



**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.

Rules and guidelines will be provided on arrival and we expect all participants to adhere to these rules.

ARRIVAL AND DEPARTURE DATES

It is essential that participants arrive at school on Sunday, 12 March. All participants are required to attend the graduation ceremony on Friday, 24 March. For this reason, participants are asked to stay in school until Saturday, 25 March. However, taking into account that some problems could occur due to the available return flights, participants may be hosted until their departure. In this case, an additional charge will be applied.

REGISTRATION

The Registration desk will be open on the day before the beginning of the course programme starts, in the Secretariat room at the Academy.

ACCOMODATION

The accommodation at the School will be available from the day before the beginning of the course to the last day, until and no later than your return flights.

If, due to your flight schedule, you need to arrive in Ostia on Saturday, 11 March, an additional charge will be applied.

Participants will be lodged in single rooms. Towels and bedding will be provided. Information on towel change times (normally twice a week) will be provided at your arrival.

All rooms are “Heating” and “air conditioning” equipped.

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



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invite you contact 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 us beforehand of any food intolerance, allergy, or any other particular necessity relating to your diet.

From breakfast of the first day to the to the last day of the course, all meals will be served in a specially allocated Canteen (Honour's hall).

Breakfast: 7.15 – 8.15 AM

Lunch: 1.30 – 2.30 PM

Dinner at 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 you will receive a USER ID and a password to connect to the GDF - GUEST network, on the email you provided.

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 or open-toe sandals).

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 and returned at the end of the Course.



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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 cover 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, 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 (Mon- Thu 9.00 AM. /7.30 PM; Fri 9.00 AM /2 PM). 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 a subscription fee of 3.50 euro as insurance must be paid. Moreover, it is necessary to provide the **medical certificate** for sport 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 wash is allowed from 2:00 PM to 10:00 PM.

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



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TRAVEL FROM AIRPORT

The nearest airport is Rome Fiumicino (FCO - Leonardo Da Vinci Airport). A shuttle service will be organised for your arrival and departure.

If you prefer to take a taxi, we recommend you to call Rado Taxi Ostia at +39 06 5601646. The average fare from the Airport to the School is 30 EUR.

There is also a train station close to the School ("Stella Polare") on the Roma-Lido Line. A 75 minute ticket costs 1.50 Euros (called BIT); also a ticket called BIG that allows you to travel from the moment you stamp it until midnight; furthermore there is a weekly ticket that costs 24 Euros (called CIS). All tickets allow transport in Rome, Ostia included on all buses, metros, etc.. Please, be aware that metro to and from Ostia operate from 5:15 AM to Midnight.

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.

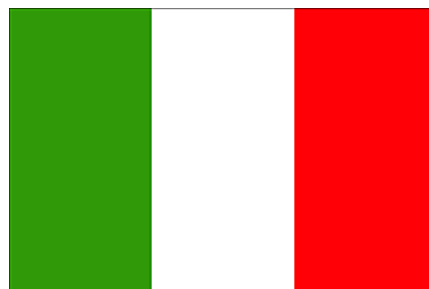
Currency: EURO

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

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

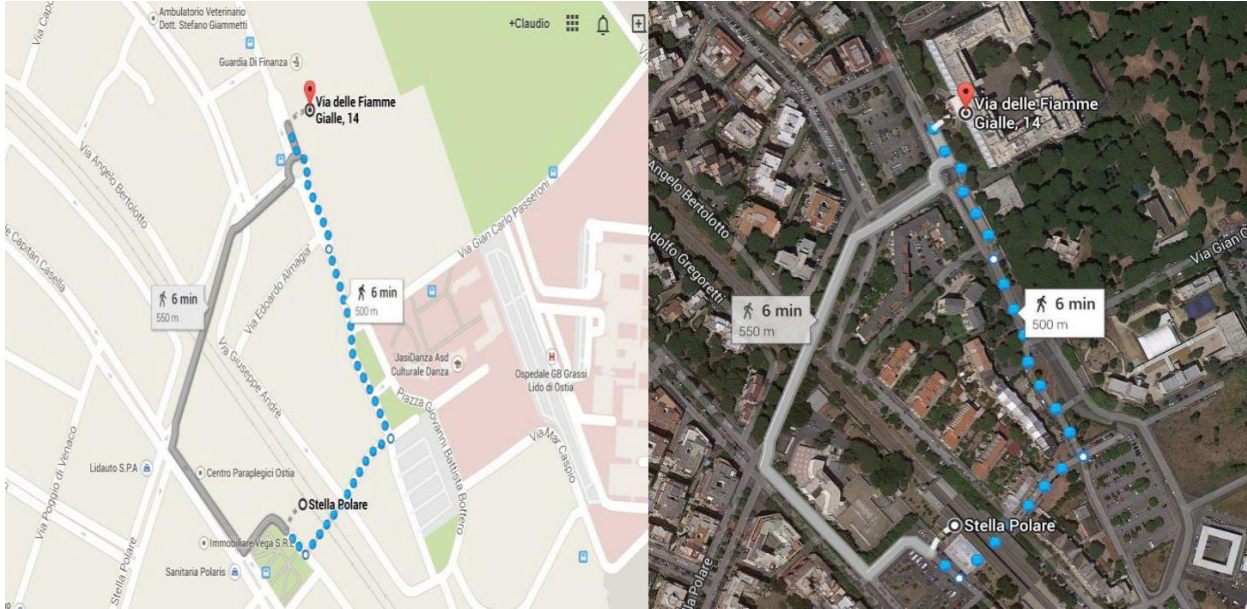


We look forward to welcoming you in Rome!





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If you are planning to visit Rome, you must take the train from “**Stella Polare**” station to “**EUR Magliana**” station, reachable in 6 minutes by foot.



From “**EUR Magliana**” station, take the **B line** train, direction Rebibbia. From there you can stop at “**Colosseo**” station (Colosseum), where you can visit the famous ancient Theatre,



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the Imperial Forum, and Venice square. From “**Colosseo**” station, if you stay on the B line for 2 more stops, you will reach “**Termini**” station (the Central railway station in Rome).



From “**Termini**”, if you take the **A line** train in the direction of Battistini until “**Barberini**” station to visit Trevi fountain and via Veneto (Location of the famous movies “La dolce vita”



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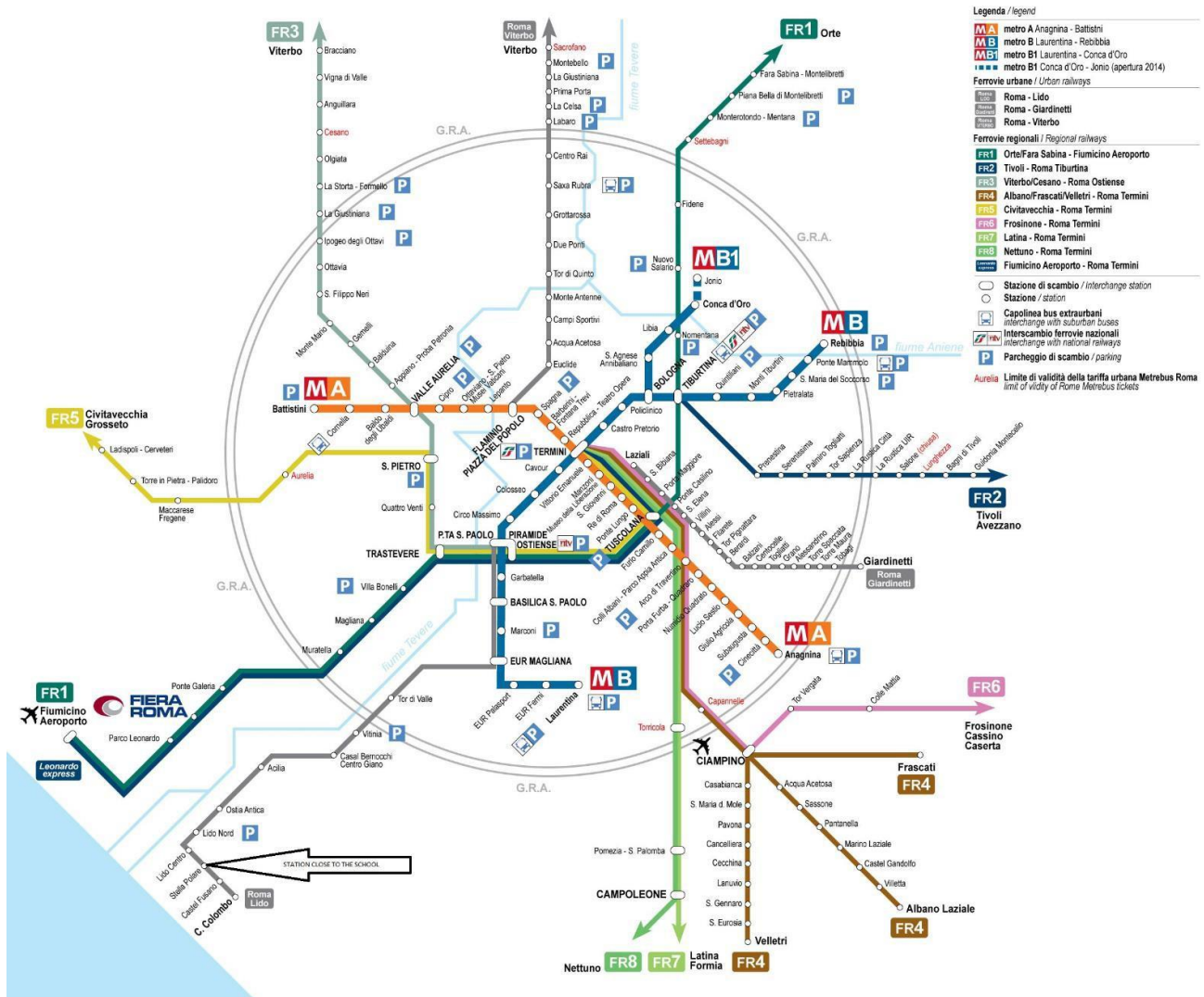
and “La grande bellezza”) or “**Spagna**” station (Spanish steps) and finally “Ottaviano” station, where you can visit St. Peter’s Square and Vatican Museum.





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GENERAL METRO MAP



Cab transportation:

The closest cab stations could be found at:

- Ostia Lido – Piazzale della Stazione del Lido (tel. +39 065601646)
- Fiumicino Airport – national and international (tel. +39 06 65953794)

Cab trips telephone Rome (tel. +39 064157 - 06/4994 - 06/3570).