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Welcome Letter

Dear Professor:

Welcome to Vicenza, the city of Palladio! Situated between Venice and Verona, Vicenza has a rich history and is listed as an UNESCO World Heritage Site thanks to the 23 buildings constructed by 16th century architect Andrea Palladio.

The Province of Vicenza is situated in the Vento Region of Northern Italy. Along with being a major destination for architecture enthusiasts the city is home to the Basilica of Monte Berico. Throughout the year there are many who make the pilgrimage to the basilica to retrace the path to Mary. The basilica is situated atop a large hill overlooking the city of Vicenza. On a clear day it offers a beautiful vantage point to see the entire city.

The base in Vicenza is comprised of 2 bases: Caserma Ederle and Caserma Del Din. Caserma Ederle was established in 1965 when the 62nd Engineer Headquarters was relocated from Caserma Passalacqua in Verona. Caserma Del Din was established in 2008 on the former Dal Molin site that was vacated by the Italian air force in 2008. Caserma Del Din is home to most of the 173rd Infantry Brigade Combat Team (Airborne).

You will be able to access all necessary service on Caserma Ederle including lodging, commissary, Education Center, health clinic, The Arena (entertainment complex), and The Exchange.

Caserma Ederle is centrally located and is only 3km from the city center. Public transportation is conveniently available throughout the city and it is also pedestrian friendly.

I will be in contact to discuss your transportation to and from the airport along with your lodging reservations.

I look forward to hosting you at our site in Vicenza and hope you have a pleasant journey to Italy.

Sincerely,

Autumn Paul

Autumn Paul
Vicenza Site Director
Vicenza Site Office and Personnel Data

Email
apvicenza@ou.edu

Site Director Phone
For emergency use only (home phone):
- Within United States 011-39-346-635-5626
- Within Europe 0039-346-635-5626
- Within Italy 346-635-5626

Civilian Address:
- Caserma Ederle
- Army Education Center BLDG. 126
- Viale Della Pace 193
- 36100 Vicenza, Italy

APO Address (US Domestic Mail):
- Army Education Center
- USAG Italy
- ATTN: The University of Oklahoma
- Unit 31401, Box 79
- APO, AE 09630

Office Phone Numbers
From a commercial/civilian phone:
- Within United States 011-39-0444-71-4849
- Within Europe 0039-0444-71-4849
- Within Italy 0444-71-4849
From a military/DSN phone (throughout Europe): 646-4849

OU Office Hours
Wednesday: 0800-1200/1300-1700

Education Services Officer (ESO)
David Byrd
DSN phone: 646-4820

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
Ms. Jessica Smith, Assistant Director: apeuprograms@ou.edu
Office Phone (from United States) +49-631-7500-7415
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 Vicenza, 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 Vicenza 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: Ederle Inn

- Check-In Time: 1400; Check-Out Time: 1100
- Late Arrival Possible: Yes, Site Director will arrange.
- Room Assignment and cost per night:
  - Single occupancy: $70
  - Family Suite: $80
  - Distinguished Visitor Quarters: $84

Mailing Address:
Via Aldo Moro, 36100
Vicenza AO33081

Phone:
- From US: 011-39-0444-71-8034
- From Europe: 0039-0444-71-8034
- Within Italy: 0444-71-8034

Modes of Payment:
- MasterCard/Eurocard
- VISA
- EURO Cash

Amenities in Room Assignment:
- "Sunrise Start" continental breakfast (served daily from 6:30-9:30 a.m.)
- 24-hour reception service in English
- Modem and internet access
- Private bathrooms
- Refrigerators and microwaves
- Ironing boards with irons
- Laundry facilities
- Vending machines
- Television with AFN and satellite access
- DVD players and video rental

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: 5-minute walk/1-minute drive
- Usual class location: 5-minute walk/1-minute drive
• Primary breakfast facility in hotel
• Closest full-service restaurant Outside of base 15-20-minute walk/5-minute drive
• Closest fast-food restaurant on base – 5-minute walk
• Closest grocery store Commissary – 15-minute walk/2-minute drive

Secondary Lodging: Hotel Mary

Hotel Information

• Location: Across the street from the base pedestrian gate
• Check-In Time: 1200; Check-Out Time: 1100
• Late Arrival Possible: Yes
• Rate:
  o Single room w/ single bed: 66 euro
  o Double bed single occupancy: 77 euro

Address:
Viale Camisano, 28
36100 Vicenza VI

Phone:
• From US: 011-39- 0444 300855
• From Europe: 0039- 0444 300855
• Within Italy: 0444 300855

Fax:
• From US: 011-39- 0444 304638

Modes of Payment:
• Euro
• MasterCard
• VISA

Amenities in Typical Room Assignment:
• private bathroom with shower or bathtub
• hairdryer
• direct dial telephone
• flat screen TV with satellite channels
• free wi-fi and land line
• refrigerator
• digital safe
• air conditioning and heating individually settable from every room
Smoking Policy: Smoking is not permitted in lodging.

Electricity in Room: 220 volt

**Distance from Hotel to:**

- Education center/OU office: 20/25-minute walk/5-minute drive
- Usual class location: 20/25-minute walk/5-minute drive
- Primary breakfast facility: in hotel
- Closest full-service restaurant: 5-minute walk behind hotel
- Closest fast-food restaurant (at PX) On base: 20/25-minute walk/5-minute drive

**Alternate Lodging: Hotel Victoria**

**Hotel Information**

- Location: 5-10-minute drive from the main gate
- Check-In Time: 1200; Check-Out Time: 1100
- Late Arrival Possible: Yes
- Rate:
  - Single room w/ single bed: 66 euro
  - Double bed single occupancy: 77 euro

**Address:**
Strada Padana verso Padova, 52
36100 VI – Italy

**Phone:**

- From US: 011-39- 0444 912299
- From Europe: 0039- 0444 912299
- Within Italy: 0444 912299

**Fax:**

- From US: 011-39- 0444 912570

**Modes of Payment:**

- Euro
- MasterCard
- VISA

**Amenities in Typical Room Assignment:**

- private bathroom with shower or bathtub
• hairdryer
• direct dial telephone
• flat screen TV with satellite channels
• free wi-fi and land line
• refrigerator
• digital safe
• air conditioning
• Smoking Policy: Smoking is not permitted in lodging.

Electricity in Room: 220 volt

**Distance from Hotel to:**

- Education center/OU office: 5-10-minute drive
- Usual class location: 5-10-minute drive
- Primary breakfast facility: in hotel
- Closest full-service restaurant: in hotel
- Closest fast-food restaurant: Less than 5-minute walk in Palladio Mall next to hotel

**Administrative Support at Vicenza**

**Computer Support**

**Availability:**

- Primary Hotel: Wireless network is accessible throughout the Ederle Inn. When you check in they will provide you with a password.
- Education Center: Wireless network is accessible through a hotspot that will be provided by the Site Director. Classroom is equipped with a whiteboard and a projector. If using a MAC will need an adapter to hook up to the projector.

**Audio-Visual Support**

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overhead Projector?</td>
<td>Yes.</td>
</tr>
<tr>
<td>VCR and monitor?</td>
<td>No.</td>
</tr>
<tr>
<td>Flip chart stand/paper?</td>
<td>No</td>
</tr>
<tr>
<td>Smartboard</td>
<td>Yes</td>
</tr>
<tr>
<td>Laptop w/DVD and flash-drive connection</td>
<td>Yes.</td>
</tr>
<tr>
<td>Dry-erase whiteboard</td>
<td>Yes.</td>
</tr>
</tbody>
</table>
**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.

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chalk/eraser</td>
<td>No chalk board</td>
</tr>
<tr>
<td>Dry board markers</td>
<td>Provided upon request</td>
</tr>
<tr>
<td>Overhead transparencies</td>
<td>No.</td>
</tr>
<tr>
<td>Overhead pens</td>
<td>N/A</td>
</tr>
<tr>
<td>Flip chart paper</td>
<td>Limited supply</td>
</tr>
<tr>
<td>Office supplies (paper, paper clips, staples, etc.)</td>
<td>Limited quantities available through Site Director.</td>
</tr>
<tr>
<td>Course materials</td>
<td>Faculty must bring their own texts and course materials.</td>
</tr>
</tbody>
</table>
Building Security
The University of Oklahoma at Vicenza does not utilize a nighttime 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.

Vicenza Library

Location
Caserma Ederle Bldg. 302

Telephone: DSN: 634-7291, Civilian: 0444-71-7291

Hours:
- Monday - Friday 1030 – 1900
- Saturday 1030 – 1800
- Sunday Closed

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

Driving Directions

Driving Directions from Ederle Inn to the Education Center
The Ederle Inn is a 1-minute drive or a 5-minute walk from the Education Center

- Exit the parking lot and continue straight on Olson Avenue
- Turn right onto 8th street
- The Education Center will on your right approximately 0.25 mile down the road

Driving Directions to/from Education Center and Gas Stations
There is a gas station on the road leading to the main gate and one on the same road as Hotel Mary.
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/](https://www.turismofvg.it/)
- Venice & surrounding areas: [http://en.turismovenezia.it/](http://en.turismovenezia.it/)

**In Case of Emergency while at Vicenza**

**Emergency Phone Numbers:**

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Civilian Police/Emergency</td>
<td>118 from cell or home phone</td>
</tr>
<tr>
<td>Military Police</td>
<td>DSN: 634-7626, Civilian: 0444-71-7626</td>
</tr>
</tbody>
</table>

**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.
Below are recommendations for restaurants in Vicenza and day trips from the city.

**Restaurants in Vicenza**

**Ai Sette Sante**
Traditional Italian food including good seafood options with a great view of the city
Hours: 10:00am – 3:00pm 6:00pm-12:00am
Address: piazzale della Vittoria, 7, 36100 Vicenza VI

**La Vecchia Fatorria**
Traditional Italian food (my personal favorite in town)
Hours: Closed Tuesdays 12:00pm-2:30pm 7:00pm-12:00pm
Address: Via Roma, 286, 36040 Torri di Quartesolo VI

**La Taverna Del Luppolo**
Burgers and sandwiches – has a good craft beer selection
Hours: closed Mondays 6:00pm-1:00am
Address: Via Roma, 236, 36040 Torri di Quartesolo V

**Me Gusta**
Italian fusion cuisine – great fixed menu lunch
Hours: 12:00pm-2:30pm 7:00pm-11:00pm
Address: Via Roma, 61, 36040 Torri di Quartesolo VI

**Due Torri**
Traditional Italian cuisine in an authentic family restaurant
Hours: Closed Wednesdays 12:00pm-2:30pm 6:00pm-10:00pm
Address: Via Roma, 39, 36040 Torri di Quartesolo VI

**Pizzeria Trattoria Bar Sport**
All you can eat menu including sushi, Chinese and Italian dishes **EURO CASH ONLY**
Hours: 11:30am-3:00pm 5:30pm-10:30pm
Address: Viale della Pace, 265, 36100 Vicenza VI

**Things to see in Vicenza**
Palladian Basilica [https://www.museicivicivicenza.it/it/tbc/basilica_palladiana/index.php](https://www.museicivicivicenza.it/it/tbc/basilica_palladiana/index.php)
Villa la Rotanda [http://villalarotonda.it/it/homepage.htm](http://villalarotonda.it/it/homepage.htm)
Monte Berico [http://www.monteberico.it/](http://www.monteberico.it/)
Day trips from Vicenza

Verona
Roughly a 45-minute drive from Vicenza
Tolls: between 4-5 euro
Parking: Via Campo Marzo, 37133 Verona VR (there are other parking options I have just found this one to be less expensive)
Juliet’s House and Balcony https://casadigiulietta.comune.verona.it/nqcontent.cfm?a_id=42703
Verona Arena https://www.arena.it/filarmonico/en
Tomba di Giulietta https://museodegliaffreschi.comune.verona.it/nqcontent.cfm?a_id=42702
The 4 churches https://www.chieseverona.it/en/visit-info
Castelvecchio Museum https://museodicastelvecchio.comune.verona.it/nqcontent.cfm?a_id=42545

Padova
Roughly a 45-minute drive from Vicenza
Tolls: between 4-5 euro
Parking: Via L vowed Fanteria, 1, 35123 Padova PD (there are other parking options I have just found this one to be less expensive)
Padua Cathedral http://www.diocesipadova.it/WD-annuario-enti/cattedrale/cattedrale-s-maria-assunta-nella-cattedrale/
The Basilica of St. Anthony http://www.santantonio.org/it/basilica
Abbey of Santa Giustina http://www.abbaziasantagiustina.org/
Prato della Valle (a beautiful park with historic significance) http://www.turismopadova.it/it/pointofinterest/prato-della-valle
University of Padova Botanical Garden http://www.ortobotanicopd.it/en/orari