



CIMBA

Undergraduate Travel & Living Guide

Iowa CIMBA Office

The University of Iowa
Henry B. Tippie College of Business
108 Pappajohn Business Building, Suite W230
Iowa City, IA 52242-1000
Tel: 319-335-0920 Fax: 319-384-1937

Paderno Campus

Via San Giacomo 4
31010 Paderno del Grappa (TV)
Italy
Tel: +39 0423-932160 Fax: +39 0423-932126

www.cimbaitaly.com

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Planning Checklist and Suggested Deadlines

Five Months Before Departure

- Obtain a passport
- Begin working on Visa Application (if applicable)
- Ensure that you have adequate health insurance coverage for your time abroad
- Begin search for airline tickets
- Look for bargains on travel backpacks
- Buy a travel book and phrase book and start learning Italian
- Check out websites and research the area and travel opportunities throughout Europe

Three to Four Months Before Departure

- Complete Visa Application (if applicable)
- Obtain an International Student ID (needed for some airline discounts) at www.isic.org
- Purchase airline ticket
- Plan an itinerary of places you want to visit during your stay. This will help you determine your arrival and departure locations if you want to travel before/after the program.
- CHECK OUT WEB SITES and practice your Italian!
- Turn in all necessary forms to the CIMBA Office

Two Months Before Departure

- Obtain PIN numbers from credit card companies and back up ATM cards (they take up to 3 weeks to receive), notify bank & credit cards of travel abroad.
- Download Skype & figure out how you will communicate back home.
- Talk to cell phone provider about international rates or suspending service
- CHECK OUT WEB SITES and continue practicing Italian!
- Turn in all necessary forms to the CIMBA Office

One Month Before Departure

- Finalize arrangements for things such as who will pay your bills in your absence.
- Purchase a train pass if you plan to do so before you leave, but only after checking the various European airline websites in Appendix I and reading fine print on train pass.
- If you have not yet received your Student Visa, please let the Consortium Office know at least two weeks prior to your scheduled departure.
- Have ALL PAPERWORK completed and necessary forms turned into the CIMBA Office

Introductory Information

Important Contact Information

Graduate Program CIMBA Main Offices	Undergraduate Program Paderno del Grappa Campus	Program Coordinating University The University of Iowa
<p>Asolo, Italy Office: Tel: +39-0423-951090 Fax: +39-0423-951104 Cell: +39-335-647-5070 Cell for Emergencies ONLY!</p> <p>Mailing Address: CIMBA Via Collegio 40 31011 Asolo (TV) Italy</p> <p>Contact People: Cristina Turchet Dr. Al H. Ringleb</p>	<p>Paderno del Grappa, Italy Office: Tel: +39-0423-932160 Fax: +39-0423-932126 Cell: +39-3357-851270 Cell for Emergencies ONLY!</p> <p>Mailing Address: CIMBA Via S. Giacomo 4 31010 Paderno del Grappa (TV) Italy</p> <p>Contact People: Anna Fiumicetti Cristina Turchet</p> <p>www.cimbaitaly.com</p>	<p>Iowa City, IA, USA Office: Tel: 319-335-0920 Fax: 319-384-1937 cuis-info@uiowa.edu</p> <p>Mailing Address: CIMBA Office 108 John Pappajohn Business Building, Suite W230 Iowa City, IA 52242-1000</p> <p>Contact People: Beth Bellman—Undergraduate Mary Spreen—Graduate/MBA</p> <p>University of Kansas Contact: Leslie Hazlett – 785-864-7576</p>

Listed above is important contact information for the offices involved with the Italy programs. You may notice that there are two different offices in Italy. The Asolo office and campus are primarily dedicated to our graduate study abroad programs, whereas the Paderno office and campus is where the undergraduate program is located. You are always welcome to call the Iowa office for questions or concerns regarding any of our programs.

In preparing to make your trip to Italy, there are a number of items that need your careful attention. Some of these items – like your passport and health insurance – are essential and without them you cannot attend the program. Others, such as appropriate clothing, will help you prepare for your time abroad. It is critical that you read this guide and refer to it as you plan your trip to Italy and while living in Italy. Students who have attended this program in the past have stated that they wished they had read this guide more thoroughly before departing as it contains vital information on the intricacies of traveling abroad. **Furthermore, please bring this guide with you to Italy as it contains important contact information and directions to get to campus; it can also be a very helpful resource so that you have something to refer to when questions arise.**

Background on CIMBA

CUIS stands for “Consortium of Universities for International Studies,” and is made up of 34 member universities. There are six programs at CIMBA: the Undergraduate semester and summer programs, fulltime and part-time MBA programs, a summer MBA program, and an executive certificate program. The undergraduate programs take place in Paderno del Grappa, and all MBA and executive and MBA programs take place in Asolo, 7 km away.

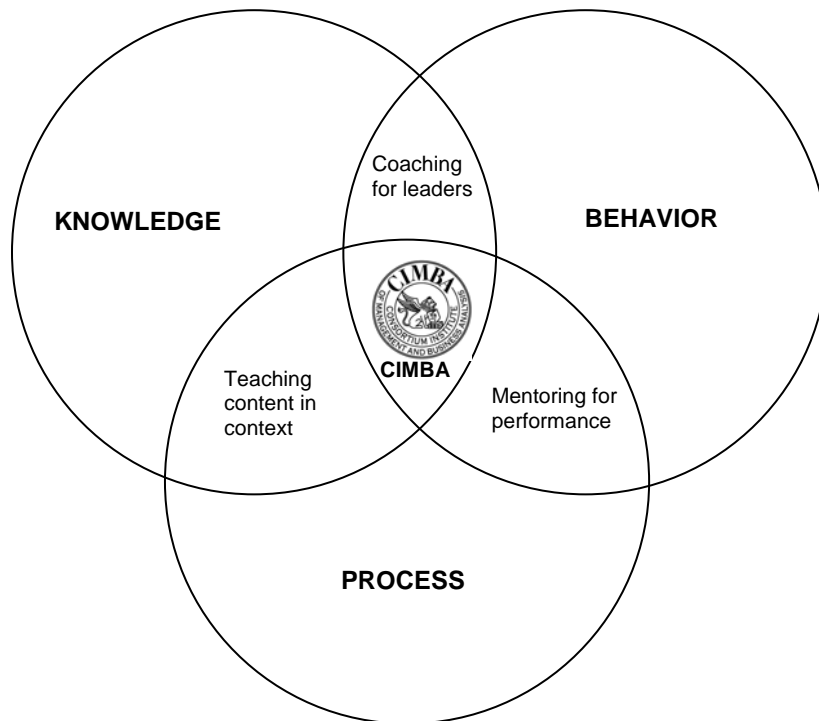
Program Academic Environment

The educational experience you will have in the program will differ in several ways from that at your university. First, the courses strongly emphasize both international and practical tools and applications. Secondly, students and staff will be mixed in terms of representing many different universities. Finally, the intensity of the experience allows professors and participants to develop their professional relationships beyond that typically experienced at their home campuses.

CIMBA and Mind Based Performance

The primary responsibility of a university is to prepare students for career challenges. Upon graduation, students will be expected to apply knowledge learned to successfully solve problems, make decisions and motivate others to achieve career advancement. At CIMBA, the three principal components of career success are knowledge, process and behavior. The learning environment created through the integration of knowledge, process and behavior is known as Mind Based Performance.

The CIMBA Mind Based Performance Model



Knowledge: The learning environment at most universities emphasizes the **knowledge**, or content, component with the process and behavioral skills believed to be implicit. The cognitive processes that drive judgment and decision making are largely assumed to develop naturally or instinctively in students. CIMBA recognizes the importance of the knowledge component within this model and uses top professors from its member universities to teach classes. Students will receive an excellent education through the CIMBA programs. Professors are extended an invitation to teach in Italy and CIMBA looks for the best professors.

High academic standards are maintained throughout the program, and classes are both mandatory and challenging for all students. The classes are international in content, and specialized plant tours highlight the difference between American and European businesses.

Behavior: Effective professionals must also understand the importance of persuading, motivating, inspiring and assisting others to take action in a work setting. CIMBA refers to this core attribute as **behavior**. Universities rarely address behavior in a way that substantially influences how students will actually lead and manage when they graduate. At CIMBA, the behavior element is an integral part of the learning environment, and constant opportunities are provided to students to get feedback on the behavioral aspect.

Students have the opportunity to develop skills that foster better leadership and management behavior. During the program, students will participate in the Da Vinci Challenge, in which teams of approximately twelve people compete in several physical and mental challenges to build teamwork skills. Immediate feedback to the groups is provided by licensed professionals to assess successes and areas for improvement for each team and individual. Throughout the program, several group projects will be incorporated into classes with opportunities for students to both manage and support management during the projects. In addition, students are required to create a personal strategy during their stay at CIMBA. This strategy creates a framework for the student to build upon during the semester by forcing the student to ask “What are you about?” and “Where are you going?” In addition, students have the opportunity to work with coaches regarding potential ways to execute their personal strategy.

Process: CIMBA teaches students to acquire and use data in the application of rational thinking. This is accomplished by making the core-thinking **processes** – situational appraisal, decision-making, problem-solving and potential, problem analysis – an integral part of the learning environment. By approaching challenges in this way, content is placed in a meaningful context in which it is likely to be used. In classes, these processes are integrated and used to develop a common language and common guidelines, which facilitate the learning process for all students.

Students will develop their problem solving, decision making and potential problem analysis skills. Semester program participants will attend an intensive, two-day Kepner-Tregoe seminar. This class lasts two, full days with the first day comprised of the situation appraisal and decision-making workshops. The second day is comprised of problem-solving and potential, problem-analysis workshops. Upon successful completion of this workshop, all students will have the option of receiving the *Kepner-Tregoe Decision Making Problem Analysis Certificate*. Currently, about 20% of Fortune 100 companies use these same Kepner-Tregoe processes, so the benefits of this certificate are innumerable. A number of the academic classes during the program will incorporate many of the problem-solving and decision-making skills allowing students to continue to perfect the method.

Overview of the Program Philosophy

The program is intended to fulfill three fundamental purposes:

1) To provide participants with an opportunity to take classes that are strongly international in flavor and concentrated heavily on application as opposed to theoretical concepts.

Professors are encouraged to develop course materials that reflect the practical applications of their subject matter.

2) To provide participants with an opportunity to “discover Europe” and thereby gain valuable experience in confronting diverse cultures, values and traditions.

Participants are encouraged – even pushed – to discover Europe. In our experience, in contrast to “bus tour” style programs, participants gain a large measure of self-confidence when provided with the opportunity to “discover Europe” by themselves. The program is structured in a way that provides ample opportunity to “discover Europe”.

3) To provide participants with an opportunity to gain knowledge and understanding of the European Union (EU) and the practices and procedures that define a global marketplace now and in the future.

Participants will go on company tours in the region and discover how business is done in the EU. In addition, participants have the opportunity to participate in seminars on the EU, Italian culture and history. They also have the opportunity to interact with local Italians and international expatriates.

Grade and Examination Policy

The faculty will provide course syllabi which will outline the grading policy for that class. There are additional criteria that the professors follow regarding grades, and these criteria are described here. **Attendance will affect your grade!**

During semester programs, missing one class translates to a penalty of 1/3rd of a letter grade (in the class missed). If the student misses another class (even if it is a different course than the first class missed) he/she will receive a full letter grade drop. Finally, a student will be dismissed from the program for the third cumulative absence.

During the summer program, the first absence will result in the loss of ½ a letter grade (in the class missed), the second absence will result in the loss of a full letter grade (in the class missed, even if it is a different course than the first class missed) and the third cumulative absence will result in dismissal from the program.

There are a few instances for which an absence is excused. If a student is sick he/she can visit the nurse, who can excuse the student from class. Additionally, CIU respects religious holidays. In the case of a religious holiday, the students must notify the professors and staff ahead of time as to the reason why and when the absence will occur.

Grades will be reported as A, B, C, D and F according to criteria used at most institutions in the Consortium. The use of +/- is allowed for all courses. Be aware that even though you may be receiving Pass/Fail credit on your home institution’s transcript, you will always have real grades on your UI transcript! You will have to submit your UI transcript when you apply for any graduate school and therefore you should take your grades seriously.

Grades of incomplete – “I” – are not allowed in this environment unless extreme circumstances warrant it. If such circumstances arise, it is important that we obtain a ruling from your university before proceeding to give the grade of “I.”

Final Exam Schedule

All classes are required to have a final exam or final project. Everyone will have at least one final exam or project due the last day the program is scheduled. Finals will end around noon on the last day of the program. Students are required to check out of the facility by 4 pm that same day, although many students depart immediately after lunch. The campus typically provides two or three busses to the Bassano and Castelfranco train stations. Please refer to your program calendar for specific dates and times of finals and facility check out. All students must take their exams at the scheduled times; the faculty are not allowed to grant exceptions.

Please read the section, "Return Details" on page 12 before making your travel arrangements.

Books & Other Class Materials

For most programs, we have discovered that students don't want to be burdened with books while traveling after the program. Consequently, we charge a flat rate book fee that is built into the program and do not let students keep the books. This way we are able to use the same book more than once. They will be waiting for you at the program site when you arrive. You will need to bring paper, pens and notebooks for note taking and assignments, but these items can be purchased in Italy. However, be aware that the styles and availability of various office supplies will be different from those found in the US so plan accordingly. At minimum, bring one notebook and some pens to get started – you might like to bring more for the longer programs. If you are interested in keeping a book, you can purchase it at the end of the program. Check with the offices in Italy for prices and availability.

Before You Depart

Passports and Visas

All participants will be required to have a valid passport. Obtaining a passport takes time, so you should start the process as soon as possible. US passport applications are generally available at your local post office. You will need to provide two passport pictures, an official state copy of your birth certificate, a second ID, and \$75. Call your post office if you have any questions about this process. **NOTE:** If you currently have a passport, it must be valid through 6 months after you plan to return to the US. If it will expire within 6 months of your return, you must renew your passport. For more information visit <http://travel.state.gov/passport>.

Regarding visas, participants from the US and Canada are required to have a student visa. You should receive visa instructions with the program acceptance letter. If you are having difficulty obtaining your student visa, please contact the Consortium office **immediately** so we can try and assist you with the process. Giving us advance notice will help us to assist you more effectively. Please check with your home university for any additional visa requirements.

Participants holding passports from countries other than the US should check with the nearest Italian Consulate to determine whether they need a visa to enter Italy. We cannot predict fully the requirements that will be imposed upon you. Those requirements will vary from country to country and from Consulate to Consulate within a country. Upon entry into the Schengen Zone, present the visa to the customs official. Normally, the customs official stamps your passport with your date of entry and if your visa document is a multi-part form, he will take one copy. If you hold a non-US passport and need help getting a visa, please contact the Consortium office. For students who are a part of the European Community, they will not need a passport or a visa to study in Italy.

Health & Vaccinations

It is our understanding that you will not need any special vaccinations to travel in Italy or within the European Union (EU). However, we suggest that you talk with your doctor about what he or she recommends along the lines of vaccinations. Students that will be in Italy during flu season should consider getting a flu shot. If you take regular medications for allergies or pre-existing medical conditions, please bring plenty of your medication with you. Many of the same treatments are available in Italy, but some are not.

Also, if you are going abroad for a longer amount of time, a semester or longer, we strongly recommend that you take care of things like visiting your physician, dentist, eye doctor, etc. before leaving for Italy. We have had students that ruined several weeks of their stay with problems such as nasty toothaches caused by wisdom teeth that were not taken care of before their departure. It is much better to prepare in advance than to have a problem arise while you are overseas.

Students also tend to get sick easily because they do not take good care of themselves. You will be doing a lot more walking in Europe than you do in the US. Before you leave, try to get in better shape. While you are over there, be sure to take care of yourself by eating right and sleeping enough. We realize that there are many things that you want to see and do, but if you are sick, you won't enjoy many of them.

Health Insurance

All participants **must** have health insurance. Under Italian law, participants arriving without health insurance cannot be allowed to begin the program under any circumstances. **Please be prepared to offer proof of insurance upon your arrival.** You should have already provided this information to the Consortium Office. Please check with your health insurance company to ensure that they will cover medical expenses overseas. If they do not, please contact the Consortium Office at UI. We have a list of various companies that provide health insurance specifically to students studying abroad that we would be happy to share with you. In the liability release form that you are required to sign, you must verify that you have health insurance that covers you while participating in the program.

The program cost includes emergency evacuation and repatriation coverage in the unlikely event that you are severely injured during your stay. This is NOT health insurance and should not be thought of as such. We purchase this for all participants and you will be mailed the card for this coverage before your departure. Coverage is purchased for the program dates listed on your program calendar, and includes 30 days before the arrival date and 30 days after the checkout date. Students traveling beyond these coverage dates should contact the UI Consortium Office for information on securing additional coverage. Carry the Assist America card and brochure with you while you are abroad.

What is Assist America? Assist America provides assistance to overseas travelers in the way of consultation about and coordination of local medical services. In addition, Assist America provides services and, if necessary, cost for emergency transportation to a medical facility (not including initial transport to hospital for evaluation) where adequate care is available. Some restrictions apply.

What are some of the services that Assist America provides? Assist America will help students during medical and personal emergencies while traveling. Services include medical consultation and evacuation, medical referrals and medical monitoring, and transportation to the nearest medical facility in which adequate care can be provided. In addition, Assist America provides a number of personal services including emergency message transmission, return of mortal remains, prescription assistance and legal, counseling, and interpreter referrals.

Why is Assist America included in my program fee? UI Study Abroad includes Assist America Services in the program fee to provide students and their families with international assistance in the case of a medical emergency and to protect them from the costs associated with emergency medical evacuation and repatriation. These kinds of services and transportation costs can easily run into tens of thousands of dollars. Usually, they are NOT covered by health insurance policies.

Is Assist America health insurance? NO! Assist America is not health insurance and does not provide for any of the costs of medical care. All students studying abroad on UI programs must provide their own major medical health insurance.

Does Assist America pay for Emergency Medical Services? NO! Assist America does not pay for any medical expenses, and its services do not replace medical insurance for emergencies away from home. Each student or his/her health insurance plan is responsible for all incurred medical expenses.

Are there exceptions to Assist America Services? YES! The Assist America brochure lists Limitations and Exclusions on the back page. Examples include services arising from illness or injury as a result of “the use of illegal drugs,” “attempted suicide,” “commission of an unlawful act,” “participation in acts of war or insurrection,” and evacuation or repatriation of “members with advanced pregnancies of over six months,” and members “with mental or nervous disorders unless hospitalized.”

How do I access assistance through Assist America? Students must contact Assist America prior to seeking services by calling the worldwide access phone number provided on the Assist America identification card (included in pre-departure materials). It is important to note that all services must be arranged and provided by Assist America. Assist America will not reimburse for services that it has not provided.

What is an example of services provided by Assist America? A student suddenly becomes ill with appendicitis in a small town in Italy. Surgery is necessary. Assist America determines that the local medical facilities are not adequate for the surgery. Assist America arranges for transporting the patient to the nearest adequate facility – in this case, Rome – in order for the student to receive appropriate care.

Other Pre-departure Considerations

Consider anything that will come up while you are gone and make arrangements for someone (in most cases a family member) to take care of them. Students who will be gone longer have more things to plan for. Items to consider include:

- Do I have a place to live when I return? (On or off campus living arrangements)
- Who will receive my mail? (Change of address)
- How will money get into my bank account?
- How will my bills get paid?
- What do I need to do to get enrolled for the following semester? (Talk to an Academic Advisor)
- Do I need to take care of anything regarding financial aid or scholarships for when I return?
- Should I give someone the power of attorney to handle things while I am overseas?
- Will there be an election (don't forget local ones) and should I make arrangements for an absentee ballot?

Departure Preparations

Airline Tickets

Before you make your flight arrangements, take the time to get a rough idea of your travel plans. Get yourself a map of Europe and start to plan where you might want to go besides the program site. Also, make sure to take into account your final exams when planning your return to the US! You will not be allowed to take your final exams early, and you will need to allow yourself several hours after your last exam to get to an airport. **Please read the “Return Details” section on page 12 before booking your tickets.**

You may want to consider purchasing a student air ticket. Student tickets provide two important possible features that have the potential to be of great help. First, they often allow what’s called an “open jaw.” An open jaw is a ticket that arrives in one city, like Venice, and departs from another, like Paris. If you are going to travel before or after the program, an open jaw ticket allows you not to have to backtrack to a place you’ve already been – this saves travel money and time. Open jaws may cost a bit more but for many students they work out to be the best way to travel, so ask about them when you buy your ticket. Second, a student ticket might allow you to change the return date for a small fee assuming, of course, that space is available – ask if you can do this when you buy the ticket and how much it costs. This gives you a little bit of flexibility at the end of the program in case you wish to leave earlier or (more likely) stay longer. **Note:** If you are participating in a longer (semester) program it might be more convenient for you to fly in and out of the same airport. This is particularly true if you are traveling afterwards. If you fly out of a different airport, you have to consider what you will do with your luggage – carry it with you or send it home. This can be inconvenient and/or costly. You may store your luggage at the Paderno campus for a short time after the program, and may also store it in many major train stations in Europe for a small fee per day.

Frequently, airline fares are the cheapest for student travelers. To get student tickets you typically have to go to a consolidator who will have made a special deal with the major airlines to sell tickets to specific groups. In past years many of our students have used STA Travel. They have offices around the country. There are often local branches in college towns. If you don’t have a branch nearby, their number is 1-800-781-4040. You can also find them online at www.sta.com. Remember that there are other agencies and sometimes students find better deals than what STA Travel offers – so look around a little. Be careful when you receive a price quote since not all agencies include tax when they tell you the price (STA Travel frequently does not include tax in their quote). Taxes can add \$75 to \$200 to the ticket price so be sure to ask for the full price. Most people use the Internet to search for low fares. Be advised that this may not guarantee you the best price, since most tickets for a stay over 30 days are no longer considered round trip and the price goes up. If you are participating in the semester program, know that there are some agencies that will not issue tickets for a duration lasting more than 90 days.

Return Details

To avoid conflict between exam and travel plans you should plan your travel after the program with the following guidelines in mind. If you are flying, you should allow a *MINIMUM* of 3 to 4 hours to check out of the facility, get to the airport and board your plane. (Ex. If your final ends at noon, you will not make a 2 pm flight. The earliest you could possibly make would be at 3:30 pm.) If you are taking a train or other mode of transportation, make sure to allow yourself 1.5 to 2 hours to check out of the facility and get to your departure point before your train departs. The campus typically provides two or three busses to the Bassano and Castelfranco train stations. From there, students can take public transportation to the airport, or depart to travel throughout Europe. **Important Note:** Flights returning directly to the US usually leave in the morning. If you are returning directly to the US after your program, book your flight for the day after finals. You will also need to secure a hotel for the night before your flight, as the dorms will be closed. Many students plan a final evening in Venice the night before departure and students have found many reasonably priced options in the city itself.

Arrival Airport

If you plan to arrive just in time for the program, Venice Marco Polo (VCE) is the closest international airport. Milan Malpensa (MXP) is the second closest, but requires considerably longer travel time. In the appendix of this booklet there are directions from both of these airports to Paderno campus. Many people experience jet lag when arriving in Europe which can affect alertness and increase stress. Factor in carrying your luggage and deciphering the train system, and many students find it more worthwhile to fly directly to Venice. We encourage and help students find travel partners to fly and make their way to campus with. This can help with any anxiety that the travel may cause. If the choice comes down to saving a little money and flying into Venice directly - fly into Venice.

Another option is to fly into the much smaller Venice Treviso Airport on a European budget airline such as Ryan Air. Travelers who are flying one of these budget airlines at any point during their travels need to be particularly wary of baggage weight restrictions and the heavy fees that can be incurred if the limit is exceeded. Please check the airlines website you are flying for current weight restrictions and fees.

We recommend that students do **NOT** fly into the airport in Rome Fiumicino (FCO) if you plan to go directly to the campus. The Rome airport is large and difficult to navigate. It is difficult to get to the train station from the airport and it is a 6-hour train ride from Rome to Venice. Unless you plan to travel before the program, do not fly into the Rome airport. Students who wish to travel before the program have many options for arriving in Europe.

Arriving Before the Program Start Date

If you are arriving in Europe before the program start date, we recommend that you have a room reservation for your first night. You're going to be exhausted the day you arrive and having a place to go immediately is a real bonus. Also, if you are meeting friends who will arrive at different times, it means you can find each other easily at the hotel. Many students use Hostelworld.com to find hostels and hotels for very reasonable prices. We also recommend finding a place in a city or close to a train station instead of the airport (airports are usually more expensive and much more boring). As a note, European hotels and hostels will not allow you to 'oversleep' a room, meaning you are not allowed to pack six people into a four-person room.

Luggage

Students from previous programs have had great luck with backpacks from companies such as Jansport, Eagle Creek, and Osprey. In Appendix I, you will find some web sites that provide backpack information.

You will be carrying your stuff all over Europe - including on and off planes, boats, busses, trains and subways, over cobblestones, dirt and more stairs than you can imagine. It is really smart to plan ahead to get by with as little weight as possible. We also recommend using travel luggage with a good quality built-in internal backpack frame. Travel backpacks are different from camping ones in that they open up along the sides for easy access – a real plus. Consider a bag with a zip-off backpack, which could also double as a school backpack during your term in Italy. You can find these at some camping stores or in catalogues like REI. The range of prices depends on size and quality. You should check these out for yourself and decide about size, quality and price. Spend some time thinking about what you would be packing and decide if you need a bag, then go to a store with a good selection and check out the bags. Most of these stores also sell locks and other items like security pouches which go under your clothing. Put something distinctive on the outside of your bags like some colored rope or colored tape or a brightly colored key chain. This will make it a lot easier to distinguish your bags from all the other similar bags. We *highly* discourage traveling with big suitcases. If you prefer not to use a backpack, we recommend that you use a small or medium size roll suitcase with sturdy wheels. If you must bring a large suitcase, remember to also bring a sturdy smaller bag for travel breaks.

Packing

The best advice we can give you is to take only as much as you can carry, while paying attention to what you normally like to wear. We tell students this every year, and they always wish they had packed less or differently than they did. Rick Steves has an excellent guide on his web site for how to pack lightly when traveling out of a backpack (see Appendix I for website). Appendix II lists the essentials and other things we feel you might want to bring with you. Warmer clothes are necessary in the winter and you will wish to bring more for the longer programs. When packing, please consider your travel plans. Think about what you are going to do with your extra luggage when you are traveling. How will you get your things home? The list is not meant to be all-inclusive, but rather to assist you with items that students normally forget or have questions about. There is a wonderful Sunday morning market in the town of Crespano del Grappa (a 15-20 minute leisurely walk from the Paderno campus) where you can find almost anything that you may have left at home. Our advice is to lay out everything you want to bring with you, and pack half. Another packing strategy is to pack all of your toiletries that you will need for your entire stay abroad (they will probably not carry your brand in Italy) so that when you come home, you can replace that space with souvenirs from in Europe.

Weather and Clothing

Let us begin by requesting that semester students bring two business-professional outfits to be worn for company visits, class-projects, and presentations. Summer students only need one business-professional outfit. We suggest that men bring a pair of nice slacks, a nice shirt, tie and shoes, and that women bring a pair of dress slacks, or a skirt, a nice blouse, and shoes. Additionally, you will need dressy attire for formal dinners (1 during the summer, 3 during the semester programs). The Paderno facility also has a full complement of athletic facilities including a swimming pool, so if you intend to use them, bring appropriate clothing. Students studying during the winter months may want to go skiing, so make sure to bring appropriate clothing if this sounds like something you'd like to do. Finally, the undergraduate semester programs will also have a mandatory "Low Ropes Course" at the start of the program, so you will need to bring athletic shoes and clothing to participate.

The Italian Standard of Dress: Dress during other occasions, normal class meetings for example, are casual subject only to considerations for the implicit rules of the Italian culture. In this regard, note that Italians typically dress well and are not sloppy. They usually do not wear flip-flops or shorts away from the beach, the exception being longish Bermudas. Even when dressed casually, they are careful about the way they look. Shorts and all revealing clothing are prohibited in churches. Women should be particularly mindful of sleeveless shirts in churches and very short, shorts in other places.

The Veneto Weather: The Veneto region has four distinct moderate seasons. The seasons are somewhat comparable to the milder portions of the Midwest in the US. Average daytime temperatures range from 0 degrees Celsius (32 degrees Fahrenheit) in the winter, to 29 degrees Celsius (84 degrees Fahrenheit) in the summer. Typically, Veneto region winters are not harsh like the Midwest winters. There may also be periods of rain – sometimes lasting for weeks with small windows of sunshine that always seem to occur during class hours – so we suggest that you make an investment in a folding umbrella. Past students have recommended a hooded parka or poncho. Bringing clothing you can put on and take off in layers is a good idea given the range of temperatures you are likely to experience. Even if you are traveling to Italy in the summer, it is recommended that you bring warm clothing such as a long-sleeved t-shirt, sweater, or a jacket. The weather can range from quite warm to cool depending on where you're traveling, and when it does get cool, you'll be glad you have something warm to wear. Light clothing would be required in southern France, Spain, Italy and Greece; whereas, the Northern regions of Europe and mountain regions will require warmer clothing. Therefore, pack for a variety of weather situations. Most importantly: pack comfortable, sturdy walking shoes – you will find yourself walking *far* more in Europe than in the US. Just try not to over pack. Remember, "Less is more" when packing for the program. If you are planning on traveling before or after your program, you will have to carry everything with you—plus, you'll be accumulating souvenirs as you go, so make sure you have room.

Directions to Campus

Almost all students arrive in Venice (Venezia) at the Marco Polo Airport (VCE) or at the Venice-Mestre train station. If you are getting to Venice via train be sure to request a ticket for Venice-Mestre. Venice is connected to the mainland by a long bridge. The mainland city to which that bridge connects is the city of Mestre. This is where the Venice-Mestre station is located. If you accidentally travel all the way into the main Venice train station, Santa Lucia, you will just have to turn around and travel back through Venice-Mestre. All trains traveling to Venezia Santa Lucia (on the Island of Venice) also stop in Venezia-Mestre (Mainland). As there are many arrival options, our instructions work like a Choose-Your-Own-Adventure book (after all – you are on your own adventure). Start at your chosen arrival point and keep following instructions to Paderno. For additional information about traveling by train see “Fundamentals of the Train” on page 20.

From Venice Marco Polo Airport (VCE).

After departing from the baggage area, you will enter the Arrival Lounge. If you need money to purchase a bus ticket, we highly recommend finding the nearest ATM, as they will provide far better exchange rates than the currency exchange office. Then look for the ATVO booth (between the hours of 12:20 PM and 7:00 PM) or the currency exchange booth (at other hours). *****NOTE: don't change your money at the booth in the ARRIVAL lounge unless you arrive before or after business hours. The Bank of Rome exchange booth in the DEPARTURE area provides far better rates.** Purchase a bus ticket for the Mestre Train Station (cost: about €3.00). A bus leaves about every 20 minutes. You can also purchase tickets at an automated machine right by the bus stop lane outside of the Arrival Lounge. **Be sure to validate your ticket in the yellow box.** Continue directions to Paderno at “From Mestre or Santa Lucia Train Station”

From Mestre or Santa Lucia Train Station

You will need to take the train to Bassano del Grappa. In the ticket office, you can buy your ticket to Bassano. You may either purchase your ticket from the automated machines with an English option, or you may try your Italian at the ticket counter. Ask for, “*Un biglietto per Bassano, solo andata, per favore,*” (a ticket to Bassano, one-way, please.) **Validate your ticket by stamping it in one of the little yellow boxes on the platform that resembles a time-clock.** This allows you to use the ticket for that day. Not doing so can result in hefty fine by the conductor to be paid on the spot. Around the station, you will see several TV-screens or giant clicking boards displaying information for arriving and departing trains, much like an airport departure screen. On the “partenza” (departures) board, you will see “destinazione” (destination). This lists the final destination of each train. Search for the train that says “Bassano del Grappa”. You will see the departure time listed, and under “bin” (short for binari – meaning platforms), you will see a number. Follow the signs to the appropriate binari. Trains run roughly every hour. When the train arrives, press the button on the door to open it, board, and keep your validated ticket with you for the entire journey. The ride to Bassano will take about an hour. Continue directions to Paderno at “From Bassano”.

If you somehow find yourself on the Island of Venice, don't panic. Follow signs that say “Alla Ferrovia” to the train station (long concrete building, lots of steps in the front, says “FS” in wings in the middle on the top, has tracks coming out the back across a long bridge), and follow the directions above.

From Bassano

You will need to take a bus to get to Paderno. To buy a ticket, go to the little "gazzette stand" directly across the street from the exit of the train station - on a small traffic island. Ask for "un biglietto solo andata per Paderno del Grappa." They cost about €1.60; but if you buy the ticket on the bus the cost is going to be about €3.00.

You will have to look for the buses with POSSAGNO, CAVASO DEL TOMBA, or PEDEROBBA as the final destination. Do not be afraid to ask the driver if the bus is going through Paderno. Even in English, just say the magic words "Istituto Filippin in Paderno del Grappa?" or if you want to try your Italian ask: " Va all'Istituto Filippin di Paderno del Grappa?" Stamp your ticket in the machine as you step on the bus just like you did for your train ticket. You may wish to sit near the front of the bus so you can ask the driver if you are getting off at the right stop. Simply say "Paderno del Grappa?" and he will let you know when to get off the bus. The bus ride will take 30 minutes.

The bus schedule can be found at the following website: <http://www.ctmspa.com/linee.php>.

If you arrive after the buses have stopped running, you can take a taxi just outside the station. If there is no taxi waiting, you can call them from there – you will see the number and the phone under the taxi sign. The number, just in case, is 0424-220267. The cost of the taxi is about €25.00.

The bus stop where you will be dropped off at is right next to our campus. Look for a sign on the building that says "Istituto Filippin." This is our campus. When you enter, walk up the ramp to your right and across the small courtyard and find our office on the left. If you are confused, ask the security office at the front gate.

From Treviso Airport

To go from the Treviso Airport to the main train station (Venice – Mestre) outside of Venice, you will need to take the blue ATVO bus line. Please visit www.atvo.it for current time schedules and ticket prices. Continue directions to Paderno at "From Mestre or Santa Lucia Train Station"

Alternatively, you can take the public bus for €1 to the Treviso train station. From there you will purchase a ticket to Bassano del Grappa. You will have to transfer trains in either Castelfranco Veneto or Mestre. For instructions on purchasing a ticket and reading the train board, see "From Mestre/Santa Lucia". Note: If connecting in Castelfranco Veneto, you will actually be getting on a train with the final destination "Vicenza", be sure to get off in Castelfranco Veneto. Continue directions to Paderno at "From Bassano".

From Malpensa Airport (MXP)

The majority of participants arriving from the US to Milan will arrive at Malpensa Airport. Typically, those flights arrive early in the morning. Malpensa is located about 50 kilometers (31 miles) north of Milan. At the airport, take the bus (it is a special shuttle and is well marked; if you are unable to locate it, ask at the information desk) to the Milan Central Train Station (cost: about €7.50). Do not take a taxi, as it will cost you about \$75. Keep in mind that Milan has five train stations and three airports. You can take a train from Malpensa to the city, however it will drop you off at the Cadorna station and costs €11. This train takes 40 minutes. From there you can connect to the Metro. The green line will take you to the Milano Centrale (green line toward Gassate, 5 stops). If you are staying in Milan for a while, a cab to your hotel will be reasonably priced from the train station. Alternatively, Milan has a good subway system. Continue directions to Paderno at “From the Milan Train Station (Milano Centrale)”.

From the Other Airport in Milan-Linate (LIN)

Flights originating in the US will almost always arrive at Malpensa. However, some participants may arrive in other parts of Europe and then change planes to make their way to Milan. Some of those participants will arrive at the second Milan airport, Linate. Linate is located within the city limits of Milan. As at Malpensa, there is a bus that will transport you to the Milan Central Train Station (cost: about \$4.00). Continue directions to Paderno at “From the Milan Train Station (Milano Centrale)”.

From the Milan Train Station (Milano Centrale)

As with the directions from Venice, ask for a one-way ticket to Bassano del Grappa, Veneto. There are two things to remember when arriving from Milan. First, you will likely change trains on your way to Bassano, either in Padova or Vicenza (Vee chen za, not to be confused with Venezia - Venice). If that is the case, the ticket agent will give you instructions on your ticket to either of those two cities and a ticket from that city to Bassano. Second, if you have a rail-pass, ask if you need a supplement (*supplemento*). Continue directions to Paderno at “From Bassano”.

NOTE: If you are not traveling before the program starts, keep in mind that you will be tired and disoriented when you first arrive in Italy. While Milan has a larger airport than Venice, many past students have found arriving in Venice to be simpler and cheaper after all other transportation costs are factored in.

From All Other Points in Europe

If you are within Italy, go to the nearest train station and request a ticket to Bassano del Grappa, and proceed to the “From Bassano” section to get to Paderno. Outside of Italy, you can rarely buy a ticket for regional transportation. However, you will probably be able to get a ticket to Venice. Take a train to Venice, and continue from the “From Mestre or Santa Lucia Train Station” section.

Travel Within Europe

Travel Transportation

In one way or another, most participants end up using the bus system, train system and airlines while making their way through Europe. Train schedules can be found online to help you plan your travel. Also, the school will have bus schedules available, if you want your own schedule, they can be purchased at most *tabacchi*, or found online.

Local Buses: Provençal buses run frequently from 6:30am to 7:30pm, are efficient and are inexpensive.

Trains: The cost of train travel varies depending upon the distance to be traveled, type of train (regional, intercity, or eurostar), whether you are traveling first or second class, and whether or not you are in a sleeping or non-sleeping compartment on longer trips. Some participants will have a Eurail or Europass for some portion of their travels, but this is not a necessity as some travel agents will try to convince you in the US. Since the prices, terms, and conditions of these passes change regularly, we suggest that you check with various sources such as the web, travel agencies, and past participants to find the best option before departing if you do intend to purchase a train pass. Keep in mind that the closest station is Bassano del Grappa (about 20 minutes by car, 30 by bus; serves the following lines: Trento – Venezia & Padova – Bassano del Grappa), and Castelfranco Veneto (about 35 minutes by car, 50 minutes by bus; serving the lines: Trento-Venezia, Vicenza-Treviso, & Calalzo – Padova).

Cars: If you are less than 24 years old, cars are difficult to rent in Europe. The University of Iowa and the Consortium recommend that students **DO NOT** travel using rental cars since the leading cause of death and injury among students involved in international programs is automobile crashes. Driving a car is a matter that needs your serious consideration and preparation. If you are considering renting a car, we strongly urge you to get an international driver's license (available at AAA offices in the US for about \$15) and a European travel book that provides a good summary of international road signs. Study the signs and the rules of driving carefully. Also, keep in mind that driving habits in Europe are extremely different from those in the US, and they even vary country-to-country.

Planes: A variety of airlines serve the airports in Venice or Treviso. Europeans travel extensively and increasingly by plane. Thus, there are often very good deals available if you book well in advance. Participants in the past have used these deals to visit Greece, Northern Africa, Portugal, Ireland, England and Russia. Do not rule out plane travel as a means of transportation. In fact, many students are pleasantly surprised to learn they can fly roundtrip to many parts of Europe from Venice for as little as 100€. Many students have found it's more convenient to fly rather than use an entire day traveling. This added convenience of flying may be worth the additional cost. DO NOT buy a train pass until you have checked on the following websites: www.ryanair.com, www.wizzair.com, www.easyjet.com, in order to get an idea of the costs to fly within Europe versus the costs of using a rail pass. Remember to also factor in the time and cost of traveling between the airport and your destination, as many of these value-airlines serve smaller regional airports. Refer to the Appendix I for more details on airline websites.

Fundamentals of the Train

The first time you plan a trip by train in Europe, it may feel very overwhelming. Don't worry, this is completely normal. Anything new is a little scary the first time. However, it will help you to learn a little about this process before going abroad. One of the most confusing things for first time train travelers is the train schedule. The schedule contains a lot of abbreviations and codes that aren't always user friendly. It is highly recommended that you either purchase a travel guidebook or visit Rick Steves' website [before planning any train travel](#) to help you sort through all the codes. This website does a nice job of breaking down the codes used in the train schedules. Furthermore, in Appendix I of this guide, you will find other websites listed to assist you in learning more about train travel in Europe. In particular, the Ron in Italy link is very good at explaining the fundamentals of Italian trains. Preparing in advance will make your trip planning much less frustrating. As always, if you are having difficulty, ask someone at the train station to help you. In larger train stations throughout Europe, there is almost always an information desk. Normally, these people will speak English and can assist you in making ticket arrangements.

The first step in train travel is to purchase your ticket. Whether you use your rail pass to travel or purchase a point-to-point ticket will depend on your particular situation—whether or not you have a Eurail pass, the cost of a ticket, etc. As mentioned above, the larger train stations will most likely have an English-speaking person at an information desk; in other stations, you will need to ask for a ticket to your destination.

For example, in Italy, you will ask for: “*il biglietto*” (In Italian, the combination of letters *gli* are pronounced like the double *ll* in million, thus – BILL -yee- et- toe):

One-way: *solo andata* ex: *biglietto solo andata per Venezia Mestre*

Round trip: *andata e ritorno*

We recommend that you buy a second class ticket – *seconda classe* – especially for short distances, as there are really few benefits for traveling first class.

Once you have purchased your ticket, you need to **validate** it. You do this by locating a small, normally yellow or red, machine and inserting your ticket into it. The machine looks and functions much like a factory worker's time clock – it stamps the time and date on your ticket. Once you have done this, your ticket is valid for travel only on that day. Failure to validate your ticket will result in enormous embarrassment and a €25 + cost of ticket fine payable on the spot. **Emergency Note:** If you find yourself on the train having not validated your ticket and you realize it in time, go and look for the conductor and ask him to validate it. If you do not realize it in time and you see a mean-looking conductor is approaching, take a pen and write the date, departure station and hour on the front of the ticket (Day/Month/Year, e.g. January 26, 2004 would be 26/01/04.)

Other things to keep in mind about train travel:

Reservations: Sometimes you will be required to make a seat reservation. This happens when you are traveling on trains such as the TGV, the Eurostar Italia or any other high-speed trains. Look at the train schedule. If you see an “R” next to the train you want to take, you will need to make a seat reservation even if you have a rail pass. You will be able to reserve a seat at a kiosk or ticket booth.

Boarding: On most trains, the doors will not automatically open on their own. On newer trains, you will have to push a button to open the doors. On older trains, you will have to pull a lever.

Overnight travel: If you are traveling overnight on a train, you have several options. You can try to sleep in your seat, no extra cost but very uncomfortable, or you can opt to pay a fee to reserve a couchette or a sleeper. The cost for these two items varies depending on the train and what type of option you choose. Buying your ticket well in advance (with the promotional Amica fare) will greatly reduce this cost.

Train cars: Make sure you sit in the right train car on your train. Often times, *especially at night*, the train will physically split with one end of the train going to one destination and the other end going to another. You can find the final destination of your train car in several places. In some of the larger train stations there will be a display of the train indicating which cars are which, or you can look at the actual car. The car should have a placard on the outside stating its starting and final destination. Also, if you have a seat reservation, look on the ticket for your coach number, “carrozza #” and find that car before boarding. If you do not have a reservation, look for the giant number on the side of the car that indicates the class (1 or 2), and board the appropriate car.

Train stations: In some of the larger European cities, there is more than one train-station. For example, Venice has two, Paris has six. Make sure that you know which station your train will be departing from and at which one you’ll be arriving. Also note that some connections arrive at one station and depart from another.

Eurail Passes

To decide whether to buy the pass, think about your travel schedule and count the number of days you think you might be on a train. (Days start at 7 PM for pass purposes and then go into the next day if you don’t interrupt your trip.)

There are many options for Rail Pass purchases. The Eurail Pass tends to be a better value for students traveling to a lot of countries over a continuous one or two-month period, (typically students attending the summer programs). You can purchase 10 or 15 days of travel within a two-month period. Or, you can purchase a pass that allows consecutive days of travel (21 days, one-, two- or three- months). These consecutive-day passes start to look economical if you are planning a long stay in Europe and will be traveling almost every day.

You can figure out the value of each day of the pass by dividing the number of days on the pass by how much you paid for the pass. For example, if you buy a two-month, 15-nonconsecutive-day pass for \$500, an overnight trip to Paris would cost you around \$35 compared to approximately \$100 if you purchase a one-way ticket.

Most pass information will include some example point-to-point fares (prices of one-way tickets purchased at the train station) so you can compare the cost of the pass to the cost of just buying a ticket. If you are taking a short trip, consider buying an individual ticket rather than using your rail pass. Your pass starts on the day you use it the first time. Therefore, you might not want to use the pass for your first trip if it will be a short one. For the specific rules on the use of your pass, we suggest that you talk with your travel agent. If you lose your pass, the loss insurance policy (which is relatively cheap, approximately \$10) will refund the unused portion of the pass if you have filed a police report of the loss within 24 hours. You can request the refund once you return to the U.S. This insurance **must be purchased at the same time** that you buy the pass. Students misplace

their passes, which makes the insurance a smart idea. In any case, keep it, like money and other important items, in a very safe place – such as a security pouch under your shirt.

For a discussion of Eurail Passes see the web site www.ricksteves.com or any good student oriented travel book. You can buy the passes from a number of places including travel agencies, Rick Steves' Website, and other travel-related companies. STA Travel will sell passes to you in their offices or online. From what we have seen, the charges are pretty consistent across organizations. Wherever you buy the pass, ask questions and make them explain how to use it.

You should also note that there are special deals with the overnight trains. Let's say that you want to go to Rome. If you travel during the day, you will pay about 44€ for the ticket, but an overnight train will only cost you 30€. There are also a lot of good deals during the summer or if you purchase your tickets in advance. Just check the Trenitalia webpage (www.trenitalia.it).

DO NOT buy your Eurail Pass too soon! Eurail Passes must be validated in Europe within 6 months of purchase or they become worthless. At the same time, they are only valid for a specified number of months – usually two. The result is that if you buy one early and don't travel, you've wasted your money. The idea is to think about when you will be traveling and for how long, and then purchase the appropriate pass. Passes must be purchased in the United States. Since you might be in Europe for a while before you do lots of traveling, it might be best to wait until you get there, decide where you are going on the breaks and have someone at home purchase the pass and mail it to you.

Supplement Fees: Be aware that many countries charge supplements for high speed trains and/or seat reservations. For example: in Italy, to take the Eurostar (the trains that connect most major cities), there is a charge of €18/segment. There are also fees for compulsory reservations on many high speed or express trains in Europe. The student Eurail pass provides passage on the lowest class of the train. You will have to purchase an upgrade if you wish to have a bed on a night train. Additionally, if you are traveling through a country that is not covered by your Eurail, you will have to pay a supplement fee for that portion of the trip. Many Eastern European countries will ask you for a supplement anyway. It does not matter if you are just passing through. Keep this in mind when trying to decide whether to use your rail pass or to buy a point-to-point ticket. If you are traveling mostly through countries that are not covered by your pass, it may be more economical to buy the ticket and save your rail pass for another day. Remember to consider all of these additional costs when making your final decision to buy a rail pass.

Lodging

Hostels: Most students will stay in hostels at some point while they are in Europe. They are the most economical option available, and are often better suited to students' needs. Guests in hostels rent a bed (oftentimes a bunk bed) in a dormitory and share a bathroom with other guests. For the most part, hostels in Europe are very clean and safe if you plan ahead, do some research, and make smart decisions. Most students book through hostelworld.com and read the reviews before making arrangements. Hostels do not provide all of the amenities of a hotel, such as towels, toiletries, and sometimes linens. Normally you can rent towels from a hostel for one or two Euros. Occasionally you will have to pay extra for sheets, and you will almost always have to make your own bed. Keep in mind that while many travel books tell you to bring a hostel sheet, there have been many hostels that require you to use their linens.

Other Accommodations: While most students stay in hostels throughout their stay in Europe, there are some alternatives. If students are looking for a more formal atmosphere or some privacy, there are many hotels, but do not expect the same standards as with American hotels (especially regarding bathrooms). Be sure to read reviews before making your reservation so that you know what to expect. For most non-westernized hotels (those with actually keys for rooms – not cards), you will normally have to leave the key with the front desk when you leave the hotel, and pick it up when you return. If you are traveling in a group, especially to smaller destinations, you may want to research apartment rentals. They can be very private and if you shop around you can usually find some pretty good deals.

Safety Concerns

Of course, we encourage you to be mindful of safety at all times. However, the crime rates in Europe are low by US standards. The most serious crime seems to be theft, which is most frequently found in the heavily traveled tourist areas and on public transportation. Security pouches (those that fit under your clothes) for your valuables and documents are strongly encouraged. We strongly advise buying an insurance policy if you purchase a EuRail Pass **at the time of purchase**. Also, don't leave your luggage unattended – even for a second. Traveling in groups is a good idea; a better idea is making sure that each person in the group is alert and attentive to what's going on around them.

The most inconvenient crime to confront you, particularly in your travels, is the loss of your passport. We require that all participants provide us with a copy of their passport prior to leaving the US. You should also keep a copy, in a separate location from your actual passport, with you at all times. We will maintain our copy in our files until you return to the US. In the event your passport is lost or stolen a copy will be sufficient to get you another one (generally in one day) from the American Consulate in Milan. Without the copy, getting a new passport can take several days. You will find the small towns in Italy are exceptionally safe.

Student Discounts

Some museums do provide students with discounts. Make sure that you bring along your university ID card to verify your status and enjoy these benefits. Please note that in most cases, student discounts are available regardless of the student's age. Also, many places only give discounts to European students and/or students with an International Student ID Card.

STA International Student ID Card: A special student ID card is available through STA Travel, an organization sponsored by the Council on International Educational Exchange (CIEE). The International Student Identification Card (ISIC) allows the holder to be eligible for discounted travel, along with a few other benefits. Most universities have a student office that sells these ID cards right in the student union. Check with both your travel agent and your university's international program representative for more information. In the United States, you can obtain a card at www.isic.org

Other Travel Advice

One final piece of advice is to be flexible. All foreign travel is an adventure, and that is part of the attraction of going abroad. Italy, in particular, is a dynamic culture with a great deal of individual choice – this leads to a lack of structure, which can seem chaotic to the outsider. Stay calm, roll with the punches, and you will discover the problems seem to get resolved sooner or later. Italians, in general, are a warm-hearted, friendly people who are always willing to help out.

The great thing about this program is its flexibility and lack of bureaucracy. This comes at the cost of not having a lot of people around to make sure everything goes smoothly. Try to adapt to the local environment as quickly as possible. Being able to speak even a small amount of Italian will make your experience tremendously more rewarding than you would ever expect. We can assure you of this, so make an effort to learn some of the language, before you arrive. The students who attend these programs are almost always “can-do” people, so volunteer to help out and enjoy. Once again, given time, things tend to sort themselves out.

Living in Italy

To help you prepare for your trip, the following material is intended simply to provide you with basic information. If you have any special needs – dietary, medical, or other – please notify us well in advance so that we can determine how best to assist you. **We will not be able to meet the special needs of those participants who do not advise us in advance.** Special services are often very difficult to locate in Italy on short notice.

Culture Shock

Living abroad can be a very exciting and rewarding experience. However, it can also be stressful. The single biggest cultural difference and source of stress for most people is the language factor and the inability to communicate what you want to say. We highly recommend you invest in a pocket phrase book and learn the basics of the Italian language before you arrive to reduce the communication barriers, which are the typical source of frustration for most students. At a minimum, learning how to ask directions, the numbers, the days of the week and how to tell time are critical. You are going to encounter new things, new people and a new environment. All of these changes hit you at once. It can take some time to adapt. After you first arrive, everything will be new and exciting. However, do not be surprised if you feel “down,” “crabby,” or homesick for a portion of your stay. Adjusting to a new culture can take time. Be patient. Know that feeling this way is completely natural. Our staff will be happy to chat with you if you want someone to talk to about how you are feeling. Another way to help alleviate some of these feelings is to learn about the environment which you will be living in. There is a good article that will help you learn more about the Veneto area. “Things to Do in the Northern Veneto,” was first published on Slow Travel.com at www.slowtrav.com/italy/veneto/bassano.htm by Cyndy Hawley. We have reprinted the article in Appendix IV of this Travel and Living Guide.

Foreign Law

It is very important to remember that you must abide by the specific laws of the country which you are visiting. Laws vary from the ones in the US, but you are not excused from following them. Please be aware of the common laws of the countries that you plan to visit. Be particularly mindful of involvement with drugs. Drug use will not be tolerated at the program facility. Additionally, drug laws in other countries vary. However, these laws tend to be much more severe than they are in the US.

If you encounter serious problems, American embassies and/or consulates can offer some assistance. They can provide you with a list of local attorneys and physicians, contact friends or family on your behalf to request funds or guidance, provide assistance during civil unrest or natural disaster. Embassies cannot cash personal checks, arrange for free medical or legal services, provide bail or get you out of jail, or act as couriers or interpreters.

Money Matters

Learning how to manage your finances is an important part of your international education. Students always wonder how much money they should take abroad, and if they will be able to afford to do the things they want to do in Europe. For this reason, we try to provide a budget for each program. These numbers are an average of what students tend to spend. Keep in mind it is possible to spend less, just as it is possible to spend infinite amounts of money. Use the information that we provide to help prepare a budget. Be prepared to spend a little extra money the first few days. Once you reach your destination, review your budget and see where adjustments need to be made (if any). Stick to your revised version. This will help you not spend more than you intended to.

The unit of currency in Italy is the Euro (€). There are bills of 500, 200, 100, 50, 20, 10, and 5 Euros. Coins are in 2 and 1 Euros, then 50, 20, 10, 5, 2, and 1 cents. The Euro € is now the official currency in 16 participating member states of the European Union: Austria, Belgium, Cyprus, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, Malta, the Netherlands, Portugal, Slovenia, Slovakia, and Spain. The Czech Republic is set to join very soon. All Euros are valid currency in all 16 participating member countries. When you travel within these 16 countries, you will not have to convert currency. When you travel outside the 16 member states, for example to Great Britain, Norway, Sweden, Denmark, the Czech Republic (for now), etc., you may have to convert to their currency although the Euro is rapidly becoming accepted in more and more locations. Check the New York Stock Exchange for the most recent exchange rates.

Prices in Italy are in line with the rest of Europe. Generally speaking, you will find that prices are about the same in Paderno and Asolo as they are in the major cities of Italy. Prices generally include (but not always) a 20 percent IVA tax for certain purchases – such as jewelry and designer clothing – which exceed a specified minimum (normally about \$150). For those items that will not be consumed in Italy, you may be able to make arrangements to have the tax refunded to you. You will be asked to fill out some forms and to present those forms and the item purchased to the appropriate officer at your last exit point in Europe. The tax refund will be mailed to you several weeks later. This can be done at the office in the Venice Airport as long as you are holding a boarding pass to leave Europe.

Italy is largely a "cash and carry" society. Credit cards are not as widely accepted in Italy as they are in the US, so you should not count on using them for buying train tickets, shopping for groceries and paying for day-to-day expenses in general. Larger train stations will accept credit cards. It is best to always carry cash for typical day-to-day purchases such as groceries and personal supplies. Note that smaller establishments greatly prefer small change and rarely accept €50 bills. However, credit card usage and the number of stores accepting them are increasing. MasterCard and Visa are the most widely accepted, followed by American Express.

There are English-language, automatic teller machines (ATMs) in many convenient locations (Including one on campus, and one just down the street at the bank) that are accessible 24 hours a day. Cirrus and Plus are widely recognized in Europe. Please make sure your ATM card has at least one of the two. It is possible to receive up to the equivalent of about \$250 using your MasterCard, Visa or checking withdrawal card – **as long as you know your personal identification number (PIN)**. You must obtain your PIN before you arrive in Italy. Request it from your credit card company soon, as it may take 2-3 weeks to arrive. Another thing to keep in mind is that many European ATM's will not accept debit/credit cards that have PIN numbers longer than 5 digits **or that begin with a zero**, so get an appropriate PIN from your bank, if necessary. You should also find a non-800 telephone number for your bank because 800 numbers to the US from Italy usually do not work.

A number of local banks also will allow you to use a credit card to receive a cash advance (but the commission involved will be higher). ATM withdrawals are normally the cheapest way to get money unless you are making numerous small withdrawals since your local bank charges a fixed fee per transaction. If you have travelers' checks in US dollars or other currencies, they may be cashed at banks and exchange offices (for a fee) throughout Italy during regular business hours. The prevalence of travelers' checks is declining greatly as debit cards take their place. It's important to note that a lot of credit card companies are beginning to charge a transaction commission for purchases made abroad. You should determine these commissions in advance as it may change the way you wish to pay for things while abroad. You should be able to find an ATM on arrival at the airport and train stations in Italy but many students like to arrive with some local currency to start. You should be able to get these from your local bank if you give them a few days warning. Don't get too much currency in the U.S. since the exchange rate is usually awful. **The CIMBA program offices cannot convert your currency or cash your travelers' checks.**

Before you leave ***be sure to contact your bank and credit card companies*** and let them know your travel plans. When large quantities of cash are suddenly withdrawn thousands of miles from home and spending habits suddenly change, your bank's and credit card's fraud detection will suddenly kick in and freeze your account, leaving you stranded without cash in Budapest. This has happened to many students in the past, and they have had to rely on other students to lend them money while on travel breaks before they can sort it out. If you notify your bank, they will make a note on your account and it is much less likely to occur. Also, while you are on the phone, ask about international transaction fees and commissions. This will give you an idea of how much extra money you need to account for. Many banks charge a flat fee of \$5 per transaction while abroad, and many students try to minimize its impact by withdrawing the maximum amount each time. You might also consider shopping around for a different bank that doesn't charge these fees.

Shopping and Banking Hours

The shopping and banking hours differ *significantly* from US hours in most of Europe. This will require you to maintain your flexibility and plan your day with some care if you need to get currency, purchase a particular product, or go out to a restaurant.

Receipts: Receipts must be given upon the purchase of a product or service in Italy and **receipts must be in the possession of the customer or client for the first 100 meters after leaving the premises** (that is, from a bar, restaurant or groceries store). Therefore, it is important that you **always** carry your receipts out of the establishments in order to avoid fines and embarrassment.

Banking hours: Banks in Italy are open Monday through Friday, usually from 8:30 AM to 1 PM, although opening and closing hours vary slightly from bank to bank. ATMs tend to be open twenty-four hours a day. Travelers' checks and US dollars can also be exchanged at the foreign exchange offices in main railway stations and airports (usually for a higher service fee).

Store hours: Most stores are open from 9:00 AM to 12:30 PM and from 3:30 PM to 7:30 PM (again that may vary slightly from one store to another). Stores that open on Saturday close at least a half-day during the week (clothing stores usually close on Monday morning, sometimes all day on Monday; grocery stores generally close on Monday and Wednesday afternoons). Restaurants often are closed on Monday or Tuesday.

Except in tourist areas, stores are generally closed on Sundays. Restaurants and bars are normally open on Sundays but will close some other day during the week. Seek out the signs on the door of every establishment and you will find opening and closing days and times. (*aperto*=open, *chiuso*=closed, *mattina*=morning, *pomeriggio*=afternoon, *sera*=evening, *notte*=night, *Lunedì*=Monday, *Martedì*=Tuesday, *Mercoledì*=Wednesday, *Giovedì*=Thursday, *Venerdì*=Friday, *Sabato*=Saturday, *Domenica*=Sunday.)

Personal Hygiene and Medical Products

Deodorants, shampoos, soaps, feminine products, contact lens supplies and toothpaste are readily available. However, the specific brand you use will not likely be available. In the past, participants have been most concerned about the availability of their brand of deodorant. We suggest that if you are particular about a brand or type of product that you bring an adequate (not excessive) supply. If you want any particular products you can bring an adequate amount with you or have your parents send more. Students sometimes inquire about having their vitamins shipped to them while in Italy. While you can have friends and/or family send your vitamins to you, be advised that you will be required to pay taxes to receive them, and students have found that these taxes often end up costing more than the vitamins' worth. We advise that you bring your vitamins along with you. A great way to pack is to bring enough supplies for the entire semester. This leaves room (and weight) to be able to take your souvenirs back home with you.

With regard to medical products, do not assume that what is available over-the-counter in the US is necessarily available over-the-counter in Italy. If you have a medical need, please make arrangements to bring those products with you. In most cases, you will need to go the pharmacy (a 5 minute walk from campus) to get headache or cough and cold medicine. If you take prescription medication, bring enough medicine with you for the entire length of your stay in Europe. **You cannot ship medication** through the mail or through a courier service such as FedEx or UPS, so if you have allergies or similar seasonal conditions please bring your own medications. **If you have a medical condition that requires periodic care by a physician or if under some circumstances could require emergency medical attention, please inform us in advance so that we can make proper preparations.**

Laundry

Doing laundry anywhere in Europe is more difficult and more expensive than in the US. There are laundry services on campus, or you may use the services in Paderno for a fee. Washing small amounts of laundry in your room each day is one way to reduce the effort of washing and to keep the amount of clothing you are carrying to a manageable level. Use a mild soap (like dish soap or Woolite) which you can buy at the tabacchi across the street from campus. *Beware: if you use regular washing machine detergent to wash your clothes in the sink, the soap will never come out.* Many students have been surprised about the expense to do laundry. Utilities such as water and electricity are much more expensive in Italy than they are in the United States. Because of this, it costs considerably more to wash clothes. It would not be at all surprising to pay €12 for a load of laundry. Hand washing your clothes will help to reduce your costs. On campus, it costs one token to wash and one token to dry. Semester students are given 18 laundry tokens (9 loads) throughout the course of the semester, and summer students are given 8 (4 loads).

Electrical Appliances

The electric current in Italy is 220 volts and 50 cycles (US standards are 110 volts and 60 cycles). If your appliances are not 220 volts, you will need a small electric transformer (that will reduce the voltage from 220 to 110) without which you will *destroy* your appliances if not risk injury to yourself and your surroundings. You cannot buy a transformer in Italy, nor will we be able to provide them for you – you must buy it before you leave your country. The transformer and accompanying wall-plugs can be purchased for about \$15 at most travel and luggage stores as well as stores like Wal-Mart.

We recommend that you carefully examine any electrical items that you will be bringing with you, as many chargers and computers will have 110-220 written on them. For these appliances, you will only need an adapter plug to convert from the US flat outlets to the Italian round ones. Again, you must buy such a plug before leaving your country. Note again that this problem must be dealt with in each of the countries in which you intend to travel since wall outlets are by no means standard. Since by attending this program you are showing a strong interest in an international career, we encourage you to make an investment in basic, personal appliances – hair dryers, razors, and other small appliances – that are interchangeable between 110 and 220 volts. You can also buy cheap hairdryers, curling irons, straighteners, etc., at the market in Crespano on Sundays.

If your appliance is not switchable to 220, be sure to use the transformer and the wall-plug, not the wall-plug only. If you fail to use the transformer and only use the plug, you will soon smell something burning. That smell is your appliance (i.e. hair dryer, razor and curling iron). If you use a blow dryer when getting ready each day, plan to purchase one in Italy as many will still prove difficult to use with the transformer.

With regard to portable computers, please note that most convert alternating current to direct current. Make sure that your converter is able to handle either 110 or 220 volts. If it does it will be written on the converter. If it cannot handle 220 volts, we discourage you from bringing it. For the summer programs, students find the computer to be a burden if they intend to travel before and/or after the session.

Communicating With Home

There are several ways that your family and friends can communicate with you: mail service, Skype, E-mail, and telephone.

Mail and Courier Services: We encourage you to have your mail sent to:

Your Name

CIMBA (insert season & year) Ex: CIMBA Spring '10

Via S. Giacomo 4

31010 Paderno del Grappa (TV)

Italy

*****Make sure to include the Semester information.**

You should expect that airmail will take about 10 days to arrive depending on type of service, items, weight, etc. We do not suggest that you use ground mail as it takes about 8 to 10 weeks to arrive. Courier service generally takes about 3 to 4 working days to arrive if sent from outside Europe. Ask your friends and family not to send packages within two weeks of your final departure from the campus. Unfortunately, there are often care packages and letters that arrive on campus well after the students have left.

Stamps: Stamps are called *francobolli* in Italian, and can be purchased at stores called *tabacchi*, which sell newspapers and tobacco, as well as at the post office. Be sure to tell them AIRMAIL. You will need an 85-cent stamp to send a normal letter to the US.

Sending Packages: As indicated above, packages sent from outside Europe typically take 8 to 10 weeks by ground mail and about 10 days by airmail to arrive and be processed by Italian customs. Expect to pay from \$2.00 to \$3.50 in custom inspection fees upon the arrival of the package in Italy. **Beware** - When a person sends a package to you from outside of Italy, they will be required to fill out a *customs declaration form*. While the form will ask them for the value of the contents of the package, please understand that what customs is really asking for is the content's **commercial value**. If the person sending the package declares that the contents have commercial value, that is, they are essentially stating that you intend to resell the contents in Italy whether you plan to or not, you will be required to pay 33 percent of the value declared in taxes upon the package's arrival here. Should this occur, there are only two solutions available to you: (1) pay the tax, or (2) pay to have the package sent back and re-mailed to you with the correct declaration.

A second common source of charges on deliveries to Italy is the insurance purchased on packages sent from the US. If a package is declared to have a value of \$0 commercial value, but then is insured for \$500, you can expect to pay a 33 percent tax to receive the package in Italy. To illustrate, a participant received a \$150 radio/cassette player from a group of his friends in the US. With the intent of playing a little joke on the participant, the group unwittingly put the "commercial value" of the unit at \$1,000. On that basis, Italian customs imposed a tax of \$333 -- more than double the value of the radio. After several unsuccessful attempts to convince customs of the error, including an explanatory letter from the US group, the participant was forced to pay to have the unit shipped back in order to avoid the tax.

If you do not intend to resell the contents, very clearly mark on the declaration form and on the package: **FOR PERSONAL USE ONLY, NO COMMERCIAL VALUE**. In addition, be careful how you describe the goods. "New Clothes – Personal Use Only" will almost always get taxed while the same goods declared as "Clothing – Personal Use Only" generally will not. We cannot be responsible for the levy of any taxes, duties, or other fees incurred for items intended for your personal use. To be safe, declare a very minimal value on all packages sent from the US, if at all, and do not purchase insurance on packages to avoid any taxes or duties in Italy. Please note that if someone sends you vitamins or diet products, the package will go through the *Servizio Sanitario Italiano*, and they will charge you for taxes. One student paid 60€ to receive a box with vitamins that his sister bought in the States for \$33. Packages that contain candy normally make it through without any problems.

Courier Services: All courier services – including UPS, Federal Express, DHL, and others -- deliver to Northern Italy. We have found that FedEx and DHL are better than UPS. They are very dependable and reliable. In fact, we recently had a Federal Express package delivered to Italy in just two days. Please note, however, that we have found the Express Mail service provided by the US Post Office to be no better than regular airmail.

Telephone and Fax: The numbers for the program are located on the first page. Note that these numbers are for the office. It will be difficult to locate a particular student on campus, so we ask that you first try to contact students directly.

E-Mail: There are computer facilities available on both campuses. All participants are expected to have and maintain email address while studying on this program. Students need to learn how to connect to their university system from outside the university. Simply speaking, you will log on to the school's service and then fix the settings on the e-mail software to check your personal address at your university. In this way, you can send and receive e-mail from your permanent address. The alternative is to use a free e-mail provider such as Hotmail or Yahoo. We ask that you choose one email address and stick to it through the program in order to ensure you receive all information from the UI and Italy offices.

Skype: The most popular way for students to reach family and friends while abroad is a computer program called Skype. With Skype, students can make calls from one computer to another at no cost, or from a computer to a telephone line for a small fee. For free calls, both the caller and the receiver must have the Skype software, which can be downloaded for free from www.skype.com. There is usually little lag and distortion. Additionally, students may pay by the minute to call from a computer to a regular telephone line. The rate varies depending on where you are calling, but most of the industrialized world (including the US and Italy) is on the Global Rate, which is

currently 2.1 U.S. cents per minute. In order to use Skype, a headset with microphone is required. These may be purchased in the U.S. at major retail stores or at select stores in Italy.

Cell Phones: The Consortium Office usually receives a number of questions from students and parents regarding the use of mobile phones while in Italy. Because mobile phone plans change so rapidly and what is viewed as the “best plan” varies from person to person, we don’t endorse one particular wireless company’s plan over another. Our advice is to shop around. Students in the semester programs are able to purchase cell phones through CIMBA. These phones cost around \$75, and come with a few minutes already on them. If you run out of minutes, you are able to purchase more at the local tabacchi in town. The phones are on a prepaid plan through Vodafone Italia. See www.vodafone.it for rate information. Students participating in one of the semester programs will receive a Mobile Phone Purchase Form in one of their information packets. If purchasing a mobile phone would be of interest to you, complete the form and return it to the Consortium Office by the deadline listed on the form.

Students have also been able to purchase mobile phones from past Italy Program students. A good way to get in touch with students who are selling their phones is through the Facebook page at www.facebook.com/CIMBAItaly. This is a good option for students studying abroad in the summer because purchasing a mobile phone through the Italy Office is not an option during the shorter programs.

Payphones: If you don’t end up purchasing a mobile phone, you will also be able to make calls using the payphones. The Italian dial tone is not a continuous hum as in the US. It is two hums, followed by a long pause and then the pattern repeats itself. Some professors and participants have in the past mistaken this sound pattern for the busy signal (which in Italy is much the same as in the US).

There are three ways to make a call:

- 1) By inserting coins
- 2) By using an Italian telephone card
- 3) By using a major credit card

In using an Italian telephone, you must first insert the coins, telephone card, or credit card. Listen for the tone and then dial the number of the person to whom you wish to speak. As in the US, the number you dial to reach that person will vary with your location. More about how to dial numbers from Italy will follow below.

Telephone Card – Another method of using the telephone in Italy is through the use of a telephone card. These cards can be purchased at most tabacchi or newspaper stores. You may also purchase them at the airport and in most train stations. In using the card to make a call, simply insert the card in the mechanism located just to the right of the headset. Remember to remove the corner of the card (it is already perforated for you) before using it or it will not work. Please be aware that you may not call 800 toll-free numbers from Italian payphones. Check the web for alternative telephone numbers for calling airlines and banks in the US from Italy.

How to Dial – Let’s start off by explaining what each number stands for in the telephone number. For example:

Paderno Campus: **+39-0423-932160**

“+” – The plus refers to the fact that you will need to dial the international access code if you are outside the country you are calling. Thus, if you are in the US and you want to dial Italy, you must first dial the US telephone system international access code (011). If are in Italy, and you want to call the US, the international access code is (00). Finally, if you are in Italy and want to call another number within Italy, you do not need to dial the Italian telephone system international access code.

“39” – The next number is the country code. The country code for Italy is 39. For the US, the country code is 1. If you are in Italy and you want to call a number in Italy, you do not include the 39. If you want to dial a number in the US from Italy, you must first dial the Italian system international access code (00) and then the country code for the US (1) followed by the complete number you want to dial. Thus, if you wanted to call the Consortium Office at the University of Iowa from Italy, you would dial: 00-1-319-335-0920. If you wanted to call another country from Italy, such as Germany, it would be the same process except instead of dialing (1) for the country code, you would dial the country code for Germany, (49): 00-49-555-12345.

Calls Made During Non-Office Hours – Most offices associated with the Consortium are open from 9 AM to 1 PM and from 2:30 PM to 5 PM Monday through Friday. More than likely, anyone who calls one of these offices will get an English speaking staff member who will take a message. Remember that Italy is usually seven hours ahead of the United States CST. Thus, when it is 1 PM in Paderno and Asolo, it is 6 AM in Iowa City, Iowa. Generally speaking, if you are trying to reach one of the Italy offices from the US, it is best to call during the morning or early afternoon. Likewise, if you are in Italy and wish to call home, try doing it in the evening since that will be early afternoon in the US.

Mailing & Carrying Things Home

Mailing things home from within Italy is more difficult than mailing things from the US. Shipping can also get very expensive. Everyone buys something to bring home when they travel. Try to plan your packing to allow room in your luggage for souvenirs. You will have to go through Customs upon returning to the US.

To receive detailed information about customs regulations, write for a free booklet produced by US Customs - *Know Before You Go*. US Customs; P.O. Box 7407; Washington, DC 20044; or visit http://www.customs.ustreas.gov/xp/cgov/travel/leavingreturntoUS/vacation/know_brochure/.

The CIMBA offices in Paderno and Asolo can FedEx packages for you. If you already know that you will be sending gifts or pieces of luggage to the States at the end of the program, you can set up a FedEx account in advance (see www.fedex.com). For more information on prices and procedures ask the CIMBA staff in Italy.

Paderno Campus Information

Contacting Other Students

If you have any questions about life in Paderno or traveling throughout Europe, or if you need advice on purchasing a cell phone, what to pack, how to plan your tickets, etc, you can chat with a CIMBA alum during our U.S. office hours. Click the link on www.cimbaitaly.com. They can answer tons of questions relating to the program, Paderno, traveling, etc. We also recommend you visit the Facebook site at www.facebook.com/CIMBAItaly. We have found this to be a valuable resource for students who are planning to attend the programs. Students discuss topics such as: places to visit, good hostels to use, where to meet up upon arrival, finding someone to travel with, subleasing apartments in the US, buying used cell phones and electronics (hairdryers, adapters, clocks) from current or former students, etc. It is a great way to start getting to know your future classmates before you get to Italy. Current CIMBA students also use this site, and they have lots of information to provide to incoming students as well.

About Paderno del Grappa

Paderno is a quaint Italian town. It is very small but offers students a number of opportunities and is great for really getting a feel for the small-town Italian culture. Paderno is located in the Northeast region of Italy, known as the Veneto Region, and is about an hour and a half from Venice (via public transit). The Paderno environment is beautiful as it is situated near the base of Mount Grappa, making it an ideal spot for those who enjoy hiking and sightseeing. Other outdoor activities such as world-class paragliding, rafting, horseback riding, and bicycling are also nearby. In addition, fantastic shopping is located in Asolo, Bassano, and Venice, as well as some outlet stores like Northface, Replay, Benetton, and Diesel. There is also an open-air market in nearby Crespano del Grappa held every Sunday morning that is a 15 minute walk from campus. A movie theatre and bowling alley are within driving distance as well as some great restaurants. Paderno itself has a few restaurants and cafes within walking distance that students enjoy. You can learn more about Paderno by going to the Facebook site listed above.

About the Campus

Overview: The first important thing to note about the CIMBA campus is that it is not actually owned by CIMBA. CIMBA shares a facility with a Christian Brothers' School called Istituto Filippin. It is one of the premier boarding schools in the Veneto, and there are a few Italian students who live on campus and many that live off-campus as well. Filippin serves all grades in primary education, but only the older students live on campus.

The campus itself is very beautiful. There is a lot of well-kept green space around the buildings, and there are majestic views of the mountains or the Veneto Plain from most windows. The campus is split into two sections by a road (with a tunnel that goes beneath it). On one side of the road is the athletic campus, and on the other is the academic and housing portion. On the academic side, there are three main buildings (the three tallest in town) that have dorms, administrative offices, classrooms, commons space, the cafeteria and the nurse's office. There are a few smaller buildings for the library, computer lab, and a few more classrooms. The athletic side of campus has a large gymnasium, indoor lap-pool, work-out facilities (available 9-5), theater, small and large soccer fields, a low ropes course, and courts for basketball, volleyball, and tennis.

Eating On Campus & In Italy: One of the reasons you are studying abroad is to try new things and adapt to a new culture. Eating different foods is part of this process. Food is one part of Italian culture that many find irresistible. Though the culinary traditions go back many generations, they can be quite different from the food and diet you may be familiar and comfortable with back home. Even many of the “Italian” dishes you may be familiar with in America have been heavily Americanized and may not be available in Italy. In trying to meet your dietary needs, a cafeteria is available at the undergraduate campus for breakfast, lunch, and dinner. The Italians typically eat a very light breakfast, if at all, followed by a larger lunch and dinner at later hours than in the US. The cafeteria will offer breakfast at 7:30am, lunch at 12:00pm, followed by dinner at 7:00pm. Each meal is described as “once through the line” taking a first course (usually a choice of pasta), second course (meat or cheese & vegetable), side items (seasonal fruit, yogurt) and a dessert. Meals are not available at the cafeteria during the travel weeks and long travel weekends. We inform you to be aware of the various differences in diet here versus what you may be familiar with at home. Many foods, even some Italian foods, which you eat on a regular basis at home, are served very rarely in Italy, if at all. The CIMBA office, in conjunction with the kitchen staff on the undergraduate campus, will try to see that your dietary needs are accommodated, but please be aware that we cannot replicate your normal diet here in Italy. If you have a special dietary condition of any kind, please inform the UI and Italy offices before you arrive so we can help make special accommodations.

As a side note: “Pepperoni” in Italian actually means green peppers. If you are looking for American pepperoni pizza – ask for “Diavola”.

ATMs: There is one ATM on campus and another one down the street. See “Money Matters” on page 26 for more information on Banking in Italy.

Housing Arrangements: By now you have probably seen a picture of the facilities either from the brochures or a web-site. You will be living in a residence hall facility. The dorm has two different living arrangement options: singles or doubles, each with private baths. If you have a friend on the program that you would like to room with, you may preference a roommate before you leave. Be sure to turn in your paperwork as soon as possible so that we can make the arrangements. We will do what we can to accommodate your request, but please note that we cannot always guarantee a specific roommate. Single rooms are available at an extra charge. All rooms have beds, wardrobes for hanging clothes, drawers, and a desk. You will be provided with linens including: sheets, pillowcases, blankets, a pillow, a regular-sized towel, and a hand-towel. However, we recommend that all students bring a travel-towel and washcloths. These will come in handy when you travel as many student hostels and budget hotels charge for towel rental. In previous programs, students have found that a large towel can double as a blanket on cold train rides. Washcloths are almost never provided in most European hotels.

Computer Access: Students with laptops may purchase in-room internet access. Access will be either wired or wireless depending on what dorm you will be living in. We cannot guarantee either one before you arrive. There is free wireless access in the library. There are also two computer labs, one of which can be used anytime and the other one is shared with the Italian students during the evenings on most weekdays. Between the two computer labs, there are about 50 computers. Please be advised that internet access in Italy may not be quite up to American standards of speed. Students have found that it slows to dial-up speeds during peak times of day when students are all out of class and calling home.

Athletic facilities: Istituto Filippin has kindly allowed CIMBA students to use their athletic facilities, so please respect the facilities and other guests so that we may continue to use them in future semesters. While the sports campus belongs to Filippin, the school also offers gym memberships to the community. Students are welcome to use the work-out area and pool during the day, but they will have to make a €10 refundable-deposit for the electronic fob that admits them to that area. Please note that you must have a swimming cap and pool sandals to use the lap-pool. These are available for sale at the front desk of the gym.

Guest Policy

Guests of CIMBA students can come and visit the campus. They are to be checked in with the CIMBA office or with the front gate staff before 6pm on weekdays and with advance notice on the weeknights or weekends. All visiting guests are expected to abide by the rules set forth in the "Behavior and Policy Agreement," found online. Guests must get rooms at the Hotel San Giacomo across from the campus if they wish to stay close to the Filippin Campus. **No guests are allowed to stay in the rooms of current CIMBA students.** The responsibility, behavior and liability of these guests are assumed by the person(s) who checked them in at the CIMBA office and/or front gate. Any damages caused by these persons will be charged to the person or persons inviting them to CIMBA originally. If no person(s) claim(s) responsibility for visiting guests, and they are not checked in ahead of time, they will be asked to leave the premises immediately.

Rules & Regulations of CIMBA Campus

As a student at CIMBA it will be expected that you abide by the rules and policies set forth by the CIMBA administration in the 'CIMBA Academic & Behavior Agreement.' This document as well as the disciplinary procedures for the CIMBA campus is found online. Please familiarize yourself with this document, as you will be required to sign the agreement and return it to the Consortium Office prior to your departure for Italy.

Failure to abide by the rules and policies set forth by CIMBA will lead to disciplinary action, which could include immediate dismissal from the CIMBA program. The CIMBA behavioral guidelines and policies do not follow a progressive discipline framework, meaning that you are not guaranteed a first warning before any disciplinary action is taken. It is the responsibility of all students to ask either a resident assistant or a staff member of any rules or policies not fully understood before commencing to live in CIMBA dormitories and/or using CIMBA facilities.

Resident interns, as designated by the CIMBA administration, will be the first point-of-contact with the CIMBA Students at CIMBA after-hours. We encourage you to get comfortable with the RI being a resource for school, travel and campus related issues. One resident intern will live in each dormitory and have regularly scheduled office-hours in which students are encouraged to bring any dorm and campus-life issues to the attention of these individuals for the benefit of the individual and other students.

The CIMBA staff wants you to have an exciting and rewarding semester. Though we understand you are in a new environment, amongst new people and experiencing many new things, all of which can be stressful, we are always here to help you through this experience. It is not our goal to discipline, and we expect no problems, but please remember that in the interests of your safety and enjoyment and the safety and enjoyment of your fellow students, faculty and staff, we will not be flexible nor lenient on enforcing the policies you have agreed to abide by while a student here at CIMBA.

Campus Life

A Day in the Life of an Undergraduate – Semester Programs

The classroom environment at CIMBA is very different from most major universities. The class sizes range from six to sixty students, depending on course demand, but most are in the range from fifteen to thirty. One of the greatest advantages of the CIMBA program is how involved the professors are with the students. Due to the small academic environment, the professors get to know the students and their learning habits. Most professors are having the same “abroad experience”, so there is a mutual understanding of how schedules are set up and what the other is going through.

Most classes meet on Monday/Wednesday/Friday or Tuesday/Thursday for an hour and 40 minutes (depending on the number of credits hours for the class) – with few exceptions. **IMPORTANT:** Most classes will switch from M/W/F to T/Th and vice versa midway through the semester. This allows classes to meet for the same number of hours throughout the semester.

Classes begin as early as eight in the morning and go as late as seven at night, but obviously you will not be in class for that entire time. You can expect to have long breaks throughout the day (just as you would at home), where students typically catch up on school work, go for coffee with friends, participate in one-on-one LEAP coaching sessions, use the athletic facilities, get involved in student organizations, do laundry, etc. The campus provides breakfast, lunch and dinner in a cafeteria setting (see “Eating on Campus and in Italy” on page 34 for more info). There are many activities that also take place in the evenings including LEAP seminars, sporting events, advisory nights, cultural activities, formal dinners, etc.

Student Organizations/Activities – Semester Programs

Advisory Nights: A few times throughout the semester, students can take a night off and experience something unique (and off campus). These groups are assigned, and typically are headed up by a professor that the student does not have class with. Groups get to decide what they would like to do – this includes everything from learning to make pizza from scratch at a pizzeria, to going out for Mexican food a few towns over, to wine/cheese tastings. This is intended to be a chance to take a break from school and take in the area around Paderno.

Formal Dinners: Early in the semester, there is an etiquette seminar where students learn the rules of the table. This seminar is put to good use throughout the semester – especially at the three formal dinners that take place. Students dress up (don’t forget to pack clothes for this!) in semi-formal attire and get on buses that will take them off-site to some of the region’s best restaurants for a true Italian dinner. Normally, these meals include four courses with all of the trimmings. While these dinners are optional, usually the entire campus attends.

Add a Seat to the Table: Students have the opportunity to get an up-close view of Italian culture with Add a Seat to the Table. Students will be paired up with students from Istituto Filippin and will have a meal together. Sometimes this is a home-cooked family meal, and other times students will go out to eat in groups in nearby towns. It is a fun and casual way to get to know some locals and ask questions about family life, cultural differences or anything else you want to know about your host country. Add a Seat to the Table is available first to LEAP participants, then to the rest of the student body.

Yearbook: Every semester, students create a yearbook that is made available to every program participant for a small cost. Usually a resident intern heads up the project, but students are asked to participate and provide content and photos. The yearbook is only as good as the work that goes into it. Join Yearbook!

Newsletter: Every semester students publish a newsletter that goes out to alumni and member schools. The newsletter includes articles from students about their unique experiences on the CIMBA program. All students are encouraged to provide content.

Athletics: CIMBA is fortunate to share a campus with Istituto Filippin, an Italian boarding school. The campus has an extensive athletics complex where students play intramural and “international” games. Students will organize tournaments for all kinds of sports – from tennis to dodge ball. The students also have the opportunity to participate in U.S. vs. Italy matches throughout the semester. In these games, CIMBA students will compete with the Filippin teams in events like basketball and volleyball, but the best event of the year is usually the soccer match.

Phi Beta Delta: Semester students will have the opportunity to join Phi Beta Delta while they complete their semester abroad. Phi Beta Delta is an honor society recognizing individuals who have demonstrated scholarly achievement in international education. A student must have a cumulative 3.0 GPA to be eligible to join. Benefits include networking and participating in international activities with students and faculty from various educational disciplines. If a student has the necessary criteria, he or she will be invited to join early in the semester. Membership fees are €40. Within the first month, students who meet the GPA requirement will be invited to join the chapter. There will be an initiation ceremony for those students and professors who chose to join our chapter. Members will elect chapter officers and meet periodically during the course of the semester. Upon completion of the study abroad program, your membership is transferable back to your home institution, provided they have a local chapter.

LEAP: LEAP, which stands for *Learn, Enrich, Achieve, Perform*, is an optional semester-long personal and professional development program. It begins part-way through the semester and involves activities such as one-on-one and group coaching sessions, resume and cover letter writing workshops, informative career workshops, and an optional Kepner Tregoe problem solving and decision making Certificate. All students will attend a LEAP overview during CAP Week in the beginning of the program; those who have not already signed up for LEAP will have the opportunity to do so in Italy. LEAP participation does not earn students class credit. You can learn more by reading the LEAP Program Information in the online information packet.

LIFE: LIFE is a 2.5 day workshop administered by the CIMBA staff and it is one of the LEAP components. All LEAP participants will have the opportunity to go through it during the first several weeks of the program. It is an intensive, hands-on program which helps you to experience leadership first-hand. Former students have described it as leadership boot camp. Not only will it be an excellent addition to your resume but it is also an incredible team building experience that will help you get to know your fellow classmates *very* quickly.

Talent Show: By the middle of the program, you will find that your new friends are incredibly talented. So why not show off your mad skills or put on a skit in the CIMBA Talent Show!

A Day in the Life of an Undergraduate – Summer Programs

Similar to the semester programs, spending a summer with CIMBA provides unique classroom experiences. Summer programs are typically attended by a larger number of students than the semester programs. Because of this higher campus population, class sizes generally range from 20 to 40 students, with a few exceptions for highly demanded courses. However, this is not to say that students do not receive individual attention or bond less with professors and other faculty members. Classes often engage in detailed discussions regarding course content, which provides an opportunity for students and professors to get to know each other on a more personal basis. Also, professors can be easily found around campus on a daily basis whether using campus facilities such as the computer lab or athletic center, eating in the cafeteria, or just enjoying the beautiful scenery in the courtyard!

Throughout the four week program, all classes meet Monday through Thursday to ensure students are getting the most out of their educational experience abroad. The summer program is unique from the semester program in that it uses this concept of “block scheduling.” Each class you are enrolled in will fall into a different block: A, B, or C. You will therefore be assigned to two blocks (for example: you could be assigned to blocks A and B, B and C, or A and C). Blocks are assigned based the courses a student registers for and you will receive your blocks upon your arrival in Paderno. The rotation of your classes depends upon your block, so make sure you receive your block assignments when you arrive and understand your schedule. The possible times classes can meet are:

- A Block: 8:00 a.m. - 9:30 a.m
- B Block: 9:30 a.m. - 11:00 a.m.
- C Block: 11:00 a.m – 12:30 p.m.

Each student will take no more than two classes over the course of the summer, so you will only have class during two of these blocks per day. **IMPORTANT: Class times switch on a weekly basis!** For example: the first week of class you *could* have A block at 8:00 a.m. and B block at 9:30 a.m., the second week you *could* have A block at 8:00 a.m. and B block at 11:00 a.m. (with a break in between), the third week you *could* have B block at 9:30 a.m. and A block at 11:00 a.m., and so on and so forth (Note: this is just an example for your reference, not a specific schedule). Class times vary to ensure that the same students won’t have to get up early every day of the summer.

Because the summer program is only four weeks, each class you are enrolled in will have an additional four hours of afternoon classes per week. Again, which days your class meets in the afternoon depends upon your block. For example: all A block students could have afternoon classes on Monday, B block students on Tuesday, and C block students on Wednesday. During these afternoon block meetings, professors can elect to have a regular class session, go on a company tour, reserve the computer lab to work on class assignments, or another fun activity of their choosing. **IMPORTANT: When making weekend travel plans prior to your arrival in Paderno, take into consideration that you quite possibly could not be able to leave campus until late Thursday afternoon.** Because of this, it is best to make arrangements to leave Thursday evening (at the earliest) or on Friday.

Student Organizations/Activities – Summer Programs

Formal Dinners: Approximately half-way through the summer session you will be required to attend an etiquette seminar where you will learn proper Italian table manners. In the week following the seminar, all students will be transported to an off-campus location for an evening of drinks, hor d'oeuvres, and a four course Italian dinner. The night provides for a fun atmosphere and a chance for you to show off your newly obtained etiquette skills. Attire for this event is semi-formal, so don't forget to take this into consideration when packing!

Newsletter: Every CIMBA session publishes a student newsletter that is sent out to alumni and member schools when the session is complete. The newsletter features articles, pictures, and other stories from student experiences over the course of the summer. Students are encouraged to submit these items to the newsletter editors throughout the summer. The newsletter is a great way to get involved on campus and help create something that you will be able to enjoy long after the program ends!

Day trips: There are multiple day-trips offered on a daily basis throughout the summer. Trips can include visits to surrounding towns and attractions such as Bassano del Grappa, Castelfranco, Asolo, Venice, as well as several others. Day trips can also include activities such as hiking up or paragliding off of Mt. Grappa. To attend one of the trips you simply need to sign up at lunch or in the office the day before (to arrange busses). Trips usually last 3-6 hours and are a great transportation means in case you need to hit up a market or shopping facility, or if you're just in the mood to absorb some local culture!

Appendix I – Useful Web Sites

<http://italy.usembassy.gov/acs/passports-lost.asp> - Instructions for obtaining a new passport in Italy.

www.slowtrav.com/italy/veneto/bassano.htm - Article titled “*Things to Do in the Northern Veneto*” by Cyndy Hawley

www.ricksteves.com – Provides information on just about anything you need to know about planning and traveling. Rick covers health and safety, general planning, guidebooks, packing tips, communicating and converting, transportation, tour tips, and food and shelter.

<http://www.roninrome.com/2009/03/05/buying-a-train-ticket/> - How to buy a train ticket in Italy

<http://www.roninrome.com/2009/03/10/riding-the-trains-in-italy/> - Italian trains explained in-depth.

www.sta.com – Provides student discounts on airfare and train passes, as well as information.

www.skyscanner.net – Website used to search budget airlines in Europe.

www.ryanair.com – This website is a great website if you want to fly cheaply in Europe.

www.volare-airlines.com – Airline.

www.easyjet.com – European carrier that has cheap flights across Europe.

www.trenitalia.com - This is a very easy to use Italian Train Schedule website for information on schedules for any train traveling through Italy. This site also provides current updates on train strikes. (You need to use the Italian spelling of the names of cities.)

www.db.de – This is the German national train service website and you can check train schedules for all of Europe

www.landnet.it – Provides very useful information on Paderno, the undergraduate campus, other surrounding communities, and businesses available for students. This site is run by a gatekeeper of the campus.

www.marcatreviso.it – Website dedicated to the promotion of the province of Treviso, where Paderno is located. Includes information on local hotels, restaurants and current events.

www.jansport.com www.eaglecreek.com www.ospreypacks.com – Provide information on backpacks & travel packs

www.rei.com – Provides information on backpacks.

www.hostelworld.com – Website used to search available hostels in specific cities in Europe.

www.hostelsclub.com – Website used to search available hostels in specific cities in Europe.

www.cbp.gov – Customs

www.travel.state.gov - US travelers

www.veniceairport.com – Venice Airport

www.mxairport.it – Milan Airport

www.bootsnall.com – travel info

www.wizzair.com – Eastern European Airline

<http://usembassy.state.gov> – US Consulates

www.hostelseurope.com – Hostels

www.lamarcabus.it – Bus Schedule (Will take you to Asolo from Paderno)

www.ctmspa.com – Bus Schedule (Will take you to Bassano/Castelfranco Veneto from Paderno)

www.atvo.it – Bus Schedule – Regional busses around Venice

www.raileurope.com – Train Info

www.viamichelin.com – Maps & Information

www.medexassist.com – Travel Information & Insurance

www.myair.com – Cheap Airline

www.assistamerica.com – Emergencies

<http://www.cimbaitaly.com/StudyAbroadResource-5164/Index.htm> – More Useful Websites

www.kayak.com – Very comprehensive itineraries – worldwide. Gives prices from lots of different websites.

Appendix II – Packing Tips and Suggestions

General Information:

- Consider the weather and the typical standard of dress, pack accordingly
- Pack clothes that will drip dry easily and that do not need to be ironed
- Think comfortable
- Plastic zip lock bags have many uses
- Most toiletries are available overseas, don't overload by carrying extra
- Think carefully about what type of luggage will work best for you
- Clearly identify your luggage (outside and inside)

Must Have:

- Battery-operated alarm clock (you will have to wake up for class) – Don't bring an American plug-in alarm clock - they rely on 110V to keep time.
- At least one business casual outfit (for class presentations and tours)
- Dressy attire for formal dinners (1 during summer/3 during semester programs)
- Adapters and/or transformers (if you plan to use anything electrical)
- Prescription medications (These CANNOT be shipped so make sure you bring enough with you. Keep your medication in the original packaging from the pharmacy to avoid problems with customs.)
- Over-the-counter medicines (Many of the same or comparable items are available overseas, but not necessarily the same ones you use.)
- Italian phrasebook and dictionary from Lonely Planet, Berlitz, Fodor's etc.
- Comfortable walking shoes and plenty of cushioned socks
- Money (credit card, ATM card, cash)
- Travel information (one, good book per traveler should be sufficient – there are plenty in the library on campus)
- Finance or accounting calculator (if you are taking classes that will involve calculations)
- School supplies (notebook, pens, flash drive – at least enough to get started)

Very Useful and Handy:

- Earplugs and earphones
- Small back pack for day trips/school
- Folding umbrella and/or rain gear (must have for spring semester)
- Money belt (one that fits underneath your clothing)
- European map
- Wristwatch (good idea to have one with an alarm)
- Clothesline (you'll need it if you do laundry in your room)
- Sewing kit

Other Things You Might Like:

- Camera (with spare batteries)
- Journal (to keep track of your adventures)
- First-aid kit
- MP3 player or iPod
- Small towel (cheap hotels and hostels charge for towel rental) & washcloths if you use them
- Hostel sheet
- Laptop

Appendix III – Conversion Charts

Italy, in line with the rest of continental Europe, uses the metric system. Americans who are more familiar with the imperial system of weight and measurement may find this guide useful.

Clothing Conversion Chart

Women's Clothes

USA	2	4	6	8	10	12	14	16	18
Italy	36	38	40	42	44	46	48	50	52

Men's Shirts

USA	14	14.5	15	15.5	16	16.5	17	17.5
Italy	36	37	38	39	40	41	42	43

Men's Pants

USA	26	28	30	32	34	36	38	40
Italy	42	44	46	48	50	52	54	56

Men's Suits, Sweaters and Overcoats

USA	36	38	40	42	44	46	48
Italy	46	48	50	52	54	56	58

Women's Shoes

USA	5.5	6.5	7	7.5	8	9	10
Italy	35	36	37	38	38.5	39-40	41

Men's Shoes

USA	7.5	8	8.5	9	9.5	10	11	12
Italy	41	41.5	42	42.5	43	43.5	44-44.5	44.5

Children's Clothes

USA	1	2	3	4	5	6	7	8	9
Italy	35	40	45	50	55	60	65	70	75

Children's Shoes

USA	8	9	10	1.5	11	12	13	1	2
Italy	24	25	26	27	28	29	30	1	2

Temperature

To convert °C to °F multiply by 1.8 and add 32

To convert °F to °C subtract 32 and divide by 1.8

Length and Distance **multiply by**

Inches to centimeters	2.54
Centimeters to inches	0.39
Feet to meters	0.30
Meters to feet	3.28
Yards to meters	0.91
Meters to yards	1.09
Miles to kilometers	1.61
Kilometers to miles	0.62

Weight **multiply by**

Ounces to grams	28.35
Grams to ounces	0.035
Pounds to kilograms	0.45
Kilograms to pounds	2.21

Volume **multiply by**

US gallons to liters	3.79
Liters to US gallons	0.26
US Cup to liters	0.2366
US pint to liters	0.4732