

HSWG7

30 September - 4 October 2024, ESA-ESRIN, Frascati, Italy

Dear Participant,

Welcome to ESRIN! In order to make your stay as pleasant as possible we would like to provide you with some travel information regarding the Frascati area, and logistics information for the event venue.

Arrival in ESRIN

We welcome you at ESRIN starting from 13:00 on Monday 30 September.

Please remember to bring with you a **valid ID/Passport** as it will be checked at the entrance each day.

You will receive a red "Visitor" badge. Both the red visitor badge and the event badge are mandatory to wear on site at any time during each day of the workshop, to facilitate recognition of event participant.

Upon your arrival at the gates of ESRIN, a Staff member will wait for you outside of room Magellan and address you to the Registration desk (or room Magellan / Room E from Wednesday onwards, if you have already registered).

Registration

The registration will take place in Building 01, at the **MAGELLAN Registration Desk**, on **Monday 30 September 2024** from **13:00** until the start of the event, and during all coffee breaks.

At the Registration Desk, please show us your red "Visitor" badge to obtain your event badge.

Conference Rooms

The event will take place in **Building 01 - Room: Magellan**, and also in **Building 02 – Room: E** (Wed 02/10 and Thu 03/10) [*see Map of ESRIN on page 2*]

Coffee and Lunch

Coffee, tea, and water will be available at breaks in **Room: Cook** (adjacent to Room Magellan). Water will also be always provided through a water dispenser.

Lunch will be available in **Building 01 - Canteen** [*see Map of ESRIN on page 2*] starting from **13:20** on all days, **except for Friday 04/10**, when lunch will be at **12:00**.

Social events

An **Icebreaker** will be offered to all participants on 30 September at 17:30, on the Magellan Terrace (which will remain in Room Cook in case of bad weather).

The non-hosted **Delegate Dinner** and aperitif will take place on 03 October at 17:20, at Villa Grazioli.

Presenter Guidelines

Room Magellan will be equipped with an HDMI cable on the podium, and microphones on the tables. Presenters may connect their laptops to the podium via the HDMI cable to present. Room E is equipped with a ClickShare device (USB-C), which enables the sharing of your laptop's screen (the ClickShare software must be installed). For laptops which are not compatible with the ClickShare software, a back-up ESA laptop will be present.



We remind you that, for Security reasons, participants are **not** allowed to walk around ESRIN by themselves and must be always accompanied by an ESRIN Staff member.

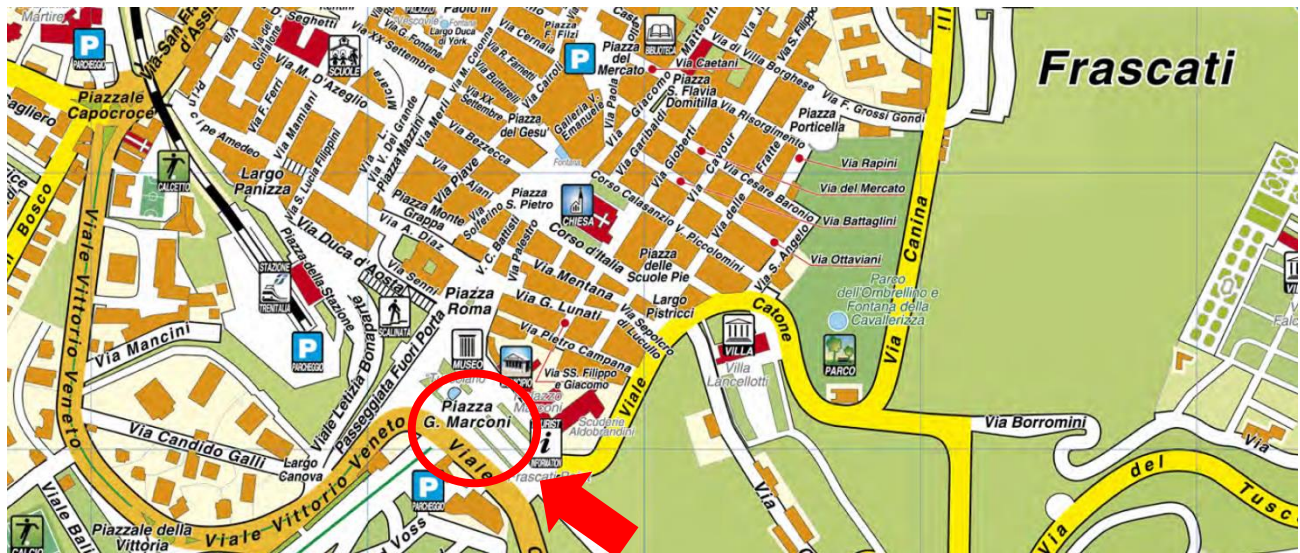
Courtesy Transportation Schedule (Caperna Bus)

A Courtesy transportation service has been organised between Frascati and ESRIN with the following schedule and will be recognisable by an "ESA – HSWG7" sign. In case you need any assistance with the bus, please contact + 39 06 94188495.

Monday, 30 September	
Morning	
Departure from Piazza Marconi (Frascati)	13:00
Evening	
Departure from ESRIN to Frascati Piazza Marconi	19:00
Tuesday, 01 October	
Morning	
Departure from Piazza Marconi (Frascati)	8:20
Evening	
Departure from ESRIN to Frascati Piazza Marconi	17:30
Wednesday, 02 October	
Morning	
Departure from Piazza Marconi (Frascati)	8:20
Evening	
Departure from ESRIN to Frascati Piazza Marconi	17:00

Thursday, 03 October	
Morning	
Departure from Piazza Marconi (Frascati)	8:20
Evening	
Departure from ESRIN to Villa Grazioli (Delegate Dinner)	17:00
Departure from Villa Grazioli to Piazza Marconi (Frascati)	21:30
Friday, 04 October	
Morning	
Departure from Piazza Marconi (Frascati)	8:20

Frascati Map (location bus pick up point)



Taxi

Should you require a taxi service you are invited to book well in advance via the service CAST: info@cast-limousine.com

We will be available at Registration Desk during the event to book a taxi upon request. Please note that these requests should be made in advance.

Useful numbers

Emergency number Tel. 0039 06 941 80 220 (when not on site)
Security Tel. 80 3333 (from any tel. on site)
Events Organisation Email: events.organisation@esa.int

Onsite services

Internet WIFI: Wireless Internet is available in the Conference Rooms. **Please request access credentials at the registration desk.**

ATM Cash Machine: Available in Building 1 (near the Canteen | UNICREDIT Bank)

ESA SPACE SHOP Open all days in Building 1, from 12:30 to 14:30

Getting to Esrin

How to reach the meeting for participants staying in Rome:

The best choice is the regional train departing from **Termini station** arriving in **Tor Vergata station**, 50 meters from ESRIN (tickets at automatic machines cost Euro 1,50). *Please do not choose the Frascati train station as it is not convenient to reach the ESRIN site.*

The train line is the one heading to "Frosinone", "Cassino", "Roccasecca" or "Colleferro" destinations, with a stop in **Tor Vergata** station (indicated on the platform display). **Trip: 18 min**

Train tickets can be purchased online at this link <https://www.trenitalia.com/en/purchase.html> or at the automatic machines present at each station.

Road directions from Rome Fiumicino Airport to the Frascati area are available on the [ESA website](#).

We wish you a pleasant stay in Frascati, and a successful meeting.