

**Ministero dello Sviluppo Economico**

# **DIREZIONE GENERALE PIANIFICAZIONE E GESTIONE SPETTRO RADIOELETTRICO**

**WG SE40**

 **Rome, 16 -17 April 2019**

**(Italy)**

**Practical information**

**Meeting venue:**

**Ministero dello Sviluppo Economico**

**Direzione Generale per la**

**Pianificazione e la Gestione**

**dello Spettro Radioelettrico**

**Room “B” (ground floor)**

**Viale America, 201**

**00144 - Roma**

**Web site**: [www.mise.gov.it](http://www.mise.gov.it)

**How to reach the meeting venue**

For those arriving in Rome by rail (distance is about 10 Km):

|  |  |
| --- | --- |
| by taxi (€ 22, 00 approx);by underground B Line: (Laurentina) and stop at “Eur Palasport” - Travel time: 15’ (Integrated Time Ticket € 1,50 valid for 100 minutes). |  |
|  |  |

For those arriving at Fiumicino Airport (distance is about 26 Km):

by taxi (€ 50,00 approx);

by the no-stop train "*Leonardo Express"* to Termini railway station (Single ticket €14,00 - Travel time: 32) then, from Termini station,  take underground B Line and stop at “Eur Palasport”  Travel time 20’ (Integrated Time Ticket € 1,50 valid for 100 minutes).

For those arriving at Ciampino Airport (distance is about 17 km):

by taxi (€ 35,00 approx - Travel time: 35’).

**Accommodation**

Participants are kindly requested to make their own travel and accommodation arrangements.

**Hotel Reservation**

Please find below list of hotels close to venue:

Hotel dei Congressi \*\*\*\*

Viale Shakespeare, 29

Tel: [+39 06 592 6021](http://www.hoteldeicongressiroma.com/it/home-it/)

front@hoteldeicongressiroma.com

Novotel Hotel & Resorts\*\*\*\*

Viale Oceano Pacifico, 153

Tel: +39 06 592801

 H9299@accor.com

Hotel Ibis Styles Roma Eur\*\*\*\*

Viale Egeo ,133

Tel: + 39 06 [9444 2000](https://www.google.it/search?ei=9Cz9W7n1OJCGwPAP9d6PqAQ&q=ibis+hotel+roma+eur&oq=Ibis+Hitel+roma&gs_l=psy-ab.1.1.0i71l8.0.0..6013...0.0..0.0.0.......0......gws-wiz.SOsAKxWCVYM)

H9301@accor.com

Sheraton Roma Hotel\*\*\*\*

Viale del Pattinaggio, 100

Tel: +30 06 54531

reservations@sheratonrome.com

Hotel American Palace EUR \*\*\*\*

Via Laurentina, 554

Tel: +39 06 5913552

info@americanpalace.it

**Entry into the Headquarter**

Is subject to an identity check for security reasons. (Police surveillance in public places).

A personal badge will be provided by the “Badge Office” at the entrance of the Ministry.

**Opening meeting**

The opening is scheduled to start on Tuesday 16th  April at 09.30 a.m. (**registration check-in**

**from 08:00**) and to end on Wednesday 17th no later than 17:00 p.m.

**Refreshments**

A coffee and tea service are available free-of-charge and allowed in the adjacent area of the meeting room from **10:30 to 10.50** in the morning;

**Lunch break**

From 12:30 to 14:00 p.m. traditional bars and restaurants around the Headquarter are at your disposal to satisfy even the hardest please taste.

A map of restaurants will help you for choice.

[**https://www.google.it/search?q=mappa+ristoranti+roma+eur&npsic=0&rflfq=1&rlha=0&rllag=41830111,12469298,342&tbm=lcl&ved=2ahUKEwi11fPEsvTeAhXysIsKHdHpD8AQtgN6BAgAEAQ&tbs=lrf:!2m4!1e17!4m2!17m1!1e2!2m1!1e2!2m1!1e5!2m1!1e3!3sIAE,lf:1,lf\_ui:9&rldoc=1#rldoc=1&rlfi=hd:;si:;mv:!1m2!1d41.834839699999996!2d12.477477799999999!2m2!1d41.829078!2d12.460657399999998;tbs:lrf:!2m1!1e2!2m1!1e5!2m1!1e3!2m4!1e17!4m2!17m1!1e2!3sIAE,lf:1,lf\_ui:9&spf=1543315667846**](https://www.google.it/search?q=mappa+ristoranti+roma+eur&npsic=0&rflfq=1&rlha=0&rllag=41830111,12469298,342&tbm=lcl&ved=2ahUKEwi11fPEsvTeAhXysIsKHdHpD8AQtgN6BAgAEAQ&tbs=lrf:!2m4!1e17!4m2!17m1!1e2!2m1!1e2!2m1!1e5!2m1!1e3!3sIAE,lf:1,lf_ui:9&rldoc=1#rldoc=1&rlfi=hd:;si:;mv:!1m2!1d41.834839699999996!2d12.477477799999999!2m2!1d41.829078!2d12.460657399999998;tbs:lrf:!2m1!1e2!2m1!1e5!2m1!1e3!2m4!1e17!4m2!17m1!1e2!3sIAE,lf:1,lf_ui:9&spf=1543315667846)

**Free WIFI**

Wireless connection (WIFI) to the Internet is provided in all of the building.

**Smoking regulations**

Smoking is not allowed in the building.

**Mobile phones**

Delegates are requested to switch their mobile phones to silent mode during meetings and to leave the meeting room when making or receiving call.

**To call for a taxi**

Within Rome: +39 06 3570, +39 06 4994, +39 06 6645, +39 06 551, or +39 06 8822.

**Useful Emergency Numbers**

Police +39 06 /5444 20 08.

**Vaccinations and Medical Insurance**

 There are no special compulsory vaccination requirements for entry into Italy.

An EU-citizen (including EEA and Switzerland) delegate who carries the European Health Insurance Card (or temporary alternate certificate) has rights for free of charge care; just a little “service ticket” is required.

A non-EU citizen delegate is highly recommended to arrange medical insurance and carry a proof of such.

**Electrical appliances:**

The voltage in Italy is 220 V AC (50 Hz). Plugs are two-pin continental size.

**Local time:** GMT + 1 hours.

**Annex 2**

**Application form for Visa supporting documents**

Delegate information:

☐Mr. ☐ Ms.
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Full name appearing on Passport: Issuing country:

Date of birth: Place of birth:

Date of issuance: Expiration date:

Passport number:

Date of arrival in Italy \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­\_\_\_\_\_\_\_\_\_\_ (dd-mmm-yy)

Date of departure from Italy \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (dd-mmm-yy)

Please remit this form as soon as possible and no later than **April 1st, 2019** by email to:

Giusi Infantino

Ministry of Economic Development - DGPGSR

giusi.infantino@mise.gov.it