



22nd UN/IAF International Workshop on *Space Technologies Applied to the Needs of Humanity: Experience from Cases in the Mediterranean Area*

GENERAL INFORMATION FOR PARTICIPANTS

1 Transport and Accommodation

1.1 Flight Arrangements

Participants who are being provided with UN/IAF funding support for travelling to the workshop should have already been contacted regarding issuing of air tickets. Please note that any changes to the original air travel arrangements will be at the participant's expense.

1.2 Airport Arrival

Participants funded by the UN/IAF co-organizers will be provided with transportation from the Naples International Airport to the hotel. A taxi driver will be in the airport arrival area with a small placard with the workshop's logo and title on it (like the upper side of this page).

Please contact Mr. Pizzuti of LOC (see section 4 below for contact details) if you miss a driver due to later arrival or any other reason.

1.3 Hotel Accommodation for UN/IAF Funded Participants

Participants who are provided with funding support for hotel accommodation will stay at the **Royal Continental** hotel. We have made your booking and will cover your hotel accommodation for the duration of the workshop and, if applicable, the IAC2012 congress. If you arrive earlier or leave later due to an arrangement made by the UN, your extended stay will be covered.

Participants are responsible for any additional charges (telephone calls, laundry, room service etc.) in the hotel as well as for any extension to their stay.

The address of the hotel is:

Hotel Royal Continental

Via Partenope 38/44,

80121 Naples, Italy

Tel. +39 081 2452068

Fax. +39 081 2455132

Email: info@royalcontinental.it

http://www.royalgroup.it/royalcontinental/?utm_source=google&utm_medium=local&utm_campaign=local

Please use the link below to see a location of the hotel in Google Maps:

<http://maps.google.com/maps/myplaces?vpsrc=6&ctz=-120&ie=UTF8&ll=40.840762,14.257851&spn=0.067141,0.055017&t=m&z=14>

Participants and speakers who are self-funded are responsible for making their own hotel arrangements. Listing of hotels with special rates for the congress is available on the IAC website <http://www.iac2012.org>.

Bus transportation from the hotel to the venue of the workshop will be provided during the event.

1.4 Living Expenses

Participants, who are being provided by co-sponsors with funding support for living expenses, will receive during the Workshop an allowance to cover their living costs for the duration of the Workshop and the Congress. **Please note that, in order to receive the finance aid, you are requested to provide a photocopy of your passport (only page(s) with your name and signature) and a photocopy of your original air tickets. Please note that it is also required to submit all the air ticket stubs and boarding passes that the airlines returned to you after checking in.** If participant(s) stays for a shorter period of time, the amount of payment will be adjusted accordingly.

2 Workshop Information

2.1 Workshop Venue

The workshop will be held in the **Meeting Room “Sicilia”** on the 1st floor of Palacongressi building at the Mostra d'Oltremare Convention Centre. The street address is as follows:

Mostra d'Oltremare Convention Centre
Viale Kennedy 54,
80125 Naples, Italy

Please use the link below to see a location of the workshop's venue:

<http://maps.google.com/maps?q=Viale+Kennedy+54,+80125+Naples,+Italy&hl=en&ll=40.823276,14.193606&spn=0.01679,0.013754&sl=40.840762,14.241543&sspn=0.067141,0.087547&hnear=Via+John+Fitzgerald+Kennedy,+54,+Napoli,+Campania,+Italy&t=m&z=16>

2.2 Registration Details

Participants' registration to the UN/IAF Workshop will take place on Friday, 28 September 2012, from 08:00 to 09:00 at the workshop venue. Each participant will receive a badge which should be worn visibly throughout the entire period of the workshop.

2.3 Work Period

The event will be held from Friday 28 September to Sunday 30 September from 09:00 to 18:00. Please refer to the workshop's web page on the Internet (at the URL <http://www.unoosa.org/oosa/en/SAP/act2012/un-iaf/index.html>) for further details (please note that programme might be slightly modified later on).

2.4 Presentations

All speakers have been scheduled to make presentations of 20 minutes in length, followed by a discussion at the end of each technical session. Please see the programme at the workshop's web page for the schedule of your presentation. Since there are still a few unconfirmed speakers, the programme might be slightly modified by the time of the workshop.

For those who, due to time limits, are not scheduled for oral presentation, we have arranged poster sessions. Therefore, please bring a hard copy of your presentation with you (maximum 10 pages of A4 format) for posting it on boards outside the meeting room, and be ready to answer questions from the viewers at real time.

Please review the tentative programme carefully to verify date, time and title of your presentation. If there is any discrepancy, please inform us (<sergei.chernikov@unoosa.org>) as soon as possible.

If you wish to use PowerPoint, please bring a copy of your presentation on USB memory stick.

If you have not already done so, please provide us with your abstract and brief biographical details for the use in the programme (please send this to <sergei.chernikov@unoosa.org>).

2.5 Documents

An up-to-date programme will be distributed during the workshop at the time of registration. The proceedings will be published electronically after the workshop.

2.6 Working Language

The working language of the workshop is English.

2.7 Facilities, Materials, and Equipment

The workshop room will be equipped with a PC and projector. The LOC will provide photocopying, printing, fax and office supplies for the workshop.

3 International Astronautical Congress

Those participants who have been offered and accepted funding support for attending the Congress will be registered for the IAC2012 after the workshop. The venue for the IAC2012 Congress is the same as that for the workshop.

4 Contacts

United Nations Office for Outer Space Affairs

Mr. Sergei Chernikov E-mail: sergei.chernikov@unoosa.org
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Mr. Kurian Maniyanipurathu: E-mail: kurian.maniyanipurathu@unoosa.org
(All matters related to travel, accommodation and visas)
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Fax: +43 1 26060 5830

Local Organising Committee

Mr. Riccardo Pizzuti pizzuti@ega.it
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5 Useful Information

Please refer to the IAC2012 website <http://www.iac2012.org> for useful information on local conditions, transportation, social events, etc.