



UNITED NATIONS GLOBAL SERVICE CENTRE - CONFERENCE AND LEARNING CENTRE

PRELIMINARY INFORMATION FOR EVENT FOCAL POINT

WELCOME

We are happy to organize your event in our centre, please help us make your event unforgettable by following the instructions you will find in this document



DEPARTMENT OF
**OPERATIONAL
SUPPORT**

United Nations
Global
Service Centre

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

To Our Client

Preliminary Information

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

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

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

UNGSC – CLC Coordinator

Services Provided by CLC

The CLC will provide you with its conference facilities, (all the rooms are equipped with Projector, PC, Flipcharts, Whiteboard, Stationary), administrative support and transportation from the hotel to the UNGSC and vice versa, free of charge.



Please find below the services we offer:

- Entry clearance to access the Base premises.
- Hotel booking at any hotels selected out of a list available in the event homepage (all at UN rates and located in the town center). The participants will find all the information in the registration email.
- Transportation from a meeting point (near the train station) to the training venue and vice versa during the event days (standard schedule at 08:00 a.m. – 05:00 p.m., unless differently required).
- Room set-up
- Certificate (we have our CLC certificate template, but you can provide us with yours and we will print it for you).
- Group Picture if needed.
- Group Dinner if needed, during the Event period at any restaurants in Brindisi area.

In drafting your agenda, please allocate 15-20 minutes for the entry clearance procedures. After that, a representative from the CLC will deliver a welcome briefing to you and to the participants before the event starts (10 min. approx).



Accommodation

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

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

UNGSC reserves these hotel as a matter of courtesy. Staff Members changing hotels with less than 24h notice will incur in penalty charges by the hotel concerned.

The UNGSC shuttle bus will depart from the Train Station square, close to all the main hotels.

Staff members choosing other accommodation who cannot join the bus at the Train Station, are responsible for their own transportation.

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

HOTEL	SINGLE ROOM B&B	SINGLE USE DOUBLE ROOM B&B	DOUBLE ROOM B&B	WEB SITE
INTERNAZIONALE****	€ 75.00	€ 85.00	€ 95.00	www.albergointernazionale.it
PALAZZO VIRGILIO****		€ 91.50	€ 116.50	www.palazzovirgilio.it
ORIENTALE****		€ 89.00	€ 119.00	www.hotelorientale.it
EXECUTIVE INN ****	€ 70.00	€ 89.00	€ 119.00	www.hotelexecutiveinn.it
BARSOTTI***	€ 55.00	€ 65.00	€ 85.00	www.hotelbarsotti.com

Travel & Transportation

Upon participants' arrival

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

Taxi

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

UN Bus

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

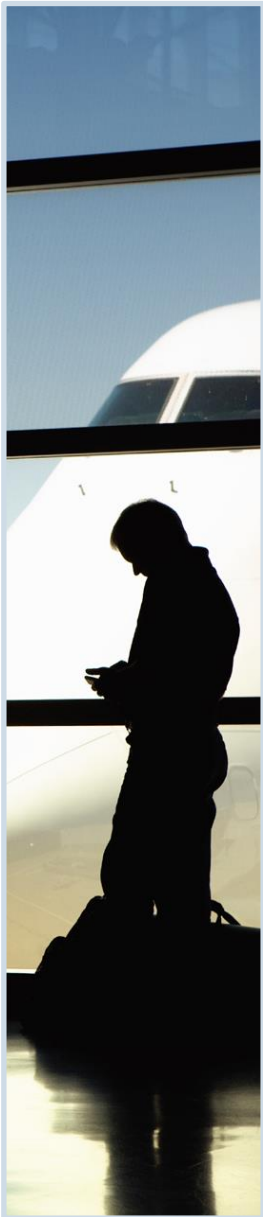
Lost & Found

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

Additional Information

Weather, from November to March the average temperature ranges from 6° C. to 16° C. From June to September the average temperature is around 30° C.

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



Lost luggage?

"Please provide us with the claim receipt received at the Airport from the Lost & Found Office.



Refreshment and Lunch

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

Vegetarian options are also available.



Plastic Free and Paperless Initiative

In line with the UN environmental policies, and further to the “Walk the Talk” initiative organized in 2019 to keep raising awareness on the development of sustainable goals, starting from February 2020, no plastic water bottles, plastic plates, cups, stirrers, cutlery, plastic cutlery wrapping will be used or sold in the cafeteria or vending machine.

The “Single-Use Plastic Free” campaign represents UNGSC’s engagement and great contribution to the achievement of the organization environmentally sustainable goals and objectives.

In addition, and in line with the project to certify the CLC as environmentally friendly, we are implementing the paperless initiative, and we encourage to produce electronic documents in order to follow instructions in terms of paperless and environmental issues.

CLC Facilities

Our facilities distributed in 3 buildings

Bldg. 94
Bldg. 135
Bldg. 228



Room 107, Bldg. 94

Room 107 max 50 seats
Equipped with:

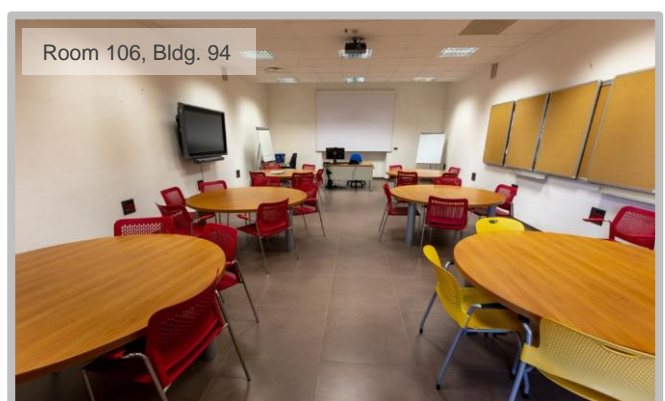
- 2 U-Shaped Tables
- 1 Projector,
- 1 Screen for projector,
- 4 TV,
- 4 Wireless Microphones for Speaker;
- 30 radio microphones for delegates,
- 4 flipcharts,
- 1 Board Panel,
- VTC System
- Audio System



Hybrid Room 007

Hybrid Room 007, max 16 seats

Equipped with: Digital FlipBoard, 16 desk and PC workstations, 1 Projector, 1 Screen for projector, **2 Screens for Hybrid Activities**, 2 flipcharts, Audio System.



Room 106, Bldg. 94

Rooms 001, 002, 104, 106, max 25 seats

Equipped with: 4/5/6 Round Tables, 1 desk and PC workstation, 1 Projector, 1 Screen for projector, 2 flipcharts, 1 Board Panel, Audio System



Room 105, Bldg. 94

Room 105 max 20 seats
Equipped with:

- 1 U-Shaped Table
- 1 Desk and PC Workstation
- 1 Projector,
- 1 Screen for projector,
- 2 flipcharts,
- 1 Board Panel.
- Audio System

Training Room at bldg.152 with the same layout

**Confer. Room
Bldg. 228**
max 35 seats
Equipped with:

- 1 PC Workstation
- 1 LCD Monitor
- 2 flipcharts,
- VTC System,
- Audio System



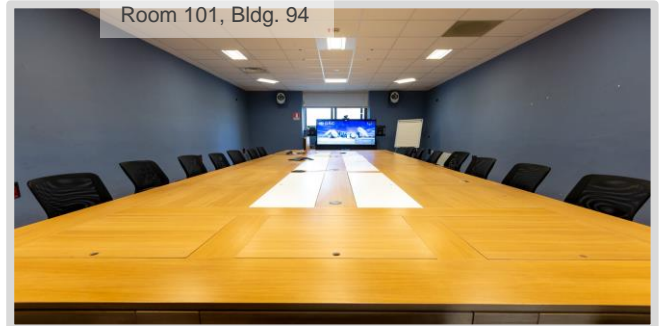
Conference Room, Bldg 228

Room 103, Bldg. 94



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

Room 101, Bldg. 94

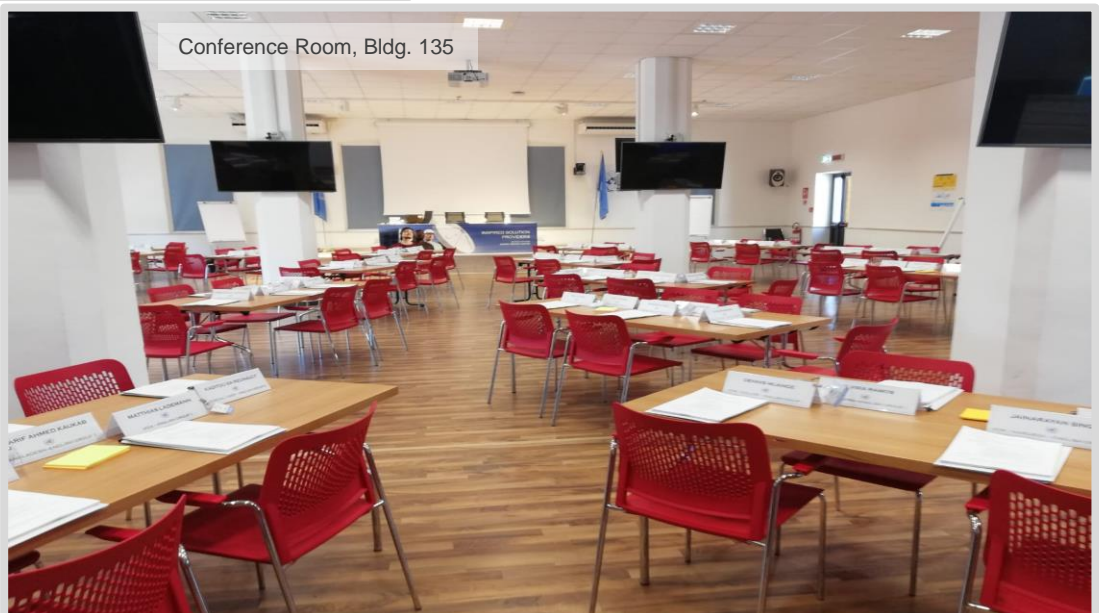


- Room 101 at Bldg. 94, max 20 seats**
Equipped with:
- 1 PC Workstation, 1 Desk PC for Speaker
 - 1 LCD Monitor 80", 2 Flipcharts,
 - VTC System, Audio System
- Room 003 at bldg. 94 same layout but with no VTC

**Confer. Room
Bldg. 135**
max 100 seats
Equipped with:

- 1 Projector
- 1 Screen for Projector
- 1 PC Workstation
- 4 LCD Monitors
- 4/6 Flipcharts,
- VTC System,
- Audio System

Conference Room, Bldg. 135



Contact Information

Please contact your Focal Point for your event



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UNGSC-CLC Information

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