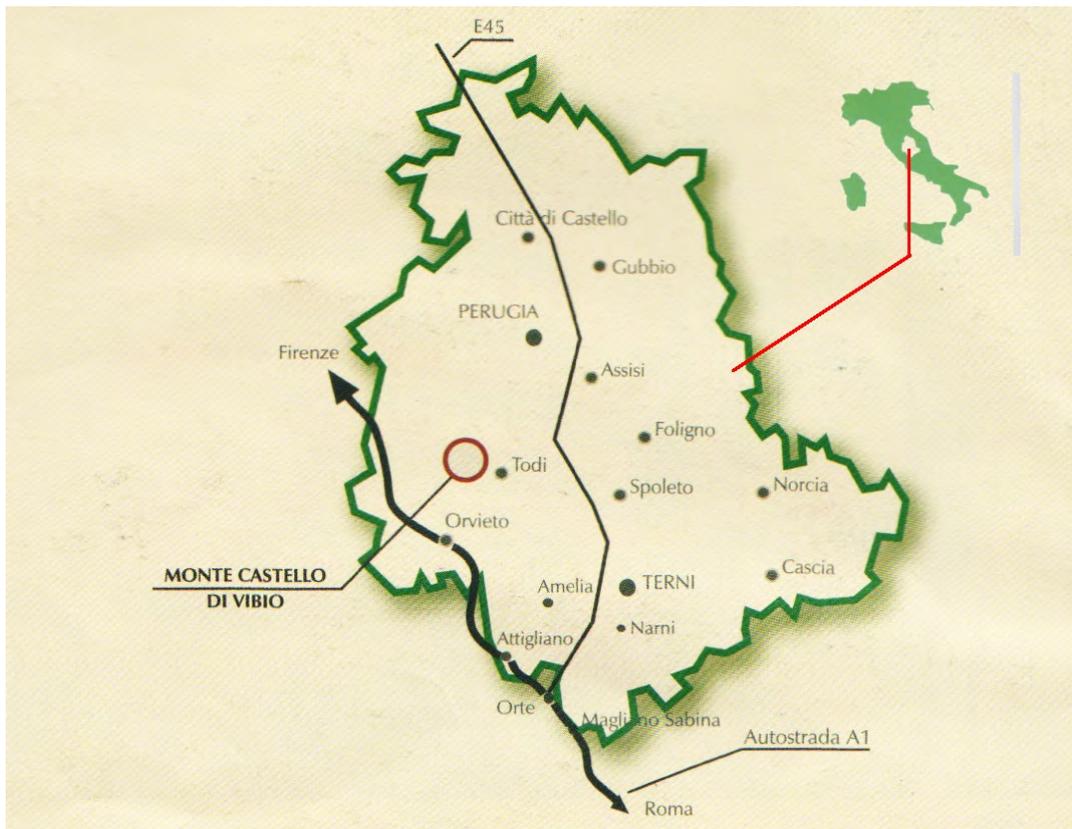


The International Center for the Arts at Monte Castello



Participant Guide



• Our Location

We feel that the greatest asset of our program is the village of Monte Castello di Vibio itself. Located 34 miles from the exact geographic center of Italy, our facilities are housed in a complex of historic buildings within the walls of this well-preserved Umbrian hill town. Monte Castello is a safe and friendly place with a mild climate and spectacular views. Serene and unassuming, yet connected to nearby towns with shopping facilities, sports centers and local transportation connections, Monte Castello offers the best of many worlds. Its central location provides ready access to major centers such as Florence or Rome and a whole range of smaller cities whose names are no less legendary. These are places with rich histories: **Assisi**, where St. Francis lived and where Giotto's work foreshadowed the Renaissance, fashionable Tuscan **Arezzo** with its masterworks by painter Piero della Francesca, nearby cities of **Perugia and Spoleto**, each with world-famous music festivals, the jewel-like striped cathedrals and masterful sculptures of **Orvieto** and its Tuscan counterpart **Siena** and neighboring **Todi**, once named the "most livable town in the world".

Thus, through our location, our program is well situated to offer an experience in which participants feel intimately connected to both the past and present cultures of Central Italy. It is thought that the ancient hill-town of Monte Castello di Vibio was built over

four eras—Etruscan, Roman, Medieval, and Renaissance, and one can see and feel the presence of these past civilizations in wandering its stone streets. Overlooking the lush Tiber River valley, the village looks much as it did 500 years ago—a fortress wall surrounds the town and a tranquil little park sits at one edge. The surrounding landscape is quilted with vineyards, olive groves, and sunflower fields, and stitched in with rows of cypresses and stone pines. In fact, the surrounding countryside is home to one of the richest areas of farmland in the country, hence the designation of Umbria as “the green heart of Italy.” The rich and bountiful harvest from these farms yields equally rich traditions in cooking, olive oil production, and wine and cheese making. Our program participants directly benefit from the bounty of this countryside, with three traditional Umbrian meals prepared each day from fresh, locally grown ingredients.

Perched on its little mountaintop, Monte Castello is home to about 300 residents, most of whom are descended from generations and generations of *Montecastlesi*. These local people are directly involved in the day-to-day functioning of the school. Within the embrace of its walls, Monte Castello provides a unique kind of solitude—creating a relaxed and contemplative atmosphere, free of distractions. Clarity of thought is fostered in this environment, in which one is surrounded by hills and distant mountains and rewarded by panoramas at every overlook. The imagination is stirred by echoes of the civilizations that have passed through this little village on a mountaintop. Monte Castello is not a tourist-town, there are no busloads passing through eager to take snapshots of monuments. It is a real place in which people continue to live out rich traditions in a picturesque village whose foundations pre-date ancient Rome. It is not unusual to meet farmers on the streets returning from their crops, or families on their way to church to celebrate a wedding or a baptism. At the same time Monte Castello exists in the contemporary world. In the local bar one hears heated political discussions, speculations on the outcome of the World Cup or opinions on the latest European fashions. It is commonplace to enjoy a morning cappuccino in the central piazza overlooking the magnificent Tiber Valley, standing in silence alongside a shopkeeper or retired craftsman whose life has been spent within these walls. It is also a place to join residents in a festive night of dancing and a bottle of excellent local wine. Monte Castello is truly a special place. One does not feel intimidated to wander the streets any time of the day or night, to practice a few words of Italian, or connect both with oneself and with the traditions of this magical country.

Structure of The International Center for the Arts at Monte Castello di Vibio, LCC

International Center for the Arts, LCC is a broadly conceived arts and culture learning provider. In its partnership with the community of Monte Castello, our organization is privileged to build upon the thriving legacy of art programs that have been located here over twenty-five years. The objective of our current program is to continue this focus on excellence in the visual arts, and to expand its scope by incorporating related arts and humanities ranging from culinary arts to language and literature, history and philosophy into our programs. At the International Center for the Arts, we do not believe that visual arts, or any arts, develop in a vacuum. To look at them in this way only serves to diminish their breadth. Therefore we seek instead to provide a holistic perspective, immersing students and participants in the panorama of Italian culture in order to understand its arts.

Within the **International Center**, the **Studio School** is the heart of our program. The Studio School offers multi-level classes in the visual arts as well as opportunities for uninterrupted studio time, a visiting artist/critics series, exhibition opportunities and weekly trips to some of the most compelling cultural sites of Italy. Using the **Studio School** as our focal point, we also offer satellite programs of an interdisciplinary nature. These include acting as an Study Abroad Provider for institutions, hosting **Conferences and Symposia**, a long term **Residency** for artists, writers and scholars and organizing personal development tours and education travel experiences through our **Lifelong Learning Program**. All of these programs complement one another, creating a lively and diverse intellectual environment, while at the same time supporting excellence in each area. Under the umbrella of the **International Center for the Arts** our programs are structured as follows:

International Center for the Arts

Studio School *programs in painting, drawing sculpture, and related media*

Artist Residency *residencies for artists, writers, and scholars*

Study Abroad Provider *courses in the arts and humanities*

Lifelong Learning Program

1. **Atelier Workshops** *creative arts and wellness programs*
2. **Arts and Culture Tours** *cultural excursions and the arts*

Costs and Payment Schedule

Payments to the International Center for the Arts at Monte Castello are made online via our website. While the International Center for the Arts is an American company, our service providers are in Italy, so all prices are quoted in euro. For conversion of U.S. dollars into euro we provide an online, dynamic conversion service at the point of sale. You pay us via your bank account or by credit card through PayPal. Please review our payment page details carefully. Because international exchange rates vary from day to day, your preferred currency will automatically be converted into euro at the point of sale, so you will get the rate of exchange for that day. If you have used online payment services such as Paypal before, you are probably familiar with this process. If you're using one for the first time, you only have to fill out a single page of information once to make your first purchase. These services were designed from the ground up to be a safer way to send money online and don't expose or sell your financial information to merchants. Your payment information is kept secure by our system and there is a clear record of each transaction. For all programs at the International Center for the Arts, the cost quoted includes room, three meals a day (except on field trips), group trips as described in your session, and ground transportation from and to the Leonardo da Vinci Fiumicino Airport (FCO) unless otherwise arranged on the first and last day of each session. Additional charges will be applied for a single room (outside the main building), private apartment or villa accommodations when available. All fees must be paid before arrival in Monte Castello as per the schedule for your session. See the registration page of our website for more information on the costs for our programs.

Costs Not Included

International airfare is not included in the costs of any of our programs. Remember that airport transfers (arrival pick-up/departure drop-off) are only included with your group on the specified date and times at the Leonardo da Vinci Airport, Fiumicino (FCO) outside Rome. Remember too that we can only accommodate flights arriving no later than 11:00 AM or departing before 11:00 AM for returns. With the exception of some of our Arts and Culture Tours, our programs do not include museum admission or lunch and dinner on field trip days. There is typically one field trip per week. Therefore, in a three-week session participants will be responsible for the cost of three breakfasts, lunches, and dinners. All other meals are included. For meals on trip days, plan on spending about what you would pay at restaurants in major cities in North America or Europe, on average between 10 and 25 euro per meal, depending on where and what you eat. You should also plan on paying for admission fees to sights such as museums and churches. This costs an average of 25-50 euros per trip in major centers like Rome or Florence, while the costs in smaller centers such as Assisi are somewhat less. Plan on spending about 150 euros maximum for admission fees. Independent travel outside of Monte Castello is not included in the cost of programs.

Payment Schedule and Policies

Our policies and payment procedures are as follows. Since our accommodations are not coordinated through a hotel or travel agency, we have to coordinate each participant's accommodation, meals, transportation and arrange related events/classes based on each group session numbers and durations. Therefore, we require a non-refundable 225 euro deposit payable upon registration. Due dates for our summer program are generally as follows unless otherwise specified by your particular workshop or session.

IF PAYMENT IS NOT MADE IN FULL BY THE DUE DATE ASSOCIATED

WITH YOUR SESSION, YOUR RESERVATION IS CANCELLED AND YOUR DEPOSIT IS FORFEITED

Refund/Cancellation Policy

Cancellation before May 15* or registration ends—Full-refund less 225 euro deposit.
Cancellation before April 30: Under conditions stated below, full refund less € 500 (Euro) deposit

Cancellation after April 30: All fees are non-refundable

Session Cancellation by ICA/ICARTS

ICA/ICARTS only “cancels” retreats in the event of low enrollment or in circumstances in which providing the opportunity to re-schedule is not possible.

In circumstances in which travel is interrupted due to travel restrictions or health protocols, ICA/ICARTS will re-schedule programs to the soonest reasonable opportunity.

Each ICA Retreat requires a minimum number of participants in attendance - including the Residency Program.

While the minimum enrollment number may vary according to the timing and duration of the session, the limit is typically, six (6), to nine (9)

If the minimum number of participants is not reached, we reserve the the right to cancel those programs.

If deemed necessary, notification of cancellation will be made as soon as possible following the close of Registration or typically, 30 days before the start of the session/course/tour/event.

When a condition arises that results in a cancellation. If the participant wishes to rebook for an alternative date, we will do so free of charge, provided this option exists. Otherwise, the amount paid will be refunded.

In event that ICA determines that enrollment for a particular session/Retreat is insufficient, ICA will typically offer you:

- (a) an option to join an alternative session/course/tour/event,
- (b) to defer your registration till a later date, or
- (c) to annual your registration and be fully reimbursed.

Cancellation by the Participant

Cancellation by the participant is possible only before **April 30** or before registration closes. There are no refunds up to 30 days prior to or after the start of a session, regardless of attendance or circumstances.

Candidates seeking to cancel, should contact the ICA in writing, stating full personal and course details. In this case, fees paid – excluding deposit - MAY BE reimbursed, depending on the circumstances. We reserve the right to review all such conciliation requests.

Cancellation after April 30, after registration has closed, or less than 30 days prior to the start date, will not lead to a refund, except in the case of pressing personal circumstances, such as hospital admission and similar, dire unforeseeable personal circumstances.

In such situations a request for a refund can be made in writing, stating relevant personal and course details.

Up to 30 days before a session/course/tour/event starts a participant may also request a transfer to another session/tour/course/event, provided the original session/tour/course/event still has the minimum number of participants.

NOTE: In cases of Force Majeure (such as a: strike, riot, acts of God, unforeseen illness or death, or death of a family member) we highly recommend that your travel insurance policy include coverage for any trip cancellation that may occur prior to or after departure. Policy coverage varies. Often, it is advantageous to purchase your coverage prior to reservation payments with us and your flight provider. Check your specific policy carefully for more information. See the travel insurance section of the Participant Handbook for more information.

Required Application Information

All ICA participants, whether coming as an independent participant, with a group through our Atelier or other programs, or through a college or university, must complete and submit the following forms before embarking on your trip. According to Italian law, we cannot admit individuals to the facility without these forms:

Registration Form and Contract Provides general information about you and your interests and experiences. You must submit your 225 euro deposit when submitting this form. Study Abroad groups exempt.

Medical Assessment Questionnaire Alerts us to medical conditions that you may have. This form provides us with information about medical conditions that may affect your stay at ICA. If you have any medical condition that could affect your stay, it is your responsibility to notify us on the form provided so that we can help in case of an emergency. This is particularly important if you have allergies that could be triggered by certain foods or events like a bee sting, or if you have chronic conditions such as a heart condition or diabetes where having advance knowledge of your condition could potentially affect our team's ability to contact emergency medical care appropriately. Applicable to all participants.

Self-Disclosure Notification of a criminal records or judgments against you.

Liability Waiver We ask all participants to sign a liability waiver releasing the International Center for the Arts Llc and their Italian Associate Provider Company from liability while participating in International Center programs and trips.

Proof of Insurance We require that all our participants carry health and travel insurance and ask for proof of this insurance upon registration in our program. In addition, we ask for information regarding your Health Insurance Policy. You must have adequate health insurance coverage for your visit to Monte Castello. Travel insurance policies, such as those offered by Travel Guard or Allianz, include some

health coverage as well as other forms of travel protection. Where institutions provide for medical insurance for participants in their programs these individual travel insurance policies are not applicable or necessary but may be nevertheless recommended.

Travel and Health Insurance Specifics

For individual participants not affiliated with an insured institutional group (College, University, etc. we ask that you provide proof of insurance coverage to be used in the event of an emergency. One or more of your policies **must** include **Emergency Evacuation Insurance**. **You must provide us with evidence of this coverage before your arrival in addition to or in conjunction with your travel insurance provider.** The kind of travel insurance you get is up to you, but a good policy should cover a range of circumstances including health care, emergency evacuation, theft, trip cancellation or interruption and a range of other possible events. We highly recommend you also review your health insurance coverage when choosing your Travel insurance provider. In the event of a family or other emergency that requires you to return home early, we urge you to review the Trip Cancellation features of your Travel Insurance Policy carefully. Ideally, your policy should allow for full reimbursement of your payments to the International Center for the Arts should you be forced to cancel or interrupt your trip. This is not required by us, but will help protect your investment in the event of a problem. Often, these policies provide more flexible Trip Cancellation coverage if they are purchased prior to initial payment. Other features of travel insurance include coverage of expenses incurred by airline or other transportation delays, theft and baggage loss, and a host of other possible unfortunate events.

Other Forms We Require

Housing/Studio Preference Form This notifies us of your preferences for accommodations. If you are traveling with a friend or spouse and would like to share a room with a particular individual, please let us know. This is also the place where you should notify us of any supplemental housing requests that carry extra fees such as private apartments, single rooms or luxury villa accommodations. For participants that will use studio space we also use this form to help us place you in an optimal studio space relative to your work plans.

Itinerary Questionnaire This form notifies us of your exact itinerary, so that we have a clear record of your arrival and departure times and flight numbers. Please indicate if you are not arriving to Italy via FCO international terminal, so we can give you instructions for getting there to meet the bus. We will also ask each participant to send us a copy of their passport prior to departure.

Timing Your Visit

The timing of your visit will be largely--if not entirely--determined by the particular course or program you want to take, the faculty leading in a particular session, your institution's schedule, or your group leader's booking. However, for further latitude in scheduling your visit and for group leaders and organizers there are some considerations to take into account.

The Weather

The seasons in central Italy are distinct, although autumn-like weather beginning in mid-September generally continues sometimes into December, slowly becoming colder and wetter. There is typically little snow in Monte Castello, although it does happen and when it does, it is beautiful! The elevation of Monte Castello is about 1400 feet (423 meters), and thus the climate is somewhat affected by its altitude, generally offering a pleasant breeze in the summer and dramatic, windy days in the spring and fall.

Throughout the fall, winter, and into the spring, the air smells of wood smoke and activities move indoors. At Christmas season, Monte Castello becomes a wonderland— the medieval village is visited by Italian tourists from all around the region to see the lights and to visit the house of Father Christmas and what must be one of the most magical (and largest) Nativity scenes in the world. Lovingly constructed by the community over weeks and weeks and literally hundreds of hours of work, the display includes moving figures in a re-creation of a village scene that seems to encompass all activities known to mankind, all culminating in a lovely manger scene. As an act of pure devotion, its worth coming to Italy to see it.

Spring brings rain in late-March, April, and early May. While early May does not present the typical picture of sunny Italy we have come to expect, it has its own beauty. Shrouded in mist each morning save for occasional glimpses of snow-capped mountains disappearing and reappearing in a sea of fog and the Tiber River swelling its banks, Monte Castello warms up in the afternoon in a profusion of flowers. When the sun breaks through the clouds, especially at the end of the day, it is glorious!

Most visitors typically come to Monte Castello in the summer months, when the weather is very comfortable. Beginning in late-May, the rain of early spring gives way to pleasant summer temperatures, but evenings can be chilly. Be prepared for transitional weather with raincoats and umbrellas, sweaters and jackets as well as summer attire if you will be here anytime between May and mid June.

Throughout the summer, mornings are typically cool, giving way to bright sun and warmer temperatures around mid-day. June is almost always perfect all day. Early afternoons can be hot in late July and August, which is why the local people choose this time to nap after lunch, resuming the days activities around 4:00 PM, when things cool off. In Umbria, most people still maintain a schedule developed by their farmer ancestors who would rise before daybreak, eat a humble breakfast, work hard until 1:00 PM, eat an enormous lunch then rest until early evening, returning to work from 5-8 PM. Then, after a light dinner everyone including children and the elderly socialize until midnight and then sleep to begin the rhythm of the next day. Nevertheless, Monte Castello is often spared from the worst heat of the day due to its elevation, with breezes blowing across the mountain-top community usually beginning around 3 each day. The summer evening light, from about an hour or so before sunset until moonrise is spectacular. At night the sky above is an exceptionally clear blue and full of stars as local people gather in public places like the outdoor cafe LaToraccia just below the village. Here, one can intermingle with residents of all ages – from infants to 90 year- old grandmothers dancing beneath the stars and socializing well into the night.



Photo: Sarah Slade

Seasonal Activities and Events in Umbria and Surrounding Region

Here we have listed some local, regional, and national events and festivals to consider when you plan your travels. Most of these events occur in June and July. Some of the events listed below are famous throughout the world such as the Venice Biennale or the Festival of Two-Worlds in Spoleto, or even the Palio in Siena. Other events listed below, however, are seldom attended by non-Italians or indeed even by Italians from outside the region. Such is the case with sagra, (food festivals) which are in many ways some of Italy's best-kept secrets. One will seldom see other tourists at these events, which typically feature the town's gastronomic specialty, its particular wine, or a seasonal crop. While many of these events, such as the Snail Festival of Casteltodino may not, at first glance, seem to be of compelling interest to many visitors, others like the strawberry festival (Sagra di Fragole) of Marsciano, are appealing to everyone.

Regardless of the featured food or wine however, for those who are even a little adventurous, these events can be wonderful introductions to a local culture that is inaccessible to the typical traveler. Here, you'll find residents of all ages eating, drinking, and dancing late into the night. Language is no barrier at these events, where everyone will be of good cheer and happy to welcome visitors. In addition to the immersion in local culture, you'll experience fantastic food and wine in an atmosphere that can't be duplicated. We make every effort to include these events on the Calendar section of our

website. See below:

May	Venice Biennale every two years on odd years Open Wine-cellars, Montefalco
June	Infiorata, Spello (festival of flowers) Sagra di Fragole (strawberry festival), Marsciano Wine Festival, Montefalco Giostra (Joust), Arezzo Cherry Festival, Capodacqua Snail Festival, Casteltodino Festival della Madonna delle Carceri, Monte Castello di Vibio
July	Infiorate di Spello Jazz Festival, Perugia Battle of Trasimeno; Fish Sagra, Trasimeno Festival of Two Worlds, Spoleto New Europe Film Festival, Montone Palio di Siena Hot Air Balloon Festival and Grand Prix, Todi Sagra del Cozze (Mussel Festival), Citta di Castello Wild Boar Festival, Migliano Sagra dell' Oca, Bettona

Antique Fairs and Flea Markets (Mercatini della Pulci)

Local antique fairs and flea markets are also a great way to see an aspect of Italy that few tourists imagine. In addition, for typically very reasonable prices you can find real treasures that you couldn't find anywhere else. You might consider reviewing your itinerary to see if its possible to incorporate one of the below options into your trip.

- Arezzo: First Sunday of every month
- Citta di Castello: Third weekend of every month
- Perugia: last week end of every month
- Pissignano: first Sunday of every month
- Todi: second Sunday of every month

Open Air Markets

Another great place to experience a different side of Italy are its open air markets. Typically, these occur on different days on a weekly basis in a number of towns and villages all around Monte Castello. Below we've listed some of the notable ones. These markets are the best place to buy the freshest produce, including succulent seasonal fruits, as well as local cheeses, preserved meats, and wines in addition to local handicrafts. Visiting these markets are a unique cultural experience and also a lot of fun. Since an open-air market occurs somewhere in Umbria, literally every day, opportunities abound to incorporate one of the below into your itinerary. For art students, these are great places to draw and to collect materials for still-life.

Mondays	<i>Montefalco, Buozzi, Marsciano, Panicale, Amelia, Perugia, Assisi</i>
Tuesdays	<i>Deruta, Foligno, Penna, Taverna, Gubbio</i>
Wednesdays	<i>Spello, Baschi, Castiglione del</i>
<i>Lago, Umbertide</i>	Thursdays <i>Citta di Castello, Trevi, Orvieto</i>
Fridays	<i>Spoleto, Tuoro sul Trasimeno, Panicale, Bastia Umbra</i>
Saturday	<i>Assisi, Todi, Montecastrilli, Perugia, Orvieto</i>
Sundays	<i>Guarda</i>



Travel Planning

General Safety Information For Travel Abroad

We suggest that all individuals traveling outside of their own country inform themselves about travel conditions and practicalities such as visa requirements by checking with the Consular Services of their respective governments. For US travelers see the [US Embassy Consular Information Sheet](#). In addition to monitoring the news, the US Department of State web site <http://travel.state.gov> contains information concerning the safety and security of American citizens overseas and lists all consular information documents, including the Worldwide Caution Public Announcement. The [Department of Homeland Security's](#) web site also provides useful travel information. Finally, the U.S. Department of State Travel resources website: <http://www.state.gov/travel/> has a great deal of useful resources. Atelier leaders from the U.S. should also register their group with the Bureau of Consular Affairs at: <https://step.state.gov/>

Passport/ Visa Requirements

Remember that for travel outside of the U.S., United States residents are required to have a valid U.S. Passport. For travel to Italy, citizens of the US, UK, Australia and many other countries do not need a visa to enter Italy for the purpose of tourism for a stay of less than 90 days. In most cases, your visit to the International Center for the Arts at Monte Castello will be considered tourism. It is also important to note that for U.S. citizens, your passport must be valid for 90 days beyond your departure from Italy. Please see http://www.esteri.it/visti/home_eng.asp, the Ministero degli Affari Esteri--Visti web site, for specifics for your country.

Booking Your Flight

Program participants are expected to arrange their own international flights. When making arrangements for arrival and departures, it is important to bear in mind the time zone difference between areas of the U.S. and Italy. Please note that often your outgoing flight will be a “**next day arrival**”. You should be certain to calculate this when planning for your program dates. Given our proximity to the airport, program participants should be sure to arrive in Rome (FCO) **NO LATER** than 11:00 AM on the start date of the program on order to catch the group bus and arrive in MonteCastello in time for a late lunch. Also, program participants should be certain to depart **NO EARLIER** from Rome (FCO) than 11:00AM on our departure date. Flight information and passport copies **MUST** be provided to our office prior to your departure.

Accessibility for Travelers With Special Needs

Monte Castello di Vibio is a remarkably well-preserved medieval village. It exists in a rural surroundings approximately 30 miles from the regional capital of Perugia. While these circumstances contribute to its charm and its value as a site for cultural immersion, the potential visitor must also take into consideration some potential obstacles and some limitations presented by the village's age, its architecture and layout, as well as its location. International travel can be stressful and fatiguing, thus it is particularly important for all participants to be realistic about their physical condition and ability to maintain an active schedule. Our programs can involve walking, standing, climbing stairs, getting on and off buses, carrying your own baggage and supplies, and sometimes walking on hilly or uneven terrain. While our faculty and staff are sensitive to the needs of individuals and to groups, and thus pace activities accordingly, it is important to consider the appropriateness of our programs for individuals with chronic conditions, acute allergies or other serious medical concerns.

Due to its hilltop location and medieval architecture, Monte Castello's facilities are not as well-suited to serve the needs of people with disabilities as those found in modern cities. Since people tended to be smaller in the middle ages, doorways and stairways in Monte Castello tend to be narrow, making wheelchair access to some buildings in the village difficult at best. Due to the village's age and size, facilities in Monte Castello are simple: they involve stairs and hills, which can make access difficult for individuals with special needs. Please keep this in mind and contact us for specific questions at icarts.info@gmail.com so we can direct you more effectively.

With all of these factors in mind, the International Center for the Arts facilities are well suited to a wide range of people who are in reasonably good health, are ambulatory, have the stamina required for moderate exertion, are able to climb steps without difficulty, and are willing to sacrifice the degree of climate control that they may be used to in their home country. While visitors to Italy generally find this to be true throughout the country, it is more decidedly the case in a village the size and age of ours. Individuals visiting Monte Castello who have extreme sensitivity to heat, or to cold should be aware that most accommodations are not air-conditioned and on the occasional cool day heat may be lacking. Nevertheless, we do our best to help make our facilities accessible to everyone. We try to facilitate access and provide accommodations that are consistent with individual comfort levels and physical abilities. We will do our best to provide housing geared toward specific physical needs such as ground floor rooms and apartments, dinner in the common room rather than the terrace, and classrooms and studios on the lower floors of buildings whenever possible. For groups, we also have very comfortable facilities in villas just outside the medieval village near the base of our mountain about 1-2 km from Monte Castello.

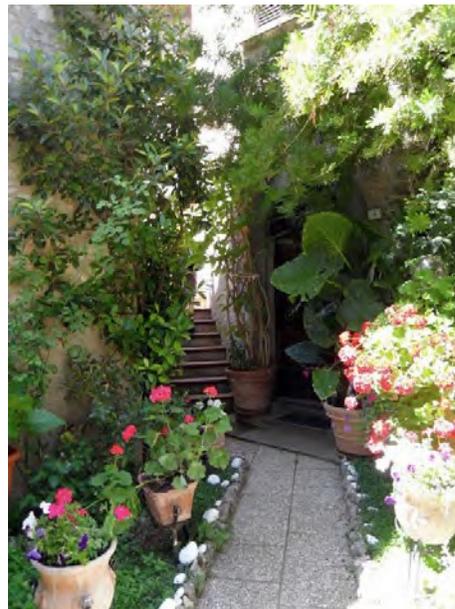
These modern facilities are perfect for those preferring a more luxurious kind of experience. Please contact us for group prices. If you have questions with regard to the appropriateness of our facilities to your physical condition, please do not hesitate to contact us by email or phone and to make your concerns clear on our **Medical Assessment Form**, also taking care to notify us of other issues, such as allergies and necessary medications. We are happy to discuss whether your needs can be adequately met by our facilities and staff.

Types of Accommodation

While you will likely not spend a great deal of time in your room, we recognize that your accommodations are an important part of your stay and therefore we want to provide you with comfortable and character-filled living spaces that allow immersion into the community and make you feel at home.

International Studio School, Residencies and Study Abroad

The majority of participants in these programs are housed in a renovated twelfth century convent called Asilo (or "sanctuary") that is our main building. Accommodations in these former "cells" for contemplative nuns are simple: basic single rooms equipped with a single bed, nightstand and lamp, a wardrobe, and a dresser and a sink. Most have a shared bath. The rooms give a sense of solitude and offer a quiet space where one can retreat from a busy class and work schedule free from the rigors of travel. While small, these rooms have some of the most beautiful views of the Tiber valley we offer. Other accommodations are generally double occupancy rooming houses with shared baths in former palazzos around the village. All accommodations provide inviting common areas for relaxation and casual conversation. See the **Accommodations** section of our website for more information.



Lifelong Learning Programs/Art and Culture Tours/Residents/Conference and Symposia Participants

Participants in our Lifelong Learners Programs are housed in a variety of spaces that match the needs and character of each group, depending on preferences and availability. When available, we can provide rooms in the main building or provide space in apartments and palazzos around the village. Like our other facilities, our apartments are in historic buildings and generally feature two or three bedrooms (typically booked double occupancy) shared bath and with full kitchen as well as a dining area and living room. Palazzos in Monte Castello, as in other places in Italy, are large, ornate, palatial buildings that are several stories tall and generally belong – or belonged, to a single family. Today, buildings such as these are often re-purposed as museums and government buildings or residences for temporary visitors. In Monte Castello, some of the palazzos we use are still occupied by families related to their original owners. This is the case with the Palazzo Baccarelli, which features a beautiful garden and a number of terraces on various levels. The Baccarelli family still occupies the lower floors of the building, but provides the upper floors for accommodations for the International Center for the Arts. As former living spaces, the upper floors of Baccarelli, like the other palazzos we utilize, typically feature a central staircase that opens into a central, common room on each floor. Off this central room, one finds a kitchen or serving area, bathrooms and a number of bedrooms. The arrangement is not unlike a Bed and Breakfast, except that the grand architecture, ceiling and wall paintings make visitors feel as if they have stepped back in time. Rooms in these buildings are available as single occupancy for a supplemental fee, but these book-up fast, so if you prefer a private room, it is best to book early.

More luxurious accommodations exist in private villas outside the village, as we have described. A “villa” in Umbria typically describes a large house on a family farm with olive groves and vineyards, a number of outbuildings for workers and agricultural activities as well as wine and oil production facilities. Today, these villas are often restored for use in agritourism and usually feature a kitchen/restaurant that serves meals produced primarily from produce of the farm. The International Center for the Arts is very fortunate to be able to make available a number of these properties for use by participants in our programs. Most feature 4-6 bedrooms with double beds that can be separated as twins, have numerous common rooms and of course, full-kitchens. Often, they also feature pools. These residences book early, so if this type of accommodation is of interest to your group, please be sure to book well in advance. Call us for details on pricing and shuttle options for your group.

Keeping in Touch While You Are Away

The simplest and cheapest way to stay in touch is of course by email. This aside, the most economical way to make a call is by Skype on your own or shared computer or other wi-fi friendly device. We have high-speed internet access and wi-fi available in our Commons Room with a dedicated server for recreational use. However, due to our mountain location and the preponderance of stone buildings in Monte Castello, reception is variable for wi-fi as it is throughout the village.

Cell phones and data plans are another option for keeping in touch , and although international cell phone plans can be costly if you use them a great deal, most phones can be used throughout Italy. All the major cell phone companies in America offer an international option. Usually, you have to ask them to activate international service on your plan, a service that incurs an nominal monthly charge in addition to any charges you run up using the phone. Also, be sure to ask if their international service works in our location on your device. Sometimes there are limitations on the international service your provider can offer and data roaming can be quite expensive. Most people elect to turn it off while abroad. If you choose to not use your cell phone service while abroad, some companies also offer a billing reprieve of up to two months where you can keep your service but only pay a nominal charge while it is not in use. This can be a big advantage. Smart phones can still be used as wi-fi devices, even if you have suspended your service.

Another option is to use an Italian or international SIM card in an “unlocked” phone during your stay. (beware the international Sim cards they sell in airports – -they are expensive) If you buy an Italian SIM card and put it in your own phone or a temporary travel phone there are some distinct advantages, especially to those planning a longer stay. You can make local calls, send text messages and use data very inexpensively.

If you plan to do this, try get your Italian SIM card before your flight as Monte Castello does not have a cell phone store. There are a number of companies, such as Telestial, that specialize in wireless solutions for travelers where you can purchase a country specific or international SIM card before you leave. The main advantage to this lies in receiving calls from the U.S. Incoming calls in Italy with an Italian SIM card are free. This makes it very easy and inexpensive for you to keep in touch with your family, especially if they call you using an online service such as Skype. Otherwise, this is primarily useful only if you have to make a lot of local calls, if you call a lot of Italian numbers, if you are planning on an extended stay or on doing a lot of independent travel around the country. If your phone is not already unlocked, you’ll have to contact your carrier for an unlock code so you can change the SIM card.

Be sure to check to see if your cell phone can be unlocked and if it is capable of the bandwidth needed in Italy.

One of the other advantages of getting an Italian SIM card is that it allows you to get an inexpensive data plan for your smart phone – and this can be a big advantage if you like to use data to check your email on the go or to use services like Skype to make calls from your room.

For any calls you make from a US or Canadian phone to Italy, often including a cell phone on a US plan you must first use the international operator exit code 011, then the country code for Italy 39, and then the phone number. To call the US from an Italian phone first dial the exit code 00 then 1 (for the US or the country code of the country you are calling, and then the phone number including the area code. If you are using an international SIM card follow the instructions that came with your phone. For information on country codes and exit codes for a variety of countries there is a very useful website at : <http://www.howtocallabroad.com>.

Access to Money While in Italy

ATM

By far the most expedient way to send money to yourself in Europe is by accessing your bank account directly through an ATM. Not only will you get a reasonable rate of exchange that is tied to the most current rates, but generally the fees will be lowest and you won't have to deal with currency exchanges or carrying large sums of cash. Since ATMs are everywhere and convenient you have access to money when you need it, so you won't have to carry around large amounts of cash. There is an ATM in Monte Castello that is accessible 24 hours a day conveniently located near the center of the village. Be sure to inform your bank that you will be traveling abroad and double check that your bank card is usable at ATMs in Italy, although it is unusual to have one that is not. Some people bring a prepaid cash card in addition to their usual bank card just in case.

Credit Cards

Credit cards are widely accepted in Italy, you can use them for just about everything. While in villages, at small alimentari (grocery/food stores), and at some restaurants, you'll still have to use cash, larger businesses, supermarkets, even many cultural sites and museums will accept credit cards. As a benefit, you can review all charges to your account on your statement every month, so record keeping is made easier. Be aware though, with the convenience comes a cost. For most cards, you'll be charged a foreign transaction fee, typically around 1% - 3% of the purchase. After a few weeks, this can add up, so be aware of these fees.

Changing Money

Some travelers prefer to bring along cash and exchange their home currency when they arrive in Italy or exchange money for euros prior to arrival. The downside of this approach is that you end up carrying around large sums of money because currency exchanges are not located everywhere. Further, the exchange rates are not the best, and the exchange fees are often quite high. We do not recommend using traveler's

checks as they are becoming increasingly difficult to exchange. When you arrive at the airport, you will be able to change money right away using either cash or an ATM card, although bringing a small sum of euros is not a bad idea for an arrival coffee. Your bank can help you with this.

Wiring Money

In an emergency or if you have a problem with your ATM card, wiring money from home can be a lifesaver. You can receive a money transfer at the Post Office in Monte Castello by MoneyGram: <http://global.moneygram.com/> or by Western Union

Preparing to Leave Home

Packing

Guidebooks

We have tried to make our Participant Guide a comprehensive guide getting to and to staying in Monte Castello, and to visiting sites at our field trip locations. For those who intend to travel on from Monte Castello in Italy, or for those who would simply like to know more about the country, we recommend the following as excellent resources:

Rick Steves Italy

The Michelin Green Guide to Italy

Rough Guide to Umbria

Maps We encourage program participants to buy a good map of Italy and consider purchasing a map of Umbria as well if you plan to do any travel on your own. In addition, it is highly advisable that you purchase good quality maps of Rome and Florence, since these cities are part of all itineraries. You will find maps at the end of this handbook, and we will provide simplified maps during our pre-departure talk the evening before each trip, however, these are very rudimentary maps and most participants will want something more comprehensive. If you plan on visiting Venice, a high quality map is an essential. For clarity and durability, we recommend laminated folding maps.

Clothing If your program takes place in the late autumn, winter, or early spring, be sure to dress warmly and bring a sweater. Throughout Europe, but especially in Italy, houses are not centrally heated to the extent of those in North America and thus it is considered normal to wear a sweater around the house, even when relaxing. For field trips, be sure to bring a rain jacket and water-resistant walking shoes as well as an umbrella. In July and August, be prepared for periods of hot temperatures beginning at around 10:30 and continuing until 6:00 or 7:00 PM. Evenings tend to be pleasant, but even in July and August it can be cool in some locations, so even if your program is in mid-summer, it's wise to bring along a sweater or light jacket. It seldom rains in June, July, and August in Monte Castello, however, especially when traveling to Rome and Florence an umbrella can be a life-saver when trying to keep out of the relentless afternoon sun when standing in line to for a site or event.

In terms of cultural aspects of dress, it is no secret that Italians love to dress well and look good. Even seeing street cleaners in a city like Rome or Florence, one will often be taken by just how neatly they wear their bright orange jumpsuits. Bad or sloppy dress is almost considered bad manners in Italy. This however does not mean that everyone wears expensive clothes or the latest fashion, it simply means that Italians take great care in how they present themselves as a sign of respect both for themselves and those around them. Beyond this fact, there are some variations in dress that differ from North American norms: notably, despite the heat, Italian men seldom wear shorts, except to play tennis or at the beach (where they often wear very tiny shorts). Likewise, sleeveless shirts for men are generally considered athletic or beach wear.

Dressing appropriately for the situation or place is also important in Italy. This is particularly important when visiting churches and monuments. In these situations, for both men and women shorts and dresses must extend below the knee and shoulders must be covered. For this reason it is wise for women who prefer to wear shorter skirts or sleeveless tops to bring along a scarf, which can be wrapped around the waist or draped over the shoulders when visiting religious sites.

Medicine and Hygiene While there is an excellent pharmacy in Monte Castello it is best to carry any prescription medicines with you, along with a copy of your prescription, and to also bring along a range of over the counter medications that you may need during your stay. While the latter are probably available in Monte Castello, the brand name may be different and thus more difficult to identify. A recommended list of over-the-counter medications to bring along is to be found in the Packing List. A similar situation exists with personal hygiene products. While you will find most available in Italy and in Monte Castello, you may not find the brands to which you are accustomed and therefore program participants are encouraged to bring their own supplies, particularly for items like contact lens solutions, feminine hygiene, deodorant, baby supplies and toothpaste. American brands that are available may also be more expensive. Please do not hesitate to email us for any questions you may have regarding what to bring.

Travel Adaptors Italian outlets use three different types of plug adaptors. If you are bringing an electronic device such as a computer or phone, come prepared with the right plug adaptors. Our recommendation is to buy a universal plug adaptor, a German plug adaptor and an Italian plug adaptor. These are available online and in electronic stores such as Radio Shack. Having more than one will save you a lot of grief if you lose your adaptor, and as our life in Monte Castello section describes, not all accommodations in Italy have the same kind of plug configuration.

Dining

For Italians, eating is a big part of daily life and they enjoy it. It is impressive to watch the care with which a barkeeper will prepare sandwiches for his lunchtime display or to watch a barista froth a cappuccino. This care with food extends to every aspect of its preparation, presentation and consumption. In fact, it is considered bad manner to rush through and not to savor ones food and drink. Generally, the Italian diet is considered one of the healthiest on the planet and this is particularly true in Umbria, which is known as the “green heart of Italy.” Here, as in the rest of Italy, one finds great value placed on fresh wholesome ingredients that taste good. At the International Center for the Arts , we capitalize on this emphasis on dining, food and drink and their enjoyment. For those programs taking meals at the main building, our cook prepares three traditional meals a day from the freshest ingredients.

Special Dietary Requirements Given the healthfulness of the Italian diet, there are few dietary issues that become a problem for our participants. Vegetarians will find that the Italian diet is rich in vegetables, with many options for those who prefer meatless meals. Fish and seafood are readily available throughout Italy, even in Umbria, the only “landlocked” region of the country. Even for those who prefer to not to eat pasta, will find other healthful options such as lentils and potatoes, which are considered gourmet items in Umbrian gastronomical culture, especially the prized red potatoes and purple lentils of Norchia. There are some foods, however, that are difficult to find in Italy. Anything you feel you may need to purchase where it is important to read the label to know the exact ingredients, such as baby formula or products like cookies that may contain allergens such as nuts are better brought from home as well. Travelers preferring instant coffee and/or artificial sweetener or who like good quality specialty teas (Italy is not known for its tea) would be wise to bring those items from home. Vegemite and peanut butter are unknown in Italy.

Shipping Food Items Many people who come to Italy want to ship back favorite items for their friends and family to sample. Food items and alcohol are allowable items in luggage provided they are in sealed containers and do not exceed the Customs regulations of your home country. In fact, vineyards often seal special leak- proof packaging for that very purpose.

Art Supplies

Art supplies are available throughout Italy. Many supplies required for your classes can be purchased at our Art Supply in Monte Castello. If group leaders let us know well in advance what sort of supplies they think their students will need, we will make every effort to get the specific items for our supply stock, or let you know if we don't carry what you need. Some items and particular brand names of materials may be unavailable in Italy. Please email us for all group requests.

We carry oil paint, mediums and solvents, canvas, pre-primed pre-stretched canvases, gessoed boards, raw canvas, gesso, various papers, brushes, and drawing materials.

We also have pigments and other raw ingredients from Kremer Pigments.

However, many program participants may prefer to bring supplies from home.

Remember that even in your checked baggage, you **MAY NOT BRING FLAMMABLE LIQUIDS OF ANY TYPE. INCLUDING: LIQUIN (ALKYD RESIN), SOLVENTS (MINERAL SPIRITS/ TURPENTINE)**. Some airlines have restrictions on bringing certain substances even in checked bags, so be sure to check airline restrictions before departure. It is recommended that oil paints be individually wrapped if you bring them and **DO NOT** pack them with clothing. In order to identify what you are bringing, include a note that reads "Artist grade oil colors consisting of pigment ground in non flammable pure vegetable oil. Contains no solvents." Airline security personnel, along with much of the rest of the world have the erroneous idea that artist oil paints contain solvents or other hazardous substances. They do not; artist oil paints are ground in pure linseed oil – a form a vegetable oil from the flax plant, or walnut oil. Never bring any pastes or liquids in your carry on bags unless they are below the 3

oz limit, are water-based and are well marked, such as tube or cake watercolor sets.

Supplies that you might consider bringing are:

- Pencils, push pins, blades, chamois cloth and sketchbook

- Paints in sealed, marked containers,

- Brushes, palette knives and other tools

- Stretcher pliers, staple gun and staples or small tacks (Italian staples won't fit in your staple gun)

- French easels are recommended for serious outdoor painting; carry it on the plane, rather than checking it with baggage (otherwise, we provide lightweight studio easels that you can also use outdoors)

- An apron

- A portable palette (we have some palettes for studio use but they are always in short supply)

- Our studio are equipped with nice easels and tables, but for outdoor use bring a small collapsible stool or table top if you feel you will need to use one

Shipping

We regret that we cannot accept packages shipped to Monte Castello by or for our participants. For shipping purchases or paintings home, see below. Many shops provide shipping service for purchases as well.

Important Shipping Facts

It is important to note that anything shipped into or out of Italy from a non-EU country is subject to customs taxes. To avoid paying the 21% tax you must declare NO COMMERCIAL VALUE, or a minimum value of \$10. However, remember that if no value is declared, your package can't be insured. There is a post office in Monte Castello. The post office requires each box be completely sealed (no masking tape), with no markings other than the sender and addressee information. By surface mail, items should arrive in 1-2 months, express mail in 1 week, air mail - in about 2-3 weeks.

The [postal service](#) to the US is generally reliable, but quite slow. UPS costs about 60% more. [Mail Boxes Etc.](#) has a store in Perugia. They will **pick up, pack and ship**. Tel. 075 5011798 or fax 075 5011773, or email mbe251@mbe.it. [UPS pick-up service](#) is also available.

Three [customs forms](#) must be filled out for each box you ship. Make a list of the contents of each box with one declaration for each box, signed and dated. If you chose to avoid duty you may write: **Descrizione: Merce senza alcun valore commerciale. Valore ai soli fini doganali: 10,00 Euro.** Goods with no commercial value. Customs value Euro 10 - This is the minimum customs declaration allowable.

Telephone Numbers in Italy for Shippers:

UPS: 800 877 877

Mail Boxes Etc: 075 5011798

DHL : 199 199 345

Fed Ex : 199 151 119

Before You Leave

Pre-Departure Checklist

Passport (valid 90 days from return) Remember, generally if you have not yet obtained a passport within 6 weeks prior to departure, the U.S. Department of State recommends their expedited service – see: <http://travel.state.gov/content/passports/english.html>
While you are in Italy ALWAYS HAVE YOUR PASSPORT WITH YOU. THIS IS ESPECIALLY IMPORTANT ON FIELD TRIPS. **KEEP A COPY AS WELL**

Clothing (be sure your travel wardrobe contains the following)

Sweater or jacket even in summer

Raincoat and Umbrella (for both sun and rain)

Long sleeved light colored button-down cotton shirt for sun

Cotton T-Shirts

Lightweight and light-colored, loose fitting pants or slacks for warm days

Swimming suit in case you choose to visit the pool or make a trip to the sea

Sandals or water shoes in case you go to the beach

A pair of sturdy walking or hiking shoes that are well worn-in

Electronics

Plug adapters. In most cases a voltage converter is not necessary.

Laptop, phones, iPads, camera, jumper drive, extra data cards, kindle or other e-reader

Over-the-Counter Medications and Drug-Store Products

Avon Skin-so-Soft or other insect repellent

DEET containing insect repellent

Benedryl or other antihistamine

Pain Reliever/Fever Reducers: Aspirin, Ibuprofen, Acetaminophen

Thermometer

Antiseptic /Band aids

Sun screen

Personal Hygiene Products

Birth Control and STD Prevention Products

Hair Dryers; Only bring dryers with a built in voltage converter

switch (110-220 A regular 110 volt hair dryer will burn up, even

when an external voltage converter is used. Italian hairdryers are also available to purchase

Fiumicino (FCO) Leonardo Da Vinci Airport Useful Numbers and Information:

SERVIC E	NUMBE R
Airport operator (ADR)	06.6595.1 (24h)
Flight information	ADR 06.6595.1 (24h) Alitalia 892010 (24 h)
Lost & Found In case your baggage has been lost, please report immediately to the handling operator indicated on the monitor	Alitalia +39 0665434956 (07,00 - 23,00) A.T.A. +39 06659527712 (08,00 - 20,00) Aviapartner +39 0665953545-7249 (09,00-17,00) Consulta +39 06659525660 (08,00-20,00) Groundcare +39 0665954252/6777 (24 h) Aviation Services +39 06659525591
Alitalia Operator	06 6563.1 (7:00-23:00)
ENAC - Airport Superintendent	06 65953139 (8:00-17:00)
Carabinieri	06 65954040 (24 h)
Customs (External Relations)	06 65954342 (8:00-14:00)
Guardia di Finanza	06 65954848 (24 h)
Police	06 65953595 (24 h)
City Police	06 65954030 (7:00-14:00)
Towed vehicles park	06 65955175 (24 h)
First aid	06 65953133/4 (24 h)
Airport medical office (vaccinations)	06 65011438 (24 h)
Chemists	Terminal 1 06 65010974 (7:00-22:00)

Terminal 3

06 65010840 (7:00-22:00)

Ufficio veterinario PIF / 8:00 a.m. – 20:00
p.m.

06 6595 6339 - 06 6595 3992

Railway information (Trenitalia)	892.021 (24 h)
Car Valet (Terminal 1)	06 65957880 (6:00-24:00)
Lost property office	06 65955253
Left luggage facility	06 65953541 (6:30-23:30)
Porter Service (booking)	06 65958349-7510
Hilton Rome Airport	06 65258
Hilton Garden Inn Rome Airport	06 65259000

Lost Luggage

If you can't find your luggage, check in the piles in the corners of the room, or at the far end of the baggage area, or in **Left Luggage**, located in Terminal 3, ground floor (International Arrivals). If your luggage has been delayed, it will be delivered to you at the school, usually in 2-3 days, but you must make a report at the airport. You may also be entitled to a reimbursement from the airline. Many airport personnel speak English and can help. Report any lost baggage to the airline's handling operator indicated on the monitor:

Alitalia	+39 0665434956 (07,00 - 23,00)
A.T.A	+39 06659527712 (08,00 - 20,00)
Aviapartner	+39 0665953545-7249 (09,00-17,00)
Consulta	+39 06659525660 (08,00-20,00)
Flightcare Italia	+39 06 65954252/6777 (24 h)
Globegrou nd Italia	+39 06659530964 (07,00-23,00)
Aviation Services	+39 06659525591

On Arrival at the Airport and Getting to Monte Castello

Airport Pick-Up Policy

PARTICIPANTS IN PROGRAMS AT THE INTERNATIONAL CENTER FOR THE ARTS ARE REQUIRED TO MEET OUR BUS (MARKED PROVENZANI) AT THE FIUMICINO AIRPORT NO LATER THAN 11:00 AM ON THE ARRIVAL DATE FOR YOUR SESSION

IF YOU ARE NOT AT THE LOCATION BELOW BY NOON, WE MUST LEAVE THE AIRPORT WITHOUT YOU AND TRAVEL TO MONTE CASTELLO IS YOUR RESPONSIBILITY.

Arriving with your Group

At the LEONARDO DA VINCI FIUMICINO (Rome) – FCO Airport: You will pass through Passport Control and then collect your baggage. When you exit the Baggage Claims area, you will pass through Customs Area. It is unlikely that you will be stopped here, so proceed through the glass doors and turn left – you are in Terminal 3 (T3).

Straight ahead, on the GROUND floor of Terminal 3 (T3), **INFORMATION DESK** you will see a café with large, bright orange signs which say "Market--Bar Chef Express--Pizza & Vini" and yellow chairs. Next to it are 2 glass elevators, which go to the upper levels of Terminal 3 where there are shops, bookstores and other eating-places. The café accepts all currencies, although you will also find ATM machines throughout this area that will withdraw money from your bank account at home – it will dispense funds in euros.

The café serves good food at relatively reasonable prices if you'd like to have a bite to eat. You can also just have a cappuccino or a drink, but you must purchase something to sit at the tables. Please display the Participant handbook on your table, or on your bags so that we will recognize you. Soon you will see a representative of the International Center for the Arts arrive at your table who will then walk you to our bus in the parking lot. See our faculty and staff page to see photos. We will be there a long time waiting for all the group members to arrive, so we will not be carrying a sign. If you arrive in Italy prior to the day of your trip, please arrive at the International terminal on time so we can pick you up with rest of the the group.

On Your Own

If You Miss The Group Transport Don't panic. Travel to Monte Castello is relatively easy and is not scary. Remember, we have been looking for you at the airport and have been trying to reach you already. We also have the flight information you provided us. First, immediately call:

Representative of ICA at 011 (+39 336 490 4264

OR Eros Tassi at: 011 (+39 334 506 1698

If you are calling from an Italian phone, use these numbers as is. If you are calling from an American phone such as a cell phone use 011 39 before the phone number. Calling cards can be obtained in the airport if you are traveling without your own phone. The Information Booth personnel should be able to help you if you are having problems with calling. When you call, we will discuss the best way to get to Monte Castello with you. If you prefer, we can send a driver to pick you up. The cost for this service is 200 euro and we can have a driver at the airport in about 2 hours. Alternately, there are several public transport options available to you listed below.

Arriving in Monte Castello by Bus

Travel by bus is the easiest way to get to Monte Castello from the airport, or from the city of Rome. There is an express bus operated by the SULGA company to a stop called: Todi Pian di Porto, only a 15 minute drive to Monte Castello where we can have our driver pick you for a fee of 10 Euro.

From Terminal 3 at the Fuimicino Airport Face the glass doors at the front of the airport and go to the **RIGHT**. Walk all the way through the airport to the end. As you exit the airport, continue to walk in the same direction. Ahead of you, you will see the area where buses park. At the appropriate time given in the table below, look for the SULGA bus, or ask a driver where it parks. When you reach the bus, tell the driver you want to go to Todi, Pian di Porto, or show him the name in this book. The driver will help you to put your luggage under the bus. The bus costs about € 18, and an extra € 7 per bag if you have more than two. On the way, the bus stops at Stazione Tiburtina in the center of Rome. While you wait, you can have a coffee, a drink or a sandwich at the bar. Be sure to remind the driver you are re-boarding the bus to Todi, Pian di Porto. At Pian di Porto, you'll get off the bus and will see a gas station on one side of the street that the bus is facing. The owners of the station are very nice and are accustomed to visitors to Monte Castello coming here. From this point, call one of the numbers at the school and we will arrange for someone to pick you up. While you wait, have a coffee or a glass of wine (either will be excellent and are about a dollar) and we'll be there shortly.

SULGA Bus (check [website](#) for latest schedule) [Download](#) the complete schedule

<i>From Fiumicino</i>	Monday - Saturday					Sundays & Holidays		
Fiumicino Terminal 3 (Tourist Bus Parking)	----	12.3 0	14.3 0	----	17.00	----	12.3 0	16.30
Roma - Stazione Tiburtina		14.0 0	16.0 0	16.0 0	18.30	8.15	14.0 0	18.00
Todi - Bivio Cappuccini		15.4 5	----	----	----	10.0 0	15.4 5	----
Todi - Pian di Porto Service station API 8.45		15.3 0	----	18.1 0	20.00	----	----	19.30
<i>From Todi</i>	Monday - Saturday					Sundays & Holidays		
Todi - Pian di Porto Service station API 7.20		8.40	9.40	15.0 0 *		8.10	9.10	15.00*
Todi - Bivio Cappuccini	----	----	----	14.5 5 *		----	----	15.10*
Roma - Stazione Tiburtina		10.3 0	11.3 0	16.5 5		10.0 0	11.0 0	16.55
Fiumicino Departures Terminal 3	----	11.1 0	12.1 0	18.0 0		10.4 0	11.4 0	

Arriving in Monte Castello by Train

If your arrival doesn't match the bus schedule, or if you miss the bus, don't panic: you can get a train to **Fratta Todina--Monte Castello** from Termini Station in Rome. The trip will take longer - anywhere from three to four hours, but if you think of it as an opportunity to see the countryside, it's not a bad trip. The first issue is that you need to get to the Termini Station in Rome from the Airport. Its easy to do, the main issue is that you haven't done it before and you are tired - and you have a bunch of bags with you. Take a deep breath and try to keep it simple.

There are two easy ways to get to Termini:

1. There is a train station at Aeroporto Fiumicino, and you can take your airport luggage cart up the elevator to the second floor of the airport and go to the train station. The Leonardo Express is a direct train to Termini Station and leaves every 30 minutes. The cost is about 10 euro.
2. Alternately, you take the Terravision bus to Termini Station, 4 euro one-way, with departures every 30 minutes. Get your boarding pass at Terravision Desk inside Terminal.

When you reach Termini:

Warning: Pay attention to your belongings! Termini station, unfortunately, is a notorious spot for pickpockets. The best thing is to remember is not to talk to beggars and to keep your personal space to a comfortable level. Here you are very unlikely to find the kind of violent crime that one finds in big cities in the U.S., so don't worry or fear--simply be aware and be alert. If you do feel harassed or are uncomfortable with someone, you can shout -Aiuto! (Ah-YOO-toh), which means HELP! You will find that Romans don't like thieves or scammers any more than any one else and work hard to keep their city free of them. Most likely, you will be surprised how many civilians and police may run to help you and the individual bothering you will most likely run away.

You can buy a ticket for the next phase of your journey at the ticket office at Termini, or at one of the kiosks in the main area. Don't worry, they are easy to use. You will want to get a one-way ticket to **Fratta Todina-Montecastello**. Check the times and get the first available train. Since there is no phone at Monte Castello station you should call us before you leave Termini with your expected arrival time.

En route to Monte Castello, you will change at **Terni** for a local (smaller, slower) train to Monte Castello. Ask at the ticket window what time the train leaves. Walk through the underpass and up the stairs to **Platform 5**. If there's a wait for the train, you can go into the cafe and have a coffee or a drink. The ride from Terni to Todi, a beautiful trip through the country, takes 40 minutes. They don't announce the stops on the train; if you can't see the station signs from your window, ask the nice people around you to tell you when you reach Todi.

Arriving in Monte Castello by Car

The drive from the airport to Monte Castello is easy and non-stressful, generally you can make the trip less than in 2 ½ hours. For navigator enter: Monte Castello di Vibio, PG

Exit airport to ROMA: this puts you on a straight road (A7) into the city.

Exit A7 for FIRENZE: this puts you on the G.R.A., a circle around Rome.

At the top of the circle, bear right for the exit for FIRENZE, and head north onto A1, the Autostrada. Take a ticket at the tollbooth.

After about 40 minutes, exit for ORTE. Pay the toll (€ 3,40 cash or credit card) and follow the sign for TERNI - PERUGIA. Stay on this road until the road divides: left for Terni, right for Perugia.

Exit right for PERUGIA - CESENA, onto E45, towards PERUGIA. After 30 minutes or so you'll see Todi up on the left.

Exit for FRATTA TODINA-MONTE CASTELLO V. toward Fratta Todina/Monte Castello V.

Go about 4 km. You'll see the sign for MONTE CASTELLO on the left. Turn here, and go up the hill. Benvenuti!

When you reach the very top of the hill you will see a stone wall to your hard right and a probably blocked entrance into the historic center. Park along the wall to the right and call to let us know you have arrived.

From the north, take A1 towards Roma, exit at VALDICHIANA, follow signs for PERUGIA / TERNI / ROMA (E45), exit at Montecastello di V. and follow the signs up the hill to the village.

From the north, take A1 towards Roma, exit at VALDICHIANA, follow signs for PERUGIA / TERNI / ROMA (E45), exit Montecastello di V.



Notes on Car Rental and Driving in Italy

Both renting a car and driving are relatively easy and safe in Italy. Most nationals need only a valid drivers license of your home country or state. You are also expected to have an International Drivers License, which you can obtain at an automobile club or AAA. While the latter is requested, generally a valid license will suffice. However, always drive with your passport with you. Generally, Italians are excellent drivers and streets are well-marked, albeit in ways you may not be used to. Driving in the city of Rome or urban locations near Venice however, are a different story. Between Rome and Monte Castello, you should have few problems. Remember that it is required to have your lights on at all times when driving. One curious, and unnerving characteristic about Italian drivers is that if you are in the passing lane and someone wants to get around you, they will pull up behind, literally inches from your bumper and flash their lights. Do not take this as an act of aggression. Simply move to the right as quickly as possible and let them pass. Its O.K. Also remember that while it seems like people go as fast as they want, there are periodic cameras that will take a photo of your plates as you drive past. You will get a ticket in the mail when you return to the U.S. and it is impossible to contest it. You will pay, and it can be costly. For best results, follow the speed limit. Speed limit signs are circular, usually outlined in red, and simply post the number of the speed limit as shown above. As you are driving, watch for these and exit signs as they can come up suddenly. Car rental companies also rent navigators, a good option and well worth the minimal investment. Ask for the language to be set for you.



Speed Limit Sign

Once Here

Orientation and On-Site Support

Program Participants are expected to print and review the Participant Handbook which provides a comprehensive overview of the school and its policies, the town of Monte Castello di Vibio, the region of Umbria, and general information for travel in Italy. Participants are expected to familiarize themselves with the guide before their trip. Participants should also familiarize themselves with our website at: icaitaly.com. Bring your

Handbook with you when to come to our Program. ***While you are in our program we provide access to a bilingual staff who are available 24 hours a day/ seven days a week and will help facilitate the needs of all participants.***

Contacts for the International Center for the Arts at Monte Castello

Main Office U.S.	803 261-2438	<u>ICA Physical Address</u>
ICA Office Italy	075 878 0059	via Unità d'Italia, 2
David Voros	366 490 4264	06057 Monte Castello di Vibio
Eros Tassi	334 506 1698	(PG)
		<u>Email:</u>
		icarts.info@gmail.com

In case of Emergency If you have an emergency, call the appropriate number below, THEN call a representative from the International Center for the Arts listed above.

Emergency Numbers in Monte Castello

Police 112

Emergency 113

Fire 115

ACI Road Service 116

Ambulance 118

Carabinieri Monte Castello 075 878 0624

Bar Centrale Monte Castello 075 878 0043 Since everyone frequents the Bar or Café Centrale, this can be a helpful source of contact. Ask for Marco, who is a very nice guy and speaks English.

Documents If you loose your passport, or need to contact the Consulate of your home country for any reason you will find a listing of Embassies in Italy on the last pages of this document. Keep your passport safe and with you on all trips.

Doctors and Hospitals

Tardioli, Dr. Maria Cristina: Via Roma 2 06057 Monte Castello di Vibio tel. 0758780358

Ruspolini, Dr. Lucio: 29, V. Marscianese 06054 Fratta Todina (PG) tel. 0758745234
Both have an offices in Montecastello.

Emergency room (Pronto soccorso): 118 (emergency first aid)

Hospital (Ospedale) Della Media Valle Del Tevere: Via Del Buda - Frazione Pantalla 06059 Todi (PG) tel: 075 87821, 075 8858355

Guardia Medica 075.8782265 (general nurse number for dispatch or help)

Access to Money

ATM

There is an ATM in Monte Castello that is accessible 24 hours a day and is conveniently located near the center of the village. We will point out the ATM machine and the bank on your tour of Monte Castello on arrival. The bank is about a three to five minute walk from our Main Building.

Changing Money

You can sometimes change money at the bank in Monte Castello, if you cannot do so on a particular day, this will have to be done in Todi or Perugia or when we visit a larger city on a field trip.

Wiring Money

In an emergency, like a problem with your ATM card, wiring money from home can be a lifesaver. You can receive a money transfer at the Post Office in Monte Castello by MoneyGram: <http://global.moneygram.com/> or by Western Union: <http://www.westernunion.com/Home>

Shipping from Monte Castello

UPS 800 877 877 Fedex 199 151 119

DHL 199 199 345 Mail Boxes Etc. mbe251@mbe.it 075 501 1798

For purchases, ask vendors about shipping. Completed works are often shipped in packaging tubes, although for smaller works packing in luggage may be easier.

Policies

At the International Center for the Arts at Monte Castello all participants in all programs must agree to adhere to the policies below. Additionally, participants enrolled in the International Center for the Arts at Monte Castello who are enrolled in our Study Abroad Program through another institution are subject to the policies of that institution as well. Failure to adhere to these policies can result in warning, or in cases of extreme infraction, expulsion from the facility in Monte Castello without refund. This evaluation is made at the discretion of a director in consultation with the faculty. Individuals in violation/repeated violation of these policies will be required to meet in conference with the full faculty as well as with a director. If you are asked to leave the facility, you must vacate the Center's facilities within 24 hours.

Drugs and Alcohol The unlawful possession, use of or distribution of illicit drugs, the abuse of alcohol, or drinking alcohol under the age of 18 is prohibited under Italian law.

The drinking age in Italy is 18, those consuming alcohol under 18 years of age will be asked to desist. Failure to do so after repeated warnings will result in notification of your family and/or institution and could result in expulsion from the program.

DO NOT abuse alcohol. Intoxication and/or public intoxication, particularly disruptive intoxication, will result in warning and continued abuse will result in expulsion from the program and facilities.

Excessive consumption of alcohol in any International Center for the Arts facilities is not allowed, this is particularly the case in rooms.

Program participants MAY NEVER leave used alcohol containers in their rooms or around the premises. Alcohol consumption on buses is NEVER permitted.

Possession or use of any counterfeit, illegal, dangerous, or controlled drug or other substance is prohibited. This includes the unauthorized use or possession of prescription medications. DO NOT bring drugs to Italy or use them there. You risk arrest, the consequences under Italian law can be incredibly harsh, and you will certainly be required to leave the program.

Manufacturing, selling, or distributing any counterfeit, illegal, dangerous or controlled drug or other substance is prohibited. This includes the unauthorized distribution of prescription medications.

Possession of drug paraphernalia (i.e., pipes, bong, blunts, etc.) on the premises is prohibited.

Individuals suspected of using drugs on the facilities or while in the program will be subject to warning. Repeated warnings will result in expulsion and/or referral to the Italian police.

Individuals found in possession of drugs on the facilities will be subject to expulsion.

Behavioral Expectations

The International Center for the Arts is committed to a collegial, safe, work and study environment in which all individuals are treated with respect and dignity. We believe that each individual has the right to work and study in a professional atmosphere, which promotes equal opportunities. We prohibit discriminatory practices and aggressive behavior such as sexual harassment*, bullying**, as well as physical and verbal abuse***. At the International Center for the Arts, sexual harassment, bullying, and any form of abuse, whether verbal, physical or environmental, is unacceptable, will not be tolerated and can result in expulsion from the facilities. With these criteria in mind, the following behaviors and activities are prohibited at any of the International Center for the Arts facilities: (Remember NO OVERNIGHT GUESTS ARE ALLOWED)

Dangerous Behaviors *Intent is not an element of this violation, therefore whether or not your actions were deliberately dangerous, is inconsequential to their determination as dangerous.*

Prohibited behaviors include:

1. Conduct or actions that have the potential for physically harming another person. Included is conduct which creates conditions that pose a risk of physical harm to another, which causes reasonable apprehension of physical harm, and/or unwelcome physical contact
2. The use or display of any object or instrument in a dangerous or threatening manner
3. Driving under the influence of alcohol or drugs or while intoxicated or impaired

4. Physical or verbal threats of violence or placing a person in fear of imminent physical injury or danger
5. Physical abuse, physical intimidation, coercion, and/or other conduct that threatens or endangers the health or safety of another person or violates a legal protective order
6. Actions that have the potential for damage or destruction or create hazardous conditions and vandalism

Possession of Weapons, Prohibited behaviors include:

Possession of weapons including firearms or weapons of any kind.

Disorderly Conduct Intent is not an element of this violation, but will be considered in the application of sanctions. Prohibited behaviors include:

1. Conduct that disturbs the peace or disrupts the rights or privileges of others
2. Making, causing, or continuing any loud, unnecessary, or unusual noise that disrupts the normal operations of the facilities or infringes on the rights of other program participants

Disruptive Activity, Prohibited behaviors include:

1. Interfering with or disrupting the normal activity and operations of the International Center for the Arts or its educational mission, programs, or events
2. Conduct that causes or provokes a disturbance that disrupts the pursuits of others
3. Behavior in an instructional program or field trip that interferes with the instructor or presenter's ability to conduct the class or program, or the ability of others to profit from the class or program
4. Intentional obstruction which unreasonably interferes with freedom of movement
5. Throwing or dropping objects or substances out of buildings

Abusive Conduct or Sexual Misconduct, Prohibited behaviors include:

1. Fighting, assaults, or actions which result in physical harm
2. Sexual assault
3. Sexual harassment and discriminatory harassment
4. Discrimination and harassment
5. Stalking and relationship harassment
6. Harassment or conduct that creates or attempts to create an intimidating, hostile, or offensive environment for another person including action(s) or statement(s) that threaten harm or intimidate a person or any other form of unwanted contact

7. Voyeurism or recording of images without consent while the person is in a place where she/he would have a reasonable expectation of privacy
8. Damage to or destruction of property
9. Lewd behavior or indecent exposure

Fire and General Safety, Prohibited behaviors include:

1. Starting a fire or creating a fire hazard on ICA property without authorization, including use of candles, torches, incense and/or incense burners, other open flame apparatus, extension cords, gasoline, propane tanks or lighter fluid in studios, common spaces, residences or public spaces
2. Unauthorized possession of or use of fireworks and explosive materials
3. Causing or pulling a false fire alarm or emergency report of any kind
4. Tampering with, damaging, disabling or misusing fire safety equipment including fire extinguishers, fire sprinklers, fire hoses, fire alarms and fire doors

Dishonesty and Theft, Prohibited behaviors include:

1. Theft of any kind including seizing, receiving, or concealing property with knowledge that it has been stolen
2. Sale, possession, or misappropriation of any property, including artwork, supplies or services without the owner's permission

Destruction or Misuse of ICA Resources

Remember: you are financially responsible for loss or damage to equipment, furniture, or facilities at ICA. ***Prohibited behaviors include:***

1. Removal of books, furniture, or other equipment from buildings without permission.
2. Unauthorized entry into facilities, equipment, or property which has not been reserved or accessed through appropriate individuals such as staff or faculty.

*For purposes of this policy, sexual harassment is defined as unwelcome or unwanted advances, requests for sexual favors and any other verbal, visual, or physical conduct of a sexual nature.

**Bullying behaviors may focus on an actual or perceived characteristic such as race, disability, religion, national origin, sexual orientation or gender identity/expression (lesbian, gay, bisexual or transgender (LGBT) students), or other reasons related to a student's distinguishing characteristic.

Studio Protocols

In order to ensure a positive and productive working environment for everyone in their studio and in group facilities, we have developed the following criteria:

1. Respect your colleagues' privacy: don't enter someone's studio while they are working unless you're invited, and never give unasked-for critiques.
2. Music is not allowed in classrooms or studios unless specified by instructor, please use a personal music player.
3. Please be considerate about sharing studio space.
4. If you participate in a class, come to class on time. If you come late, rather than disrupt the class, wait for a break to set up your things.
5. Keep the studio facilities clean and safe. It is every participant's responsibility to keep their work area and common spaces clean.
6. In order to avoid toxic fumes, you must keep solvent use to an absolute minimum. Do not use turpentine in any buildings, except in mediums. Use vegetable oil or mineral oil to clean brushes*. Do not use bathroom sinks. Use the provided utility sinks for all clean up.
7. Clean up garbage and wipe up spills. Remove paper towels and rags, at the end of each work session to avoid combustion.
8. Turn off the lights when you leave a room.
9. Close your windows or shutters when you leave the studio at night.
10. Close the doors of the buildings when you go in and out, make sure they are locked at night.

Visitors are not allowed in any ICA facilities without permission by a Director.

You must leave your studio the same way you found it: broom-swept, clean palettes

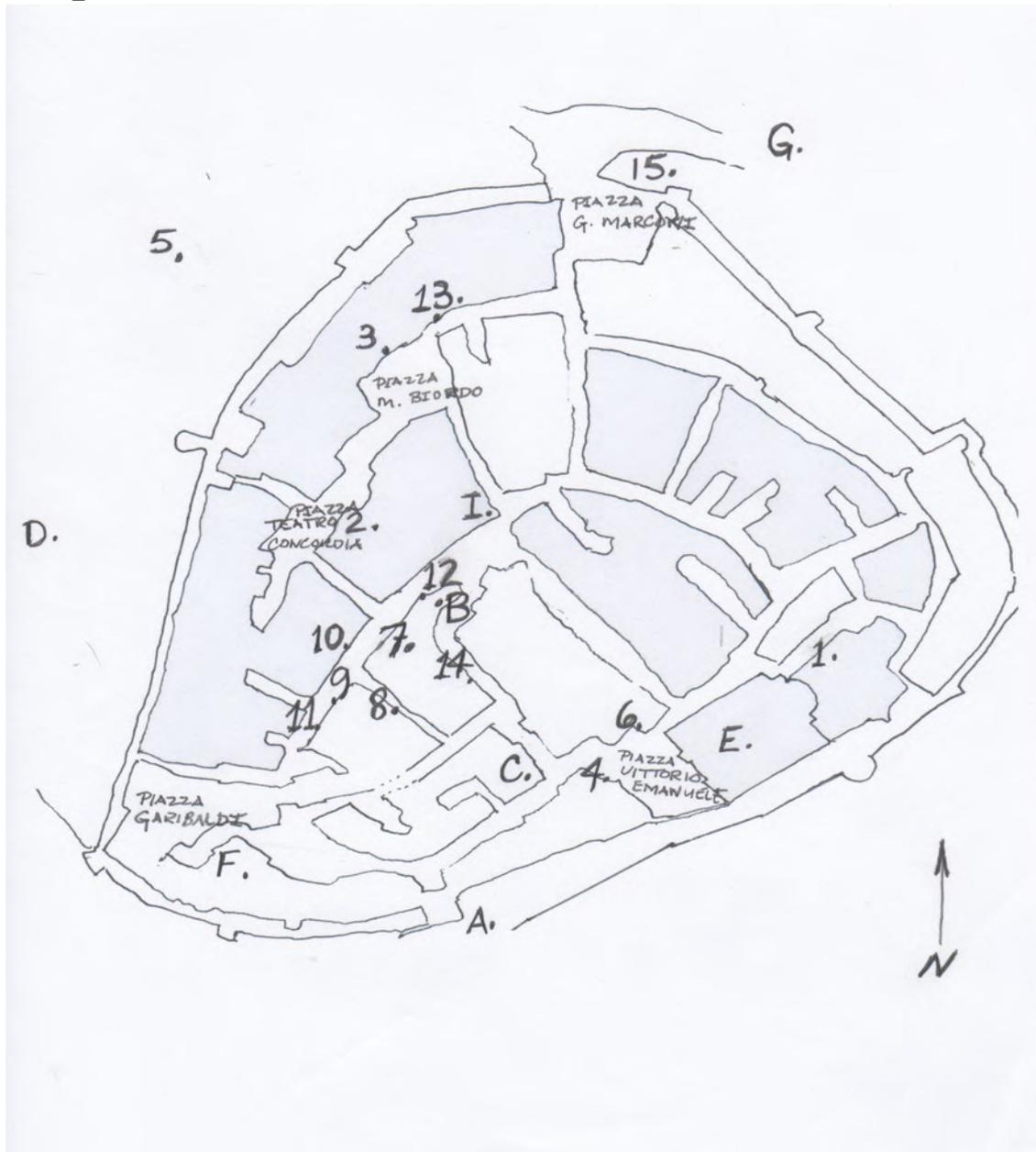
Model Protocols

1. If you or your group/class works with a model, you must observe the below criteria:
2. Models should always be treated with respect. Lewd, abusive, or otherwise disrespectful remarks, interaction, or contact will not be tolerated and after warning, could result in expulsion from the program.
3. Never touch the models do not even ask: “can I move your arm” or “can I lift your foot” Any physical contact whatsoever is strictly forbidden.
4. No talking when the model is posing.
5. No photography of the model.
6. You cannot solicit the model’s phone number.

Studio Hours and Usage

You will have a key to your studio building and are allowed 24-hour access to the facility. Keep in mind that the residents of Monte Castello live in very close proximity to our studio buildings. In some cases, there are families living in the same building as our studio spaces. Please keep the noise level down during the night and during siesta hours (2-5). Students must wear earbuds when playing music in studios. Be considerate of trash, fumes and other noxious irritants. Studio equipment is to remain in the studios. If you use painting equipment such as chairs, easels or palettes outdoors, please remember that the town is a public place. **DO NOT LEAVE EQUIPMENT LYING ABOUT.** As tempting as it is to leave your things set up in the park while you go to lunch, be aware of the fact that the residents of Monte Castello are our hosts and conduct yourself in a respectful, tidy manner at all times.

Map of Monte Castello di Vibio ♥



Map Key

Businesses/Civic Services

1. International Center for the Arts, Main Office
2. Teatro Concordia
3. Bank/ATM
4. Bar/Café Centrale
5. Tiglio Market
6. Local Specialties Market

7. Pharmacy
8. Doctor
9. Post Office
10. Butcher Shop
11. Library
12. Tourist Office
13. Carabinieri
14. Municipio
15. Toraccia

Monuments:

- A. Porta di Maggio

- B. Torre Campanaria (Bell Tower)
- C. Pellegrini
- D. Elementary School
- E. Chiesa Parrocchiale dei Filippo e Giacomo
- F. Chiesa di San Illuminata
- G. Chiesa della Madonna delle Carceri

Accommodations:

- I. Bacarelli

Life in Monte Castello di Vibio

Language and Culture in Monte Castello di Vibio

In the early 1960s, an American anthropologist named Sydel Silverman spent a year in Monte Castello di Vibio documenting daily life and tradition in her dissertation. She later published the book, Three Bells of Civilization in the mid 70's (the title refers, in part, to the actual bells still hanging in the bell tower today, which sound out the hours and announce weddings and funerals). Many things she wrote about have changed-- residents have grown up and grown old, and some have passed on. Yet to someone who has lived here over many years, Monte Castello today is very recognizable as the place she describes: rich in tradition and love for the community. In the book, Silverman describes a concept she defines as: "Civiltà," which roughly translated (in context) means: "civilized life". This clearly defines life in Monte Castello, with its preserved medieval buildings, whose patchwork of bricks and stone reveals centuries of changes, its lovely ordered park that looks out over the vista like some foliated nest, its quirky, but elegant theatre and so many other features.

Civiltà, as Silverman describes, also addresses another aspect of life, relating to individual behavior - that of behaving appropriately. This could easily be taken as a kind of stuffiness, but this does not apply here. To many Montecastelesi, the term represents a kind of ethical behavior, and a kind of presentation, in one's physical countenance as well as in one's actions that is correct and decent. Not all Montecastelesi are perfect, but it is safe to say as a consensus gathered from personal experience, the experience of our children, and of literally hundreds of visitors we have guided in Monte Castello over the last fourteen years, this is an extraordinarily kind, gentle, and civilized community and one which will last in your memory for a long time.

Except for the expatriates who have settled here, most residents speak only Italian. It is therefore a great place to learn the language. Because of the nature of the place however, Montecastelesi are good teachers; it is in their nature to be. From our experience, visitors inevitably remark on the patience of the inhabitants in communicating with those who attempt just a few words of Italian and who express a genuine interest in the place. Enjoy your stay, and make an effort to communicate in Italian, you'll be richly rewarded.

Living in a Medieval Village

Preparing for Differences in Accommodations

Living in a medieval village, one must be sensitive to differences between the kinds of accommodation that we are used to and those adapted to historic buildings. One must bear in mind that all of our buildings in Monte Castello were originally designed and constructed without indoor plumbing, electricity, refrigeration, or the need for much closet space. Things here may be different than what you are used to. With this in mind, here is a summary of some things to consider for your visit:

Electricity

The electrical system in Europe (like most of the world) works on 220 volts, unlike North America, where 110 volts is standard. Carrying a lower voltage, the North American system is safer in the event that you are exposed to an electric shock. The effect of an electrical shock being greater with higher European voltage – therefore it is important to use additional caution around electrical appliances, outlets and power cords while traveling in Italy.

Some electrical devices are designed to run on the North American 110-volt system only and will burn up if plugged into a European receptacle. This is not the case with computers, cameras, Ipads, phones, and most other types of electronic equipment, which are designed for use in many countries. Always check the text on the adapter of your device to be sure. If it reads 220/110, you can safely plug the device into a 220 outlet using only an adapter. An adapter simply changes the shape of the electrical prong used from the standard North American style to the Italian style. This is not to be confused with a voltage converter, which actually changes the level of voltage being fed into your electrical device. If your adapter reads 110, you will have to either use a voltage converter or use a different device. Hair dryers that run on 110 volts are notorious for burning up even WITH the use of a voltage converter. For hair dryers, electrical shavers and other heat generating devices it's best to purchase a travel model with a built in voltage converter. These can be found in most shopping centers or online, and have a built in switch that you change from 110 to 220 when you travel.

In Monte Castello, electrical systems found in our buildings have been retrofitted to very old structures whose walls are made of stone and are often more than two-feet thick. While electrical standards and regulation is generally quite high in Italy (and rigorously enforced), much of the electrification of Monte Castello's buildings was done

at a time when needs were minimal and inhabitants were recovering from the economic and cultural impact of two world wars. It is therefore important to remember that while the voltage is higher, the capacity of the electrical service to many of our accommodations is lower than many of us are used to.

Devices such as hairdryers, portable heating units, or water boilers use a lot of electricity in order to generate heat. A number of these devices plugged into the same circuit will cause the circuit-breaker to trip and lose power. To help alleviate the demands on the electrical service within your room, or within your building, please be conscious of the number of devices you have plugged in simultaneously—especially devices that generate heat. Also, since you are likely on the same electrical circuit, please be aware of your neighbors and make sure that you and everyone around you is not using their hairdryer at the same time. If you blow a circuit, please let us know right away and we will do all we can to restore your service as quickly as possible.

Voltage Converters

Devices that will not run on dual voltage need to be plugged in through a voltage converter. **YOU WILL NOT FIND THESE IN MONTE CASTELLO.** If the electrical devices you bring to Italy do not operate on a 220 system, you must bring along a high quality voltage converter if you want to use the device. Generally it is easier to get a model designed for travel rather than spend your money on a converter. Again, most expensive electronic items run on 110/220.

Even if your device is rated for use with either 110 or 220 volt systems, you will need a plug adapter from American two-pronged plugs to Italian three-prong outlets in order to plug the device into a wall outlet: **NO AMERICAN TO EUROPEAN PLUG ADAPTERS ARE AVAILABLE IN MONTE CASTELLO.**

Plug Adaptors and Styles

In Italy and in Monte Castello, you will find three different types of receptacles, which correspond to three different types of plugs. These include two types of Italian plugs and receptacles and one type that also accommodates German plug styles. these are becoming more and more common since much electronic equipment used in Italy is made to Northern European standards. The Italian models have three prongs: the larger diameter prongs are intended for devices which draw a lot of current such as motors and heating units. The cords of these devices typically are of larger diameter because they use a heavier gauge wire. The smaller diameter prongs typically are used for devices such as lights, which typically draw less current. The third type of plug and related receptacle one finds in Monte Castello are the German two-pronged plug. These are not generally used on devices manufactured in Italy, but are found on devices

imported from Germany - of which there are many. Fans for example, are manufactured in Germany and are equipped with this type of plug. In Italy, new homes are constructed with all three types of outlets, so the European electrical system is very adaptable at this level. In your accommodation in Monte Castello, you may or may not have each of these types of outlets, so know what kind of adaptor to bring can be a bit tricky. If you have a device with a plug that doesn't match your outlets: NEVER FORCE A PLUG INTO AN OUTLET THAT IT DOESNT QUITE FIT. This is sure to blow the circuit and cause power loss and potentially damage your device and could cause an electrical shock.



If this all sounds confusing - it is! Please ask if you have any questions, but we will go over all of this on you arrival orientation and have mentioned everything you will need to bring in your check ist. Please remember two things: for your electrical devices, you will need:

-at least one universal plug adapter



-and possibly a voltage conversion kit or appliances with voltage conversion capacity. Italian to German adaptors can be purchased in town.



Plumbing and Water

Travelers from North America are always concerned about the quality of drinking water. From the perspective of someone who has traveled throughout Central America, much of Asia, the Middle East and North Africa, and has traversed Indonesian Borneo – this is a good idea. We are pleased to report that the drinking water in Monte Castello is safe, and reasonable to drink. Having said this, aside from coffee, tea and soup, residents generally don't drink it. The water in Monte Castello is high in calcium and therefore bad to drink over long periods. It also is not the greatest tasting water – this is a biggie for Italians who each seem to have their favorite bottled water. In a part of the country that produces some of the most famous drinking waters in Italy, given the typically low-cost of bottled water, they frankly see no reason to drink tap water. Therefore, in Monte Castello, you can wash and brush with tap water, use it to make tea, in your coffee and soup, but by all means try some of the local bottled waters from nearby springs. At the International Center for the Arts we serve bottled water at all meals and make it available at all times in the common room.

The Rest of the Plumbing

As with the electrical systems, the visitor to Monte Castello must be aware of the fact that plumbing systems are a later addition to the medieval buildings we use. With this in mind, one must be patient with occasionally slow water flow and with drains that often do not function like those you are used to. If you experience a problem with a slow drain, low water flow, quantities or dependability of hot water, please let us know immediately and we'll do our best to fix it right away. However, there are some things to keep in mind when living in a medieval village. First, because of the level of calcium in the water, pipes and fixtures quickly develop build-ups of calcium, which leads to slow water flow, especially in showers. This is a constant maintenance issue and we do our best to keep up with it. Second, with regard to the drains, even in new systems the

capacity is often not we are used to in other places. Toilets in particular can be very sensitive and it is best not to flush tampons or wipes down the toilet (never paper hand towels, and never sanitary napkins) Use the trash can near the toilet instead. Toilets in Italy are also a little different. You'll notice that the water in the basin is lower and the basin itself is typically narrower, holding less water. This fact makes individual maintenance a little higher and is why Italians always provide a toilet brush alongside the toilet. It is considered extremely bad manners not to utilize this convenience. Almost every Italian bathroom has a bidet with hot and cold running water and you will find these in almost all the restrooms in Monte Castello. Often travelers inquire about toilet paper: don't worry we have it.

Climate Control

In Italy in general and particularly in a small village like Monte Castello, few buildings are air conditioned in summer, and in colder months they are not heated to the level that individuals accustomed to North American standards expect. In the winter, for example, it is considered normative by Montecastelesi to wear sweaters indoors and to add additional blankets to their beds on chilly nights, rather than to turn up the heat. In fact, it is considered normative for residents of Monte Castello to completely shut off their heating systems at the beginning of May regardless of the temperature, preferring instead to rely on space heaters and fireplaces to warm occupied areas of their homes. Without air conditioning, for relief of the heat of summer residents use shutters on the outside of their windows very effectively, and the thick stone walls of the buildings help to create cool, dark interiors that provide welcome relief from the midday sun. At the International Center for the Arts we do our best to help make our facilities comfortable for everyone. With this in mind, we provide instructions on how to use shutters effectively and provide fans for hot days and space heaters and extra blankets for cold ones.



Using Shutters Effectively

Throughout Italy one sees buildings with beautifully made wooden shutters. On closer examination, these passive cooling devices are stoutly made and functional: providing both climate control and security. All of our

accommodations are equipped with shutters and if you use them effectively you can keep your accommodation cool and bug-free even on the hottest days of summer and warmer on the chilliest spring or fall mornings.

You'll notice that the hardware on your shutters allows you to latch them fully open, open just a bit, and fully closed. When you wake up in the morning, open your shutters fully to enjoy the beautiful morning light . After breakfast, close them completely to keep out the heat and maintain the cool internal temperature. Open your shutters at the end of the day to enjoy the views in the golden light, but be sure to close them when you turn on the lights in the evening in order to keep out the bugs. When you are ready to turn in at night, after you turn out the lights and open the shutters slightly to let in the cool breezes and the night air and moonlight. This cycle is part of daily summertime life in the village and it works. If you use these devices effectively not only will your room be more comfortable, but you'll enter into a rhythm of life that has been part of this place for centuries. Its one of the many small pleasures of life in Italy, so why not savor it.

Laundry

In the Main Building, we have two washing machines for use by participants. Many of the palazzos also have washing machine access. If you are staying in a villa, most of these have washing machines on site. Washing machines in Italy are unique by North American standards. First, they take a long time, and once they start there is no stopping them. It is not unusual for a load of wash to take over an hour. As a result, your clothes will be very clean. Remember given this situation, the setting you choose is very important, as is the detergent. If you have questions, please don't hesitate to ask. Your orientation to the facilities you are in and/or the general facilities talk will feature a demonstration on how to use the washers.

Dyers in Italy are another story altogether. While dryers exist in Italy, generally, Italians prefer to dry their clothes on a line or a rack. We have no driers at the International; Center for the Arts. We do provide a place to hang your clothes in the sunlit fresh air, where they usually dry very quickly, smell wonderful, and are often wrinkle free.

Annoyances

Bugs and Snakes



You'll notice few homes in Monte Castello, or in Italy in general, have window screens. This is generally because they would get in the way of accessing the shutters. Therefore it is wise to be extra careful to close your shutters when you are in your room in the evening with the lights on. Although biting insects are mostly attracted by the carbon dioxide that you exhale, keeping the shutters closed before turning out the lights and going to bed seems to help.

Biting midges, or *no-see-ums* as they are called in the U.S., can be a significant problem for some travelers in Italy, especially in July and August. Sometimes mistaken for bedbug or mosquito bites, those with allergies to the bites of these tiny insects can develop irritating swollen welts that itch and can be painful. Everybody is bitten by these creatures (although it is thought that those who eat a lot of garlic are bitten less) its just that not everybody is allergic to their bites. If you experience a reaction, it will go away and an antihistamine like Benadryl and a topical ointment like Hydrocortisone cream will help. Above all – don't scratch what itches. If you look very carefully in the daytime, you will see these nasty creatures on the walls of your room near the ceiling, if you kill the ones you see, you can try the following procedure for the ones that have entered your room: at Tiglio market, you will find insect coils for sale, if you close your shutters before leaving for the day and burn one of these coils, it should kill off the midges that have entered the room the night before and help alleviate at least some of the problem.

We will have mosquito nets with a very tight weave available for your use. If you anticipate problems while traveling you can bring one with you from home. Look for nets that have small netting and are pretreated.

Mosquitoes, unfortunately are also present in Italy just as they are everywhere else except Antarctica. To avoid being bitten, the precautions are the same, close your shutters until the evening breezes start. Since flying midges and mosquito are not strong fliers a slight breeze grounds them. Repellents containing DEET or the safer permethrin are best, although many swear by Avon Skin-so-Soft. Scorpions are distributed throughout Italy, and while they look scary and their sting is painful--like that of a bee or wasp--the varieties found in Italy: *Euscorpius alpha Caporiacco*, and *E. germanus*, are not poisonous. Scorpions are rarely seen in Monte Castello, but they are there. You can check your bed before turning in and shake out your shoes before putting them on as a precaution if you like, although in 15 years in Monte Castello we

have never seen one in bed or in our shoes. If you see one on the floor, crush it, but don't pick it up with your fingers, use a broom and dustpan instead as its stinger is still active and can poke you. Snakes too are rarely seen, preferring to avoid contact with humans. In Monte Castello you will almost certainly never see a snake, however, it is wise to take some care if you walk through fields or tall grass as it would be unwise to step on a retreating snake. There is a type of viper that lives in Central Italy that is quite toxic.

Teenage Boys

What can you say about teenage boys? They are kind of the same everywhere, except in Italy, they have noisy scooters. Occasionally, teenage boys from the village or from nearby, out of school on summer break will hang around areas of the wall and can be disruptive or loud, but rest assured they are not dangerous. If you feel annoyed or harassed by their occasional antics, don't hesitate to tell them, even in English. They will get your drift. If you are firm with them, they will generally stop whatever bothersome activity they are up to and go away. If they continue to be disrespectful however, don't hesitate to tell an older resident, a director or faculty member or in extreme circumstances a police officer from the Municipio. They will surely correct the behavior. Montecastelesi don't take well to what they consider inappropriate behavior and value the tranquility of their town. You can be sure that you won't be troubled again, but be sure to bring the incident to the attention of a staff member so they can tell their parents.

Unwanted Sexual Attention

Female travelers in Italy sometimes attract unwanted vocal and persistent attention from admiring males. If that attention becomes too persistent, too vocal, or too physical for comfort—or if you feel that someone just has the wrong idea—don't hesitate to let them know in no uncertain terms. No is the same in Italian as it is in English and stated firmly and vocally, its not hard to understand. The word Basta! means Enough!, and can be very useful as well. Inflection is the universal language, so if after one or two subtle, polite attempts, you are not making yourself clear, don't be afraid to use a stronger tone and don't be afraid to ask for assistance if someone doesn't get the message. In Monte Castello, because of the size of the community, you generally won't have too much trouble with this and we have had very few reports of women in our groups feeling seriously uncomfortable while in Italy. Nevertheless, unwanted attention can be a real nuisance, particularly when one is trying to concentrate on their work. Don't feel bad about setting personal boundaries or asking someone to leave you alone. Never feel inhibited about bringing issues it to the attention of the faculty, staff, or directors if something occurs that makes you feel uncomfortable.

Transportation Once In Italy

Program participants will make their own International travel arrangements and are responsible for being at the agreed pick up point on the proper day and time so that they may be transported efficiently to Monte Castello.

Transportation will be provided by the International Center for the Arts from the airport as well as on all listed field trips and back to the airport at the end of the session. Participants may wish to arrive in Rome a few days early to take in the sights before beginning the program. In this event, or in the event that you miss the bus, follow the directions given in the previous pages. If you are interested in traveling from Monte Castello on your own during the program, or wish to remain overnight at a field trip location, or wish to use a field trip location as a transfer point to make a week end trip, you must let us know ahead of time. We will help you with your plans and advise you on the best way to carry out your itinerary. If you go away overnight, we require that you provide us with the name of your hotel and travel itinerary and the anticipated time of your return to Monte Castello. Do not travel without a passport, you will not be able to check into a hotel or hostel without it. For planning an excursion, we suggest you also look at the below sites for help with planning. Consult the custom itineraries segment of our website for information as well and for options offered by the International Center for the Arts you may wish to explore in addition to your program or with visiting friends and family members. To help expedite your trips away, in cooperation with the community of Monte Castello we will offer a shuttle service to Todi every Wednesday afternoon and another shuttle on Sundays to the train station in nearby Fratta Todina, a hub that is easily connected to Rome via Terni, to Perugia Center, and a host of other places in Umbria. This shuttle will depart at for Todi at 11:30 am and return at 7:00 pm. The shuttle will make it easy to embark on day trips on Sundays to Perugia, Terni and Marmore Falls, or to return to Monte Castello after a weekend away. A two day advance reservation and 5 euro fee are required.

Rail information

Timetable of the Ferrovie dello Stato (Italian train schedules)

Ferrovie Statali Information 89 20 21 (timetables, connections, prices)

Ferrovie dello Stato Train information Perugia 89 20 21, 075 500 1288

(all-Europe train schedules and ticket purchasing)

Ferrovie Centrali Umbra (the local Perugia/Terni train)

Ponterio train station tel. 075 894 2092

Eurail Pass

Rail Europe

Euro Railways

Other Transportation

Bus stop Pian di Porto (bar Stazione Servizio IP) 075 898 7372
Fiumicino Left Luggage 06 659 53541
Flight Information: 06 65951
Hertz Perugia 075 500 2439
Station Terni 89 20 21, 0744 424930
SULGA Bus Perugia 800 099 661 or 335 749 0410 for Bivio Cappuccini stop
Train Station Todi Ponte Rio 075 884 0032, 075 894 2092
Provenzani. 075 894 2041; 075 898 7565

Taxi

Perugia 075 500 4888
Taxi p.zza Garibaldi 075 894 2375
Taxi p.zza Jacopone 075 894 2525
Taxi Ursini: 075 894 2130
Taxi Mano 339 115 4737
Marco DiLernia 075 894 8781; 347 774 8321
Carlo Innocenzi 347 832 6279

Meals and Lodging in the area

Agriturismo Fattoria di Vibio 075 874 9607
Agriturismo Le Grazie 075 879 6041
B&B Gente Vibia 333 487 1149

Schedule: Daily/Weekly Timetable

Meals

Your program fee includes three delicious Umbrian meals each day, excluding trip days. In our programs, participants, residents, and faculty enjoy meals together, enabling students in our Studio School, Study Abroad and Atelier Programs to have close contact with their art mentors, and for all participants to have questions answered and engage in lively dialogue.

Meals in Monte Castello are prepared in our professional kitchen. The food is simple and wholesome, with fresh produce from nearby farms, and prepared with care by local cooks. A typical lunch includes pasta, a meat dish, two vegetables and a legume, salad, fresh bread, mineral water, fruit and coffee. We serve a substantial Umbrian (Continental) style breakfast along with ham and boiled eggs, on special occasions accompanied by fresh pastry. Fresh baked bread from the bakery here in the village is always available for meals. Dinner is lighter than lunch as is typical in this part of the country, yet satisfying. It includes a hot main course and plenty of vegetables and fruit, with soups and pasta. Unless otherwise arranged, evening meals are served on the rooftop terrace of our main building overlooking the magnificent panorama of the Tiber River valley.

Meal Times

Breakfast 8:00 – 9:00 AM

Lunch 1:00 – 2:00 PM

Dinner 8:00 – 9:00 PM

Typical Daily Schedule For Studio School/Study Abroad/Atelier / Residency Program Groups

International Studio School Classes take place on the timetable below. Study Abroad students taking classes for course credit will be required to attend classes with their faculty as scheduled, meeting times are identified in the respective syllabi for these classes. Likewise, atelier groups will be scheduled according to the itinerary or their group leader. However, despite the diverse range of activities in the programs offered at the International Center for the Arts, we also believe that all art students can benefit from Visiting and Resident faculty, and find that other Program participants enjoy these

events. With this in mind, we schedule frequent evening talks and lectures throughout the day that are open to all participants. We also respectfully suggest that whatever your program, you consider other class options in addition to your planned activities while you are in Monte Castello. See our Classes page. Many are open to all participants, while others involve supplemental fees. International Studio School participants have all classes included in your program fees. A range of courses are also offered on an ongoing basis as “a la carte” offerings. These classes cover a wide range of topics from Italian Language, to Yoga, to Cooking classes – even Ballroom Dance. Please see our Custom Options page and email us for more options. Of course for International Studio School Program students all studios are open 24 hours a day, 7 days a week for independent work.

International Studio School/Study Abroad/Atelier Programs: Typical schedule

Monday - Thursday	9 AM - 1 PM	Morning Class and Open Lectures
	2 PM - 5:30 PM	Afternoon Classes
	5:30 PM - 8 PM	Topical Classes
	9:15 PM - 10:30 PM	Artist Talks
Friday	7 AM – 8 PM	Trip day (no classes)
Meals	Breakfast - 8:00- 9 AM except on early trip days as announced	
	Lunch - 1-2 PM	
	Dinner - 8-9 PM	
	Trip days - breakfast only - 6:30 AM	

Business Hours in Monte Castello

Bank: 8:20-13:20, 14:40-15:45 Mon-Fri

Post Office: 8-13:30 Mon-Fri, Sat till 12:30

Stores: 8-1, 17-20:00 Mon-Sat except closed Thursday afternoons

Doctors Office: 8:00 – 1:00/ 3:30 – 5:00

Field Trips

For participants in our International Studio School, Study Abroad, and Atelier Programs, and Residency Programs ongoing work in the studio is enriched by weekly day-trips to some of Italy's most important artistic monuments. From the ancient Roman monuments to contemporary art at the Venice Biennial, we engage our participants in a dialogue with masterworks of both the past and the present. On the evening before departure on comfortable buses, a faculty member or visiting lecturer gives a preparatory talk to enrich and enliven our trips. On these trips, we travel comfortably on a chartered bus, usually departing at 7:00 AM and returning at about 8:00 PM.

For those taking courses for credit, **FIELD TRIPS ARE A REQUIRED PART OF THEIR CLASSES - ATTENDANCE IS REQUIRED.** Some programs will expect that students meet at certain sites within each city, or that they follow a particular itinerary. Some programs and courses will expect participants to tour together with a faculty member, some will not. All programs will make field trips long enough for free time to see additional sights, to shop, or simply to just wander around some of the most beautiful and exciting cities in the world. Depending on your program some participants may wish to travel on their own on weekends, outside of scheduled classes. We are happy to facilitate this if it is possible for you, given the parameters of your program. For this reason, in the previous section we have included information on travel within Italy. Car rental services, excellent public transportation, and taxis enable people to travel in Italy independently and safely with relative ease. We also offer structured tours and educational enrichment opportunities at the International Center for the Arts through our Lifelong Learning Program. It is often possible to embark on one of these options prior to or after your program, during which time you may wish to join your friends or family for an educational vacation option.

The last pages of this guide contains a guide for our field trips, as well as information on getting other places that we will not see as a group. Participants should remember however, that **INDEPENDENT TRAVEL IS AT THEIR OWN RISK AND THAT IF THEY FAIL TO MEET THE BUS BY THE APPOINTED DEPARTURE TIME OR IF THEY ARE TRAVELING INDEPENDENTLY OF THE GROUP THEIR TRANSPORTATION IS THEIR OWN RESPONSIBILITY. IF THEY ARE UNABLE TO RETURN TO MONTECASTELLO VIA PUBLIC TRANSPORTATION OR TAXI THEIR OVERNIGHT ACCOMMODATIONS AND MEALS ARE THEIR RESPONSIBILITY AS WELL.**

A schedule of trips for this season is included in this book as well as on our website. We encourage you to review it carefully.

Field Trip Guide

Rome

Museums

Galleria Borghese

Villa Borghese, [Piazza Scipione Borghese 5](#). Booking Tel.06 32810 [Online bookings: www.tosc.it](#) Tues-Sun. 8:30-19:30. € 9

Galleria Comunale d'Arte Moderna e Contemporanea

Via Francesco Crispi 24. Tel. 06 4742848. Tues-Sun 10-18. € 6.50

Galleria Doria Pamphilj - Piazza del Collegio Romano, 1A, Entrance Via del Corso, 305.

Tel. 06 6797323. Mon-Sun 10-17, closed Aug. 15. € 10.50

Galleria Nazionale d'Arte Antica - Palazzo Barberini - Via delle Quattro Fontane, 13.

[Bookings](#) tel. 06 32810. Tues-Sun 8:30-19. € 7

Galleria Nazionale d'Arte Antica - Palazzo Corsini

[Via della Lungara 10](#). Tel. 06 68802323. Tues-Sun 8:30-19:30. € 5

Galleria Nazionale d'Arte Moderna

Viale delle Belle Arti 131. Tel. 06 322 98 221. Tues-Sun 8:30-19:30. € 12

Galleria Spada

[Piazza Capo di Ferro 13](#). near [Palazzo Farnese](#). Tel. (06) 6832409. [Bookings](#) Tues-Sun 8.30-19.30. € 5

Giorgio de Chirico House-Museum

31 Piazza di Spagna. 5th floor. Tel 06 6796546. Tues - Sat and first Sunday of each month (August closed) 9-13. Advanced booking required by telephone or email:

museum@fondazionedechirico.org. € 7

Museo Barracco

Palazzo Piccola Farnesina, Corso Vittorio Emanuele II, 166/a. Tel. 060608. Tues-Sun 9-19, June - Sept. € 6.50

Musei Capitolini - Piazza del Campidoglio
Tues-Sun 9-20. Reservations Tel. 060608. € 12

Museo Nazionale Romano cumulative ticket € 7

Baths of Diocletian - Via E. de Nicola 78, 44. Tues-Sun 9-19:45, € 5. 306 AD.

Palazzo Altemps - Piazza S. Apollinare, 44. Tel. 06 6833759. Tues-Sun 9-19:45. € 5

Palazzo Massimo - Largo di Villa Peretti, 1. Tues-Sun 9-19:45, Tel 06 48903500. € 6

Planetario (Octagonal Hall) - via Romita, 9-13; 15-18. € 6

Museo Nazionale Etrusco di Villa Giulia
Piazzale di Villa Giulia, 9. Tel. 06 3201951. Tues-Sun 8:30-19:30. € 8

Musei Vaticani - Vatican Museums

Tel. 06 69884676. Hours Mon-Sat entrance 9 -16, closes at 18; closed Sunday and holidays, except last Sunday of month for free admission. Fridays from May 3 - July 26 and from Sept 6 - Oct 25, open from 7:00 pm - 11:00 pm (last entrance at 9:30 pm; but online booking required). € 16, reduced ticket for ages 6-18, students up to 26 years of age with student ID, € 8

Ara Pacis

Lungotevere in Augusta (angolo Via Tomacelli) Tel.
39 06 0608
9:30- 5:30 daily, 17€

Villa Farnesina, Via d. Lungara 230. Mon-Sat 9-13. € 5

Architecture

Pantheon - 9 AM - 1 hour before sunset. Free

Colosseum - 8:30 am to one hour before sunset. € 8 cumulative

Terme di Caracalla - Baths of Caracalla, Viale Terme di Caracalla, 52. 9-18.30, € 6.

Foro Romano - 9-19:30, € 12.

San Clemente - Piazza S. Clemente. 9-12, 15:30-18.

S. Maria in Trastevere - Piazza di S. M. in Trastevere. Closed 12:45-15.

S. Maria Maggiore - Piazza di S. M. Maggiore. 7-20.

S. Maria Sopra Minerva - Piazza della Minerva. Closed 12-4 PM.

S. Maria della Vittoria - Via XX Settembre.

San Pietro in Vincoli - Piazza S. Pietro in Vincoli. Closed 12-4 PM.

Caravaggio Churches:

Sant'Agostino - Piazza di Sant'Agostino

San Luigi dei Francesi - Piazza di S. Luigi dei Francesi

S. Maria del Popolo - Piazza del Popolo. Closed 12-4 pm.

Florence

Churches

Cappella Brancacci

Piazza del Carmine. Reservations tel. 055 276 8224, 055 276 8558: booking required.

Mon-Sat 9-18, Sun. 9-14. *Closed Tues.* € 4, combined ticket Cappella Brancacci and Palazzo Vecchio; € 6

Cappelle Medicee

Basilica of San Lorenzo. daily 8:15-13:50. Closed on the 2nd and 4th Sunday and 1st, 3rd and 5th Monday of each month. € 6

Casa Buonarroti

Via Ghibellina 70, Tel. 055-241752. 10-17. Closed Tuesday. € 6.50

Cenacolo (The Last Supper) di Andrea del Sarto
via di San Salvi 16. Tel: 0552388603. Tuesday to Sunday, 8:15 – 13:50. Free

Cenacolo di Ognissanti
Via Borgo Ognissanti 42. Tel: 0552388720. Monday, Tuesday, Saturday, 9-12. Free

Cenacolo di Sant'Apollonia
Via XXVII Aprile 1. Weekdays: 8:15 - 13:50; closed on the 2nd and 4th Monday and 1st, 3rd and 5th Sunday of each month. Free

Cloister of the Scalzo
Via Cavour 69 - Mon, Thu, and Sat: 8:15 - 13:50. Free

Crucifixion by Perugino
S. Maria Maddalena dei Pazzi, Borgo Pinti, 58 - Weekdays, Sunday and Holidays: 10 -12 and 17-18:30. Free

Duomo (Cathedral of Santa Maria del Fiore)
Open 10-17, Sat 10-16:45, Sun and holidays: 13:30-16:45. Free

Baptistry - 11:15-19, Sun 8:30-14. € 5

Campanile by Giotto - Piazza Duomo. 8:30-19:30. 414 stairs, no lift € 6

Cupola - 8:30-19. Entry at the Porta della Mandorla of the Cathedral (north side). 463 stairs, no lift. € 8, combined ticket Cupola and Museum, €11

Museums

Galleria dell'Accademia
Via Ricasoli 60. Booking tel. 055 294883. Tues-Sun 8:15-18:50. € 6.50

Galleria degli Uffizi
Piazzale degli Uffizi. Tues-Sun 8:15-18:50. € 6.50. Booking: Firenze Musei, Tel: 055 294883; Booking charge: € 4

First floor, Drawing and Prints Gallery: Mon, Wed, Fri: 9-13:30, Tues, Thurs: 9-17, closed in August. Tel. 055 2388671.

Museo dell'Angelico (Museo di San Marco)

Piazza San Marco. Mon-Fri: 8:15-13:50, Sat-Sun: 8:15-16:50; Closed on 1st, 3rd and 5th Sunday and 2nd and 4th Monday. € 4

Museo Archeologico

Via della Colonna 38. Tues-Fri 8:30-19; Mon, Sat, Sun 8:30-14. € 4

Museo del Bargello (Museo Nazionale)

Via del Proconsolo 4. € 4

Museo dell' Opera del Duomo (Opera di S. Maria del Fiore)

Piazza del Duomo 9. 9-19:30, sun 9-13.45. € 6

Museo dell'Opera di S. Croce

Piazza S. Croce, 16. Booking or booking@santacroceopera.it. Mon-Sat 9:30-17:30, Sun. and holidays 14-17:30. € 8.50

Museo Marino Marini

(Ex-Chiesa San Pancrazio) - Piazza S. Pancrazio. Tel. 055 219432. Mon, Wed-Sat: 10-17. € 6

Orsanmichele

Via dei Calzaiuoli. 10-17, closed Mon. Free

Palazzo Pitti - main residence of the Medici from 1550. Booking Tel. 055 294883. Inclusive ticket (valid 3 days) includes the entire museum complex of the Pitti Palace. € 11.50

Boboli Gardens - Main gate at left of Pitti Palace. 8:15-19:30, € 7; combined with Pitti Palace € 11.50

Galleria d'Arte Moderna - Tues-Sun 8:15-18:50.

Galleria Palatina - Tues-Sun 8:15-18:50. € 8.50

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La Specola -Via Romana, 17

Tel 055 275 6444, 9-5 daily, closed Mondays, 6€

Siena

Churches

Battistero

(Baptistry) - Piazza San Giovanni. 10:30-19. € 4

Duomo

Piazza del Duomo. 10:30-19. € 7

Cappella Chigi € 4

Crypt - € 8

Museums

Museo Archeologico Nazionale 10:30-18:30 € 6

Museo Civico - Palazzo Pubblico

Piazza del Campo. 10-19. € 13

Museo dell'Opera del Duomo

Piazza del Duomo, 8. 10:30-19. € 6

Oratorio di S. Bernardino and Museo Diocesano di Arte Sacra

Piazza S. Francesco. 13:30-19. € 3

Pinacoteca Nazionale

Tues-Sat 8:15-19:15, Sun-Mon 9-13. Tel. 0577 281161. € 4

Santa Maria della Scala

10:30-18:30, € 6

Torre del Mangia

Piazza del Campo - 10-19.. € 8.

Duomo (Cattedrale di Ss. Donato e Pietro) - Piazza del Duomo. 7-12:30, 15-18:30.

San Domenico - Piazza San Domenico. 7-13, 15:30-18.

Santa Maria della Pieve - 8-13, 15-18:30. € 6

Museums

Museum of Medieval and Modern Art - Via San Lorentino, 8. Tues-Sun 8:30-19:30. Tel. 0575/409050. Free

Sansepolcro

Museums

Museo Civico - Via Aggiunti 65. 9-13:30, 14:30-19:30. Tel. 0575 732218. € 8 full, groups of 10+ or people 18-25 years € 8

Chiesa di San Lorenzo - Via Santa Croce

Monterchi

Madonna del Parto - 9-13, 14-19. Tel. 0575 70713. € 5.50

Urbino

Galleria Nazionale delle Marche - Palazzo Ducale - P.za Duca Federico - Tel. 0722 322625. Tues-Sun 8:30-19:15, Mon 8:30-14€ 5

Assisi

Churches

Basilica di San Francesco -

Lower church: open 6-18:45.

Upper Church: open 8:30-18:45.

Duomo - Piazza San Rufino. 10-13, 15-18 closed Wed € 3.50

Pinacoteca Comunale - Via San Francesco - Tel. 075812033. 10-13, 14-18.

Temple of Minerva - Piazza del Commune, 14; Tel. 075 812361

Basilica di Santa Chiara - Piazza di Santa Chiara, 1; Tel. 075 812216

Perugia

Cappella di San Severo - Piazza Raffaello 13. 10-13:30, 14:30-18:30 € 2.50

Collegio del Cambio - Corso Vannucci, 25. 9-12:30, 14:30-17:30 tel. 075 5728599. € 2.60

Galleria Nazionale dell'Umbria - Palazzo dei Priori, Corso Vannucci, 19. Tues-Sun 8:30-19:30 tel. 075 5721009. € 6.50

Ipogeo dei Volumni - 6 km southeast of Perugia, Ponte San Giovanni. 9:30-13, 15:30-18:30, tel 075 393329. € 2.

Museo Archeologico Nazionale dell'Umbria - National Archeological Museum of Umbria - ex Convento di S. Domenico, Piazza G. Bruno, 10 (crosses Corso Cavour). Tel. 075 5727141. 8:30-19:30. € 4.

Museo dell'Accademia di Perugia - Piazza San Francesco al Prato 5. Thurs. - Sun 10-13, 15:30-18, € 5.

Tempio di Sant'Angelo - Via del Tempio, 7 San

Bernardino - Piazza San Francesco al Prato. San

Pietro - Borgo XX Giugno

Todi

Church of Santa Maria della Consolazione - Viale Consolazione, Tel. 075 895 6226

Convento di Montesanto - Viale di Montesanto, 18. Tel. 075 894 8886

Church of San Fortunato Piazza del Popolo - Plaza Umberto I, 6

Palazzo dei Priori - Corso Vannucci, 075 573 6548

Palazzo del Capitano - Piazza del Popolo, 20 Palazzo

del Popolo - Piazza del Popolo, 20

Pinacoteca - Palazzi Comunali, Piazza del Popolo, 075 8956216. 10:30-13, 14-18:30, € 5.

Art Supplies Stores

Rome

Artetre (discount for International School) - Via del Fiume, 3a - near Piazza del Popolo.
Tel. 06 3219240, 063244414 info@arte3.it Mon-Fri 9-17, Sat. 9-13, 15-17

Artetre Tele - Via Ripetta, 39a - near Piazza del Popolo - *for stretchers*. Tel. 06 3215819

Poggi - Via del Gesù - 74 near the Pantheon. Tel. 06 6793674 or 06 6784477

poggi@getnet.it; 9-13, 16-19.30 closed Sun.

V.Card. Merry del Val n.18\19 (Pzza Mastai) - Trastevere. Tel. 06 5812531;
10.00-19.30 closed Sun.

Ditta G. Nani - Piazza Pasquino, 4 - near Piazza Navona - Canvas and linen. Tel.
06 6877894

Florence:

Zecchi - Via Dello Studio, 19R - near the Duomo Tel. 055 211470 zecchifi@tin.it

8:30-12:30 and 15:30-19:30, Sat. 8:30-12:30, except in July, Closed July 30 - August
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Salvini Gilberto - 127/R, Via degli Alafani Tel. 055 219421

Rigacci Fratelli - Via dei Servi, 71/R. Tel. 055 216206

Siena

Art Shop - Via di Città - right off the Piazza del Campo. Tel. 0577 47088

Acquarello - Via delle Terme, 56 - it's on your way to the Piazza. Tel. 0577 41346

Perugia

Archimede - Via Campo di Marte 2/D - near the station. Tel. 075 5010958

Art-Color - Via Pinturicchio, 21. Tel 075 5720494

Art-Deco - Via dei Priori, 93 - off the Corso. Tel. 075 5728919

Deruta

Punto Ceramica - Via Tiberina, 283. unique brushes, ceramic supplies. Tel. 075 972282

Mondo Ceramica - well-stocked art store. Via Circonvallazione nord. Tel. 0759711617

Translations of some materials for shopping at art supply stores

Turpentine	Trementina
Mineral spirits	Acquaragia
Linseed oil	Olio di lino
Rabbit skin glue	Colla di coniglio
Brush, Brushes, Bristle	Pennello, Pennelli, Setola
Palette knife	Spatola
Canvas, Stretchers	Tela, Telai
Staple gun and Staples	Appuntatrice, Punte metalliche
Charcoal	Carboncino
Pencil, Eraser	Matita, Gomma
Paper	Carta
Drawing pad	Blocco per disegno
Ink	Inchiostro
Watercolor	Acquerello
Sable Brush	Pennello di Zibellino
Gesso	Gesso
Painting Palette	Palette Pittura
Pigment	Pigmento
Oil paint	Pittura ad olio
Marker	Marcatore
Tape	Nastro

List of Embassies in Italy

Albania - Via Asmara 5, 00199 - Roma. Tel: 86214475, 86218214 Fax: 86216005

Algeria - Via B. Oriani 26, Roma tel. 06-8084141 fax 06-8083436

Angola - 00165 Roma (RM) - Via Bernardini Filippo, 21 Tel. 06.39370008 • 06.39366570 • 06.39388666 06.39670300 • 06.630172 • 06.39388221

Argentina - Embassy of Argentina in Rome, Italy p. dell'Esquilino 2, Roma tel. 06-4742551/4742552 06-4742553
fax 06-4819787; Consulate c. Venezia 9, Milano tel. 02-780228/780569 fax 02-780157

Australia - Embassy of Australia in Rome, Italy 25c Corso Trieste 00198 Rome Tel: 06.852721 Fax: 06.85272300 **Consulate:** 2 Via Borgogna 20122 Milan Tel. 02.77704217 Fax: 02.77704247

Austria - Embassy of Austria in Rome, Italy via G.B. Pergolesi 3, Roma tel. 06-8558241/8558242 06-8558243 fax 06-8543286
Consulate - via T. Cremona 27, Milano tel. 02-4812066/4812937 02-4813668 fax 02-48009630

Belgium - 49 Via dei Monti Parioli, 00197 Roma Tel: 360.95.11 Fax: 322.69.35 E-mail: Rome@diplobel.org

Belize - <http://www.embassyworld.com/embassy/belize.htm>

Bolivia - via Toscana 30, Roma tel. 06-4817438 fax 06-4821975 Consulate - via Elvezia 10, Milano tel. 02-3319127 fax 02-3319127

Bosnia-Herzegovina - 00195 Roma (RM) - Via Golametto, 2 06.39735140

Brazil - p. Navona 14, Roma tel. 06-683981 fax 06-6867858

Bulgaria - Via Rubens 21, Rome, Tel. (06) 3224643

Canada - Embassy of Canada in Rome, Italy Via G.B. de Rossi, 27 00161 Roma, Italia
Tel: 39-6-44598.1 Fax: 39-6-44598.754

Canada - Canadian Consulate General - via Vittor Pisani 19 20124 Milano, Italia Tel: 39-2-67581 Fax: 39-2-6758-3900 email: milan@milan01.x400.gc.ca

Chile - via Po 23, Roma tel. 06-8841433 fax 06-8841452 Consulate p. Duomo 17, Milano tel. 02-8052315

China (Taiwan) - China (Taiwan) - Taipei Economic and Cultural Office in Rome Via Panama 22, 00198 Roma, Italy Tel. (06) 8841332, 8841342 Fax: (06) 8841932 E-mail: taiwaninfo@pelagus.it

China - Embassy, via Bruxelles 56, Roma tel. 06-8848186/8413458 fax 06-8442275
Consulate - via Tazzoli 7, Milano tel. 02-6552396/6552351

Colombia - Embassy of Colombia in Rome, Italy via G. Pisanelli 4, Roma tel. 06-3612131/3614348 06-3202405 fax 06-3225798
Consulate - foro Bonaparte 12, Milano tel. 02-72003872 fax 02-801189

Costa Rica - Consulate general of Costa Rica in Milan,Italy Via Dante, 4 - 20121 Milano Tel. / Fax. 02 86454585

Croatia - Embassy of Croatia in Rome, Italy Via Luigi Bodio 74/76 00191 Roma Tel. (06) 363 07650 - 363 07300 - 363 07704 Email: ambasada-rh@mclink.it
ambasada-rh@mclink.it

Cuba - via Licinia 7, Roma tel. 06-5755984/5742347 fax 06-5745445

Republic of Cyprus - Consulate of the Republic of Cyprus in Sicily, Italy Via F. Caracciolo, 118, 96011 Augusta (SR) Tel: 0931-978733, Fax: 0931-523490

Czech Republic - Via Colli Farnesina 144, Rome, Tel. (06) 3296711 Consulate - Via Morgagni 20, Milan, Tel. (02) 29403051

Denmark - General Consulate of Denmark in Milan, Italy Kongelig Dansk Generalkonsulat i Milano, Italien - Embassy: Via Monti Parioli 50, Rome, Tel. (06) 3200441 Consulate: Via Ariosto 30, Milan, Tel. (02) 48008675

Ecuador - Embassy via G. d'Arezzo 14, Roma tel. 06-8541784/8546185 fax 06-85354434
Consulate - p. S. Agostino 24, Milano tel. 02-48005834 fax 02-4815268

Egypt - Embassy via Salaria 267, Roma tel. 06-8417420, 06-8555361 fax 06-8554424. Consulate - via G. Modena 3, Milano tel. 02-29518194/29516360 fax 02-29518194

Ethiopia - via A. Vesalio 16, Roma tel. 06-4402602/4403653 06-4403635 fax 06-4403676

Finland - Embassy of Finland in Rome, Italy Via Lisbona 3, Rome, Tel. (06) 8548329/8848182. Consulate - Via Turati 16/18, Milan, Tel. (02) 6592608

France - Embassy of France in Rome, Italy Piazza Farnese 67, Rome, Tel. (06) 686011
Consulates - Via Giulia 251, Rome, Tel. (06) 6877568; Corso Venezia 42, Milan, Tel. (02) 794341; Dorsoduro 1397, Venice, Tel. (041) 5222392; Piazza Ognissanti 2, Florence, Tel. (055) 2302556 Piazza Repubblica 2, Naples, Tel. (081) 7612275

Germany - Embassy of Germany in Rome, Italy Via Po 25/c, Rome, Tel. (06) 884741.
Consulates - Via Solferino 40, Milan, Tel. (02) 6554325/6554888; S. Marco 2888, Venice, Tel. (041) 5225100; Lungarno Vespucci 30, Florence, Tel. (055) 294722; Via Crispi 69, Naples. Tel. (081) 7613393; Via E. Amari 124, Palermo, Tel. (091) 583377

Great Britain - General Consulate of Great Britain in Milan, Italy Consulates - Via S. Paolo 7, Milan, Tel. (02) 723001; Dorsoduro 1051, Venice, Tel. (041) 5227207; Lungarno Corsini 2, Florence, Tel. (055) 284133; Via Crispi 122, Naples, Tel. (081) 663511; Via Dalmazia 127, Bari, Tel. (080) 5543668

Great Britain - Embassy of Great Britain in Rome, Italy Via XX Settembre 80/a, Rome, Tel. (06) 4825441

Greece - Embassy of Greece in Rome, Italy via S. Mercadante 36, Roma tel. 06-8549630/8558589 06- 8416873 fax 06-8415927
Consulate - via Turati 6, Milano tel. 02-653775/6598624

Guatemala - via Colli della Farnesina 128, Roma tel. 06-36307392 fax 06-3291639

Haiti - Presso Il Quirinale 00161 Roma (RM) - Via di Villa Patrizi, 7 Tel. 06.44236637 • 06.44242746 • 06.44242749

Hungary - via dei Villini 12/16, Roma tel. 06-44230567/44230777 fax 06-4403270
Consulate via G. Boccaccio 18, Milano tel. 02-48020380/48020374 fax 02-48021352

Iceland - Via Donatello 21, Milan, Tel. (02) 70638515

India - via XX Settembre 5, Roma tel. 06-4884642/4884643 06-4884644 fax 06-4819539
Consulate - via Larga 16, Milano tel. 02-8057691

Iran - via della Camilluccia 651, Roma tel. 06-36307255/3294390 fax 06-36303757

Consulate - p. Diaz 6, Milano tel. 02-8052615/8055852

Ireland - Largo Nazareno 3, Rome, Tel. (06) 6782541

Israel - Embassy of Israel in Rome, Italy Via Michele Mercati,14, 00197 Roma Tel: 06 36198500 Fax: 06 36198555 e-mail: info-coor@roma.mfa.gov.il

Japan - Embassy of Japan in Rome, Italy via Q. Sella 60, Roma tel. 06-487991 fax 06-4873316 Consulate - via Turati 16/18, Milano tel. 02-29002316/29003317

Jamaica - 00198 Roma (RM) - Via Sgambati Giovanni, 1 Tel. 06.85304692

Jordan - via G. Marchi 1/B, Roma tel. 06-86205303 fax 06-8606122 Consulate - via Fieno 3, Milano tel. 02-8692903 fax 02-8692850

Kenya - via Icilio 14, Roma tel. 06-5781192/5780995 06-5741512 fax 06-5742788

Korea - 00197 Roma (RM) - Via Conca Sebastiano, 15 Tel. 06.3614313 • 06.3614312

Lebanon - Embassy of Lebanon in Rome, Italy via G. Carissimi 38, Roma tel. 06-8557119/85303383 fax 06-8411794
Consulate - via Larga 26, Milano tel. 02-86454540

Libya - via Nomentana 365, Roma tel. 06-86320951 fax 06-86205473 Consulate - via Baracchini 7, Milano tel. 02-86464285

Lithuania - Piazza Farnese 44, Rome, Tel. (06) 6865786

Luxembourg - Via Ardeatina 134, Rome, Tel. (06) 5180885 Consulate: Via Toscana 1, Rome, Tel. (06) 4882373; Piazza Sempione 4, Milan, Tel. (02) 3319162

Malta - Lungotevere Marzio 12, Rome, Tel. (06) 6892687/6879990 Consulate - Via Larga 7, Milan, Tel. (02) 58305280

Mexico - l.go Porto di Classe 8, Milano tel. 02-70102237

Mexico - Embassy of Mexico in Rome, Italy Via Lazzaro Spallanzani, 16 00161 Roma
Tel: 06 / 441151 Fax: 06 / 440.3876
e-mail: ofna.prensa@emexitalia.it

Monaco - Via Bertoloni 36, Rome, Tel. (06) 8077692 Consulate - Via Angelico 32, Rome, Tel. (06) 37517257

Netherlands - Via Mercati 8, Rome, Tel. (06) 3221141. Consulates - Via S. Vittore 45,

Milan, Tel. (02) 48011723; Via Depretis 114, Naples, Tel. (081) 5513003

Nicaragua - via Brescia 16, Roma tel. 06-8414693/8413471 fax 06-8841695

Norway - Norwegian Tourist Board in Milan, Italy Embassy: Via Terme Deciane 79, Rome, (06) 5755853; Consulates: Via Terme Deciane 79, Rome, Tel. (06) 5755853; Piazza Castello 20, Milan, Tel. (02) 801137

Pakistan - via della Camilluccia 682, Roma tel. 06-36301775/3294836 fax 06-36301936

Panama - Viale Regina Margherita No.239 Cuarto Piso, Interno 11 00198 Roma
Telephone: 0039-6-44252173/44265436 Fax: 0039-6-44265443

Paraguay - Via dell' Alpinismo, 24, 00194 Roma (RM)Tel. 06.36300260 • 06.36300559

Peru - Via Siacci Francesco, 4, 00197 Roma (RM)Tel. 06.80691777

Philippines - via S.Valentino 12/14, Roma tel. 06-8083531/8083530, 06-8077598 fax 06-8084219
Consulate - via XX Settembre 24, Milano tel. 02-48013099 fax 02-48013053

Poland - Embassy of Poland in Rome, Italy Via Rubens 20, Rome, Tel. (02) 3224455/3224597
Consulate: Via Sporting Mirasole 2, Opera (Milan), Tel. (02) 57602241

Portugal - Via Pezzana 9, Rome, Tel. (06) 8073801
Consulate - Via Vittor Pisani 31, Milan, Tel. (02) 66985230

Republic of Macedonia - 00198 Roma (RM) - Via Bruxelles, 73 Tel. 06.84241131

Romania - Via Tartaglia 36, Rome, Tel. (06) 8078807/8084423

Russian Federation - Via Gaeta 5, Rome, Tel. (06) 4941649. Consulate - Via S. Aquilino 3, Milan, Tel. (02) 48706041

Saudi Arabia - 00189 Roma (RM) - Via di Grotta Rossa, 295 Tel. 06.33252922 Fax: 06.33246441

Serbia and Montenegro - Via Monti Parioli 20, Rome, Tel. (06) 3200805/3200897.
Consulate - Via Pirandello 3, Milan, Tel. (02) 4812019

Slovak Republic - Slovakian Embassy: Via Colli Farnesina 144, Rome, Tel. (06) 36308617. Consulate - Via Morgagni 20, Milan, Tel. (02) 29403051

Slovenia - Via Pisano 10, Rome, Tel. (06) 8081075

South Africa - Via Tanaro 14/16, Rome, Tel. (06) 8419794; Consulate -Vicolo S. Giovanni sul Muro 4, Milan, Tel. (02) 809036

Spain - Via Garibaldi 35, Rome, Tel. (06) 5800144 Consulates - Via Campo Marzio 34, Rome, Tel. (06) 6871401; Via Montenapoleone 10, Milan, Tel. (02) 76013303; Via La Pira 21, Florence, Tel. (055) 217110; Parco Margherita 23, Naples, Tel. (081) 411157

Sweden- Swedish Travel & Tourism Council in Milan, Italy Embassy: Piazza Rio de Janeiro 3, Rome, Tel. (06) 44231459; Consulate - Via Gonzaga 7, Milan, Tel. (02) 8693688

Switzerland - Via Oriani 61, Rome, Tel. (06) 8083641 Consulate - Via Palestro 2, Milan, Tel. (02) 76009284

Syria - p. dell'Ara Coeli 1, Roma tel. 06-6797791/6797792 06- 69941755 fax 06-6794989

Tanzania - via G.B. Vico 9, Roma tel. 06-3610901/3610898 06-3223146 fax 06-3222079
Consulate - via S. Sofia 12, Milano tel. 02-58307534 fax 02-58307499

Thailand - Viale Berengario, 15, 20121 Milano, Italy Tel. (02) 460299 Fax: (02) 460299

Tunisia - via Asmara 7, Roma tel. 06-8603060 fax 06-86218204

Turkey - Via Palestro 28, Rome, Tel. (06) 4469932/4941526. Consulate- Via S. Barnaba 30, Milan, Tel. (02) 5513370

Uganda - via E.Q. Visconti 8, Roma tel. 06-3225220/3207232 fax 06-3203174

Ukraine - Via Castelfidardo 50, Rome, Tel. (06) 44700172

United States of America - U.S. Consulate General - Via Principe Amedeo, 2/10 20121 Milan, Italy Tel. (02) 290-351 Fax: (02) 29-00-11-65 Mailing Address: Box M, PSC 59, APO AE 09624

United States of America - Embassy of the United States of America in Rome, Italy
Consular Section - Via Veneto 119/A 00187 Rome, Italy Telephone: (06) 46741 Fax: (06) 488-2672 Mailing Address: PSC 59, Box 100, APO AE 09624

United States of America - Florence U.S. Consulate General - Lungarno Amerigo Vespucci 38 50123 Firenze Florence, Italy Tel. (055) 239-8276 Fax: (055) 284-088 Mailing Address: APO AE 09613

United States of America - Naples U.S. Consulate General - Piazza della Repubblica 80122 Naples, Italy Tel. (081) 761-4303 Fax: (081) 761-1869 Mailing Address: Box 18, PSC 810, FPO AE 09619-0002

Uruguay - Via Veneto 183, Roma tel. 06-4821776/4821777 fax 06-4823695 Consulate
p. Maresciallo Diaz 7, Milano tel. 02-8056786

Venezuela - Embassy of Venezuela in Rome, Italy via N. Tartaglia 11, Roma tel.
06-8079464/4821777 fax 06-804410 Consulate - Igo Toscanini 4 tel.
02-76006270/76006293 fax 02-76002170