CLC - Conference and Learning Centre
PRELIMINARY INFORMATION - FOR EVENT FOCAL POINT
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To Our Client

Preliminary Information

This document will serve as preliminary logistical information, we will take care of the necessary administrative and logistic support to your event.

UNGSC will provide with its conference facilities, administrative support listed in page 2 and transportation from the hotel to UNGSC.

In order for us to organize your event and for the participants not to incur any problems with VISA, please send us the list of approved nominations and the title of workshop 20 days before the beginning of the event.

What the delegates will receive

As soon as we receive the list of participants, we will send detailed Joining Instructions to the Delegates. They will receive an email from the GSC Conference and Learning Centre (ungsc-cslc@un.org) containing a link to the Indico solution the new Umoja Extension 2 tool for conference and events management. Delegates are kindly requested to create an account in Indico to register in order to obtain entry clearance to the base and additional information related to the event.

UNGSC – CLC Coordinator
Services Provided by CLC

The Conference and Learning Centre (CLC) will provide you with its conference facilities, (all the rooms are equipped with Projector, PC, Flipcharts, Whiteboard, Stationary), administrative support (printing, internet-access, Wi-Fi, VTC-teleconference facilities if needed) and transportation from the hotel to the GSC and vice-versa. On the first day please allocate 15-20 minute in your agenda for the entry clearance procedures. After that one representative from the CLC will deliver a welcome briefing to you and to the participants before the event starts (10 min. approx.):

- **Entry clearance to access the Base premises** upon completion of an on-line data form for personal details (event participants usually receive a customized and automated message in advance);
- **Hotel booking** at any hotel selected out of a list available in our website (all with UN rates, and all located in the town center: the on-line data form information is used for this too);
- **Transportation from a meeting point** (near the train station) to the training venue and vice-versa during the event days (standard schedule being 8.00-17.00, unless differently required);
- **Printing material** (please send us any printing material 10 days before the event starts);
- **Certificate** (we have our CLC certificate template, but you can provide us with yours and we will print it for you);
- **Group Picture** if needed;
- **Group Dinner** if needed, during the Event period at any restaurants in Brindisi area.
Accommodation

The CLC will arrange participants' hotel booking to make sure that the most advantageous rates are applied.

Participants will be given confirmation of the hotel booking via email.

If you wish to book the hotel on your own, please "clearly" indicate it in the Personal Data Form, so we will not incur in double booking.

UNGSC reserves these hotel rooms without credit cards (with exception of Palazzo Virgilio and Executive Inn) as a courtesy. Staff Members changing hotels with less than 24h notice will incur in penalty charges by the hotel concerned.

The UNGSC shuttle bus will only stop outside the Train Station close to all the main hotels.
Staff members choosing other accommodation who cannot join the bus at the Train Station, are responsible for their own transportation.

Please find below a list of hotels you can choose from:

<table>
<thead>
<tr>
<th>HOTEL</th>
<th>SINGLE ROOM</th>
<th>SINGLE USE</th>
<th>DOUBLE ROOM</th>
<th>SUITE</th>
<th>WEB SITE</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTERNAZIONALE****</td>
<td>€ 65.00</td>
<td>€ 75.00</td>
<td>€ 85.00</td>
<td></td>
<td><a href="http://www.albergointernazionale.it">www.albergointernazionale.it</a></td>
</tr>
<tr>
<td>PALAZZO VIRGILIO****</td>
<td>€ 76.50</td>
<td>€ 96.50</td>
<td></td>
<td></td>
<td><a href="http://www.palazzovirgilio.it">www.palazzovirgilio.it</a></td>
</tr>
<tr>
<td>ORIENTALE****</td>
<td>€ 60.00</td>
<td>€ 70.00</td>
<td>€ 85.00</td>
<td></td>
<td><a href="http://www.hotelorientale.it">www.hotelorientale.it</a></td>
</tr>
<tr>
<td>EXECUTIVE INN ****</td>
<td>€ 60.00</td>
<td>€ 70.00</td>
<td>€ 85.00</td>
<td></td>
<td><a href="http://www.hotelexecutiveinn.it">www.hotelexecutiveinn.it</a></td>
</tr>
<tr>
<td>COLONNA****</td>
<td>€ 55.00</td>
<td>€ 75.00</td>
<td></td>
<td></td>
<td><a href="http://www.albergocolonna.it">www.albergocolonna.it</a></td>
</tr>
<tr>
<td>BARSOTTI***</td>
<td>€ 48.00</td>
<td>€ 58.00</td>
<td>€ 68.00</td>
<td>€ 85.00</td>
<td><a href="http://www.hotelbarsotti.com">www.hotelbarsotti.com</a></td>
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**Travel & Transportation**

**Upon participants’ arrival**
Upon participants’ arrival, they should arrange for transportation from the airport to the hotel on their own.

**Taxi**
The cost of the taxi should range from € 20.00 to € 25.00 (depending on the time, being the night fare slightly more expensive, plus € 1.00 for extra and bulky luggage). Taxi fee is applicable per trip and not per person.

**UN Bus**
Transportation to and from the training site is provided by GSC Shuttle bus on the scheduled event days only. Departure time will be at 08:00 AM from the meeting point outside the main Train Station and close to Palazzo Virgilio Hotel, 5-minute walking distance from any other hotel in the town centre. Afternoon pick up from UNGSC exit gate will be at 05:00 PM (except special arrangements).

**Lost & Found**
We will take care of facilitating retrieval of lost luggage if we are provided with the receipt received at the airport from the Lost & Found Office.

**Additional Information**
Weather, from November to March the average temperature go from 6\(^\circ\) C. to 16\(^\circ\) C. from June to September the average temperature stay around 30\(^\circ\) C.

Shopping - Shops are open from 08:30 AM to 01:00 PM and from 05:00 PM to 08:30 PM. Large department stores, located at 3 and 10 km outside Brindisi, are open 7 days a week from 09:00 AM to 09:00 PM.
Refreshment and Lunch

Lunch is available inside the base area at the GSC Cafeteria (bldg. 228) and it usually includes a choice of first courses, pasta or rice with various sauces, a second course to choose between chicken, veal, cheese, pork, fish and eggs and a side dish of vegetables, salad, potatoes, cold meat, fresh fruit, water & bread.

Vegetarian options are also available.
CLC Facilities

Room 107 max 50 seats
Equipped with:
- 2 U-Shaped Tables
- 1 Projector,
- 1 Screen for projector,
- 4 TV,
- 4 Wireless Microphones for Speaker;
- 30 radio microphones for delegates,
- 4 flipcharts,
- 1 Board Panel,
- VTC System
- Audio System

Rooms 106 & 104
max. 25 seats
Equipped with:
- 5/6 Round Tables
- 1 desk and PC workstation
- 1 Projector,
- 1 Screen for projector,
- 2 flipcharts,
- 1 Board Panel.
- Audio System

Room 105 max 20 seats
Equipped with:
- 1 U-Shaped Table
- 1 Desk and PC Workstation
- 1 Projector,
- 1 Screen for projector,
- 2 flipcharts,
- 1 Board Panel.
- Audio System

Training Room at bldg.152 with the same layout

Our facilities distributed in 4 buildings
- Bldg. 94
- Bldg. 135
- Bldg. 152
- Bldg. 228
**Confer. Room Bldg 228**
max 35 seats
Equipped with:
1 PC Workstation
1 LCD Monitor
2 flipcharts,
VTC System,
Audio System

**Rooms 102/103 at Bldg 94 and Room 103 at bldg. 228**
max 20 seats
Equipped with:
20 PC Workstations,
1 Desk PC for Trainer
1 Projector, 1 Screen for projector,
2 Flipcharts,
Audio System

**Confer. Room Bldg 135**
max 100 seats
Equipped with:
1 Projector
1 Screen for Projector
1 PC Workstation
4 LCD Monitors
4/6 Flipcharts,
VTC System,
Audio System

Room 101 at Bldg 94 max 20 seats
Equipped with:
1 PC Workstation, 1 Desk PC for Speaker
1 LCD Monitor 80°, 2 Flipcharts,
VTC System, Audio System
Room 003 at bldg. 94 same layout but with no VTC

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**UNITED NATIONS GLOBAL SERVICE CENTRE**
Contact Information

Please contact your Focal Point for your event

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