

# ***Travel Information and Rules of the Road '12***

## **GETTING THERE**

Flights and exact dates of trip to be determined.

***Make sure you have reliable transportation to the airport and be at the airport 3 hours before departure.*** This is a holiday weekend so leave plenty of time.

\* \* **Make sure your passport is in order.** If you don't have a valid passport, they will not let you on the plane!! Prior to departure, make copies of your passport, ATM/credit cards, traveler's checks and any other important documents. Send two photocopies of your passport to Sharon McManus. If you haven't already, give copies to someone at home.

\* \* **Devise a way to safely carry your important documents!**

\* \* **Travel Insurance:** These are special group rate tickets that will be non-refundable. If you purchase travel insurance, you will be covered in case of illness, trip interruption, etc. We recommend you purchase this insurance. **You can order flight insurance by going to [www.accessamerica.com](http://www.accessamerica.com).** Please discuss this with your parents, if you are a minor.

\* \* **The airline will issue electronic tickets. When you arrive at Logan, check in with Laura Tonelli before you go to the ticket counter.**

If you are delayed and miss the flight from Logan airport, go to the Alitalia ticket counter. You should work with them to get on the next available flight. Ask them to contact us en route so we know what your new plan is. Carry the Accademia number with you so that you can leave a message for us in Viterbo.

**Vegetarian meals on the plane must be ordered 24 hours ahead.**

**MEDICATIONS/MEDICAL CARE** - Medical care is available in Viterbo. However, you must have health insurance and **must** bring verification of this with you to Viterbo. Anyone with any potentially dangerous health issues should discuss them with Laura prior to departure. It is a good idea to let your roommates know too, if you have any serious conditions (severe allergies, epilepsy, etc.), so that they know how to help. Also bring plenty of your prescription meds. with you. You may even want to leave some with a teacher or your roommate, in case you lose your bag or purse.

## **MONEY**

Please bring money in the form of an ATM/credit card and a back-up credit card. Traveler's Checks are okay as a secondary method but not convenient for everyday use. *You do not need to purchase euros before you leave.*

**Changing Money** You may use ATM machines, as you do in the US. This is extremely convenient, but you still must bring back-up funds in the form of traveler's checks or an additional card in case the machine should "eat" your ATM card.

- Be aware that your bank may charge a fee for each withdrawal.
- Also, be sure you know your password by **numbers**, not letters. (Not all keypads have letters).
- Be sure to move the money you'll need from your savings to your checking before you leave.

If you need to change cash or Traveler's Checks, you must go to a bank. In Italy, this is an experience unlike any other!! The transaction will take at least twice as long as you expect. Find a convenient bank that has a reasonable commission fee. Learn your bank's hours and plan accordingly. All banks close around 1:30 and some do not re-open. Banks are closed on Saturdays and Sundays.

**How much money should I bring?** The amount of money you bring depends on your travel plans and lifestyle. If you plan to do a lot of traveling/shopping/eating out, you'll need more money than if you cook in your apt. and travel locally. At the minimum, you'll need what you normally spend weekly in the U.S. for food and regular expenses. *(Remember, only two meals/week are included with the program. While eating out is fairly inexpensive, it all adds up. You will have an apartment with a kitchen and can save money by cooking for yourselves.)* For unexpected expenses, bring additional travelers checks or a credit card.

## **PACKING SENSIBLY**

**Do not over pack.** Except for the photographers, one suitcase should suffice. It is a burden to travel with too much luggage. Think about what you really need. You must be able to manage your own baggage!

## **LUGGAGE**

[http://www.alitalia.com/US\\_EN/your\\_travel/baggage/index.htm](http://www.alitalia.com/US_EN/your_travel/baggage/index.htm)

A Final Word - you must be able to manage your own baggage!

## SECURITY REGULATIONS FOR CARRY-ON LUGGAGE

Any sharp or potentially dangerous objects (razors, scissors, corkscrews, screwdrivers, jack knives, mat knives, etc.) cannot be carried on board. These should be packed in your checked baggage.

## PACKING ART SUPPLIES

Consult your instructor's syllabus for specifics on what to bring. Paper is available in Viterbo, but may be a little more expensive. Bring what you can carry, knowing that you can supplement once there.

***Oil Paints:*** We are not allowed to pack or carry oil paints. Alitalia considers them a *combustible*. Plan to purchase oil paints in Viterbo.

***For traditional film, a lead-lined film bag is highly recommended*** since the Rome airport now uses a surveillance device that can damage film! Remember to remove film from canisters into the film bag or into clear zip loc bags for easier inspection by airline security.

***Do not pack flammables (fixatives or varnish) and solvents.*** There are hardware stores in Viterbo where you can purchase what you need.

## ***European Union Liquid Policy***

The containers of 3.5 fluid ounces or less must be carried in a separate clear plastic, zip-lock or re-sealable bag that does not exceed 20 cm x 20 cm (8" x 8") or equivalent to one liter capacity. Items must fit in the bag comfortably and the bag must be completely closed or they will take items out. The items may include: Shampoo, Creams, Hair Gel, Hair Spray, Suntan Lotions, Toothpaste, Liquid or Aerosol Deodorants, Perfumes, Cosmetics, such as mascara and lip gloss, Water, Soup, Syrups, and other items of similar consistency.

This means anything that is in your carry on luggage that is not in a plastic bag will be taken from you! It is a long flight, and it's nice to have some items with you when you arrive, so plan to carry necessary items in the plastic bag!

## CLOTHING

Viterbo has a very livable summer climate. Days can be temperate to very hot with cooling in the evening. Because of its location at the base of the Cimino Hills, Viterbo is less extreme in temperature than most locations in Italy.

Pack your clothes economically: lightweight shirts, pants, shorts, one sweater or jacket for the evening, 1-2 "nice" outfits, 1-2 bathing suits. Sightseeing tip: For entry into the major churches, shorts (men) and miniskirts and sleeveless shirts (women) are not allowed. We recommend

that women bring a large scarf to throw over the shoulders for this purpose. **Bring shoes good for walking.** Save the stilettos for evening.

### **SHEETS/TOWELS/CONVERTERS**

You should bring 2-3 towels and a set of single sheets. (Also bring a light blanket or a second flat sheet if you have room). If you are housed at the Pardosso apartments you will not need sheets.

Converters are necessary for anything electrical. You can buy those at Radio Shack or order them on line. In Italy, it is 220 volts.

### **OTHER**

It is very useful to have a pocket dictionary and a guidebook for Italy (Lonely Planet series is a favorite for students.)

### **HOUSING**

The staff at the Accademia in Viterbo provides a group residence to house our students. We will also house some students in apartments in San Pellegrino. Final room assignments will be made by Elisabetta Masia, our housing coordinator, has arrived in Viterbo. Every attempt is made to honor roommate requests.

### **TRAVEL**

Many students choose to travel on the weekends to nearby points of interest such as Lake Bolsena, Orvieto, Florence, Siena and Rome. Longer trips are possible at the end of the program. To save money, you can investigate different kinds of Eurail passes, bus passes or rent a car for the month or on the weekend. If you are interested in a month-long rental, cars are far more economical if rented from the U.S. or from Canada. "Weekend" car rentals are fairly inexpensive when rented in Italy. Please note that **you must be 26 to rent/lease a car**, and, to be on the safe side, you should have a valid International Driver's License (available through AAA).

**International Student I.D. Cards** that earn you discounts at some museums and youth hostels may be useful.

### **LANGUAGE TRAINING**

Unfortunately this is not available with our program. Students can prepare for the program by using the Rosetta Stone (see the librarian) or by using any of the many good language systems (workbook plus tapes or cds.) These can be bought on-line or borrowed from many libraries. If you practice for 1/2 hour a day, you can accomplish a great deal in the months before you arrive in Italy.

## **LIVING IN VITERBO**

### **CULTURE SHOCK**

You are not in America any more. While this is exciting at first, it also requires considerable adjustment. You may be exhausted from traveling, even a little cranky, disoriented, uncomfortable, homesick, anxious and/or off balance. (You'll notice this even affects your illustrious faculty.) This is not unusual! There are strategies for coping with these feelings. Try to catch up on your sleep. Be determined to sleep only at "night" and get used to your new hours. Talk to each other, take it easy, and distract yourself by working or playing. As soon as possible, try out the bank, the local food store, and find a nearby cafe so you begin to feel more at home in your new environment.

### **OUR ADDRESS AND PHONE/FAX NUMBERS**

L'Accademia di Belle Arte di Lorenzo da Viterbo  
Via Col Moschin #17  
Viterbo, 01100 Italia

**Phone (from US):** 011-39-0761-220442

**Phone when in Italy:** 761-220442

**fax (from US):** 011-39-0761-223285

Email address: [abav@abav.it](mailto:abav@abav.it)

**Leeza cell** 011-39-348-122-2169

Laura's cell 011-39-348-340-2718

Academy telephone numbers should only be used for emergencies; we want to be respectful of the courtesies they extend to us. If faxes are sent at night (from US between noon and 8:00 PM EST) they are more easily received. E-mail is the best communication option, and there are several internet cafes in town.

**Academy hours** will be posted on the Bulletin Board. Last year they were:

M-F 8:00 - 8:00 PM Building is locked at 8:00.

Sat 8:00 - 12:00 PM

### **MESSAGE CENTER**

The Bulletin Board at the school becomes the message center during our stay. On it you will find up-to-the -minute changes on class locations or meeting times, and the weekly info on our Thursday night restaurant meal and Friday excursion.

Incoming mail, local bus schedules and special activities listings will also be posted there. You may leave messages for faculty and students there. If you want to go somewhere, use the board to find a travel companion.

## USING PUBLIC TELEPHONES:

1. The easiest method is to purchase a **phone card called *carta di telefono* or *scheda*** (available in varying denominations) at any **tabacchaio** (where you also get stamps). Break the corner of the card and insert it into the slot on the phone. As you're speaking, the digital meter on the phone will tell you how much time you've used. The *carta di telefono* is much cheaper for calls within Italy than using your long distance card, since they slap a surcharge on every call.
2. Another method is to use the *carta di telefono* to dial your credit card access number. **In general, always dial slowly.**  
**Sprint:** 172-1877                      **AT & T:** 172-1011                      **MCI:** 172-1022  
Ask the English-speaking operator to dial for you.

## IMPORTANT TELEPHONE NUMBERS

**Emergencies:** 113 (state police) or 115 (fire)

**Police:** 112 (carabinieri)

**Hospital Belcolle, Strada Sammartineso:** 0761 308622 (emergency) or 0761 339

**Telephone assistance** 172-3535.

**To call a taxi:** 340777. Say: *Oh beesonyo di un Taxi. Sono a* (street address) *a Viterbo.*

## WHEN EVERYTHING IS CLOSED

Most places open up around 8:30 (banks somewhat later) and shut down between 1:30 and 4:30. Some stores stay open until 7:30 or later, others don't. All restaurants have to close one day per week. (Let us know if you figure out the system!) Banks are closed on Saturday and Sunday.

In Viterbo, everything is closed on **Monday morning and Thursday afternoon**. Remember, if you have a field trip on Friday morning, you'll need to do your banking on Thursday morning (another reason to bring an ATM card.)

## ABOUT LIVING IN THE ABAV "RESIDENZA" AND THE PARADOSSO APTS.

All students will make a deposit for their room, which is refundable if there is no damage, no lost key cards or excess electricity use during the month.

Watching movies on laptops drains a great deal of electricity, as does using the air conditioners. Please be conservative. Do not tape anything on the walls.

Respect your furniture, kitchen utensils and equipment, per favore! It is expected that you will keep the apartment picked up and the common areas clean. Spot checks of apartments may occur, if necessary.

Please let Leeza Masia know if there is a problem with your room. We'll do our best to solve it quickly.

*Guests in the group apartments:* If you plan to have an overnight guest, clear it first with your roommate. Long-term visitors must find their own

accommodations. For the sake of your roommates and your Italian neighbors, go out to party.

**For those living in Apartments:**

Please greet your landlord and neighbors when you see them. Building good relationships will go a long way!! It is possible that the Landlord will want to show your apartment to a subsequent renter. We've asked that they make arrangements with you to do this, so that someone can be there during the visit. Try to be cooperative.

**Laundry:** The current living arrangements do not have washing machines. Hand washing is easy and, if you have a balcony for drying, pretty convenient. Bring lightweight clothes that dry quickly and don't require ironing. There is also a Laundromat (Lavanderia) and drycleaners (Lava Secco) in town.

**GETTING AROUND VITERBO AND ENVIRONS**

**BUSES:**

There are two bus lines, Orange and Blue. Schedules will be posted on the Bulletin Board at the Accademia. Orange buses (S.A.U.V.) are city buses and operate from the main terminal near the Sacrario. You can buy tickets at Any Tabacchiaio (1200 each) or an "abbonamento" which is a month-long bus pass with a student ID. Blue buses (inter-city) line up along the street leading to Via della Pelazina near the Porta Fiorentina train station. Buy your tickets at the "Time Out Bar" on the corner near the station.

ATTENZIONE!! Make sure that you know when the last bus goes back at night or else be prepared to pay a taxi (ouch!) or stay where you are overnight. The Sunday and holiday schedules are very much limited.

**TRAINS:**

There are two train stations in Viterbo. The trains for Rome leave from Porta Romana (logically), but most others (for Orte and connections along that main line, such as Florence) leave from Porta Fiorentina. Learn some key phrases so you can ask questions about departures and arrivals, etc. Check times, and connections carefully (*binario* = track). Most trains run on time, more or less. Sometimes there are bus substitutions, as is often the case with the Viterbo/Orte run.

A comprehensive train schedule or ORARIO can be purchased at newsstands, and, once you learn how to read it, is indispensable for the frequent train traveler. There are different Orarios, organized by region, so get the most useful one. If you master the Orario, you needn't be so dependent on the train personnel understanding your Italian (and your understanding their answers).

On some trains (the Rapidos, for instance), a supplement is required. This is indicated in the Orario too. Sometimes the trains to Viterbo are unexpectedly linked with other trains, which means you might have to change trains, mostly in Orte. When in doubt, check with the conductor.

**Tickets** are purchased at the station. **Before boarding the train, be sure to stamp your ticket in the little orange machine on the platform;** otherwise the conductor may yell at you and even make you pay a fine. (Playing the dumb foreigner sometimes helps, but don't count on it.)

### **EXPLORING THE AREA**

Many of you will want to travel on the weekends and at the end of the program. There are endless opportunities for sightseeing, near Viterbo and beyond at the more popular sites. Remember that it is high tourist season and places like Florence, Venice and Rome will be crowded. The tourist offices are in the Piazza delle Morte and at Piazza dei Caduti, 16. They may help you make plans for traveling and answer questions. (Last year, they would not book hotels for us however!) It is not essential to book hotels before you travel. It is fairly easy to find a tourist office at the train station of your destination. They will help you find the "grade" of accommodation you wish. **As a safety precaution, please let someone in our group know if you are going out of town and when you'll return. Always find a travel companion.**

Please share with your travel mates any useful information you discover, i.e. negotiating busses, location of good banks, cheap trattorias, good art supply stores, etc. Again the bulletin board at the school is also a good place to post these "tips".

### **STREET SMARTS - KEEPING YOURSELF SAFE**

You are not in America anymore. There are basic rules that will help keep you and your belongings safe. Don't leave valuables lying around the school. Your apartment, however, should be a safe place to leave valuables. Carry money and passports in a secure place. Money belts are good and shoulder handbags are definitely not. Fanny packs can be clipped or opened in a crowded situation. Whenever possible, carry your back-up credit card or money separate from your other money. You needn't carry your passport unless you're traveling (you must have it to check into a hotel) or using it for banking transactions, although you might want to carry a copy.

While Viterbo and environs are pretty tame, Naples and Rome are more like New York. There are people who depend on tourists to augment their income. Travel in pairs. While traveling by train, don't ever leave your belongings to go the bathroom or food car. Don't wander through the train while it's in the station without being sure it won't "split".

**Being an American in Europe:** While we don't expect it, it is possible that you will sense some anti-American attitudes during your travels. More likely, Italian students will just want to talk to you or ask questions about recent world events. As a precautionary measure, it is probably best to avoid congregating with large groups of Americans in public places in Rome or any of the bigger cities. Leave your American flag T-shirt at home and try to "blend in." In general, exercise good judgment and steer clear of any potentially volatile public gatherings.

**Motorini accidents are common and the results ugly. Stay off them.**

**Drugs are hardly worth the risk.** If you get busted, we call your parents and send you postcards from the States. Regarding alcohol consumption, do as the Italians, who only drink during meals.

RELAX, ENJOY, and TRY SPEAKING ITALIAN.  
*ANDIAMO!!*