



International **Training** Centre



Directory of services  
available on Campus



## RECEPTION

**Pav. Americas door 1 - Ext. 6279 / 6280**

**Open 24 hours a day**

- Reception Desk
- Porter service
- Reservation of shuttle service to airport
- Taxi service upon request
- Left luggage facilities
- Safe (withdrawal of valuables by 17.00 on Friday should you be leaving the Centre)
- Sale of bus tickets and telephone cards
- Display of items on sale
- Check-out time at 3 p.m.

## CAFETERIA / SELF-SERVICE / CANTEEN

**Pav. Americas door 2 - Ext. 6063**

**Breakfast:** Monday to Friday: 7.30-8.45  
Weekends and holidays: 8.00-10.00

**Lunch:** Daily: 12.00-14.00

**Dinner:** Daily 19.00-20.30  
in June/July/August 19.30-21.00

## FULL SERVICE RESTAURANT

**Pav. Americas door 4 - Ext. 6061**

Monday to Friday: 12.00-14.30 and 19.00-21.30  
"Menu à la carte" with traditional Italian cuisine  
Booking necessary.

## COFFEE LOUNGE / BAR

**Pav. Americas door 6 - Ext. 6217**

Weekdays: 8.00-14.30 / 15.30-18.30  
and 20.30-22.30

(until 23.00 on Wednesday and Friday)

Saturday, Sunday and holidays: 18.30-22.00

## BANK

**Pav. Americas door 1 - Ext. 6275**

Monday to Friday: 8.30-12.15 and 13.05-14.45

## POST OFFICE

**Pav. Americas door 1 - Ext. 6274 / 6276**

Monday to Friday: 8.00 to 17.00

## TRAVEL AGENCY

**Pav. Americas door 1 - Ext. 6429**

Monday to Friday: 8.00-9.00 and 12.00-14.00  
for private travel  
8.00-12.00 and 14.00-18.00  
Official Centre travel

## PARTICIPANT SERVICES

**Pav. Americas door 1 - Ext. 6289/6422**

Monday to Friday: 13.00-21.00  
Saturday-Sunday and Holidays: 15.00-22.00

- INFO Desk
- Excursions
- ITCILO gift shop

## SPORT AND FITNESS

**Pav. Americas door 1**

The Centre has a number of sporting facilities, such as a gym, a football pitch and 3 tennis courts. The tennis courts are open from 1 April to 31 October each year.

Participants who wish to use the sports facilities should be aware that the Centre cannot be held responsible for any accident or sudden illness which may occur during any sports activity.





## GYM

An instructor is present from 17.45 to 19.45 on Mondays, Wednesdays and Fridays. Additional gym lessons may be organized from time to time, or on special request. Participant Services will provide additional information upon request.

## TENNIS

Participants can reserve tennis courts at the main entrance with security guards, who will take bookings. Tennis rackets and balls are available from Participant Services

## FOOTBALL


Footballs are available from Participant Services.

## INTERNET CORNER

**Pav. Americas door 1, ground floor**  
Open 24 hours a day

### HOW TO CONNECT YOUR LAPTOP TO THE INTERNET FROM YOUR ROOM

(Pav. Africa door 11: only for the connections in the hall on the 1st floor)

- Connect your PC to the socket with this symbol  on the wall. If you cannot get an Internet connection, check:
- ON THE INTERNET PROTOCOL (IP) PROPERTIES (Start - Control Panel - Network Connections - right mouse on Local Area Connection - Properties - choose Internet Protocol(TCP/IP) - Properties) - tick "Obtain an IP address automatically" and "Obtain DNS server address automatically".
- ON THE LOCAL AREA NETWORK PROPERTIES (start Internet Explorer then Tools - Internet Options - Connections - LAN settings) - remove all ticks

## TELEPHONES

- **Internal calls (within the Centre):** dial the extension number (four digits). A long slow buzz indicates the phone is ringing; a series of short buzzes indicates the line is busy. From your room, you can only use prepaid phone cards on sale at the Reception.
- **For outgoing calls, you should:**
  - a) dial "0";
  - b) dial toll-free number 800 ... .. (9 digits) choosing your language if requested;
  - c) dial pin code ..... (13 digits);
  - d) dial 00+ country code (when needed city code) + telephone number.
- **Warning.** Never use the "toll-free" number 840 ... .. (there's a charge on it).
- **Incoming international calls:** +39011693 + room number (four digits).

## LAUNDRY SERVICE

**Pav. Americas door 1 - Ext. 6750**

Monday-Wednesday-Friday  
8.00-9.30 to drop off laundry  
12.30-15.00 to collect laundry  
Friday 17.00-18.00 to collect laundry

## LEARNING RESOURCES AND INFORMATION

**Pav. Asia door 15 - 1st floor - Ext. 6669 / 6788 / 6923**

For participants and staff Mon-Fri 8.30-19.00  
For external visitors: Mon-Fri 8.30-12 and 13.30-17.00

## INFIRMARY

**Pav. Americas door 1 - Ext. 6415**

Monday to Friday: 8.00-19.00  
A medical doctor is normally present on campus from 8.00 to 9.00, from 13.00 to 14.00 and from 18.00 to 19.00



