Floor

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All correspondence and internal notices sent to visitors during their stay will be placed in their mail boxes. Visitors are urged to check their mail boxes regularly.

## Photographic Services

### Mail Office

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Enrico Fermi Building - Lower Level  
Hours: 8:30 - 12:00

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Authorized photos cost €0.50 each.

Photographs for unofficial purposes cost €0.75 each.

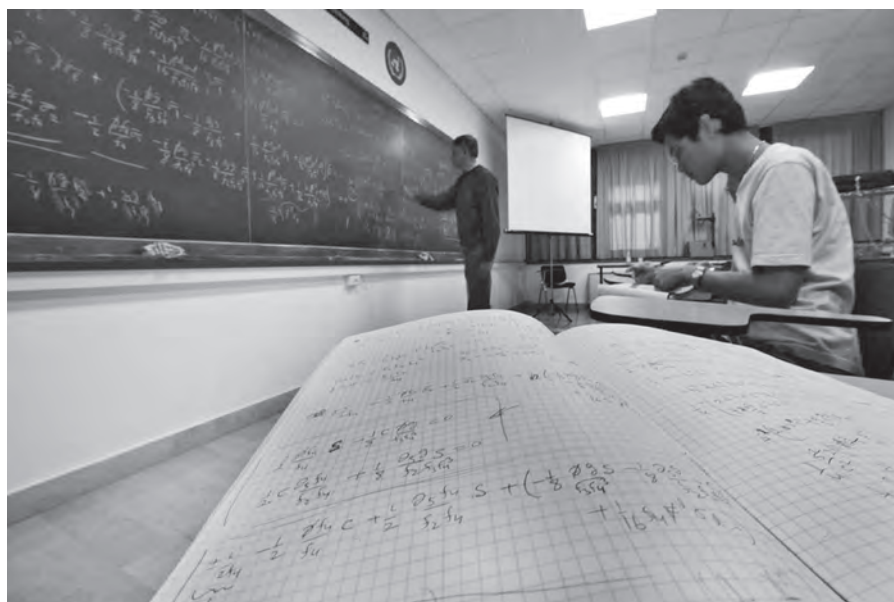
Payments should be made directly to staff at the Mail Office.

## e-info

General information, as well as information on ICTP scientific activities, is distributed through the e-mail delivery service, available upon subscription to all those with an e-mail account at ICTP.

## Notice Boards

- **SCIENTIFIC ANNOUNCEMENTS** – Screens at the Leonardo Building Lobby and First Floor and Adriatico Guesthouse entrance highlight daily scientific activities at ICTP. The info is also available on notice boards next to the elevators in the Leonardo Building.
- **ADMINISTRATIVE INFORMATION** is posted on notice boards located in the reception areas in the Leonardo Building and Adriatico and Galileo guesthouses, and at the entrance hall of the Enrico Fermi Building.
- **GENERAL ANNOUNCEMENTS** are posted in the same areas. These announcements include information on area cultural events and advertisements for apartment rentals and car sales. Please feel free to post your own note. It is helpful to date it.



## Telephones

### Country codes

Italy = +39

Trieste = 040

To call ICTP from abroad dial +39 040 2240 111

To call ICTP locally or within Italy dial 040 2240 111

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### Internal calls (within ICTP)

Listen for the dial tone, which is a continuous buzz. Then dial the extension number. A long slow buzz indicates the phone is 'ringing;' a series of short buzzes indicates the line is 'busy.'

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### Calls between buildings

Dial the extension numbers listed in ICTP's telephone directory. If you do not know the extension number, please call the switchboards:

Leonardo Building ext. 90

Adriatico Guesthouse ext. 92

Galileo Guesthouse ext. 93

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All ICTP offices and guest rooms can be reached directly by dialling:

- Offices in the LB, EFB, AGH and GGH: a three-digit number (e.g., ext. 123)
  - Offices in the MLab: a four-digit number beginning with 9 (e.g., ext. 9123)
  - Guest rooms:
    - AGH: 8 + a three-digit number (e.g., 8123)
    - GGH: 88 + a two-digit number (e.g., 8812)
- 

When calling from outside the Centre, please dial:

- Leonardo Building: (+39) 040 2240111 or (+39) 040 2240 + extension number
  - Enrico Fermi Building: (+39) 040 2240 + extension number
  - Multidisciplinary Laboratory: (+39) 040 2240 + extension number
  - Adriatico Guesthouse: (+39) 040 2240112 or (+39) 040 2240 + extension (offices) or (+39) 040 22408 + room number (guest rooms)
  - Galileo Guesthouse: (+39) 040 2240113 or (+39) 040 2240 + extension (offices) or (+39) 040 224088 + room number (guest rooms)
-

### **Outgoing local calls**

Listen for tone and dial 0 for city line. Calls within the Trieste area can be dialled directly from the telephone booths at the Leonardo Building (Lobby) and guesthouses (entrance), as well as from most office extensions. Office phones do not allow long-distance calls or calls to mobile phone numbers. All visitors are asked to limit the number and duration of their calls.

---

### **Private long-distance calls**

Info Point operators will be pleased to provide information about the procedures for long-distance calls. However, all buildings are equipped with **card-operated public telephones**. Magnetic cards are available from a **dispenser** at the Leonardo Building, entrance level, right-hand side, in the room between the two elevators, and from the of the Adriatico Guesthouse reception desk.

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### **Using your mobile phone**

ICTP's provider is Wind. Mobile phones working under other providers will either get no signal or go roaming onto (foreign) providers in Slovenia or Croatia.

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### **Under no circumstances are visitors authorized to accept charges for incoming long-distance calls, whether official or private.**

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For the most up-to-date features of ICTP's telephone system and telephone sets, see [http://portal.ictp.it/icts/communications/phone\\_instructions](http://portal.ictp.it/icts/communications/phone_instructions)

and for telephone directories see  
<http://portal.ictp.it/icts/communications>

## Time Zone

Trieste is in the CET (Central European Time) zone, i.e., plus one hour from GMT. Europe is on Daylight-Saving Time from the last Sunday in March to the last Sunday in October.

## Faxes

Fax machines are available for sending and receiving both official and private fax messages.

- **Leonardo Building Info Point**  
(+39) 040 224 163  
Mon-Fri 8:30 - 16:00
- **Enrico Fermi Building Mail Office**  
(+39) 040 224 531  
Mon-Fri 8:30 - 12:00
- **Adriatico Guesthouse Reception Desk**  
(+39) 040 224 211  
both during and after working hours
- **Galileo Guesthouse Reception Desk**  
(+39) 040 2240 310  
both during and after working hours

Private messages will be sent at personal expense.

All incoming fax messages will be sent to visitors' mail boxes during office hours.

## Typewriters

Typewriters are available for use by visitors at the:  
Leonardo Building, right hand side, Level 2S  
Enrico Fermi Building, Lower Level, corridor

# additional help

## Application Forms and Scientific Calendar

### **How to Attend an ICTP Activity**

Scientists interested in attending an ICTP scientific activity must complete an online application form for the activity they are interested in.

Links to the application forms are provided in the Calendar along with information about each activity.

See <http://www.ictp.it/pages/events/calendar.html>

---

To obtain printed copies of the ICTP Scientific Calendar and bulletins of activities please write to:

The Abdus Salam International Centre for Theoretical Physics  
Conference Support and Hosted Activities  
Strada Costiera 11  
I-34151 Trieste (Italy)

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### **Courier e-mailing List**

There is a free online service that provides information on all ICTP activities, programmes and related announcements via e-mail.

To subscribe, send an e-mail to: "courier-request@ictp.it", leave the Subject empty and type in the body of the message: subscribe "your e-mail address".

Any comments or suggestions on this service are most welcome, please address them to: " pub\_off@ictp.it "

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# additional help

## Administrative Liaison with Scientific Visitors

Administrative questions should be addressed to:  
Enrico Fermi Building, Ground Floor, Room T-6, ext. 502,  
e-mail: [jost@ictp.it](mailto:jost@ictp.it)

## Certificates of Attendance

**Long- and short-term visitors** should refer to the appropriate Group Secretary for the issuance of a certificate.

**Course participants:** If the organizers of a training activity do not plan to issue a diploma of participation, a certificate may be requested via e-mail to [attendance.certificates@ictp.it](mailto:attendance.certificates@ictp.it).

Please respond to all the information requested via the account's automatic reply. Requests should be made well in advance.

## Lecture Notes

Lecture notes of ICTP scientific activities may be retrieved electronically by accessing [cfsagenda5.ictp.it/search\\_docs.php](http://cfsagenda5.ictp.it/search_docs.php).

If you need help, please contact [supportAG@ictp.it](mailto:supportAG@ictp.it)

## Maintenance

Heating, air conditioning or other maintenance problems in the Adriatico and Galileo guesthouses should be reported to the Reception desks (ext. 92 for Adriatico and 93 for Galileo).

Problems in the Leonardo Building should be reported to the offices of the Maintenance Staff, ext. 291, or to the Info Point, ext. 90.

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## Publications and Printing Services

Enrico Fermi Building, Room 138, ext. 575, e-mail: [pub\\_off@ictp.it](mailto:pub_off@ictp.it)

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The Publications Office produces **scientific technical papers** written by resident scientific staff, visiting scientists, staff associates, associate members, and others. The papers, in various fields, are prepared as preprints or reports. Support is provided for camera-ready documents for journal submission and distribution at conferences. Editorial assistance is also provided. Preprint sources can be found online at: <http://publications.ictp.it>.

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The Publications Office is responsible for the ICTP Lecture Notes Series, which contain unpublished pedagogical material in advanced topics presented at ICTP meetings. The volumes are available online at: <http://publications.ictp.it>.

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For problems related to the **website** please contact the webmaster via e-mail at: [pub\\_off@ictp.it](mailto:pub_off@ictp.it).

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The Office updates and maintains the ICTP **Centralized Mailing Lists**. Requests for new address listings or changes of address can be sent to: [pub\\_off@ictp.it](mailto:pub_off@ictp.it) or through the web form available at: <http://publications.ictp.it>. All addresses can be seen online at the same site.

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The **Print Shop** prints: preprints and reports, lecture notes, volumes of the ICTP Lecture Notes Series, books, booklets, manuals, announcements of activities, bulletins, forms, letterhead paper, business cards, leaflets, and many other documents, in black/white or colour. It also has a plotter for extra large posters. The Print Shop is located on the lower level of EFB, see map on page 42.

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Information on ICTP activities can be received electronically by subscribing to the Publications Office's free **online service**. This can be done through the web form available at: <http://publications.ictp.it> or by following the instructions on page 27.

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See also [www.ictp.it/pages/organization/publications.html](http://www.ictp.it/pages/organization/publications.html), Publications & Printing Services

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## Public Information Office

Leonardo Building, Room 293, ext. 564, e-mail: [pio@ictp.it](mailto:pio@ictp.it)

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The ICTP PIO provides a broad range of information on ICTP in a variety of formats that include news releases, a newsletter and brochures. Copies are displayed on shelves in the lobby of the Leonardo Building.

The Office also manages an extensive photo catalogue of ICTP activities and scientists, and has produced a video presentation on ICTP.

The Office is also responsible for supervising the publication and distribution of scientific proceedings based on ICTP meetings.

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See [pio.ictp.it](http://pio.ictp.it)

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# other than work

## Cafeteria and Coffee Bar

Cafeterias and coffee bars are located at the Leonardo Building and Adriatico Guesthouse.

Hours of operation can be found at

[http://users.ictp.it/~housing/Cafeterias\\_Timetable.pdf](http://users.ictp.it/~housing/Cafeterias_Timetable.pdf)

Comments and suggestions may be sent to [photiou@ictp.it](mailto:photiou@ictp.it).

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Please note that the lunch break for ICTP administrative staff members is 48 minutes. For this reason, they may ask to step ahead of you in line. We appreciate your cooperation.

### Meal coupons

Participants to ICTP activities, whose subsistence costs are provided by the Centre, are given meal coupons to cover one full meal or two half meals per day in one of the ICTP cafeterias. Visitors entitled to receive meal coupons and arriving during the weekend at the Guest houses receive 5 coupons from the guesthouse receptions.

The Balance of the coupons is issued by the Operations and Travel Office, upon presentation of the completed Registration form (see page 12).

## Bank

Enrico Fermi Building, Main Entrance, ext. 582

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Hours: 8:30 - 12:30, Monday-Friday

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All banking transactions—for example, the cashing of travellers cheques and payment of bills, including electricity and water bills—may be conducted at the branch of UniCredit Banca, located on the ground floor of the Enrico Fermi Building. Please be sure to bring your passport.

An ATM (Automatic Teller Machine) for withdrawing euro only is accessible 24 hours a day 7 days a week just outside the bank's main door.

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## Medical Services

Enrico Fermi Building, Ground Floor  
Room T-9, ext. 500  
Room T-10, ext. 600  
e-mail: [medical@ictp.it](mailto:medical@ictp.it)

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Hours: 9:00 - 12:00 / 15:00 - 16:30

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A nurse is available during the above hours to treat minor medical ailments. For more serious ailments, the nurse will make an appointment with the doctor. Full details on the ICTP Medical Services are displayed outside Room T-9, Enrico Fermi Building.

Health emergencies during nighttime and weekends should be reported to the Reception desks at Adriatico Guesthouse, ext. 92, or Galileo Guesthouse, ext. 93.

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## Reading Rooms

Leonardo Building, 1st Floor  
Adriatico Guesthouse, Ground Floor  
Galileo Guesthouse, Ground Floor

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Current newspapers, magazines and newsletters are available in the Centre's reading rooms. Guesthouse reading rooms are open 24 hours a day.

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## Meditation Room

Galileo Guesthouse, 1st Floor

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Open 24 hours a day

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# other than work

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## Lost and Found

Please contact the Info Point on the Leonardo Building Ground Floor, left hand side. Announcements of lost and found items are posted on the e-mail delivery service which is available to all those with e-mail accounts at ICTP.

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## Souvenirs

T-shirts, rucksacks, caps and umbrellas are available at the reception desks of the Adriatico and Galileo guesthouses.

Items are also available at the Info Point, Leonardo Building Ground Floor, left hand side.

Postcards are sold at Info Point and EFB Mail Office.

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## Fund for Hunger

e-mail: [ffh@ictp.it](mailto:ffh@ictp.it)

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For two decades, Centre staff and visitors have participated in Fund for Hunger, a voluntary fund dedicated to combatting global hunger. Those wishing to donate to the fund may submit their contributions to the Fund for Hunger at UniCredit Banca (Enrico Fermi Building).

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For additional information, see [users.ictp.it/fund](http://users.ictp.it/fund)

## ICTP Goes Green

ICTP has started a “greening” campaign in line with UN and UNESCO guidelines and actions, in order to improve our environmental practices.

Recycling bins can be found on every floor of ICTP buildings, especially in bars, cafeterias and coffee machine corners.

The following can be recycled:

- paper
- plastic (please remember to crush plastic items to save space)
- plastic bottle caps (we give them to charities to purchase wheelchairs for the handicapped)

You may find these tips useful:

- get drinking water from the water fountains at the guesthouses by using your own cup or bottle. This will reduce the amount of plastic used.
- use your own cup at the coffee vending machines: place your cup in the dispenser and press the button “no cups” before selecting your drink;
- turn off lights and computers when not needed, and activate energy-saving settings on computers and other devices;
- select carefully what you really need to print out and print double-sided pages, or multiple pages on one;
- use the blank side of discarded printouts as scrap paper for your drafts.

**Re-member:**

**re-duce – re-use – re-cycle!**

If you have any environmental suggestions, tips or information for ICTP, please send an email to [ICTP\\_going\\_green@ictp.it](mailto:ICTP_going_green@ictp.it)

See also <http://www.greeningtheblue.org> , the UN website for a greener and more sustainable UN.



# out and about

## Authorization to Be Away

Anyone planning to be away from ICTP must receive **authorization** well in advance. Request forms may be obtained from your activity/ research group Secretariat.

If your journey takes you outside Italy and you intend to return, please contact the **Passport and Visa Information Office** in the Enrico Fermi Building, Room T-4 (see page 14), e-mail: [visa@ictp.it](mailto:visa@ictp.it), before leaving to confirm that your visa is valid for re-entry.

### END OF STAY

Please remember to **return your badges** to the guesthouse reception desk, or just drop them in the badge collection boxes (see page 12).

Only in exceptional cases of authorized anticipated departure and always for Associates and Affiliates, 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>.

### Clearance for Associates and Affiliates

A clearance form may be obtained from the Housing Office (Enrico Fermi Building, Room T-1/2, 8:30-12:00 / 13:30 - 14:30) on the day before you leave, or on Friday if you plan to depart over the weekend. You should then go to the following offices and ask members to sign the form:

- The Cashier at the Operations and Travel Office (Enrico Fermi Building, Entrance Level)
- Associates and Federation Schemes Office (Leonardo Building, Rooms 3, 5, 6)
- Guesthouse Reception Desks - for those staying in the guesthouses.

The completed forms should be returned to the Reception Desk or Housing Office before leaving.

## Travel Agency

Enrico Fermi Building, Lobby, ext. 584, e-mail: [ictp@cwtbook.it](mailto:ictp@cwtbook.it)

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Hours: 8:30 - 12:30 / 13:00 - 15:00

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This Office, which is operated by a private travel agency, Carlson Wagonlit Travel (CWT), will assist visitors and staff for both official and private travel.

## Info Point

Leonardo Building, Lobby, ext. 433, e-mail: [info\\_pt@ictp.it](mailto:info_pt@ictp.it)

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Hours: 8:30 - 16:48

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The Info Point, located in the entrance hall of the Leonardo Building on the left hand side, allows visitors to obtain general information about both the Centre and Trieste and its surroundings. Information on train and bus schedules, as well as updates on concerts, movies and exhibitions are available. Tickets for local buses and buses to the airport are sold here, as well as souvenirs of ICTP (see page 32).

The Info Point staff will also help you with lost and found items (see page 32).

### **EXCURSIONS**

ICTP, in cooperation with local tourist authorities, periodically organizes excursions for ICTP visitors and families to Trieste's major sites, for example the Roman ruins, churches, castles and the Carso.

To find out more about these excursions, either inquire at the Info Point (ext. 433) or see: [portal.ictp.it/infopoint](http://portal.ictp.it/infopoint) or email [info\\_pt@ictp.it](mailto:info_pt@ictp.it)

### **VISITOR DISCOUNTS**

Several shops in Trieste and the surrounding area offer ICTP visitors discounts.

For additional information, contact the Info Point.

See [infopoint.ictp.it](http://infopoint.ictp.it)

## Local Buses

Bus lines between Trieste and ICTP are different according to the seasons.

Between **September and June, Bus No. 36** runs from Piazza Oberdan in downtown Trieste to Grignano.

Between **June and September, Bus No. 6** runs between the city and Grignano.

The end-of-line stop, Grignano, is on the seafront, a short distance from the Adriatico Guesthouse. When coming from Trieste, the stop just after the second tunnel is closest to the Leonardo Building.

The change in time schedule is announced by the ICTP Info Point by email to all visitors. You may check up-to-date timetables at [www.triestetrasporti.it](http://www.triestetrasporti.it) (click on *linee e orari*).

**Bus tickets** are available at the Info Point at the Leonardo Building and Reception desks of the Adriatico and Galileo guesthouses or at news stands or tobacconists in Trieste and the surrounding area.

Because there are no conductors aboard the buses, you must purchase your tickets beforehand and validate them by inserting them in the slots in the small yellow machines located on the buses. Passengers are periodically checked for valid tickets. Anyone without a valid ticket may be fined.

For additional information, see [www.triestetrasporti.it](http://www.triestetrasporti.it) (click on *biglietti e abbonamenti*)

## Trains

A few trains make daily stops at Miramare Station, located uphill from the Enrico Fermi Building.

Most trains, however, only stop at Trieste Rail Station, located 7 km east of the ICTP campus. Bus or taxi service is available from Trieste Rail Station to ICTP.

Arrival and departure times may be obtained at the travel agency, Carlson Wagonlit Travel (CWT), located in the Lobby of the Enrico Fermi Building and at the Reception desks of the Adriatico and Galileo guesthouses.

Tickets must be purchased at the Rail Station in Trieste, or at Carlson Wagonlit Travel (CWT), where they may be purchased at least 24 hours before departure. Tickets must be validated by inserting them in the slots in the small yellow machines found near the train platforms.

Train timetables are on the web at: [www.ferroviedellostato.it](http://www.ferroviedellostato.it)

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## Taxis

It is not customary to hail taxis in Italy. Taxis may be found in "taxi stands." For a listing of taxi stands, see the local telephone book. If you can speak some Italian, you can call a taxi service at:

**Radio Taxi** tel. 040 307 730

When the operator answers, tell him or her where you would like to be picked up. He will find a taxi for you and tell you its number, which is posted on the side of the car.

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Fare from the Rail Station to ICTP will cost at least €15. Fare from ICTP to the airport will cost approximately €60. Each piece of luggage carries an extra charge. Taxi fares are more expensive at night, holidays and on runs that take you outside of town.

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## Bus to Trieste Airport

**Bus 51** runs between the Trieste Bus Terminal (Piazza Libertà adjacent to the Rail Station) and Trieste Airport. The buses stop along Strada Costiera **only if you hail the driver**. You need to buy your ticket before you board the bus. Tickets from Trieste Bus Terminal to the airport cost €3.25, while tickets from Grignano to the airport are cheaper (€2.70). A €1 surcharge is assigned to tickets bought on the bus.

Tickets from Grignano to the Airport and timetables are available at the guesthouses and at the Info Point, Leonardo Building Ground Floor (Mondays to Fridays: 8:20 - 16:48).

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Timetables are also posted at bus stops (look for the 'blue' signs) or online via the airport website at:

[www.aeroporto.fvg.it](http://www.aeroporto.fvg.it)

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## Airports

### Trieste

<http://www.aeroporto.fvg.it/en/home/index.htm>

[info@aeroporto.fvg.it](mailto:info@aeroporto.fvg.it)

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### Venice

<http://www.veniceairport.it/core/index.jsp?language=en>

<http://www.veniceairport.it/page/contactus>

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### Treviso

<http://www.trevisoairport.it>

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### Ljubljana (Slovenia)

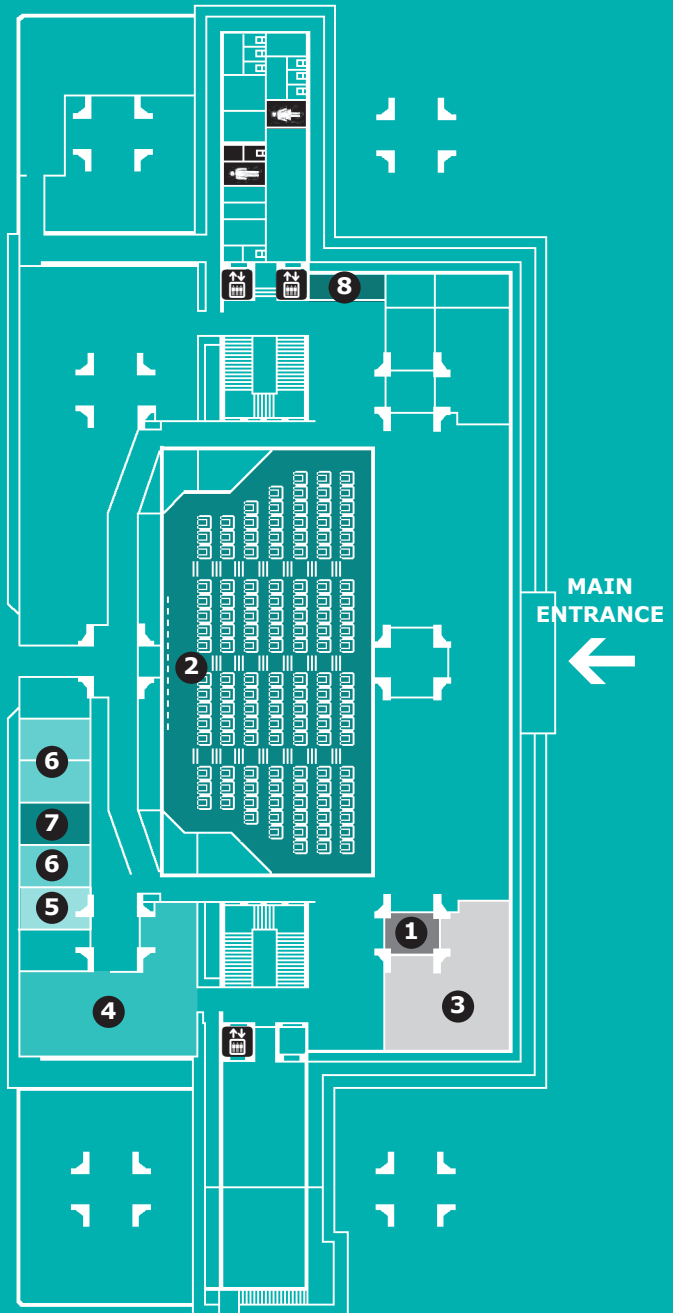
<http://www.lju-airport.si/eng/default.asp>

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# Leonardo Building LB

## Ground Floor

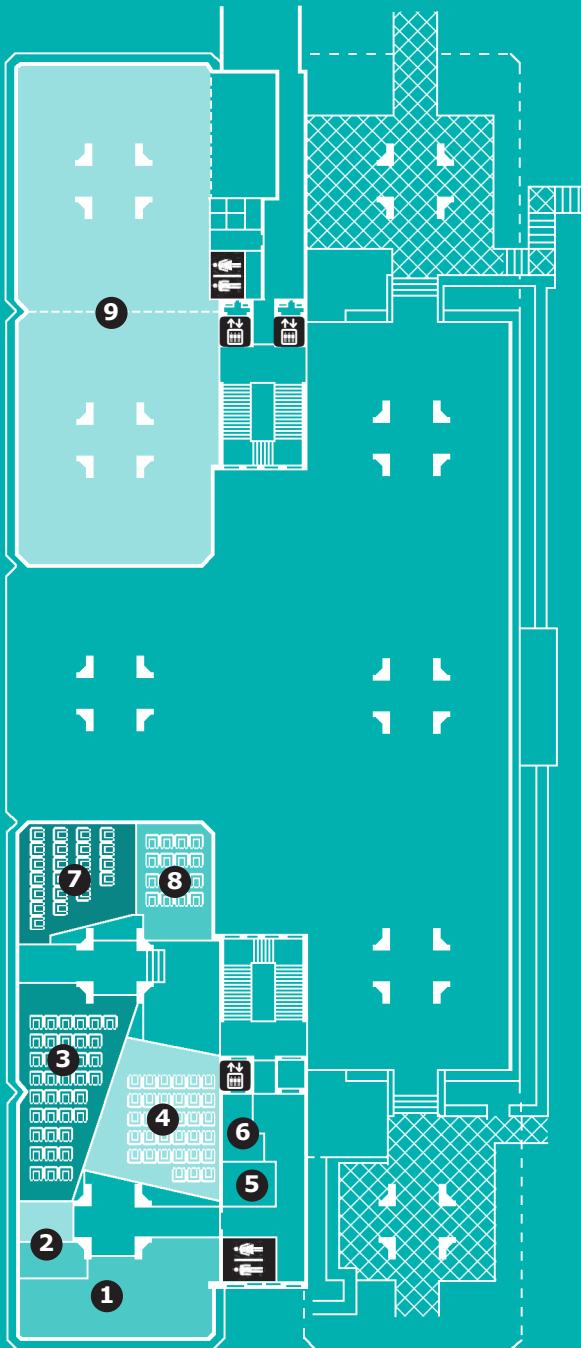
- 1** Info Point (Reception Desk and Switchboard)
- 2** Main Lecture Hall
- 3** Blue Room (Associates Area)
- 4** MBLab
- 5** Information and Communication Technology Section Help Desk (Room 2)
- 6** Associateship Scheme (Rooms 3, 6)
- 7** Federation Arrangements Scheme (Room 4)
- 8** Mail Office



# Leonardo Building LB

## Terrace Level

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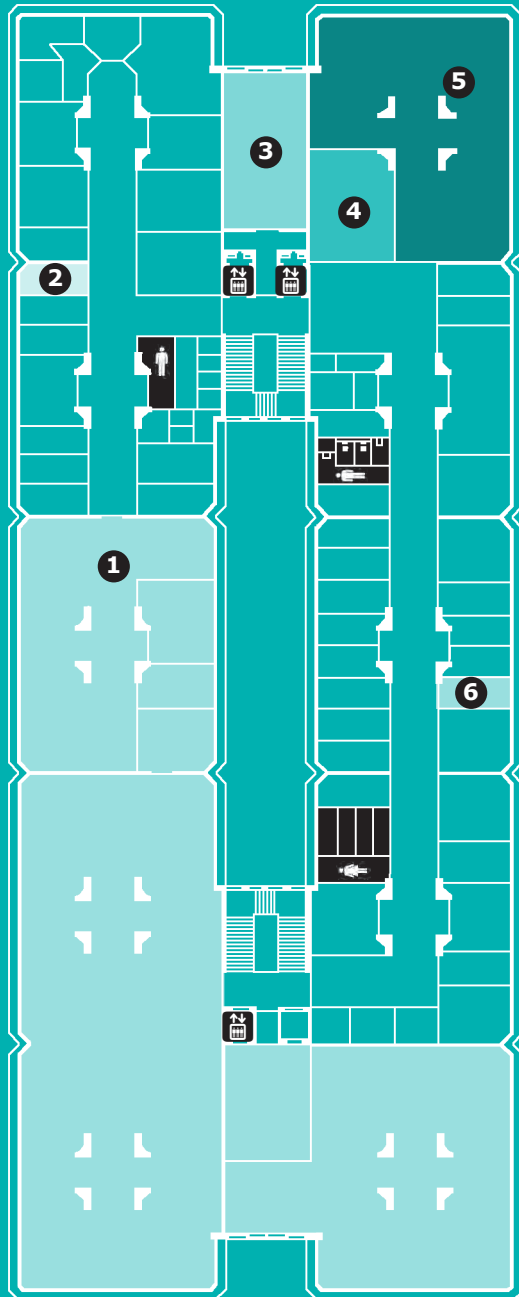
- 1** Room A  
(Diploma Students)
- 2** Diploma Programme  
Secretariat (Room E,  
Room A/bis)
- 3** Euler Lecture Hall
- 4** Lecture Room B
- 5** Room G  
(Diploma Students)
- 6** Room F  
(Diploma Students)
- 7** Lecture Room D
- 8** Lecture Room H
- 9** Cafeteria

# Leonardo Building LB

## First Floor

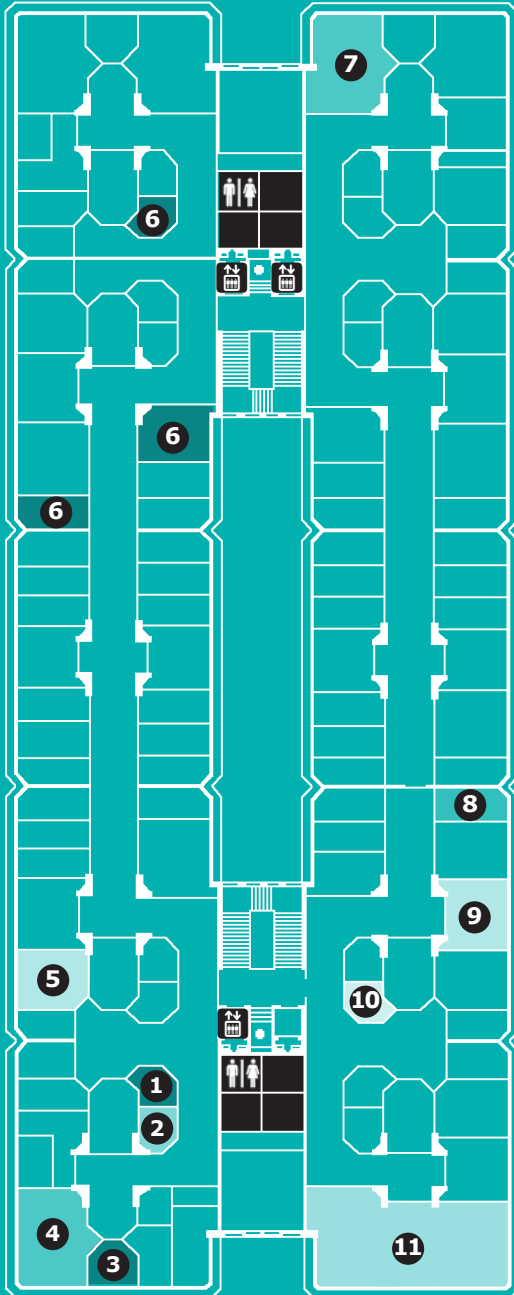
.....

- 1** Marie Curie Library
- 2** Earth System  
Physics Secretariat  
(Room 136)
- 3** Luigi Stasi  
Seminar Room
- 4** Reading Room
- 5** Coffee Bar
- 6** Mathematics  
Secretariat  
(Room 109)



# Leonardo Building LB

## Second Floor



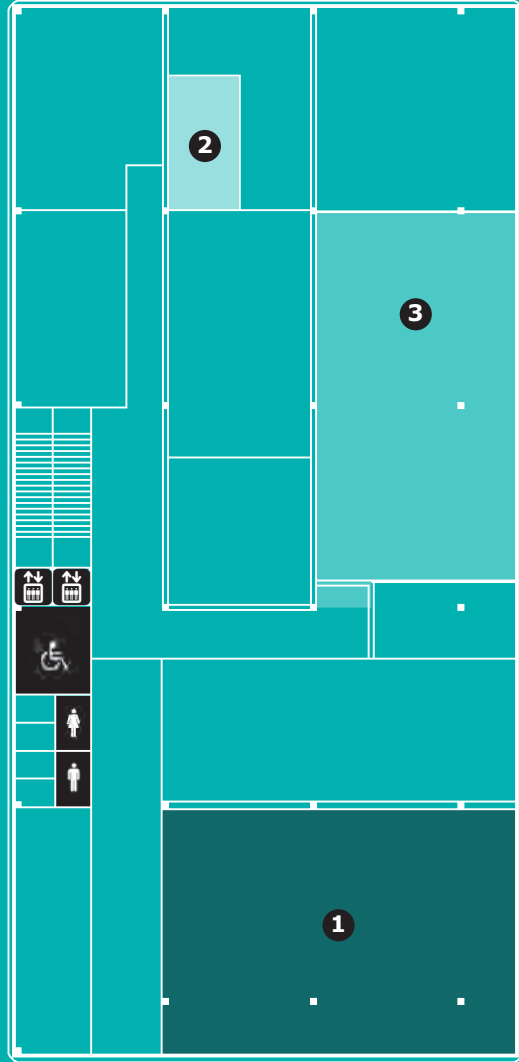
- 1** Physics of the Living State (Room 276)
- 2** Fluid Dynamics and Optics and Laser Physics (Room 275)
- 3** Director's Assistant (Room 272)
- 4** Director's Office (Room 273)
- 5** High Energy Physics Secretariat (Room 280)
- 6** Public Information Office (Rooms 256, 293, 302)
- 7** Meeting Room 204
- 8** Mathematical Modeling (Room 225)
- 9** Medical Physics (Room 227)
- 10** Condensed Matter and Statistical Physics Secretariat (Room 229)
- 11** Openheimer Meeting Room

# Enrico Fermi Building EFB

## Lower Level

.....

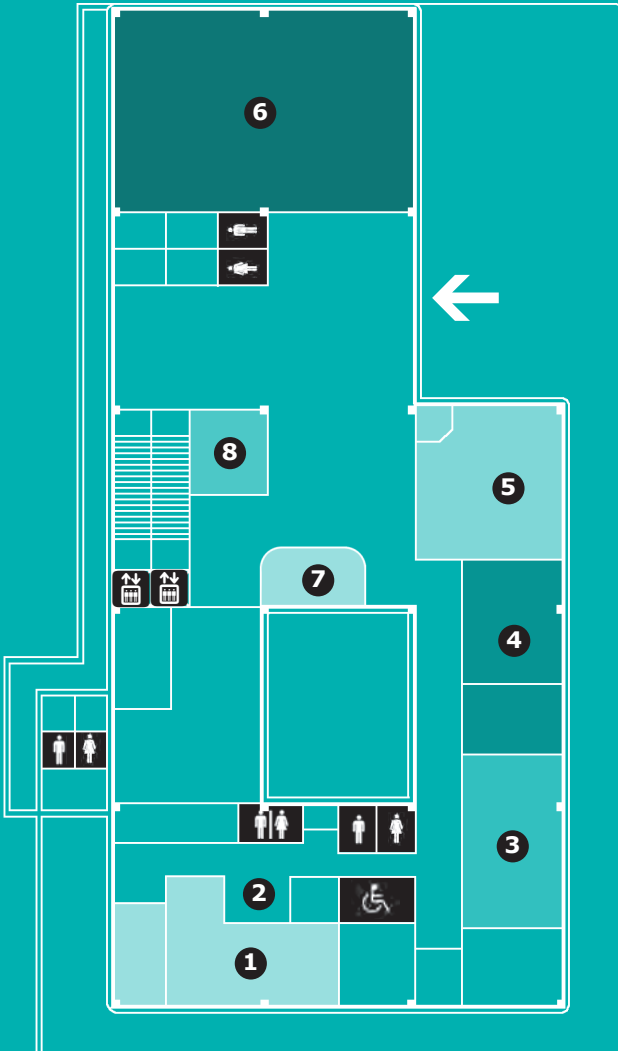
- 1** Associates Area
- 2** Mail Office and Photographic Services
- 3** Printshop



# Enrico Fermi Building EFB

## Ground Floor

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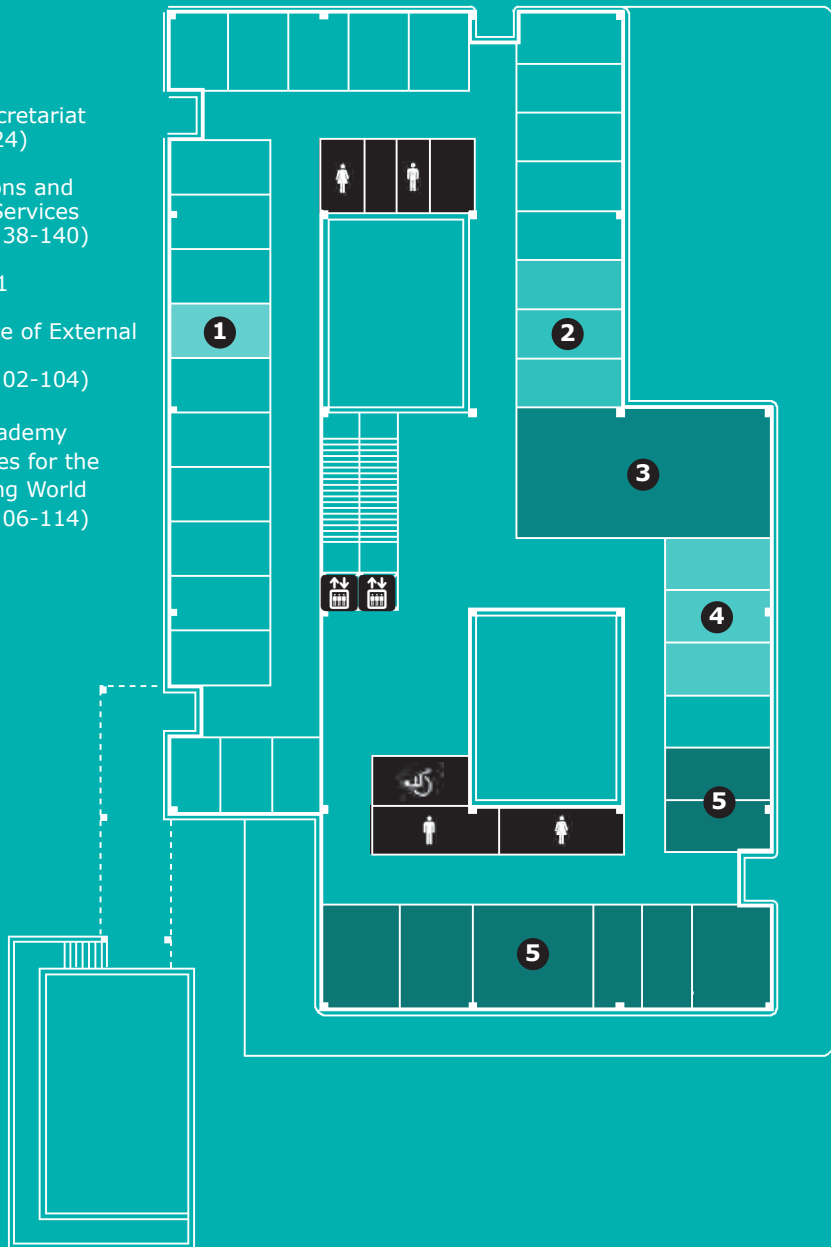


- 1** Medical Services (Rooms T-9 and T-10)
- 2** Medical Services Waiting Area
- 3** Passport and Visa Information Office (Room T-4)
- 4** Housing (Rooms T-1/2 and T-3)
- 5** Bank
- 6** Operations and Travel (Room T-17)
- 7** Travel Agency
- 8** Insurance Agency

# Enrico Fermi Building EFB

## First Floor

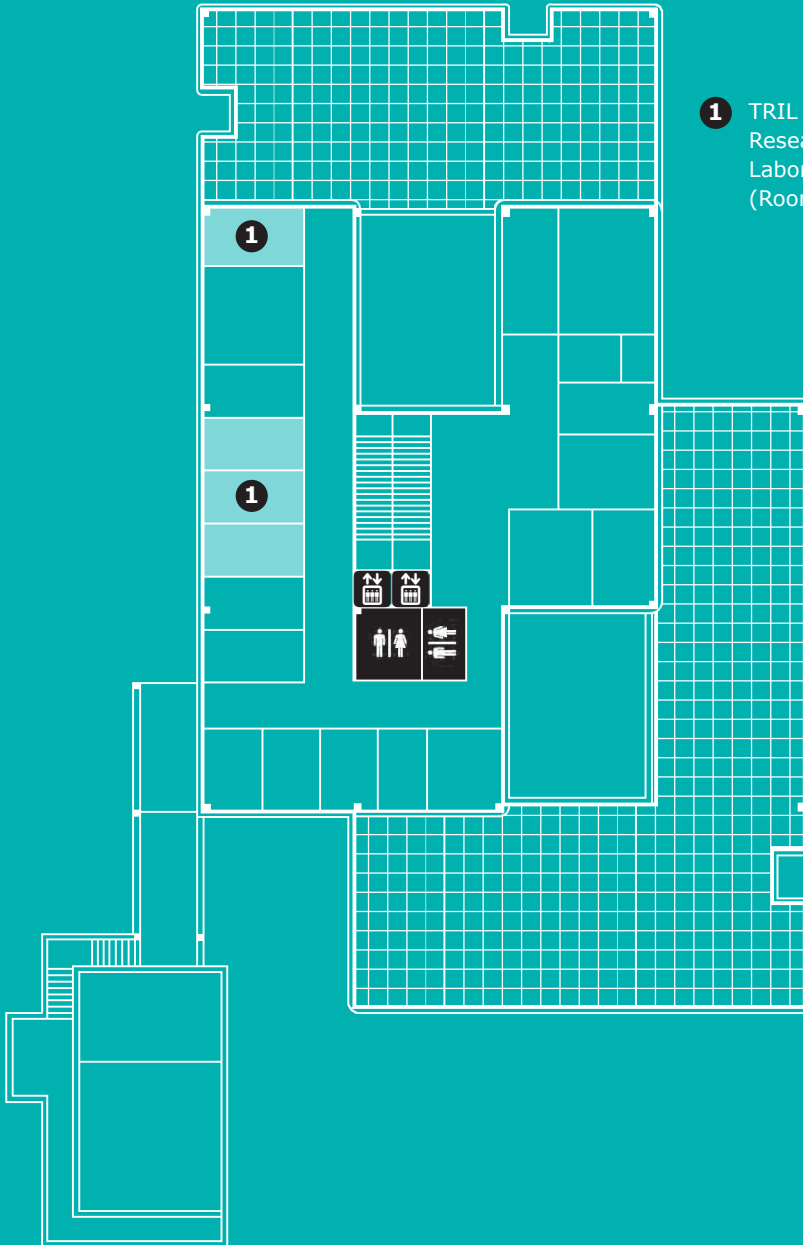
- 1** SAND Secretariat (Room 124)
- 2** Publications and Printing Services (Rooms 138-140)
- 3** Room 101
- 4** OEA Office of External Activities (Rooms 102-104)
- 5** TWAS Academy of Sciences for the Developing World (Rooms 106-114)



# Enrico Fermi Building EFB

## Second Floor

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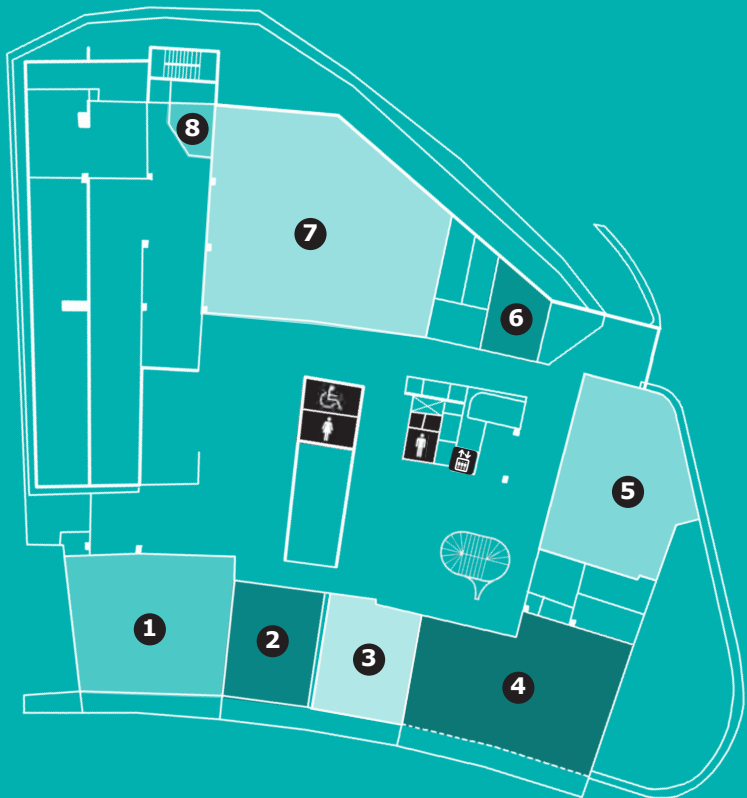
- 1** TRIL Training and Research in Italian Laboratories (Rooms 214-216, 219)

# Adriatico Guesthouse AGH

## Lower Level 1

.....

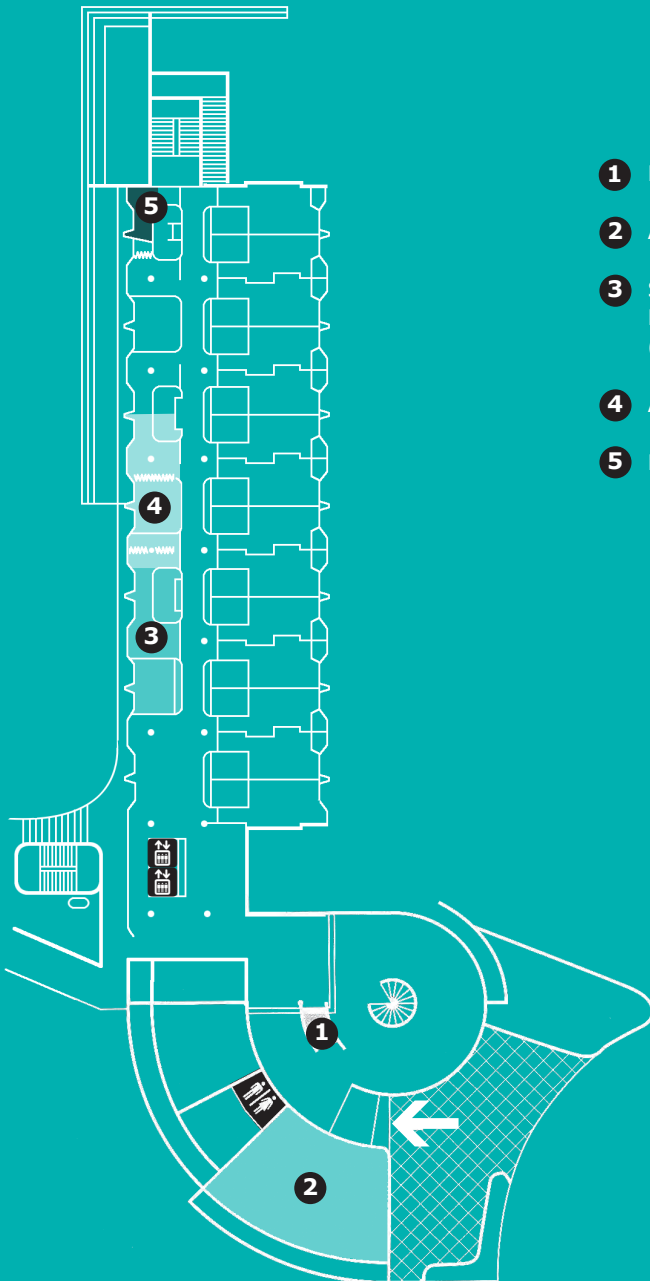
- 1** Giambiagi Lecture Hall
- 2** Denardo Lecture Hall
- 3** Lundqvist Lecture Hall
- 4** Kastler Lecture Hall
- 5** Eklund Informatics Laboratory
- 6** United Nations Room
- 7** Informatics Laboratory
- 8** Laundry Room



# Galileo Guesthouse GGH

## Ground Floor

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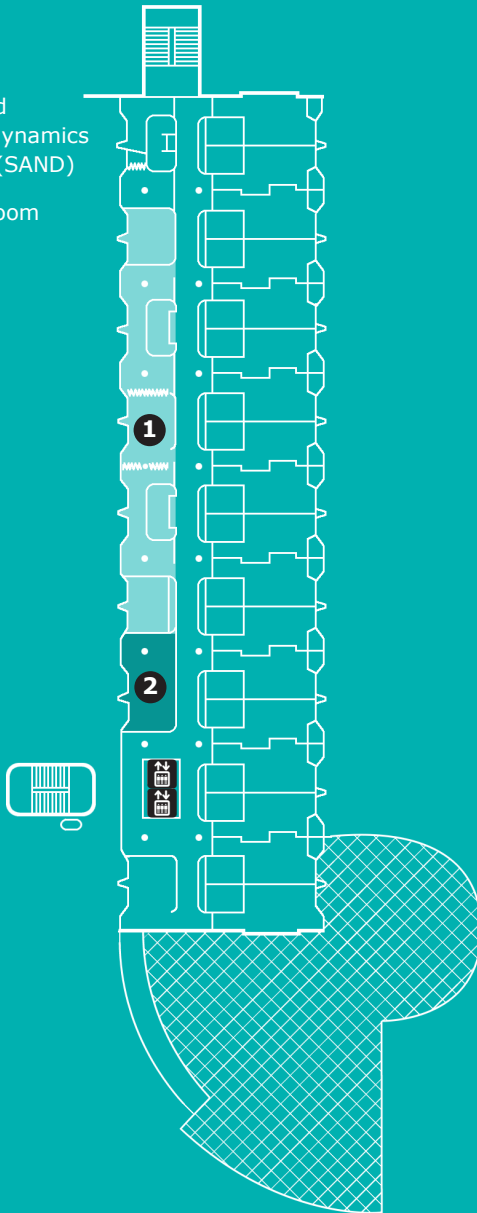
- 1** Reception Desk
- 2** ARPL Radiounit
- 3** Science Dissemination Unit (SDU)
- 4** Associates Area
- 5** Laundry Room

# Galileo Guesthouse GGH

## First Floor

.....

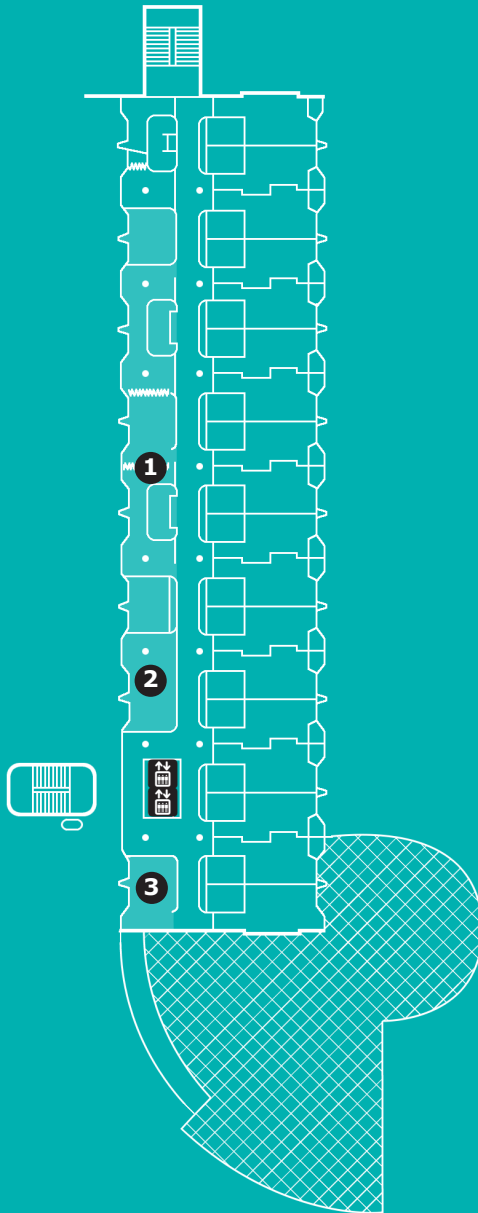
- 1 Structure and Non-Linear Dynamics of the Earth (SAND)
- 2 Meditation Room



# Galileo Guesthouse GGH

## Second Floor

.....



- 1** Aeronomy and Radiopropagation Laboratory (ARPL)
- 2** Meeting Room
- 3** Associates Area

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