



Annex 3 to
Invitation letter 130!4-12!2021
dated 11 August 2023

CENTER OF EXCELLENCE FOR STABILITY POLICE UNITS

International Conference on Cultural Heritage Protection (CHP) in Crisis Areas

**Vicenza (Stability Policing Hub),
27 - 29 September 2023**

ADMINISTRATIVE INSTRUCTIONS

1. Location

The **Conference** and related events will take place on 27-29 September 2023 at the *Stability Policing Hub* - Via Medici 87 - "Gen. Chinotto Barracks" - 36100 Vicenza (Italy). In particular:

- The **Icebreaker** will take place on 27 September from **19:00** to **21:30** hrs. at the **Basilica Palladiana Terrace**, Piazza dei Signori 49, Vicenza.
- The **Conference opening** and the following **Panel sessions** will take place on **28 September** at CoESPU (Tripodi Room, Della Sala Room, and Library) starting from 08:30 hrs.
- **Panel outcomes, guest and keynote speeches, and closing remarks** will be delivered at **Palazzo Thiene Bonin Longare**, Corso Palladio 13, Vicenza.

2. Schedule

The Conference agenda is better detailed in Annex 3 to the invitation letter. Additional details:

- In-processing for participants will take place on 27 September **between 18:30 and 19:30 hrs.** (prior to the Icebreaker) at the **Basilica Palladiana Terrace**;
- Access to the Conference venues is allowed after in-processing and presentation of a personal identification (national ID/military ID, passport, driver licence);
- **complimentary refreshments** will be served during the coffee breaks (see Annex 3 for exact timings);
- **complimentary lunch** will be served on **28 September** at CoESPU (see Annex 3 for exact timings);
- a *Vin d'Honneur* (standing buffet) will be served on **29 September** at **Palazzo Thiene Bonin Longare** (see Annex 3 for exact timings).

3. Registration to the event:

All participants are kindly requested to apply for their attendance by registering through the following link:

<https://platform.eventboost.com/e/international-conference-on-cultural-heritage-protection/36534>

The registration is open from 18 August to 13 September 2023.

Registration to the CoESPU website is a prerequisite to access the event page. When registering to the website, participants must insert *only official email addresses*. In case of any inconvenience during the registration, participants are kindly asked to notify the CoESPU Points of Contact (POCs).

Please note that:

- any correction/amendment will be the participants' responsibility through the EventBoost link provided in the confirmation e-mail received during the registration process;
- registering after the deadline will not be possible;
- Registrations otherwise channelled will not be taken into consideration.

4. Travel arrangements

a. Transportation to and from Vicenza

Travel arrangements to and from Vicenza are the responsibility of each participant.

- Arriving by plane

- **Venice "Marco Polo Airport"** (Recommended place of Arrival and Departure)
VCE - LIPZ Venezia
Location: Venice
Via Galileo Galilei, 30/1,
30173 Tessera, Venezia VE
Tel. 041 260 6111
www.veniceairport.it
- **Verona-Villafranca "Catullo Airport"** (70 km West of Vicenza)
VRN - LIPX Verona
Location: Verona-Villafranca
37066 Caselle VR
Tel. +39 045 809 5666
www.aeroporto.verona.it
- **Venice-Treviso "Sant'Angelo Airport"** (75 km North/East of Vicenza)
TSF - LIPH
Location: Treviso
Via Noalese, 63E
31100 Treviso TV
Tel. +39 0422 315111
www.trevisoairport.it

- **Milan-Bergamo “Orio Al Serio International Airport”** (160 km West of Vicenza)
BGY - LIME
Location: Bergamo
Via Aeroporto, 13
24050 Orio Al Serio BG
tel. +39 035 326323
www.orioaeroporto.it

- **Arriving by train**

Vicenza is also easily reachable by train.

Italian State Railways “Trenitalia” offers regional (*regionali*), intercity and high-speed (*alta velocità*) connections.

For general information, timetable and booking, please visit the following websites: www.trenitalia.com and www.italotreno.it.

Making a seat reservation is advisable and might be mandatory for some trains.

After the booking is completed, the ticket can be printed or stored electronically on the mobile phones/tablets/notebooks, in order to be shown at request of the train conductors during the travel.

At Vicenza railway station, taxi and public transportation are available. The walking distance to hotels is less than 1 km.

- **Arriving by car**

Vicenza is located on the Milan - Venice highway (the Autostrada A4, also known as the E70 European Highway). On the **A4** highway there are two exits to Vicenza: East (Vicenza Est) and West (Vicenza Ovest). They are equidistant from the city centre and are clearly signposted.



We suggest following this link:

http://tour-vicenza.com/en/about_vicenza_travel_info.htm

in order to find more detailed Travel Information - *“How to reach Vicenza by car or train from nearby cities and airports, and getting around the province by public transport”*. Please note that no car parking slot will be made available in the Conference venues.

b. Transportation during the Conference

A shuttle service from/to the recommended hotels and the conference venues will be arranged by CoESPU.

5. Hotel Accommodation - booking.

Accommodation will be a responsibility of each participant. CoESPU has pre-booked a number of rooms at the following hotels in Vicenza, for the period of **27 September** (check-in) - **30 September** (check-out) with special rates on a limited number of rooms, on a “first comes-first served” basis (breakfast and WI-FI Internet access included):

- **Hotel Doge**, address: Via Lamarmora 20;
- **Palazzo Scamozzi**, address: Corso Andrea Palladio 40;
- **Palazzo Otello**, address: Corso Antonio Fogazzaro 4.

Special prices are granted **only** making reservations by e-mail using the attached booking forms (annexes A - B). Booking and paying for the rooms is the responsibility of each participant.

Participants are not obliged to use the pre-booked hotel. However, no transportation will be provided if other hotels are chosen.

6. Conference fee

No fee is required to attend the conference.

7. Dress Code

The dress code for the events is:

- 27 September – Icebreaker: open collar;
- 28 - 29 September – Conference days: CLASS A for military personnel and business attire for civilians.

8. Spouses and partners

No spouses' programme is foreseen.

9. Side event:

Exhibit of stolen cultural artifacts recovered by the Carabinieri CHP Command (CoESPU Library);

Friday 29, from 3:30 p.m. to 5:30 p.m.: Vicenza's downtown hosted cultural visit (available upon registration).

10. Security

Please be aware that security measures during the event are:

- a. during the in-processing, an identification badge will be provided. This badge must be worn visibly at all times when inside the Conference venues, and must be removed when leaving the location and/or taking pictures;
- b. as a general security measure, during your stay inside the conference location, if you want to take photos as memory, please check with the POCs.

11. Language:

English will be the working language of the event.

12. POC:

COL (ITA Carabinieri), Arrigo Gareffi Head of the Research Office:

- tel. +39 0444 932182

- email: coespudsrrcu@carabinieri.it

Alternate POCs:

LTC (ITA Carabinieri), Diego D'Elia curator scientific of the event:

- tel. +39 0444 932164

- mobile +39 3313639288

- email: diegodelia@carabinieri.it