

contents

Welcome	Buildings	6
	Campus	7
	Addresses	8
	Shuttle Service	9
	Staff Working Hours	10
	Holidays in 2010	11

Upon Arrival	Registration	12
	Housing Office	13
	Operations and Travel Office	14
	Passport and Visa Information Office	14
	Health Insurance	15

At Work	Marie Curie Library	16
	Library Services and Facilities	17
	Computing Facilities	18
	Research Groups	19
	Other Programmes	20
	Science Dissemination Unit	21
	Awards	21
	Study Areas for Associate Members	21

Services	Mail Services	22
	Mail Boxes	22
	Photographic Services	22
	e-info	23
	Notice Boards	23
	Telephones	24
	Time Zone	26
	Faxes	26
	Typewriters	26

Additional Help	Application Forms and Scientific Calendar	27
	Administrative Liaison with Scientific Visitors	28
	Certificates of Attendance	28
	Lecture Notes	28
	Maintenance	28
	Publications and Printing Services	29
	Public Information Office	29

Other Than Work	Cafeteria and Coffee Bar	30
	Bank	30
	Medical Services	31
	Reading Rooms	31
	Meditation Room	31
	Lost and Found	32
	Souvenirs	32
	Fund for Hunger	32
	ICTP Goes Green	33
Out and About	Authorization to Be Away	34
	End of Stay	34
	Travel Agency	34
	Info Point	35
	Excursions	35
	Visitor Discounts	35
	Local Buses	36
	Trains	36
	Taxis	37
	Bus to Trieste Airport	37
	Airports	37
	Floor Plans	Leonardo Building
Enrico Fermi Building		42
Adriatico Guesthouse		46
Galileo Guesthouse		47
Index		50