

NATO MODELLING & SIMULATION CENTRE OF EXCELLENCE

Piazza Villorosi, 1 - 00143 Rome

www.mscoe.org

ADMIN INSTRUCTIONS to Joint NATO M&S COE COURSES & Seminars

This document serves as **administrative instructions** for the **NATO M&S courses or seminars** held by the NATO Modelling and Simulation Centre of Excellence (NATO M&S COE) in Rome

1. **Location:** ITA MOD, “De Cicco” Barracks, Piazza R. Villorosi, 1 – 00143 Rome (Italy).
2. **Seminar Classification:** NATO UNCLAS. Attendees DO NOT NEED a security clearance.
3. **Pre–requisites in order to attend subject activities:** Prerequisites for attendance are specified in the accompanying invitation letter and annexes.

4. Registration: Please register using the online procedure available on the NATO M&S COE website (www.mscoe.org/courses), as indicated on the sign-up page or in the invitation letter and annexes.

If you are experiencing problems in the registration, you are invited to contact the M&S COE Point of Contact (PoC) listed below at para-13.

Please note that there will be only 20 available seats and these will be assigned on “first come first served basis”.

Final confirmation, along with additional joining instructions, will be provided to all registered participants on the day following the course registration deadline

The COE recommend arranging refundable travel or accommodations at the same time you sign up, so you are ready to travel on the Seminar’s starting date. Please note that Seminar cancellations may always happen.

5. Request for visit: For security screening purposes, attendees must submit a **Request For Visit (RFV)** at least **seven days prior** to the start of the education and training activity in order to obtain access to the Italian 'De Cicco' Barracks.

Attendees must submit the RFV through diplomatic channel (his/her own Embassy/Consulate in Italy) to the Italian MoD Security Office (ITA Joint Staff 2° Division) at the following address:

STATO MAGGIORE DELLA DIFESA
RIS CS
VIA LEPANTO, 5
00192 ROMA

This applies to every foreign visitor to an Italian MoD facility.

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For personnel assigned to NATO HQs/Entities the Security Officer can send directly the RFV to the Italian MoD Security Office at present email: ris.sicaccessi@smd.difesa.it. Please be aware that the NATO M&S COE PoC **cannot handle in any way the RFV**.

6. Course and Seminar fees:

- NATO M&S COE **Framework** (ITA) and **Sponsoring Nations (CZE, DEU and USA)** - military or government: **no fee**, only lunch **9 euro per day**.
- NATO Nations and Organizations (military or government): **Euro 300,00** to cover general expenses (such as transportation and supplies) **plus lunch**
- All others: **Euro 500,00 plus lunch**

Fee payment will be facilitated through secure payment links issued to each participant, enabling direct online transactions. Invoices may be requested directly from the payment link originator email.

7. **The seminar agenda**, additional details, and registration documents are available on the **NATO M&S COE website** at www.mscoe.org/courses, under the specific course or seminar page and/or on the **E&T portal** <https://elearning.mscoe.org/login/index.php>. The E&T Portal credentials are released in due time, generally **seven** days before the course start.

8. **Recommended e-Learning Seminars to attend prior the Seminar**: available through the **NATO M&S COE E&T Portal ADL 211- Modelling and Simulation Introductory course**. The E&T Portal credentials are released in due time, generally **seven** days before the course start.

9. **Coffee and lunch**: Coffee and snacks are available at the local cafeteria for a very reasonable price. Please note that the NATO M&S COE offers morning coffee breaks at around 10:15.

For personnel coming from **Sponsoring Nations (USA, DEU and CZE)** lunch will be available **for 9 euro per day**. **Italian military** personnel will use the military mess following the Italian national rules.

10. Dress code:

Business attire for civilian personnel, duty/working uniform for military personnel.

11. NATO M&S COE PoC:

- **Commander (ITA N) Dino D. Tropea**
Education & Training Section Chief
Duty Telephone: +39.06.4691.24383
e-mail: mscoe.det06@smd.difesa.it
- **OR-9 (ITA ARMY) Fabrizio Monfera**

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Education & Training Portal manager

Duty Telephone: +39.06.4691.24352

e-mail: mscoe.det05@smd.difesa.it

12. Accommodation (**we kindly remind that participants are fully responsible for making their own reservation**):

Due the vicinity to the designated pick-up point, we suggest the following hotels:

- Hotel American Palace (www.americanpalace.it);
- Hotel dei Congressi (www.hoteldeicongressiroma.com);
- Hotel Tre Fontane (www.hoteltrfontane.it);
- Hotel Villa Eur (www.villaeur.it).

You are free to book any other Hotel at your best convenience, but please note that it is up to you to reach the designated pick-up point at “Piazzale Douhet”.

13. Transportation and Pick-up point:

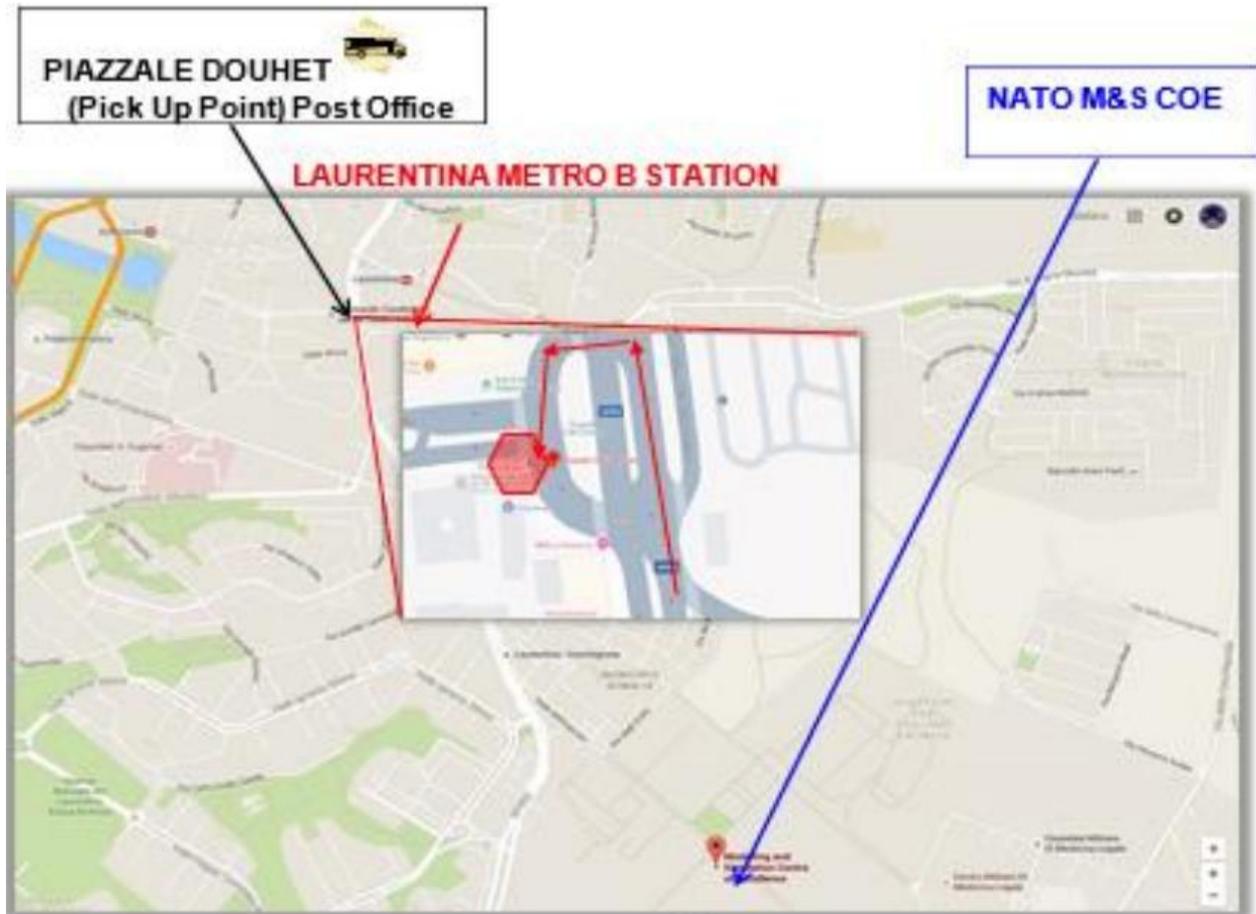
- a. **NATO M&S COE offers a free transportation service (military minibus).**

The daily schedule is: 08.00 – Pick up at Piazzale Douhet, in front of the Post Office. Return IAW daily schedule at para 10.

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b. Own vehicles

Please take into due account that Città Militare Cecchignola, where the NATO M&S COE is located, is a military compound and access is handled by military personnel and regulations. Civilian vehicles can enter upon authorization of the Base Military Authorities, a daily pass will be exchanged for a valid document. Pedestrian (civilian or foreign military) have to leave their Passport/ID Card and to declare the reason of visit: Seminar at “Caserma A. De Cicco”.

If you are coming from “Grande Raccordo Anulare” (GRA) by car, whichever side of the Ring (East or West) you are coming from, take the Exit 25, “ROMA EUR/CITTA’ MILITARE CECCHIGNOLA”, towards downtown, and follow the road for about 1,5 km, then turn right into Via dell’Esercito, following the road sign “Città Militare Cecchignola”. After 400 metres you will be in front of the Città Militare Cecchignola main gate. Proceed for further 500 metres then turn right onto Piazza Villoresi, 1.

14. Rules of conduct inside “De Cicco Barracks”:

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Please be aware that the processing of personal data, acquired at the entrance of the building, is performed in accordance with Italian Republic Legislative Decree 196/2003. The entire area is under control through a video surveillance system.

IN CASE OF DANGER:

Upon the occurrence of an abnormal situation (eg. Fire, leakage of dangerous substances, Indispositions of people, etc.) The good behavior rules are the following:

- you can take direct action to shut down or limit the fire outbreak only if you are fully aware of the fire extinguishers characteristics and mode of use;
- water hoses shall not be used since their use is reserved to the fire brigade and / or trained and authorized personnel;
- disabled/ people with mobility impairments should be helped/supported;
- should the corridors and stairs be invaded by the smoke, you must stay in the room with tightly closed doors and signal your own presence by all means. Upon the activation of the sound alarm (evacuation order), each one must obey to the safety area coordinator (with phosphorescent bib) instructions, abandoning the premises without delay in an orderly manner and in silence, using the emergency routes indicated by to the safety area coordinator and following the emergency signs;
- **DO NOT LINGER** to recover personal items or for other reasons;
- regroup in a designated collection point as indicated by area safety coordinators and remain available to check for any missing person;
- do not enter any building without the consent of the area safety coordinators in charge for emergency situations;
- promptly follow all instructions given by the area safety coordinator in charge for the emergency.

The **internal emergency** numbers are as follows: **2.4141 or 2.4090**.

General Purpose Information

Public Transportation

Rome has a good underground railway system that will take you close by to most tourist destinations. The Metro in Rome has three lines - A, B and C. The combination of A and lines is X-shaped; the two lines cross at the city's central railway station, which is called ROMA TERMINI. **Rome Bus, Tram & Metro Tickets** must be purchased in advance from Tabacchi shops, newsstands, bars, or vending machines at metro stations and major bus stops.

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In case of need, or if you miss the shuttle bus, you can reach the De Cicco Barracks from Laurentina metro station by taking bus 763, which runs approximately every 20 minutes.

Principals tickets options are the following:

- **B.I.T. € 1.50.** Standard ticket, valid for 100 minutes from first validation on all buses and just for a single journey on metro/train urban route, even using different lines, but without passing through the turnstiles.
- **ROMA 24H hour Ticket €7,00:** valid 24 hours from first validation for unlimited journeys within the city of Rome.
- **CIS - INTEGRATED WEEKLY TICKET €24.00:** Valid until midnight of the seventh day of use including the day of validation, for unlimited journeys within the city of Rome.

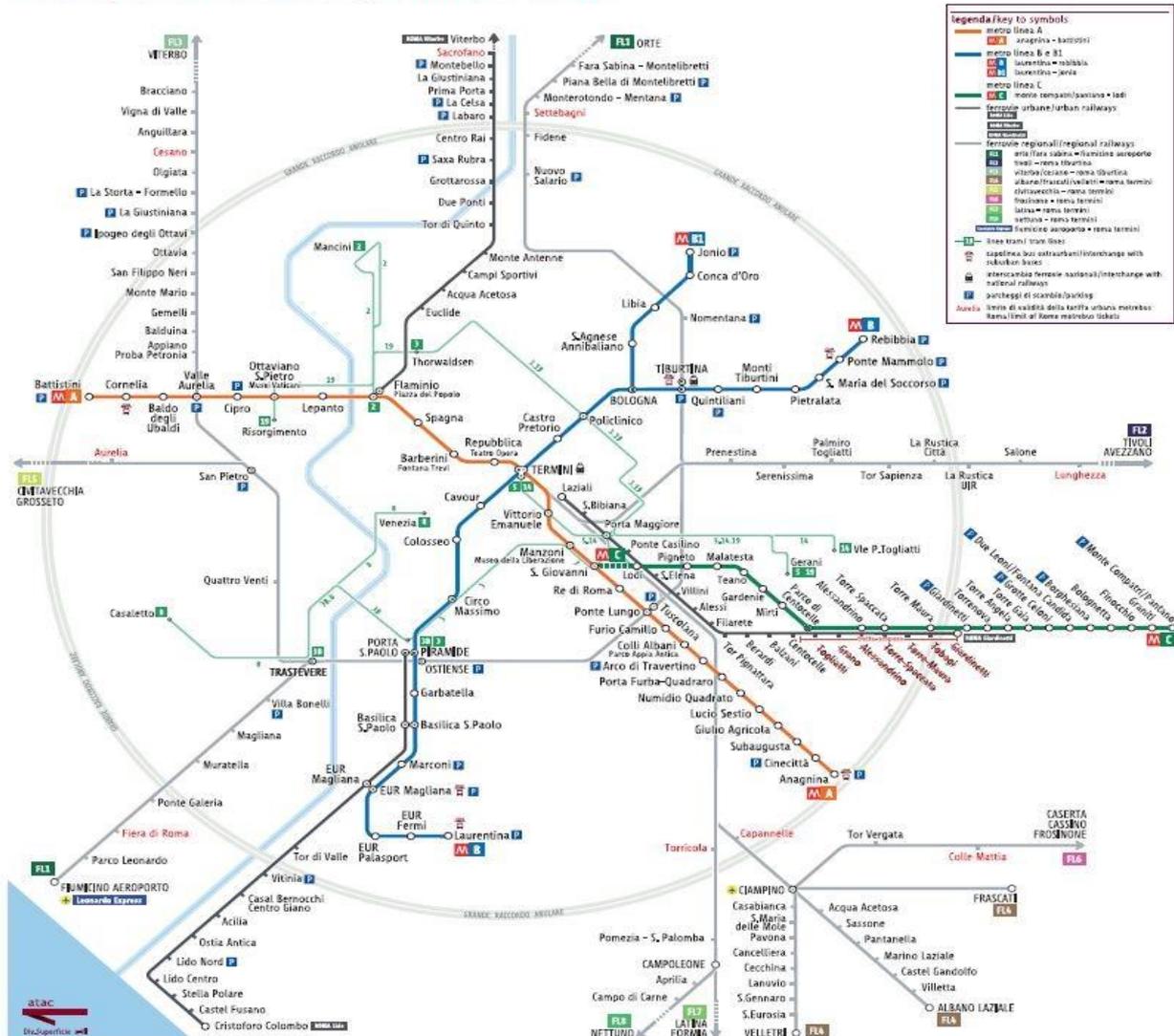
Additional information and metro map: <http://www.atac.roma.it/index.asp?lingua=ENG>

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metro, ferrovie metropolitane e tram



Taxi

Official taxis (white) are available from the airport (around 48 Euro to the city center). Should you need a taxi during your stay in Rome, try to book it at the hotel reception; it is normally safer and faster. Should you need to call it directly within Rome, dial +39.06.0609.

Car Rental

Several rental car companies can be found at the airport.

Find below the links to the pages of the major car rental companies in Rome:

<https://www.hertz.it/rentacar/reservation/>

<http://www.avisautonoleggio.it/default.aspx>

<http://www.maggiore.it/index.php?lingua=qb>

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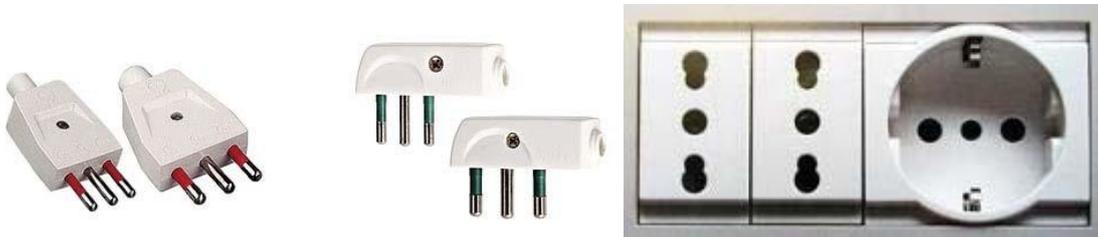
www.mscoe.org

<https://www.nationalcar.com/>

<http://www.sixt.it/it/auto/>

Electricity (220 V/50 Hz)

The most used plugs in Rome Hotels are:



Telephone

The international access code from regular phones is '00'.

The country code for Italy is '+39'.

Emergency Numbers

The emergency telephone number for Italy, which you can dial from anywhere in the country, is **112** (European number for emergencies).

Post Office

The Post Offices are usually open between 09h00-14h30 from Monday to Friday and between 09h30-13h00 on Saturdays. Stamps can be bought at tobacconists that either carry the blue and white "Tabacchi" sign or are simply marked "T".

Pharmacies

Rome pharmacies have alternating opening hours during weekends and nights. At most pharmacies, you will find a list of addresses for 24-hour pharmacies. Pharmacists can likely recommend the appropriate medicine or alternative if you describe your symptoms and many pharmacists in tourist areas can speak English.

See <http://www.paginegialle.it/farmacie-turno/Roma> to find out which pharmacy is open.