

Information for speakers

1. **Before Arrival.** Please make sure that, one week before the Seminar takes place, we receive an e-mail with the title, the abstract and an electronic version of the paper you are going to present (preferably as a PDF file).
2. **Seminar.** Slots for our research seminar are Monday at 2 pm. The talk should take around 60 minutes plus 15 minutes for discussion.
3. **Accommodation.** IMT will accommodate speakers in its guest rooms or in a near hotel.
4. **The campus.** All IMT structures are located in the historical center of Lucca. The main building, where the job talks will take place is located in Piazza San Ponziano, 6. Guest rooms are in San Micheletto Building, in Via San Micheletto, 3. Click the following link to see the campus map: http://www.imtlucca.it/campus/virtual_tour/campus_map.php
5. **How to arrive.** The nearest airports from Lucca are Pisa International Airport "Galileo Galilei" (<http://www.pisa-airport.com/>) and Florence International Airport "Amerigo Vespucci" (<http://www.aeroporto.firenze.it/>).

From Pisa Airport to Lucca immediately next to the airport you will notice a little train station: every twenty minutes a train leaves in order to connect Pisa Airport to Pisa Central Station where you will find train coincidences to Lucca Station. Another way to get to Lucca is to take an interurban bus of the "Autolinee Lazzi" leaving from the airport. The journey will take approximately one hour and you can check the schedule visiting the page: Pisa - Lucca airport by bus. <http://www.pisa-airport.com/sat/cda/aree/index.php?idArea=5&idSection=5>

From Florence Airport to Lucca: the best way to get to Lucca is to take an interurban bus of the "Autolinee Lazzi". There is a dedicated bus stop immediately next to the airport and you can visualize the schedule of the connections on the following website: www.lazzi.it. The journey will take approximately forty-five minutes.

From the Bus Station to IMT: Lucca's bus station is located in Piazzale Verdi and the School is only fifteen minutes walking: take Via S. Paolino, just opposite the tourist information office, and go straight on until Piazza S. Michele, easily recognizable for the marble white church. Cross the square and go on through Via Roma, Piazza Bernardini and Via S.Croce (the same straight path, just changing names). Pass the SS. Gervasio e Protasio gate to get into Via Elisa: Piazza San Ponziano, where IMT main entrance is located, is the first square on your left.

From the train station to IMT: Lucca's railway station is ten minutes walk from the school following the subsequent directions: go out from the station, cross Piazzale Ricasoli and then turn right in Viale Giusti, a large boulevard with the walls of Lucca on your left; go straight on through Viale Pacini until you see Porta Elisa, a marble white entrance gate to the town. As soon as you enter the town you are in Via Elisa: Piazza San Ponziano, where IMT main entrance is located, is the first square on your right.

Additional information on how to reach IMT and useful maps are available at the following webpage: http://www.imtlucca.it/campus/how_to_reach_imt/index.php

6. **Financial Arrangement.** We reimburse travel costs (train, flight, bus) and hotel accommodation under presentation of expenses documentation (receipt of payment, boarding cards, etc.). You will also be asked to fill out two forms: in the first one you need to describe your expenses and write the exact amount of the reimbursement and in the other one you have to indicate your personal data and your bank account. Lunch on the day of your seminar will be offered in our canteen.
7. **Dinner.** We would like to invite you for dinner on Monday evening if you decide to stay in Lucca.

Your contacts at IMT:

Olga Sinicka

o.sinicka@imtlucca.it

phone: +39 0583 4326 577

fax: +39 0583 4326 565

Research, Planning and Development Office

Piazza San Ponziano, 6

55100 Lucca

Mauro Sylos Labini

syloslabini@gmail.com

phone: +39 0583 4326 717

fax: +39 0583 4326 565

Jose Mauricio Prado

jmpradojr@gmail.com

phone: +39 0583 4326 731

fax: +39 0583 4326 565