



EXTENDED CAMPUS

COLLEGE *of* PROFESSIONAL
and CONTINUING STUDIES

Site Guide

Aviano, Italy



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Advanced Programs Welcome Letter

APO, AE 09604 • Phone 011-39-0434-305977 • 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” town 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. Macci Clement. 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. It will be my pleasure assisting you during your teaching assignment!

Sincerely,



Liga Barta

Aviano Assistant Site Director

Aviano Site Office and Personnel Data

Email:

apaviano@ou.edu

Site Director Phone:

For emergency use only (home phone):

- From United States 011-39-348-344-9237
- Within Europe +39-348-344-9237
- Within Italy 348-344-9237

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:

- From United States 011-39-0434-30-5977
- Within Europe +39-0434-30-5977
- Within Italy 0434-305977
- From a military/DSN phone (throughout Europe): 632-5977

OU Office Hours:

Monday-Thursday: 0800-1430
Friday: By appointment only

Education Services Officer (ESO):

Roy Lapioli
DSN phone: 632-5162

Advanced Programs Site Coordinator:

Chad Manos
Phone: 405-325-1959
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
Jessica Smith, Assistant Director: apeuprograms@ou.edu
Office Phone (from United States) 011-49-631-7500-7415

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

When 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. GPS is an approved, reimbursable expense for European sites. Receipts must be submitted for rental cars and any item related to the use of a car, such as parking or gas purchase receipts. Fuel will be reimbursed for course related travel costs only. In Europe, for those sites where rental cars are approved, a cash register receipt is necessary for reimbursement for cash purchase of gasoline (usually up to \$35.00). See Advanced Programs Faculty Guide, page 17 for more information regarding rental car insurance policies. <https://pacs.ou.edu/about/ou-north-america-and-europe/faculty-staff-resources/>

As a reminder, please do not use your personal credit card, use your OU Travel Card. Accept the LDW loss damage waiver (or CDW) at the higher deductible rate, not the zero-deductible rate. Professors are not authorized to purchase fuel on the military post. Fuel must be purchased off post. Only teaching-related mileage is reimbursable.

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.

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.

Lodging

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: €49
 - Single occupancy in double room: €65
 - Double occupancy: €79

Mailing Address:

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

Phone:

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

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
- Private shower, wash basin and toilet
- Elevator
- WiFi

Smoking Policy: Smoking is not allowed in the rooms.

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

Distance from Hotel Oliva 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:

- 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: \$70

Mailing Address:

Unit 6122, Box 45

APO, AE 09604-2245

Email: lodging@aviano.af.mil

Phone:

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

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)
- Private shower, wash basin and toilet
- WiFi
- In-house exercise facility
- Conference room (by reservation)
- hairdryer

Smoking Policy: Smoking is not permitted in lodging.

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

Internet Availability:

- Primary Hotel: Wireless network is accessible throughout the Hotel Oliva and Mountain View Lodge. 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 may be 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	Yes.
Office supplies (paper, paper clips, staples, etc.)	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

Area 1: Bldg. 149

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

Hours:

- Monday & Friday 1000 – 1800
- Tuesday & Thursday 0900 – 1800
- Wednesday 1000 – 1900
- Saturday 1000 – 1700
- Sunday and US Holidays Closed

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

Other Base Facilities:

<https://www.31fss.com/aviano-afb-restaurant-guide>

<https://www.shopmyexchange.com/exchange-stores/Italy/AE/Aviano/Aviano--1424606>

<https://www.31fss.com/fitness-centers>

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 from Mountain View Lodge

- Area F where Mountain View Lodge is located to Area 1 is about 10 minute drive.
- Leave base via South Gate.
- Take third exit (left turn) on the roundabout towards Aviano.
- Take second exit (go straight through) on the next roundabout.
- Continue straight on Via Pordenone towards Aviano.
- Take left turn on Via dei Menegoz just before the Eni gas station on left hand side.
- Continue down the road until a STOP sign, then take left turn.
- Continue down Via Giuseppe Garibaldi.
- Pass the traffic lights and take second exit on the roundabout.
- 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

Military Base Access

By contract, we must have those who are here to teach go through the established procedure for access. These procedures, because of current security needs, necessarily change with or without notice to us. We appreciate your understanding that we are informing and preparing ourselves for your in-processing to the best of our ability. As well, you must be supported with privileges so that health care, legal assistance, and other services can be provided in cases of emergency. We are advised to notify the travel and contract support offices, if anyone attempts to opt out of this. We are living in times of very high security concerns and we must follow these guidelines, or we will not be in contract compliance. Aviano Air Base Security Forces require to start base access request at least three weeks prior to visitor's arrival. You will be asked to complete several forms and provide two forms of photo ID when collecting your base pass.

Tourism:

Friuli Venezia Giulia region: <https://www.turismofvg.it/>

Venice & surrounding areas: <http://en.turismovenezia.it/>

In Case of Emergency while at Aviano

Service	Phone number
Fire, Ambulance, or Police	DSN: 911, Civilian: 0434-30-8911
Civilian Police/ Medical Emergency	112 from cell or home phone
Military Police	DSN: 632-7200, Civilian: 0434-30-7200
Nearest Emergency Room	Via Montereale, 24, 33170 Pordenone PN

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.