

PALAZZONE USEFUL INFORMATION

Good morning. Below I send you some essential information for your next event at the Palazzone: unfortunately it is not possible to be concise, but, I ask you to kindly **read it to the end**.

INTRODUCTION:

The Palazzone of the Scuola Normale Superiore in Cortona (hereinafter, for convenience, only referred as the acronym SNS) is a building from the Sixteenth Century, of historical, cultural and artistic importance and, as such, both the property and all its appurtenances, and the antique furnishings present inside are subject to the protection of the Soprintendenza del Ministero dei Beni e delle Attività Culturali e del Turismo.

The Palazzone, in all its spaces and rooms, opens **from Monday to Thursday at 8:30 a.m.** and **closes at 7:30 p.m.** On Fridays, the property closes after lunch, **at 3:00 p.m.**

TELEPHONE NUMBERS.

Here, some telephone contacts, if necessary:

- INdAM collaborator - Silvana Boscherini House: +39 0575 614275
- Secretariat and SNS Representative - Cinzia Benedetti: +39 050 509 303
- Palazzone office, open on the days of the conference: +39 050 508130 /// +39 050 508131

SCHEDA TECNICA PALAZZONE.

The undersigned, INdAM Collaborator in Cortona, with your collaboration, must, first of all, fill in the "Scheda Tecnica Palazzone" form, at least 15 days before the start of the event: all the information necessary for the success of the event, such as: attendance of participants, times for breakfast, coffee breaks, lunch, etc.

- Furthermore, to better plan the occurrences, it is very important to forward, to my attention, by e-mail, all the information such as: the rooming list, including companions, a list with e-mail addresses and mobile phone number of those who will stay overnight at Palazzone.

- It will also be necessary to send the list of names of all participants in the INdAM Meeting, including the University they belong to and any companions, family members and similar.

- I remember that it is very important to know that only the participants in the conference and any companions, whose names have been communicated to INdAM, for the necessary invitation and of whom the organization will then notify the SNS, together with sending the "Scheda Tecnica Palazzone", can access the building.

PALAZZONE WELCOME SERVICE ON SUNDAY.

- **IMPORTANT:** on Sunday, arrival day, the building is open in the areas concerned, from 2:30 p.m., **only for the reception service**, for those who stay overnight in the structure.

- The Secretariat office will be open, on the Sunday in which arrivals take place, at 2:30 p.m., and will close, in any case, by 8:00 p.m.

- If there are impediments, or unforeseen events, which delay the arrival of Palazzone residents beyond the indicated time, it is essential that they, in collaboration with the organisation, find a different accommodation for the Sunday night, in alternative hotels, showing up at the Palazzone the following day, after 8:30 a.m., for registration.

- It is important to inform those who will be staying at the Palazzone that, upon their arrival, they will have to complete **some mandatory formalities**, essential for registration.

- Access must take place upon presentation of a valid identification document. The data relating to accesses will be processed in compliance with the Code regarding the protection of personal data.

- These procedures, carried out by the SNS Representative in the structure, Mrs. Cinzia Benedetti, require a timeframe of at least 15 minutes; therefore it is necessary to arrive at least 15 minutes before closing time.

- On this occasion, the SNS Representative will also give the room key and the night entrance door to the person staying at the Palazzone: it will be at her discretion to revoke the availability of the building entrance key if it is detected contrary behavior to what is written on the signed form.

ACCESS TO CLASSROOM FLOOR AND ROOM FLOOR + CLEANING

- At the Palazzone, I would like to remind you that only those staying and their families will be able to have access to the bedroom floor, reserved for them, while all other participants in the scientific meetings will have to limit themselves to the first floor, where the rooms/classrooms and common areas are located.

- It is important to communicate to those who stay overnight, but, above all, to their companions, that, from Monday to Friday, at the Palazzone, those staying are obliged to leave the rooms and the room floor free, from 10:00 a.m. to 2:00 p.m., to allow the essential cleaning and sanitizing activities of the rooms.

- Any companions of those who will be staying at the Palazzone **must strictly follow** the directions and information communicated to the participants by the undersigned, both in timetables and in warnings.

BREAKFAST // COFFEE BREAK.

- **Breakfast**, for those who stay overnight at the Palazzone, is served for a period of one hour, **without possible exceptions**, as per the timetable included in the "Scheda Tecnica Palazzone" and, in any case, from 07:30 onwards.

- The SNS provides a standard breakfast (coffee, tea, milk, various types of fruit juices, various herbal teas, fresh croissants, yoghurt, honey, chocolate, jam, crackers, rusks (the latter being single-dose), corn flakes, fresh bread and milk sandwiches), without considering **allergies and/or intolerances**, so it would be advisable to only let those who do not have this type of problem stay at the Palazzone.

- There are **two coffee breaks**: one in the morning and the other in the afternoon. They last 30 minutes each, as per the timetable included in the "Scheda Tecnica Palazzone" without possible exceptions.

- Their cost is € 0,50 per coffee break per person. During this service it is possible to have: coffee, milk, tea, various fruit juices, herbal teas in different flavors.

- I remind you that, also in this case, it is necessary to know in advance the times chosen, both for breakfast and for the coffee break and, well in advance, so that I can communicate it to the SNS, via the named "Scheda Tecnica Palazzone".

ROOMS AND WI-FI: CONFERENCE ROOM & CLASSROOMS.

At Palazzone, there are n. 05 spaces: the Conference Room and n. 04 classrooms, while the room, called "Sala Biliardo", is set up for lunches and coffee breaks.

Below is some information:

1) **Sala Papacello**, the only space for conferences - as per the indications of the SNS Security Manager, the number of chairs is Max n. 56/70 seats: if you need a higher number of seats, you must request specific authorization in the "Scheda Tecnica Palazzone".

- In this regard, I list the audio-video material present in the Papacello Room, as follows: n. 01 video projector, n. 01 large screen (280 cm x 200 cm), n. 01 HP laptop, sound system, n. 01 table microphone, teaching material present: n. 01 large table, n. 01 blackboard on wheels with useful space for writing: 88 cm high x 188 cm wide (with the possibility of double-sided use by turning the blackboard), chalk and erasers **IMPORTANT**: you cannot add more slate boards.

2) **Aula 2**: Max n. 20 seats: the teaching material present consists of: n. 01 small table, n. 02 slate blackboards with useful space for writing 88 cm x 188 cm, chalk and erasers; it is not possible to add video projector and screen.

3) **Aula 1**: Max n. 15 seats, there are also n. 12 tables (for working with your laptop) and n. 04 slate blackboards with useful writing space 88 cm x 138 cm and n. 01 blackboard with useful writing space 98 cm x 199 cm.

4) **Sala Studio 1**: Max n. 06 seats, n. 03 tables, n. 01 wall blackboard with useful space for writing 83 x 112 cm.

5) **Sala Biliardo**: both for coffee break services and for business lunches, **it is mandatory to use this large room**, the only one set up for this type of intervention. Usually the number of seats must be indicated on the "Scheda Tecnica Palazzone" and based on the number of participants + any companions (Max. 70 seats for business lunches).

- I remember, however, that you must communicate which rooms and classrooms are necessary for the scientific meeting, so that they are indicated on the aforementioned "Scheda Tecnica Palazzone".

IMPORTANT: any extra portorage service for setting up and dismantling the requested rooms, beyond the limits of the configurations ordinarily foreseen for that space, will be considered the responsibility of the organization of the meeting.

All guests of the Palazzone will be able **to access the internet in the Classrooms**, but those who stay, even in the rooms, as the building is covered in these rooms by the WIFI and LAN connection service.

Access to the Wi Fi internet network **takes place after accreditation in accordance with current legislation** on the matter and entails personal responsibility for correct use. The instructions necessary for registration will be provided by the SNS Representative, Mrs. Cinzia Benedetti.

ROOMS AT THE PALAZZONE.

Below is also some information about the rooms: there are 10 rooms, of which 06 double rooms with single beds, 03 single rooms, 01 double room with double bed.

- The organizers must indicate (mandatory information for completing the "Scheda Tecnica Palazzone") any use of the rooms, the names of all those staying, the number of rooms needed and in which configuration, double or single, they will be used.

- In this regard, I wanted to remind you that: rooms n. 01 and n. 02 (DUS), are the most suggestive, for the view of the Val di Chiana and Val D'Esse, room n. 03, with the same view, is a double room; rooms n. 04 and n. 05, with single bed, have a bathroom outside the room; rooms n. 06 and n. 07 (DUD), are the most spacious, room n. 08 is single; rooms n. 09 and n. 10, (DUS), are usually assigned to older residents, as they are positioned near the stairs to go up or down and - importantly - near the emergency exits.

- At the Palazzone, to allow the rooms to be cleaned, it is mandatory to leave the rooms free **from 10:00 a.m. to 2:00 p.m.**: you must communicate this to those who will be staying overnight, but, above all, to any companions.

IMPORTANT: Midweek changes of bedroom and bathroom linen and courtesy service are scheduled on Wednesdays, unless otherwise communicated: any extra replacements are to be considered extraordinary costs for the conference organization.

- The linen kit usually consists, for each guest, of: n. 02 sheets, n. 01 pillowcase, n. 01 terry bath towel, n. 01 terry towel, n. 01 terry guest towel, and n. 01 bathroom mat.

- Courtesy service, mini-set, n. 01 of each: bar soap, shower gel, conditioner, sponge slippers, oral hygiene set, disposable cup, shower cap, shoe shine sponge, shaving set.

PARKING PALAZZONE.

The building's parking spaces are limited to approximately **n. 10 cars**. Please note that the property is not responsible for any damage or theft to vehicles.

TRANSPORT.

There are two railway stations closest to the Palazzone: **Terontola di Cortona and Camucia di Cortona** and the latter is the closest to the building: you will arrive at the complex **on foot** after about an hour and with a taxi, however, in 15 minutes about.

- **IMPORTANT: in Cortona there are n. 02 TAXI drivers and some Rent with driver** so it is essential to book the ride well in advance, both upon arrival in Cortona and a few days in advance, on the occasion of departures, informing the Palazzone Secretariat in advance.

- **The TAXI/Rent with driver rates** currently communicated: from Terontola station to Palazzone (or vice versa) € 25,00 // from Camucia station to Palazzone (or vice versa), € 20,00 The night rate undergoes an increase in the aforementioned costs, with the increase of € 10,00.

- Below, some names and contact details of Cortona taxi/rent with drivers:

TAXI

RIDONI Federico: +39 372 236 1864	MAHILAJ Fatos: +39 347 483 9472
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RENT WITH DRIVER

ADREANI Enzo: +39 335 819 6313	SEMBOLINI Gian Enrico: +39 338 533 1155
BELLERI Enzo: +39 335 335 394	VINCIARELLI Enzo: +39 335 605 0186
CALERI Albino: +39 347 495 7658	VALVARITO Vito: +39 339 377 4976
NAKA Ylli: +39 328 544 3970	OLIVI Francesco: +39 391 423 9606

- The Bus-Shuttle service in Cortona has limited availability and, in any case, does not reach the Palazzone but you can find information on the platform: <https://www.at-bus.it/it/linee-e-orari> close to the time of the event.

A form with timetables is in the possession of the organizers and can be sent upon request.

For those traveling by car, below are the coordinates for the navigator:

43.266815,12.000972

LINKS.

Furthermore, below, I send two useful links to copy and make available to the participants of the event, so that they can easily reach the building: the first, with the route from the center of Cortona to the Palazzone and, the second, with the route from Valdichiana motorway toll booth at the Palazzone, from Google Maps.

<https://www.google.it/maps/dir/Cortona+Piazza+Garibaldi,+52044+Cortona+AR/Palazzone+di+Cortona,+52044+Le+Contesse+AR/@43.2702539,11.9900091,16z/am=t/data=!4m14!4m13!1m5!1m1!1s0x132bf97899d0be95:0x996b33a8df788cfd!2m2!1d11.9880158!2d43.2738377!1m5!1m1!1s0x132bf9730726aa31:0x314e2d8c438947a0!2m2!1d12.0009293!2d43.2668147!3e2?hl=it>

<https://www.google.it/maps/dir/Localit%C3%A0+Casello+A1+Valdichiana,+53048+Bettolle+SI/Palazzone+di+Cortona,+52044+Le+Contesse+AR/@43.2347518,11.8342203,12z/data=!3m1!4b1!4m14!4m13!1m5!1m1!1s0x132be22c1fc624e5:0xe4e103af52905f2a!2m2!1d11.8048297!2d43.2127816!1m5!1m1!1s0x132bf9730726aa31:0x314e2d8c438947a0!2m2!1d12.0009293!2d43.2668147!3e0?hl=it>