



**HOTEL RESERVATION FORM**

**OGC Meeting**  
ESRIN, Frascati, Italy  
23 – 27 September 2013

Hotel Reservation Forms should be returned BY FAX or EMAIL  
to the Conference Local Support by 3rd September 2013:  
Fax No. + 0039 06 9418 0242 EMAIL. [esrintravel.office@esa.int](mailto:esrintravel.office@esa.int)

**PARTICIPANT DETAILS**

Mr / Ms  
Family Name:.....  
First Name:.....  
Organisation / Company:.....  
Address:.....  
Telephone:..... Fax:.....  
E-mail:.....

**ACCOMMODATION**

A number of rooms have been pre-booked for the participants at special rates in several local hotels (see below cost of single room with breakfast) and will be reserved on a first come / first served basis. There will be a **courtesy bus** that will take you from any of the hotels mentioned below to ESRIN and back.  
See also next page for hotel accommodation in Rome.  
Please tick the appropriate box to book your hotel accommodation:  
**Type of room required:**  Single  Double  
Hotel Cacciani:  € 74  
Hotel Colonna:  € 80  
Hotel Bellavista:  € 80  
Hotel Antica Colonia:  € 80  
Hotel Flora:  € 110  
Hotel Villa Mercede:  € 75  
Date of arrival: ..... Date of departure:..... No. of nights:.....  
Mobile Number:.....  
Payment guaranteed by credit card (type): .....  
Name of card holder: .....  
Credit card number: ..... Expiry date:.....  
**Cancellation Policy:**  
Hotel cancellation notification should be made by fax to the ESRIN travel office – fax no. +39 06 94180242 or email [esrintravel.office@esa.int](mailto:esrintravel.office@esa.int) –minimum 2 working days before arrival  
**By giving my credit card details I agree that my card number will be used to guarantee the hotel and taxi booking. No shows for hotel and taxi bookings will be charged to my credit card.**  
Mobile Number:.....  
Signature: .....

**TAXI FROM AIRPORT \*\***

I request a taxi to pick me up at Rome Fiumicino (Leonardo Da Vinci) Airport upon arrival at a cost of € 75

Date..... flight number ..... coming from..... at ..... hours.

I will pay the driver directly guarantying the reservation by the below credit card.

There will be a 15% of surcharge from 22h00 to 06h00.

I request a taxi to pick me up at Ciampino Airport upon arrival at a cost of € 45

Date..... flight number ..... coming from ..... at ..... hours.

I will pay the driver directly guarantying the reservation by the below credit card.

There will be a 15% of surcharge from 22h00 to 06h00.

**Payment guaranteed by credit card (type):** .....

Name of card holder: .....

Credit card number: ..... Expiry date:.....

**Cancellation Policy:**

Taxi cancellation notification should be made by fax to the ESRIN travel office – fax no. +39 06 94180242 – or email [esrintravel.office@esa.int](mailto:esrintravel.office@esa.int) minimum 4 hours before the service, during working days.

**By giving my credit card details I agree that my card number will be used to guarantee the hotel and taxi booking. No shows for hotel and taxi bookings will be charged to my credit card.**

**Mobile Number:**.....

**Signature:** .....

## General information and practical arrangements for the

### GENERAL INFORMATION ON VENUE

Frascati is a famous and popular town of the "Castelli Romani" (Roman castles) 20 km south of Rome. It is renowned for its beautiful villas and quality wines. The town originated in the first few centuries of our era around the ruins of Roman patrician villas. Its healthy climate and closeness to Rome has meant that Frascati has always been a centre of attraction for both Italian and foreign tourists.

### CLIMATE

The seasonal average temperature is around 20-25 °C.

### HOTEL ACCOMMODATION IN THE FRASCATI AREA

We advise you to book your hotel via the conference local support. Please return the attached hotel reservation form by fax to the conference local support before 9th September 2013. After this date the hotel block booking will be released, and availability of any hotel room can no longer be guaranteed.

Please complete the attached form even if you prefer a different category of hotel and our conference local support will endeavour to satisfy your request. However, please note that the daily transport is guaranteed only for the pre-booked hotels.

Should you not require hotel accommodation, you should still confirm your attendance by fax to the conference local support so that you will be officially registered for the meeting and be able to gain access to the ESRIN site.

### HOTEL ACCOMMODATION IN ROME

It is quite easy to reach ESRIN by train from Rome to the Tor Vergata station (see item C of att. timetable). For those participants preferring to stay in Rome below are the addresses of some hotels within walking distance of the Rome Termini railway station. The average cost of a single room with breakfast is € 150 – 200. Please contact them directly to make your reservation.

Hotel Morgana  
Via F. Turati, 33/37  
00185 Roma  
E-mail : [hmorgana@tin.it](mailto:hmorgana@tin.it)  
[www.hotelmorgana.com](http://www.hotelmorgana.com)  
Tel. 0039 06 4467230  
Fax. 0039 06 4469142

Hotel Royal Santina Roma  
Via Marsala, 22  
00137 Roma  
Tel. 0039 06 448751  
Fax. 0039 06 4941252

Hotel Mediterraneo  
Via Cavour, 15  
00184 Roma  
Tel. 0039 06 4884051  
Fax. 0039 06 4744105

Piazza Barberini area

Hotel 53  
Via di San Basilio 53  
E-mail : [info@lhotel53.com](mailto:info@lhotel53.com)  
<http://www.lhotel53.com/1024.html>  
Tel. 0039 06 42014708

Albergo Ottocento  
Via dei Cappuccini 19  
00187 Roma  
Tel +39 06 42011900  
Fax +39 06 42011020  
E-mail: [info@albergottocento.it](mailto:info@albergottocento.it)  
<http://www.albergottocento.it/>

If you decide to book your own hotel accommodation, please do not forget to register for the meeting.

## **LUNCH**

Lunch is available in the ESRIN canteen and is payable in cash. The canteen has a wide variety of dishes including vegetarian.

## **DIRECTIONS FROM AIRPORT**

Road directions from Rome Fiumicino airport to the Frascati area are available on the ESA web site [http://www.esa.int/export/esaCP/GGG8UIPZ0GC\\_index\\_0.html](http://www.esa.int/export/esaCP/GGG8UIPZ0GC_index_0.html)

## **HOTEL CONFIRMATION**

Please note that the hotel confirmations will be sent out not later than the 2nd September 2013.

## **BOOKING OF HOTEL ROOMS AND AIRPORT TAXIS \*\***

Cancellations should be made in writing to the ESRIN Travel Office - fax no.

**0039 06 9418 0242**

or by e-mail to [esrintravel.office@esa.int](mailto:esrintravel.office@esa.int)

No show hotel and taxi bookings will be charged to the requestor's credit card (see also first page of registration form).

## **WELCOME PACKAGE**

A welcome package of documentation including meeting logistics and courtesy bus timetable and any social event details will be provided via email one week prior the workshop.

## **MEETING ADDRESS**

European Space Agency - ESRIN  
Via Galileo Galilei snc,  
00044 Frascati (RM), Italy

## TRAIN CONNECTIONS

Please check on [www.trenitalia.it](http://www.trenitalia.it)

### A : ROME TERMINI ↔ FIUMICINO AIRPORT

Trains from Fiumicino Airport to Rome Termini station leave every 30 minutes from 06:38 to 23:38.

Trains from Rome Termini station (platforms 25-27) to Fiumicino Airport leave every 30 minutes from 05:52 to 22:52.

Timetable may vary on Sunday and public holidays. The journey takes about 30 minutes.

One-way tickets cost 14.00 €. Tickets can be purchased at vending machines inside both domestic and international arrival halls as well as at train stations.

### B : ROME TERMINI ↔ FRASCATI

The journey takes about 30 minutes. One-way tickets cost 2.10 €.

In Frascati, tickets can be purchased at the bar into the station or the newsstand in the small gallery in front of Piazza del Gesù.

At Rome Termini station tickets may be purchased at the check-in area of platform 25 or the self-service machines in the main hall.

All trains run Monday to Saturday (see the tables below). Sunday trains are marked with an \*asterisk.

Departure: Frascati	Arrival: Rome
06:37	07:06
07:38	08:06
08:37 *	09:06
09:37	10:06
10:34*Ⓞ	11:13
12:37 *	13:06
13:48	14:13
14:37 *	15:06
15:37	16:06
16:37 *	17:06
17:37	18:06
18:37 *	19:06
19:37	20:06
20:37 *	21:06
21:37	22:06
22:39 Ⓞ	23:15

Departure: Rome	Arrival: Frascati
06:35	07:10
07:35 *	08:05
08:54	09:23
09:54 *	10:23
11:54 *	12:23
12:54	13:23
13:54 *	14:23
14:54	15:23
15:54 *	16:23
16:54	17:23
17:54 *	18:23
18:54	19:23
19:54 *	20:23
20:54	21:23
21:54	22:23

Ⓞ = change at Ciampino \*train on Sundays

### C : ROME TERMINI ↔ ESRIN (Tor Vergata)

The Tor Vergata station is located 50 meters far from ESRIN (turn left at the exit, go up the stairs, cross the bridge and you are at the main gate of ESRIN). The journey takes about 20 minutes. One-way tickets cost 1.50 €.

Tickets may be purchased at the ESRIN Travel Office. At Rome Termini station tickets may be purchased at the self-service machines in the main hall.

When travelling from Rome to Tor Vergata you are advised to travel in the front part of the train (first four carriages). All trains run Monday to Saturday (see the tables below). Sunday trains are marked with an asterisk.

Departure: Tor Vergata	Arrival: Rome
06:38	06:59
07:02	07:27
07:21	07:41
07:53	08:13
08:12	08:34
09:04	09:27
09:22	09:48
11:06 *	11:27
12:26	12:48
14:20 *	14:48
15:00 *	15:20
15:23	15:48
16:26 *	16:48
16:48	17:13
17:26	17:48
17:48	18:13
18:26	18:48
18:48	19:13
19:22	19:48
19:41	20:13
20:26	20:48
21:22 *	21:48
21:48	22:13
22:15 *	22:41
23:10	23:30

Departure: Rome direction Cassino / Frosinone	Arrival: Tor Vergata
06:21	06:41
06:28	06:48
07:07*	07:24
08:35	08:55
09:14	09:31
10:14 *	10:35
12:14	12:31
13:14	13:31
14:14	14:31
14:49	15:06
15:14	15:31
15:49	16:06
16:14	16:31
16:49	17:06
17:14	17:31
17:49	18:06
18:14	18:31
18:49	19:06
19:14	19:32
19:49	20:06
20:14	20:30
21:14 *	21:31
23:14 *	23:32

A combination of A + B will bring you to and from the centre of Frascati. A combination of A + C will bring you to and from ESRIN.