

EXTERNAL AIRPORT MINI-BUS SERVICE

Science-Bus, a mini bus service shuttle run by an external company, offers direct transportation in 8 seat modern mini buses to and from ICTP and the nearest airports Trieste/Ronchi dei Legionari, Venice, Treviso and Ljubljana, at very competitive prices. The shuttle service can be booked for business or private travel.

Any visitor or ICTP staff may use the service. Guests staying at the Adriatico or Galileo Guesthouse will have "door to door" transportation without having to walk up or down from the main street/Strada Costiera, carrying heavy luggage, as is the case for the regular airport bus 51 to Ronchi.

Science-Bus serves also other scientific institutions. In order to benefit from the ICTP discounted rates, the booking should be done using a voucher number obtainable from ICTP, see below. One voucher number is needed per travelling person. Services must be booked online at least 2 days before arrival and/or departure, using the procedure described below. For a more extensive description, see <http://portal.ictp.it/infopoint/transport/new-mini-bus-for-ictp>.

HOW TO BOOK:

VIA INTERNET BY 4 PM CET AT LEAST 2 DAYS IN ADVANCE:

1) Get a special voucher number (one per traveller) beforehand from any of the following ICTP offices (this allows access to the discounted ICTP tariff)

Monday - Friday:

Transportation (zerial@ictp.it)

Operations & Travel (operatio@ictp.it)

Info Point (info_pt@ictp.it)

Guest Houses Receptions (agsthous@ictp.it)

Saturday and Sunday and official ICTP holidays from: Guest Houses Receptions (agsthous@ictp.it)

NOTE: Trips may be booked without voucher numbers; then the regular price applies (as indicated on the Science-Bus web site). **For tracking purposes**, when booking is made without a voucher number, please indicate 'ICTP VISITOR' under "notes" on the online booking form.

2) Go to the web site: www.science-bus.com and submit the online booking form.

NOTE: Travellers can request pick-up from and drop-off at any of the stops listed on the [Science-Bus website](http://www.science-bus.com), including the ICTP Guest Houses (Adriatico and Galileo), but NOT from the ICTP Leonardo Building.

ICTP incoming travellers staying at Hotels Riviera, Miramare or Greif can, at the time of booking, request to be dropped off at these hotels. To do so, choose one of the "ICTP Guesthouses" on the online booking form, and then write under "Notes": "drop-off requested at ..." and indicate which hotel you are staying at.

Drop-off at these three hotels will only be done when pre-booked online.
PLEASE NOTE THAT THE THREE HOTELS ARE NOT PICK-UP STOPS FOR

TRANSPORT TO THE AIRPORT.

3) Science-Bus will give you an e-mail confirmation 2 days before arrival/departure date, where is indicated the pick-up time and.

TRAVELLERS MUST NOT BE LATE FOR THEIR PICK-UP TIME, AS THERE MAY BE OTHER TRAVELLERS ON BOARD ALSO IN NEED OF REACHING THE AIRPORT IN TIME.

FOR INCOMING TRAVELLERS:

The driver will be waiting INSIDE the airport, with the names of the traveller(s) written on a sign.

PAYMENT

Payment will be requested at the time of booking, via credit card. Earlier, payments could be done cash to the driver, but due to a number of no-shows of travellers, that option is stopped. If cancellation is done 2 days before, no cost will be charged. Cancellation after that will be charged 50%. No show will be charged full price.

PREVAILING ICTP DISCOUNTED FARE, ONE-WAY, PER PERSON:

ICTP/Trieste - Ronchi Eur. 15.60

ICTP/Trieste - Venice or Treviso Eur. 49.20

ICTP/Trieste - Ljubljana Eur. 69.60

NIGHT AND SUNDAY SUPPLEMENTS: If arrival/departure of plane at Ronchi is before 08.00 a.m. or after 09.00 p.m., an addition fee of 2.40 euro will be charged. If at Venice or Treviso, the additional fee will be 3.60 euro. No additional fee for Ljubljana. During public holidays and on Sunday, an additional fee of 20% will be added to the cost for Venice, Treviso and Ljubljana. No additional fee for Ronchi.

EXTRA COSTS FOR DELAYS (to be paid to the driver directly):

If, due to late arrival of the incoming plane or problems with the luggage, the traveller is delayed for more than 60 minutes, calculated as time from the planned flight arrival and when the traveller joins the driver, a waiting fee of 5.50 euro will be charged per each additional 15 minutes.

MODIFICATION/CANCELLATION OF BOOKING:

Bookings can be modified/cancelled via [Science-Bus website](#) at no charge no later than 2 days before departure/arrival before 4.00 p.m (CET). For late modifications/cancellations, 50% of the cost will be charged to the traveller.

23 September 2010