



## LOGISTICS NOTE, PUBLIC TRANSPORTATION AND ACTIVITIES IN ROME

### VENUE



**Guardia di Finanza Scuola di Polizia Economico – Finanziaria  
Via delle Fiamme Gialle, 14/16 00122 Rome – Lido di Ostia –  
Italy**

The Guardia di Finanza training school is a military institution. Therefore, it runs under military rules and procedures.

### ARRIVAL AND DEPARTURE DATES

It is essential that participants arrive at the school on **Sunday 8 December**. All participants are required to attend the graduation ceremony on Friday 13 December. Participants are asked to check-out on **Saturday 14 December** no later than 12 pm. Those who have late flights on Saturday will be able to leave their luggage at the school and get changed if necessary (male and female changing rooms will be available at the Academy).

### REGISTRATION

The Registration desk will be open on the day before the programme starts.

### ACCOMODATION

The accommodation at the school will be available from the day before the beginning of the course until no later than 12:00 pm on the Saturday following the last day of the course.

Participants will be lodged in single rooms. All participants must lodge at the school throughout the programme. Lodging at the Academy is strictly reserved to participants. Should their family members accompany them, their families should be lodged outside of the school. (there are hotels nearby in Ostia).

Towels and bedding will be provided, as well as toiletries and a hairdryer. Information on towel change times (normally twice a week) will be provided at your arrival. All rooms are equipped with heating and air-conditioning.

### ACCESS REQUIREMENTS

Please be reminded that the Ostia campus is not currently wheelchair accessible. If you have any specific access requirements that may impact your participation in Italy, we invite you contact [italy-taxacademy@oecd.org](mailto:italy-taxacademy@oecd.org) as soon as possible.



## COURSE LANGUAGE

The Programme will be delivered in English. Presentations by participants will be conducted in English.

## MEALS

We kindly ask you to inform the Guardia di Finanza Secretariat ([RM0470111@gdf.it](mailto:RM0470111@gdf.it)) beforehand of any food intolerance, allergy, or any other dietary requirements, **no later than 18 November 2024**.

Meals will be served from the Sunday dinner, arrival day, to the breakfast on the morning after the last day of the course, and all meals will be served in a specially allocated Canteen.

- Breakfast: 7.15 – 8.15 am
- Lunch: 12.30 – 1.30 pm
- Dinner: 7.00 – 8.00 pm

Snack machines are available on every floor of the School.

A Cafeteria is also open for coffee, drinks and snacks (Monday to Friday from 7.30 am to 4.30 pm).

## EQUIPMENT

Participants can bring a laptop computer to the classroom in order to access course materials. Should this not be possible, lessons will be distributed digitally or on paper.

Free Wi-Fi access is available at the training school. To this end, upon arrival the GdF staff will provide you with a USER ID and a password to connect to the GDF WiFi.

## ATTENDANCE AND ASSIGNMENTS

Attendance to all classes is mandatory. We expect participants to complete all assignments set throughout the course.

## DRESS CODE

Dress code during classes is business casual (no T-shirts, jeans, shorts).

However, formal attire is required for the welcome dinner, the class picture on the first day and graduation ceremony on the last day.

All participants will be provided with a badge that must be worn at all times when on the premises.

## VISA

Please check if you require a visa for entry into Italy: <http://vistoperitalia.esteri.it/home/en>.

Participants are responsible for obtaining their own visa. An invitation letter can be issued by the Secretariat, if required.



## DOCUMENTS

A photo will be taken of each participant.

Each participant will be given all the necessary course documents through the OECD secure website which will be provided prior to the commencement of each programme.

## MEDICAL INSURANCE

Please ensure you or your Administration have an insurance that covers any medical emergency that may occur during your stay in Italy.

## SOCIAL EVENTS

A gathering called “welcome dinner” is foreseen for the evening of the first day of the course, an event arranged to get to know each other (formal attire is required).

## GRADUATION CEREMONY

The Closing ceremony will take place on the last day of the course. Participation is mandatory. This event will be followed by a cocktail party.

## FACILITIES

There is a gym in the school with free access to weights and machines (opening hours available at the reception). The trainers are former athletes and are there for any assistance you might need. To use the gym an application form must be filled in and there is a subscription fee of 3.50 euros as insurance which must be paid. Moreover, it is necessary to provide a medical certificate for sports training.

Laundry facilities are also available on-site on the second floor in the mid-section of the School (washing, drying machines and ironing room; ask the guards at the main entrance for keys). Please, be informed that the washing machine is allowed from 2.00 pm to 10.00 pm.

In case of need, there is a launderette just outside the school, only 100 meters across the road.

## TRAVEL FROM/TO AIRPORT

The GdF Staff provides a free shuttle service from and to Rome Fiumicino airport (FCO - Leonardo Da Vinci Airport).

Please note that this shuttle will run every one and a half hour, first one leaving the airport at 08.30 AM, last one 08.30 PM. A map to show the pick-up point at the airport will be sent to you closer to the starting date of the programme.

For your departure from the Academy the same free shuttle service will be provided at the following hours: 06.00 AM - 09.00 AM - 12.00 PM

**To book this service you are kindly requested to provide your flight details and phone number to the GdF team ([RM047011@gdf.it](mailto:RM047011@gdf.it)) no later than Monday, 18 November 2024.**



If you prefer to take a taxi, we recommend *Radio Taxi Ostia*, who you can call on the following number: +39 06 5601646. The average fare from the Airport to the School is 40 euros.

There is also a train station close to the School (“Stella Polare”) on the Roma-Lido Line. A single journey ticket (usable for 75 minutes from its first validation) costs 1.50€ (called BIT). There is also a ticket called BIG that allows you to travel from the moment you first validate it until midnight. Furthermore, there is a weekly ticket that costs 24.00€ (called CIS). All tickets allow transport in Rome, Ostia included on all buses, metros and so on. Please, be aware that the metro to and from Ostia operates from 5:15 am until 9:00 pm.

### SIM CARDS

It's possible to purchase a local SIM. School and Academy staff will communicate where you can buy a SIM card near the School.

### GENERAL INFO

Currency: EURO

Time Zone: CET (Central European Time) [UTC +1]

Weather: average 12-25°C

Clothing: Please bring warm layers and waterproof clothing.

Italy has European plug sockets, please ensure you bring the correct plug adaptor with you, if required. If requested, adaptors can be provided.



**We look forward to welcoming you in Rome!**

