

## Practical information for the ICTSW-5 Meeting in ISPRA

### Venue

The meeting will take place in the Joint Research Center (JRC) Ispra, building 36, room 10. This room is equipped for videoconference and webstreaming.

### Security

The JRC Ispra being a secured area, all visitors will be requested to provide personal details:

- First and last name,
- Organisation,
- Nationality,
- ID/passport details (number, date and place of issue),
- Date and place of birth, etc.

Also remember, you must bring your ID or passport to the JRC each day!

Furthermore, non-EU visitors will be requested to provide further details. They will be contacted directly by Laurence Campé by e-mail.

### Accommodation

We have not been able to find one hotel with sufficient capacity for all meeting participants, so we have pre-booked rooms in two hotels, which are about two kilometres distant from one another: Hotel Belvedere, Via Piave, Ranco (VA) and Hotel il Lido, Viale Repubblica, Angera (VA).

The price at each hotel is €85 per night bed and breakfast, with wifi facilities included. Each hotel has a restaurant. Both hotels have confirmed that they also have rooms available for anyone who wishes to arrive earlier or leave later.

### Local transportation

The JRC will arrange and pay for transfers between the airport, hotels, and the JRC.

For that, you will need to provide full details of your arrival and departure times!

For those flying to the meeting, Malpensa is the most convenient airport.

However, we can also pick up participants at: Milan Linate airport, Milan Centrale station, or two places in Switzerland: Lugano station, Lugano (Agno) airport.

### Hosted dinner

The JRC is happy to invite ICTSW participants to a dinner on one evening - we propose the Monday evening. Transportation to the dinner will be arranged.

In a few days we will open our registration process. Participants will then be able to register, to insert their personal details, to choose one of the two pre-booked hotels and to indicate their arrival and departure times for our transport service.

Participants are free to arrange their own hotels if they prefer, but in that case they will have to organize their own transport.

If you have any question on the practical organisation, do not hesitate to contact Neil Mitchison ([Neil.MITCHISON@ec.europa.eu](mailto:Neil.MITCHISON@ec.europa.eu)) or the Unit secretary Laurence Campé ([laurence.campe@ec.europa.eu](mailto:laurence.campe@ec.europa.eu)).

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