

Travel information pack

Welcome to Rome!



Second Scenario Building Workshop

Rome, 11th 12th of April 2013

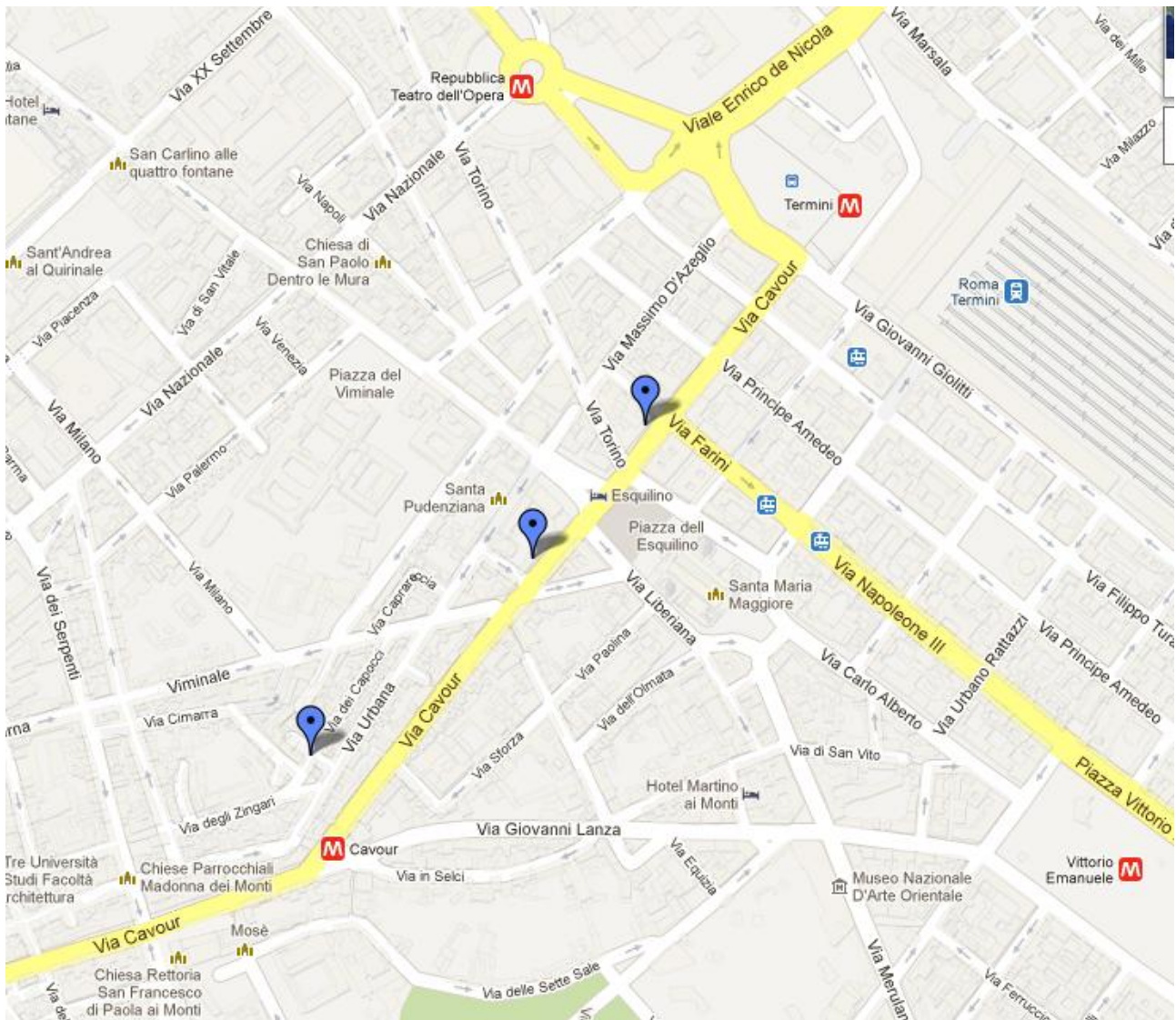
Meeting venue

Hotel DOMUS NOVA BETHLEM

Address: Via Cavour, 85/A

00184 ROME

<http://goo.gl/maps/JJQk2>



Accomodation

Please find below a list of hotels

Hotel Valle

Via Cavour, 134 - 00184 - Rome

Tel. +39.06.4815736 - Fax
+39.06.4885837

info@hotelvalle.it

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

HOTEL RAFFAELLO

Via Urbana, 3
Tel. +39 06-4884342

www.hotelraffaello.it

info@hotelraffaello.it

HOTEL DUCA D'ALBA

Via Leonina, 14 - 00184 Roma

Tel +39 06- 484471 Fax +39 06-
4884840

E-mail: info@hotelducadalba.com
www.hotelducadalba.com

HOTEL ATLANTICO

Via Cavour, 23 00184 Rome

Tel.: [+39] 06.485951

Numero Verde 800 860004

E-mail: atlantico@bettojahotels.it

www.romehotelatlantico.it/

How to get to the Training Venue from airport:

From FIUMICINO airport:

- A taxi ride costs 40 euros (fixed rate)
- Public transportation:

1. Leonardo Express non-stop train service at the airport

With departures every 30 minutes, the Leonardo Express connects Roma Termini station and Fiumicino airport every day in just 30 minutes and without intermediate stops.

The first departure from Roma Termini is at 5.52 and from Fiumicino at 6.36.

The last departure from the airport is at 23.36 and from Roma Termini at 22.52.

The fare is 14 euro. You can buy tickets on this site, at the ticket desks, station machines, travel agencies, authorised sales points, and also at the Trenitalia desk near the train for 15 euro.

Once at Termini Station (Central Station) take the metro **Line B** (blue) direction Laurentina and get off at Cavour. (ticket 1.50€, for a ride metro + bus, valid for 75 min)

From CIAMPINO airport:

- A taxi ride costs 30 euros (fixed rate)
- Public transportation:

1. Terravision bus shuttle (4€, 40 min max) until Termini Train Station. Departures outside arrival halls. Once at Termini Station (Central Station) take the metro **Line B** (blue) direction Laurentina and get off at Cavour. (ticket 1.50€, for a ride metro + bus, valid for 75 min)

2. Cotral bus shuttle (1,20€). until Anagnina Metro Station – **Line A** (red). Then take the metro line A until Termini . Once at Termini Station (Central Station) take the metro Line B (blue) direction Laurentina and get off at Cavour. (ticket 1.50€, for a ride metro + bus, valid for 75 min)

More info at: <http://www.adr.it/pax-cia-autobus>



Tourist information:

Rome and Italy tourist information:

City of Rome: <http://www.turismoroma.it/?lang=en>

Rome Museums: <http://en.museiincomuneroma.it/>

Rome weather forecast: <http://www.weather-forecast.com/locations/Rome/forecasts/latest>

Electrical Appliances

The electrical current in Italy is AC - the cycle is 50Hz 220 V. A tourist carrying electrical appliances to Italy should have a transformer, either obtained before leaving your country or bought at an electrical appliance shop in Italy. Plugs have round prongs, not flat, therefore an European Plug Adapter (round pin) is needed.

Telephone

The international dialling code for Italy is 39, the area code for Rome is 06.

Public telephones are available throughout Italy. Either local or international calls require the use of a phone card which may be purchased at any newsstand, tobacco shop or "bar".

When calling a cellular phone, drop the zero of the area code, ex: 39+ phone number of the cellular.

Shopping Although normally shops are open from 9 a.m. to 1 p.m. and 3:30/4 p.m. to 7:30/ 8 p.m., in tourist areas there is a tendency to stay open from 9.30 a.m. to 7.30 p.m. with possible variations.

ATMs

ATMs (known in Italy as bancomat) are widely available in Rome and most will accept cards tied into the Visa, MasterCard, Cirrus and Maestro systems. As a precaution, though, check that the appropriate logo is displayed on the ATM before inserting your card. The daily limit for cash withdrawal is €250.

Remember that every time you withdraw cash there will be a transaction surcharge. Check with your own bank to see how much this is.

If an ATM rejects your card, don't despair. Try a few more before assuming the problem lies with your card.



Changing money

You can change your money in banks, at post offices or at a cambio (exchange office). There are exchange booths at Stazione Termini and at Fiumicino and Ciampino airports. In the centre, there are numerous exchange booths, including the following:

American Express (06 6 76 41; Piazza di Spagna 38; 9am- 5.30pm Mon-Fri, 9am-12.30pm Sat)

Thomas Cook Travelex (06 420 20 150; Piazza Barberini 21a; 9am-7pm Mon-Sat, 9.30am-5pm Sun).

Post offices and banks tend to offer the best rates. Commission fluctuates and depends on whether you're changing cash or cheques. A few banks also provide automatic exchange machines that accept notes from most major currencies. Exchange booths often advertise 'no commission' but offer worse rates.

Always make sure you have your passport, or some form of photo ID, at hand when exchanging money.



Travellers cheques

Increasingly overlooked by card-wielding travellers, travellers cheques are a dying breed. They are, however, an excellent form of back-up, especially as you can claim a refund if they're stolen (provided, of course, that you've kept a separate record of their numbers).

American Express, Visa and Travelex cheques are the easiest to cash, particularly if in US dollars, British pounds or euros. Increasingly, though, banks are charging hefty commissions, even on cheques denominated in euros. Always take your passport as identification when cashing in travellers cheques.

If your cheques are lost or stolen, call the following:

Amex (800 91 49 12)

MasterCard (800 87 08 66)

Travelex (800 87 20 50)

Visa (800 87 41 55)

Taxes & refunds

A value-added tax of around 21%, known as IVA (Imposta di Valore Aggiunto), is slapped on just about everything in Italy. If you are a non-EU resident and you spend more than €155 on a purchase, you can claim a refund when you leave the EU. The refund only applies to purchases from affiliated retail outlets that display a 'Tax Free for Tourists' sign. You have to complete a form at the point of sale, then get it stamped by Italian customs as you leave. At major airports you can then get an immediate cash refund; otherwise it will be refunded to your credit card. For more information pick up a pamphlet on the scheme from participating stores.

Note also that under Italian tax law you are legally required to get a receipt for any purchase you make. Although it's highly unlikely, you could, in theory, be asked by an officer of the *Guardia di Finanza* (fiscal police) to produce a receipt immediately after you leave a shop. Without one, you face a fine of up to €155.