



EXTENDED CAMPUS

COLLEGE *of* PROFESSIONAL
and CONTINUING STUDIES

Travel Guide Aviano, Italy



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Advanced Programs Welcome Letter

APO AE 09604 • Phone 011-39-0434-305977 • Fax 011-39-0434-305142 • Apaviano@ou.edu

Dear Professor:

Welcome to northern Italy – home to a wide variety of excellent pasta dishes, fine wine, beautiful scenery, the world’s largest collection of western art and architecture – and Aviano Air Base.

The city of Aviano is located at the foot of the Dolomites mountain range and is nine miles north of the city of Pordenone, the provincial capital of Pordenone province. The region in which both Aviano and Pordenone are located is called Friuli Venezia Giulia. There has been an American presence in Aviano since the end of World War II, and in 1954 the Italian and American governments signed a joint use agreement of the Air Base. By 1955 HQ United States Air Forces in Europe (USAFE) had moved its Italian operations from nearby Udine to Aviano.

Aviano is a very “American friendly” city with very close ties to the Air Base. As such, many Italians in the local area speak English. If you have an opportunity during your visit, you should not hesitate to take a stroll around town and visit a local café – commonly known as a “bar”.

The Air Base is divided into nine areas stretched between the towns of Aviano and Pordenone. With this in mind, I strongly recommend a rental car to make your stay and commute to and from the areas more enjoyable.

Your hotel reservations have been made and will be confirmed as your arrival time draws near. Once your travel arrangements are confirmed, please contact me so that we can make arrangements for your pick-up at the airport. I will have peace of mind if I confirm your plans, advise you of weather conditions, and let you know the latest about your class.

The accommodations and rental car arrangements described below have been proposed based on AP policy and local conditions to provide you the most comfortable visit to our area. Access and security issues, driving conditions and on-site needs were taken into consideration to the best of our ability. Should you require or prefer other arrangements, please contact us and the Travel Coordinator, Ms. Tina McLerran. Exceptions to these arrangements will require additional approval.

I look forward to seeing you soon and hope you have a pleasant journey and stay in Aviano. I look forward to assisting you during your teaching assignment.

Sincerely,

Site Director

Aviano Site Office and Personnel Data

Email

apaviano@ou.edu

Site Director Phone

For emergency use only (home phone):

Within United States	011-39-345-213-4043
Within Europe	0039-345-213-4043
Within Italy	345-213-4043
From lodging	345-213-4043

Civilian Address:

Base Aerea Di Aviano
Education Center, University of Oklahoma
A1 Edificio 147
Via Pedemonte, 89
33081 Aviano, PN
Italy

APO Address (US Domestic Mail):

The University of Oklahoma
Aviano Education Center
31 FSS/DPE
Unit 6121
APO, AE 09604

Office Phone Numbers

From a commercial/civilian phone:

- Within United States 011-39-0434-30-5977
- Within Europe 0039-0434-30-5977
- Within Italy 0434-305977

From a military/DSN phone (throughout Europe): 632-5977

Fax (Receive and Send)

Within United States	011-39-0434-30-5977
DSN	632-5977

OU Office Hours

Monday-Thursday: 0900-1600

Friday: By appointment only

Education Services Officer (ESO)

Michelle Marinelli

DSN phone: 632-5162

Advanced Programs Site Coordinator

Chad Manos

Phone: 405-325-1959

Fax: 405-325-5709

E-mail: chaddles@ou.edu

European Contract Support Office

Mailing Address

The University of Oklahoma

ATTN: (enter name)

CMR 469, General Delivery

APO, AE 09227

Street Address

The University of Oklahoma

Mannheimer Strasse 132

67657 Kaiserslautern, Germany

Contract Support Office Contacts:

Dr. Peggy Lerner, Director: apeudirector@ou.edu

Home phone: Included in travel documents

Taylor Austin, Assistant Director: apeuprograms@ou.edu

Teri Bonilla, Office Manager: apeuadmin@ou.edu

Office Phone (from United States)+49-6317-500-7415

Arrivals and Departures

Arrival at Venice (Marco Polo) Airport

Disembarkation

Some planes taxi to the terminal; often a bus transports passengers from the plane to the terminal.

Passport Control

If passports are being checked, all passengers stand in one line. Have your passport ready.

Baggage Claim

Proceed to the Baggage Claim area using the down escalators. If your baggage is lost, there is a lost baggage office near the exit.

Customs Clearance

After claiming your baggage, look for the Exit sign and walk through the sliding doors. The customs agent may stop you if he or she has any questions. It is unlikely for an American to be stopped by an agent.

Transportation from Marco Polo Airport provided by Site Director

You will be met at the airport by the Site Director upon your arrival in Italy. The Site Director will meet you outside of the baggage claim area (holding a small OU sign) and will provide you with transportation to your hotel.

Car Rental

A compact automatic drive rental car will be reserved for you at EuropCar on Aviano Air Base. The Site Director will take you to pick up your rental car upon arrival.

To Change Money

If you have not brought Euro with you and you think that you will need some before you get to the bank in Aviano, there is a money exchange counter at the airport. I would suggest using a local ATM for a better exchange rate. There is one at the airport and are many around town.

To Page Someone

See the clerk at the Information Booth (“Informazione”) outside of the baggage claim area. Most of the employees at the airport speak English, however, if you start the conversation with “parli inglese (par-li in-gleh-zeh)” they are often much more accommodating. This holds true in town as well.

Departure from Venice (Marco Polo) Airport

Return Trip to Marco Polo Airport

The Site Director will assist you with arrangements for your return trip to the airport. Depending on the departure time of your flight, one of the following means of transportation may be used:

- **Rental Car** – Reservation may be changed to return vehicle to Marco Polo Airport
- **Hotel Shuttle** – If the flight leaves early in the morning, it is recommended that you stay the night before in Venice at a hotel with shuttle transportation. The site director can help you find these accommodations.
 - Courtyard Venice Airport Hotel
 - offers an airport shuttle service between 0740-1300 and 1530-2300 daily for Euro 2.50 per person
 - estimated room rate is Euro 150 per night
 - Best Western Titian Inn Hotel Venice Airport
 - offers a complimentary airport shuttle service between 0500-1100 and 1500-2300 (must reserve 24 hours in advance)
 - estimated room rate is Euro 100 per night
- **Site Director** – If time permits, the site director could drop you off at the airport two hours prior to your flight.
- **Train**- Taking the train from Sacile Train Station to Venice is much easier on departure than arrival. The train is direct with Venice-Mestre being the next to last stop. From there you can take a taxi (estimated €20 per trip) or ATVO bus (€8 per person) to the airport. Train schedules are available online. It usually runs almost every hour. Site director will check for strikes before this arrangement is made.
- **Taxi** – In the rare instance that one of the scenarios above cannot be arranged, a taxi service may be used to transport you to the airport. The Site Director will aid with this arrangement to include approximate cost and payment methods. All means of transportation described here can be reimbursable with prior approval.

Check-In

All airlines are located on Floor 1 (American 2nd floor). You will enter the airport on Floor 0 (American 1st floor) and must proceed to Floor 1 using an elevator or escalator. Be sure to verify the boarding gate prior to leaving the check-in counter. Most of the time the Site Director will be able to drop you off at the Departures/Partenze level of the airport.

Passport Control

After checking in, follow the signs to the departure gates. You must proceed through the customs gate, where your ticket, passport, and carry-on luggage will be checked.

Airport Arrival

In the event you are at the airport and make it through security in a timely manner please be ensured that there are many shops in the airport that you may find to occupy your time. If you are leaving on an early morning flight – these shops, as well as the restaurants, may not yet be open.

Primary Lodging: Hotel Oliva

- Check-In Time: 1300; Check-Out Time: 1100
- Late Arrival Possible: Yes, Site Director will arrange.
- Room Assignment and cost per night:
 - Single occupancy: €48
 - Single occupancy in double room: €65
 - Double occupancy: €79
 - Single occupancy w/ cooking area: €71
 - Double occupancy w/ cooking area: €84

Mailing Address:

Via L. Longo, 2
33081 Aviano (PN)
Italy

Phone:

- From US: 011-39-0434-66-6111
- From Europe: 0039-0434-66-6111
- Within Italy: 0434-66-6111

Fax:

- Within Italy: 0434-66-1159
- From US: 011-39-0434-66-1159

Modes of Payment:

- MasterCard/Eurocard
- VISA
- EURO Cash

Amenities in Room Assignment:

- Breakfast included
- Desk/chair
- Radio
- Telephone (commercial/civilian)
- Towel and wash/face cloth
- Television (local programs and CNN)
- A/C
- Small refrigerator
- Shared microwave
- Shared ice maker
- Elevator

Smoking Policy: Smoking is not allowed in the rooms.

Bathroom Facilities in Room Assignment: Private shower, wash basin and toilet

Electricity in Room: 220 volt; plug adapter required for dual voltage appliances; standard European outlets/plugs.

Distance from Hotel to:

- Education center/OU office 1 mile
- Usual class location 1 mile
- Primary breakfast facility in hotel
- Closest full-service restaurant next to the hotel
- Closest fast-food restaurant on base (10 minute drive)
- Closest grocery store 5 minute walk

Secondary Lodging: Mountain View Lodge

Hotel Information

- Location: Aviano Flightline: Area F, Bldg. 1484 (Near the Base Exchange)
- Manager: Andrea Barnes
- Check-In Time: 1400; Check-Out Time: 1100
- Late Arrival Possible: Yes; Arrival after 1800 will need to be confirmed with a credit card
- Room Assignment and Cost per Night: Single rate: \$60

Mailing Address:

Unit 6122, Box 45
APO, AE 09604-2245
Email: lodging@aviano.af.mil

Phone:

- From US: 011-39-0434-304040
- From Europe: 0039-0434-304040
- Within Italy: 0434-304040
- Military/DSN: 632-4040

Fax:

- From US: 011-39-314-632-4050

Modes of Payment:

- U.S. Cash
- MasterCard
- U.S. Traveler's Checks
- VISA

Amenities in Typical Room Assignment:

- Desk/chair
- Queen-sized bed
- Refrigerator
- Microwave
- Alarm clock/Radio
- Telephone (commercial/DSN)
- Towel and Wash/face cloth (single use only)
- Television (AFN - American programming)
- In-house exercise facility
- Conference room (by reservation)
- hairdryer

Smoking Policy: Smoking is not permitted in lodging.

Bathroom Facilities: Private shower, wash basin and toilet

Electricity in Room: 220 volt and 110 volt appliances can be used; plug adapter required for dual voltage appliances; standard European outlets/plugs and American plugs in bathroom and kitchenette.

Distance from Hotel to:

- | | |
|--|---------------|
| • Education center/OU office | 5 miles |
| • Usual class location | 5 miles |
| • Primary breakfast facility | in hotel |
| • Closest fast-food restaurant (at BX) | 5 minute walk |

Administrative Support at Aviano

Computer Support

Availability:

- Primary Hotel: Wireless network is accessible throughout the Hotel Oliva. When you check in they will provide you with a password.
- Education Center: Wireless network is accessible throughout building. A computer lab is available for public use. Classroom is equipped with a Smartboard, laptop computer with CD/DVD drive and flash-drive connectivity. The computers are Windows, so if you are using a MAC, adapters maybe necessary. Saving presentations to a flash drive is highly recommended to use the classroom laptop already hooked up to everything.

Audio-Visual Support

Equipment	Availability
Overhead Projector?	Yes.
VCR and monitor?	No.
Flip chart stand/paper?	In some classrooms.
Smartboard	In some classrooms.
Laptop w/DVD and flash-drive connection	Yes.
Dry-erase whiteboard	Yes.

Materials and Supplies

When materials and supplies are available, please return unused materials and supplies for the use of the next professor since supplies are limited.

Equipment	Availability
Chalk/eraser	No chalk board
Dry board markers	Available in classrooms.
Overhead transparencies	No.
Overhead pens	N/A
Flip chart paper	Limited supply
Office supplies (paper, paper clips, staples, etc.)	Faculty must bring their own. Limited quantities available through Site Director.
Course materials	Faculty must bring their own texts and course materials.

Building Security

The University of Oklahoma at Aviano does not utilize a night time classroom monitor. Therefore, it is the responsibility of the professor to secure the classroom and exterior doors and to turn off lights in classrooms, hallways, and restrooms if no other classes are in session when the professor exits the building. Professors will be requested to sign a Key Agreement and Closing Checklist sheet.

Other Classroom Policies and Procedures

Room assignments are coordinated through the Education Services Officer, and specific rooms cannot be guaranteed. The instructor and students are responsible for returning the classroom to its original state prior to leaving each evening as other classes may be held in the room during the following day.

Aviano Library

Location

Area 1: Bldg. 149

Telephone: **DSN: 632-5382**, Civilian: 0434-30-5382

Hours:

- Monday, Tuesday, Thursday, Friday 1000 – 1800
- Wednesday 1000 – 1900
- Saturday 1000 – 1700
- Sunday Closed

Type of Services: International base library; recreational media plus a non-fiction collection for academic purposes.

Other Base Facilities

<http://www.31fss.com/dining/>

Driving Directions

Driving Directions from Hotel Oliva to the Education Center

Hotel Oliva to the Area 1 Education Center (where classrooms are located) is a 5 minute drive.

- From the front parking lot, turn right onto Via Giuseppe Mazzini.
- Continue straight at the traffic light.
- Follow the road, and there will be a roundabout. Take the first exit (a right turn).
- The entrance to Area 1 is on the LEFT side of the road.
- **You will need to show your passport and base pass at the Area 1 gate.** You do not need to show this when leaving the gate.

- Take the first left and continue along the road, around the Shopette and around the curve. The Education Center will be on your right side.

Driving Directions to/from Education Center and Gas Stations

Several gas stations are located along SP7/Via Pordenone between Hotel Oliva and Area F of the base.

Please be aware that many of the local gas stations are not open on Sundays or early in the morning. Try to fill the car on Saturday if possible. Also, please note that many restaurants are closed during riposo (rest) which is often from 2:00 p.m. to 5:30 p.m.

Additional Information

Tourism

- Friuli Venezia Giulia region: <https://www.turismofvg.it/>
- Venice & surrounding areas: <http://en.turismovenezia.it/>

In Case of Emergency while at Aviano

Emergency Phone Numbers:

Service	Phone number
Fire, Ambulance, or Police	DSN: 911, Civilian: 0434-30-8911
Civilian Police/Emergency	# 112 from cell or home phone
Military Police	DSN: 632-7200, Civilian: 0434-30-7200

Medical Facilities:

Service	Phone number
Hospitals/Clinics	DSN: 911, Civilian: 0434-30-8911
Dental clinic	DSN: 911, Civilian: 0434-30-8911

Using Your Medical/Dental Insurance

In most cases, outpatient visits must be paid in advance and bills submitted to insurance companies for reimbursement. In-patient care is billed directly to the insurance company—no advanced payment is necessary.