

Name:..... Expiry date:

Security Code:

By giving my credit card details I agree that my card number will be used to guarantee the hotel and taxi booking. No-shows for hotel and taxi booking will be charged to my credit card.

Cancellation policy:

Please contact ESRIN Travel Office via fax or email

Cancellation up to 48 hours before arrival, no costs

Cancellation within 24 hours before arrival, equivalent of 1 night will be charged

Participants should pay the bill directly to the hotel on departure. Confirmation of the reservation will be sent as soon as possible by fax.

TAXI FROM AIRPORT **

I request a taxi to pick me up at Rome Fiumicino (Leonardo Da Vinci) Airport upon arrival at a cost of € 75 from flight number coming from..... at hours. I will pay the driver directly, 15% of surcharge from 22h00 to 06h00.

I request a taxi to pick me up at Ciampino Airport upon arrival at a cost of € 45 from flight number coming from at hours. I will pay the driver directly, 15% of surcharge from 22h00 to 06h00.

Cancellation policy:

Please contact ESRIN Travel Office via fax or email

Cancellation up to 4 hours before the service, no costs

Date:Signature:

General information and practical arrangements

GENERAL INFORMATION ON VENUE

Frascati is a famous and popular town of the "Castelli Romani" (Roman castles) 20 km south of Rome. It is renowned for its beautiful villas and quality wines. The town originated in the first few centuries of our era around the ruins of Roman patrician villas. Its healthy climate and closeness to Rome has meant that Frascati has always been a centre of attraction for both Italian and foreign tourists.

CLIMATE

The seasonal average temperature is around 5 - 10 °C.

HOTEL ACCOMMODATION IN THE FRASCATI AREA

We advise you to book your hotel via the conference local support. Please return the attached hotel reservation form by fax to the conference local support before **13th March 2012**. After this date the hotel block booking will be released, and availability of any hotel room can no longer be guaranteed.

Please complete the attached form even if you prefer a different category of hotel and our conference local support will endeavour to satisfy your request. However, please note that the daily transport is guaranteed only for the pre-booked hotels.

Should you not require hotel accommodation, you should still confirm your attendance by fax to the conference local support so that you will be officially registered for the meeting and be able to gain access to the ESRIN site.

HOTEL ACCOMMODATION IN ROME

It is quite easy to reach ESRIN by train from Rome to the Tor Vergata station (see item C of att. timetable). For those participants preferring to stay in Rome below are the addresses of some hotels within walking distance of the Rome Termini railway station. The average cost of a single room with breakfast is € 150 – 200. Please contact them directly to make your reservation.

Hotel Morgana Via F. Turati, 33/37 00185 Roma E-mail : hmorgana@tin.it www.hotelmorgana.com Tel. 0039 06 4467230 Fax. 0039 06 4469142	Hotel Royal Santina Roma Via Marsala, 22 00137 Roma Tel. 0039 06 448751 Fax. 0039 06 4941252	Hotel Mediterraneo Via Cavour, 15 00184 Roma Tel. 0039 06 4884051 Fax. 0039 06 4744105
Hotel 53 Via di San Basilio 53 E-mail : info@lhotel53.com http://www.lhotel53.com/1024.html Tel. 0039 06 42014708	Albergo Ottocento Via dei Cappuccini 19 00187 Roma Tel +39 06 42011900 Fax +39 06 42011020 E-mail: info@albergottocento.it http://www.albergottocento.it/	

If you decide to book your own hotel accommodation, please do not forget to register for the meeting.

LUNCH

Lunch is available in the ESRIN canteen and is payable in cash. The canteen has a wide variety of dishes including vegetarian.

DIRECTIONS FROM AIRPORT

Road directions from Rome Fiumicino airport to the Frascati area are available on the ESA web site http://www.esa.int/export/esaCP/GGG8UIPZ0GC_index_0.html

HOTEL CONFIRMATION

Please note that the hotel confirmations will be sent out not later than the 13th March 2012

BOOKING OF HOTEL ROOMS AND AIRPORT TAXIS **

Cancellations should be made in writing to the ESRIN Travel Office - fax no.

0039 06 9418 0242

or by e-mail to esrintravel.office@esa.int

No show hotel and taxi bookings will be charged to the requestor's credit card (see also first page of registration form).

WELCOME PACKAGE

A welcome package of documentation including meeting logistics and courtesy bus timetable and any social event details will be provided via email prior to the Symposium.

MEETING ADDRESS

European Space Agency - ESRIN
Via Galileo Galilei snc,
00044 Frascati (RM), Italy
http://www.esa.int/SPECIALS/ESRIN_SITE/index.html

TRAIN CONNECTIONS
Please check on www.trenitalia.it

A : ROME TERMINI ↔ FIUMICINO AIRPORT

Trains from Fiumicino Airport to Rome Termini station leave every 30 minutes from 06:37 to 23:37.

Trains from Rome Termini station (platforms 25-27) to Fiumicino Airport leave every 30 minutes from 05:52 to 22:52.

Timetable may vary on Sunday and public holidays. The journey takes about 30 minutes.

One-way tickets cost 14.00 €. Tickets can be purchased at vending machines inside both domestic and international arrival halls as well as at train stations.

B : ROME TERMINI ↔ FRASCATI

The journey takes about 30 minutes. One-way tickets cost 1.90 €.

In Frascati, tickets can be purchased at the bar into the station or the newsstand in the small gallery in front of Piazza del Gesù.

At Rome Termini station tickets may be purchased at the check-in area of platform 25 or the self-service machines in the main hall.

All trains run Monday to Saturday (see the tables below). Sunday trains are marked with an asterisk.

Departure: Frascati	Arrival: Rome
06:26	06:55
07:30	08:00
08:29 *	08:58
09:29	10:00
10:34*Ⓞ	11:11
12:37 *	13:06
13:48	14:15
14:37 *	15:06
15:37	16:06
16:37 *	17:06
17:37	18:06
18:37 *	19:06
19:37	20:06
20:37 *	21:06
21:37	22:06
22:31Ⓞ	23:24

Departure: Rome	Arrival: Frascati
05:47	06:16
06:32	07:01
07:32 *	08:01
08:42	09:11
09:20 *Ⓞ	10:21
11:54 *	12:23
12:54	13:23
13:54 *	14:23
14:54	15:23
15:54 *	16:23
16:54	17:23
17:54 *	18:23
18:54	19:23
19:54 *	20:23
20:54	21:23
21:54	22:23

Ⓞ = change at Ciampino

C : ROME TERMINI ↔ ESRIN (Tor Vergata)

The Tor Vergata station is located 50 meters far from ESRIN (turn left at the exit, go up the stairs, cross the bridge and you are at the main gate of ESRIN). The journey takes about 20 minutes. One-way tickets cost 1.30 €.

Tickets may be purchased at the ESRIN Travel Office. At Rome Termini station tickets may be purchased at the self-service machines in the main hall. When travelling from Rome to Tor Vergata you are advised to travel in the front part of the train (first four carriages). All trains run Monday to Saturday (see the tables below). Sunday trains are marked with an asterisk.

Departure: Tor Vergata	Arrival: Rome
06:46	07:07
07:16	07:37
07:57	08:15
08:22 Ⓞ	08:58
09:05	09:26
09:21	09:40
11:04 *	11:25
12:25	12:46
14:20 *	14:46
15:00 *	15:20
15:25	15:46
16:25 *	16:46
16:53	17:14
17:30	17:54
17:53	18:14
18:25	18:46
18:53	19:14
19:25	19:46
19:48	20:14
20:40	21:03
20:53	21:14
21:25 *	21:46
21:53 Ⓞ	22:29
22:29 *	22:48
23:03	23:24

Departure: Rome direction Cassino / Frosinone	Arrival: Tor Vergata
06:25 *	06:47
06:45	07:06
07:25 *	07:47
08:25 *	08:47
09:20	09:42
10:20 *	10:41
12:17	12:36
13:17	13:36
14:17	14:37
14:48	15:07
15:17	15:36
15:48	16:07
16:17	16:36
16:48	17:07
17:17	17:36
17:48	18:07
18:17	18:34
19:17	19:36
19:48	20:07
20:17	20:36
21:17 *	21:36
23:12 *	23:31

A combination of A + B will bring you to and from the centre of Frascati. A combination of A + C will bring you to and from ESRIN.