



TELEFAX  
0039 06 9418 0242

HOTEL RESERVATION FORM

OGC Technical and Planning Committee Meeting 2010  
8-12 March 2010

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.

See also next page for hotel accommodation in Rome.

Please book the following local hotel accommodation:

Type of room required:                       Single                       Double

Hotel Bellavista                       €90                       €110  
Hotel Cacciani:                       €78  
Hotel Antica Colonia:                       €80  
Hotel Villa Mercede:                       €65  
Hotel Colonna:                       €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:

Hotel and/ or Taxi cancellation notification should be made by fax to the ESRIN travel office – fax no. +39 06 94180242 – for hotel minimum 2 working days before arrival and for taxi 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:

Cont'd

**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 from flight number ..... coming from..... at ..... hours. I will pay the driver directly, 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 from flight number ..... coming from ..... at ..... hours. I will pay the driver directly, 15% of surcharge from 22h00 to 06h00.

**DIRECTIONS FROM AIRPORT**

I require road directions from Rome FCO Airport to Frascati :                    YES     NO

I require road directions from Rome Ciampino Airport to Frascati :                    YES     NO

**Hotel Reservation Forms should be returned BY FAX  
to the Conference Local Support by 8th February 2010:**

**Fax No.                    + 0039 06 9418 0242**

## 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 10 - 15 °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 [8th February 2010](#). 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

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 26<sup>th</sup> February 2010

## **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

## **MEETING ADDRESS**

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

**RAILWAY CONNECTION FROM  
ROME FIUMICINO AIRPORT TO FRASCATI  
AND TO ESRIN**

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

**A : LEONARDO EXPRESS non stop train service to Rome centre**

At 30 minute intervals from Rome Fiumicino Airport to Termini station from 07.37 to 22.37 hrs

At 30 minute intervals from Rome Termini station (platforms 25-27) to Fiumicino Airport from 06.51 to 21.51 hrs

Train times may vary on Sundays and public holidays. The journey takes about 30 minutes.

A one-way ticket costs EURO 8.78. Tickets can be purchased at vending machines inside both the domestic and international arrival halls and at the railway stations.

**B : Train Service Rome Centre to Frascati**

A one-way ticket costs EURO 1.70. At Frascati they are available from the tobacco stand at the station.

At the Rome Termini station tickets may be purchased at the check-in area of platform 24, or the self-service machine in the main station.

The journey takes about 30 minutes. All trains run Monday to Saturday. The Sunday service trains are marked with an asterisk.

Dep. Frascati	Arr. Rome
05.10	05.40
06.26	06.55
07.30	08.00
08.29 *	08.55
09.29	10.00
10.34	11.11
12.29 *	12.58
13.49	14.11
14.29 *	14.58
15.29	16.01
16.29 *	16.58
17.29	18.01
18.29 *	18.58
19.29	20.01
20.29 *	20.58
21.29	21.58
22.29 *	22.30 ©

Dep. Rome	Arr. Frascati
05.46	06.13
06.32	07.03
07.33 *	07.55
08.35	09.05
09.52 *	10.19
11.52 *	12.19
12.52	13.19
13.52 *	14.19
14.52	15.19
15.52 *	16.19
16.52	17.19
17.52 *	18.19
18.52	19.19
19.52 *	20.19
20.52	21.19
21.52 *	22.19

© = change at Ciampino

**C : Train Service Rome Centre to ESRIN**

The Tor Vergata train stop is located some 50 mt. From ESRIN. (Turn left at the station exit. Walk 50 mt. Cross the bridge and you are at the main gate of ESRIN)

The journey takes about 20 minutes. Train times may vary on Sundays and public holidays.

A one-way ticket costs EURO 2.00. Tickets may be purchased from the ESRIN Travel Office and Roma Termini station tobacco stand.

For the Rome – Tor Vergata direction you are advised to travel in the front part of the train (first four carriages).

Dep. Tor Vergata	Arr. Rome
06.47	07.07
07.16	07.37
07.55	08.15
08.58	09.25
09.20	09.37
11.04	11.26
12.19	12.40
14.19	14.39
15.00	15.18
15.19	15.40
16.19	16.45
17.01	17.24
17.20	18.44
17.53	18.16
18.19	18.44
19.22	19.46
20.20	20.40
21.19	21.40
21.57	22.19
22.14	22.35
23.19	23.40

Dep. Rome direction Cassino / Frosinone	Arr. Tor Vergata
00.10	00.30
06.25	06.42
07.25	07.44
08.20	08.38
09.20	09.38
10.20	10.38
12.20	12.38
13.20	13.38
14.20	14.38
15.00	15.18
15.20	15.38
16.20	16.38
17.00	17.18
17.20	17.38
18.00	18.18
18.20	18.38
19.00	19.18
19.20	19.38
20.25	20.43
21.20	21.38
22.20	22.38

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.