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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. Mary Atkins. 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,

Kelia Lewis
Site Director
Aviano Site Office and Personnel Data

Email
Kelia Lewis apaviano@ou.edu

Site Director Phone
For emergency use only (home phone):
- Within United States see pre-travel documents
- Within Europe see pre-travel documents
- Within Italy see pre-travel documents
- From lodging see pre-travel documents

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 6125, Box 70
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, Tuesday, Friday: 0900-1300 (9:00am – 1:00pm)
Wednesday & Thursday 1200-1600 (12:00pm-4:00pm)
Holidays: Closed

Education Services Officer (ESO)
Dr. David Muhleman
DSN phone: 632-5225

Advanced Programs Site Coordinator
Abbey Nixon
Phone: 405-325-0504
Fax: 405-325-5709
E-mail: abbeyjane@ou.edu

European Contract Support Office

Mailing Address
The University of Oklahoma
ATTN: (enter name)
CMR 419, Box 1634
APO, AE 09102

Street Address
The University of Oklahoma
Sickingenstrasse 1A
69126 Heidelberg, Germany

Contract Support Office Contacts:
Dr. Peggy Lerner, Director: apeudirector@ou.edu
Home phone: see pre-travel documents
Rosemary Petrunyk: apeuprograms@ou.edu
Anna Lindenau: apeuadmin@ou.edu
Office Phone (from United States) 011-49-6221-768118
Office Fax (49) 6221-768945
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. Baggage carts require a coin (a U.S. quarter will work).

Passport Control
If passports are being checked, all passengers stand in one line; have your passport and orders 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. Most attendants speak English.

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 (and holding a small OU sign) and will provide you with transportation to Aviano.

Car Rental
A mid-sized standard drive rental car will be reserved for you at 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. The exchange rate will not be as good as the rate at the military facility and you may be charged a commission. I would suggest using a local ATM, there is one at the airport and many around town. The local ATM’s charge the exact exchange rate, however, your bank may charge you a fee.

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 “parle englese (par-lay en-glay-say)” 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:

- **Shuttle** – the “ATVO” shuttle bus will transport you directly to the airport from Area 2. The first shuttle departs at 4:30 a.m. and arrives at Venice airport at 6:10 a.m. The second (and final) shuttle departs at 8:45 a.m. and arrives at Venice airport at 10:20 a.m. Be prepared to pay the shuttle bus driver Euro 16.20 for a one-way trip to Venice Airport (credit cards are not accepted by the bus driver). Allow plenty of time to check in at the airport prior to your flight (see below).

- **Site Director** – should your flight departure not suit this particular shuttle schedule, the Site Director will take you to the airport. Remember for transatlantic flights, even if they connect through another European airport, a reporting time from 2-3 hours in advance is usually required. Check with your particular carrier to be sure you are in compliance. This is usually the most common method of return to Marco-Polo, should you prefer to take other means please discuss with the Site Director while you are in Italy.

- **Taxi** – in the rare instance that one of the two scenarios above cannot be arranged, a taxi service may be used to transport you to the airport. The Site Director will provide assistance 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: Mountain View Lodge

Hotel Information

- Location: Aviano Flightline: Zappala Area Bldg 1484 (Near the BX/PX)
- Manager: Andrea Barnes
- Check-In Time: 1400 (2:00 pm); Check-Out Time: 1100 (11:00 am)
- Late Arrival Possible: Yes, up to 11:00 pm, with credit card on file. If you do not have a credit card on file, you must check in by 6:00 pm.
- Room Assignment and Cost per Night: Single rate: $39

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:

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)
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 full-service restaurant (on base) 5 minute walk
- Closest fast-food restaurant (at BX/PX) 5 minute walk

Secondary Lodging: Hotel Oliva
- Check-In Time: 1300 (1:00 pm); Check-Out Time: 1100 (11:00 am)
- Late Arrival Possible: Yes, Site Director will arrange.
- Room Assignment and Cost per Night:
  - Single rate: Euro 47.00
  - Double occupancy: Euro 79.00

Mailing Address:
Via Longo, 2
33081 (PN)
Italy

Phone:
- From US: 011-39-0434-666111
- From Europe: 0039-0434-661159
- Within Italy: 0434-666111

Fax:
- Within Italy: 0434-661159
- From US: 011-39-0434-666111

Modes of Payment:
- MasterCard/Eurocard
- Local cash currency
- VISA
- American Express

Beds in Room Assignment: Two single/twin beds (joined upon request)
Amenities in Room Assignment:

- Desk/chair
- Radio
- Telephone (commercial/civilian)
- Towel and Wash/face cloth (single use only)
- Television (local programs and CNN)
- A/C
- Refrigerator
- Shared Microwave

Smoking Policy: Smoking is allowed in the rooms.

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

Electricity in Room: 220 volt and 110 volt; plug adapter required for dual voltage appliances (or plug into 110 plug); standard European outlets/plugs. The Site Director may have a few adapters for use, please let them know in advance how many you will need and accommodations can be made.

Distance from Hotel to:

- Education center/OU office 1 mile
- Usual class location 1 mile
- Primary breakfast facility in hotel (European-style breakfast only)
- Closest full-service restaurant next to the hotel
- Closest fast-food restaurant on base (10 minute drive)
Tertiary Lodging: Residence Magnolia

*The Hotel Palace is the closest hotel to the Aviano Ed. Ctr., where classes are held. The hotel is not as new as the Hotel da Tussi, but has larger rooms, wireless internet access, A/C, and Continental Breakfast, all of which Hotel da Tussi does not offer.

- Location – Aviano (Near Area 2, close to the Education Center)
- Manager – Jonathan
- Check-In Time - 1300 (1:00 pm)
- Late Arrival Possible - After 6:00 pm, must call ahead.
- Check-Out Time - 1400 (2:00 pm)
- Typical Room Assignment and Cost Per Night
  - Single rate: Euro 57.00
  - Double Occupancy: Euro 70.00

Mailing Address

Via D. Alghieri, 9/C
33081 Aviano (PN)
Italy

Phone

- From United States 0011-39-0434-666411
- From Europe 0039-0434-26676
- From Within Italy 0434-26676

Fax

- Within Italy: 0434-666411
- From United States: 011-39-0434-666411

Modes of Payment

- MasterCard/Eurocard
- Local cash currency
- VISA
**Beds in Typical Room Assignment**
One twin bed and one double bed

**Amenities in Typical Room Assignment**
- Telephone (commercial/civilian)
- Towel and Wash/face cloth (single use only)
- Television (local programs, CNN, Satellite/DVD player)
- A/C
- Refrigerator
- Shared Microwave and Coffee Pot (in hallway)
- Wireless Internet
- Hair Dryer

**Smoking Policy**
The stated policy is that this hotel is a non-smoking facility; however, you may smoke on the balcony of your room.

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

**Electricity in Room**
220 volt only (transformer required for 110 volt appliances; plug adapter required for dual voltage appliances; standard European outlets/plugs) The hotel has a limited amount of transformers for loan.

**Distance From Hotel To:**
- Education center/OU office: 10 minute walk
- Usual class location: 10 minute walk
- Primary breakfast facility: 15 minute walk
- Closest full-service restaurant: 10 minute walk
- Closest fast-food restaurant: on base (10 minute drive)

**Tertiary Lodging: Hotel Palace***
*The Hotel Palace is the closest hotel to the Aviano Ed. Ctr., where classes are held. The hotel is not as new as the Hotel da Tussi, but has larger rooms, wireless internet access, A/C, and Continental Breakfast, all of which Hotel da Tussi does not offer.
• Location – Aviano (Near the Aviano Inn – Area 1/Area 2 intersection)
• Manager - Jonathan
• Check-In Time - Prior to 1800 (6:00 pm)
• Late Arrival Possible - After 6:00 pm, must call ahead.
• Check-Out Time - 1000 – 1200 (10:00 am – 12:00 pm)
• Typical Room Assignment and Cost Per Night
  o Single rate: Euro 55.00
  o Double Occupancy: Euro 85.00

Mailing Address
Via Sacile, 21/a
33081 Aviano (PN)
Italy

Phone
• From United States   011-39-0434-661377
• From Europe   0039-0434-661377
• From Within Italy  0434-661377

Fax
• Within Italy: 0434-660445
• From United States: 011-39-0434-660445

Modes of Payment
• MasterCard/Eurocard
• Local cash currency
• VISA

Beds in Typical Room Assignment
One twin bed and one double bed
Amenities in Typical Room Assignment

- Telephone (commercial/civilian)
- Towel and Wash/face cloth (single use only)
- Television (local programs, CNN, and AFN)
- A/C
- Refrigerator
- Wireless Internet
- Hair Dryer

Smoking Policy

The stated policy is that this hotel is a non-smoking facility; however, this policy is not as strictly enforced as would be on base.

Bathroom Facilities in Typical Room Assignment

Private shower, wash basin and toilet

Electricity in Room

220 volt only (transformer required for 110 volt appliances; plug adapter required for dual voltage appliances; standard European outlets/plugs)

Distance From Hotel To:

- Education center/OU office: 5 minute walk
- Usual class location: 5 minute walk
- Primary breakfast facility: in hotel (Continental breakfast)
- Closest full-service restaurant: Next door to Hotel Palace (Aviano Inn)
- Closest fast-food restaurant: on base (5 minute drive)
Administrative Support at Aviano

Computer Support

Availability:

- Primary Hotel: Wireless network is accessible in the main lobby of the Mountain View Lodge, but not in the individual rooms. Near the main lobby, there is a business center with telephones, computers, and printing capability. All services are free of charge for guests of the hotel. Fax capability is available at the main reception desk. Fax service is free of charge for guests of the hotel.
- Education Center: Wireless network is accessible throughout building. A computer lab is available for public use. Classrooms are equipped with a Smartboard, laptop computer with CD/DVD drive and flash-drive connectivity. Laptops in classrooms do not have internet connectivity.

Audio-Visual Support

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overhead Projector?</td>
<td>No.</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>Built-in standard in each classroom</td>
</tr>
<tr>
<td>Laptop w/DVD and flash-drive connection</td>
<td>Yes. Can also be used as projector in the classroom.</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>In classroom/building monitor</td>
</tr>
<tr>
<td>Dry board markers</td>
<td>Available from Site Director</td>
</tr>
<tr>
<td>Overhead transparencies</td>
<td>Blank transparencies are not available locally. No overhead projector on site.</td>
</tr>
<tr>
<td>Overhead pens</td>
<td>No overhead projector on site.</td>
</tr>
<tr>
<td>Flip chart paper</td>
<td>Available from Site Director</td>
</tr>
<tr>
<td>Office supplies (paper, paper clips, staples, etc.)</td>
<td>Limited quantities are available from the Site Director.</td>
</tr>
<tr>
<td>Course materials</td>
<td>Faculty must bring their own texts and course materials.</td>
</tr>
</tbody>
</table>
Aviano Library

Location
Area 2: Bldg 218

Telephone
- DSN: 632-5382 or 632-5893
- Civilian: 0434-30-5893 or 0434-30-5893

Hour
- Monday through Thursday 1000 – 2000 (10 am – 8 pm)
- Friday and Saturday 1000 – 1800 (10 am – 6 pm)
- Sunday 1100 – 1800 (11 am – 6 pm)

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

Resources

<table>
<thead>
<tr>
<th>Resource</th>
<th>Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulating book holdings</td>
<td>25,000</td>
</tr>
<tr>
<td>Reference book holdings</td>
<td>About 10% of holdings</td>
</tr>
<tr>
<td>Periodical holdings</td>
<td>About 120 titles, supplemented by e-resources</td>
</tr>
<tr>
<td>CD-ROM holdings</td>
<td>News Bank, SIRS, the Gale Group, OCLC and EBSCO available online</td>
</tr>
<tr>
<td>ERIC holdings</td>
<td>Through e-resources</td>
</tr>
<tr>
<td>Video tapes &amp; DVDs</td>
<td>Fiction/Non-fiction</td>
</tr>
<tr>
<td>Other resources</td>
<td>Wireless and public computers available, photocopying available for 10 cents per page</td>
</tr>
</tbody>
</table>

Lending Policies and Procedures

Book loan, language materials, books on CD, music CDs: 3 weeks
- Video materials, periodicals, CLEP materials: 8 day loans
Driving Directions

Driving Directions from Mt. View Lodge to the Education Center
Mountain View Lodge to the Area 1 education center (where classrooms are located) is a 5-10 minute drive.

- You must use the main exit of the Flightline area and follow the sign toward Aviano.
- At the first light – the main intersection in downtown Aviano – turn left.
- Follow the main road to the first traffic light, and turn right.
- The entrance to Area 1 is approximately 250 meters from the intersection on the LEFT side of the road (Area 2 is on the right).

You will need to show an ID and base pass at the Area 1 gate.

Driving Directions to/from Education Center and Gas Stations
AGIP and ESSO stations are on the route from billeting to classrooms. Gas coupons can be purchased at the Flightline BX after receiving authorization from Pass & ID (Site Director will assist with this). Rental car should be returned full.

Please be aware that many of the local gas stations are not open on Sunday’s or early in the morning. Try to fill the car on Saturday if possible. Also, please note that most facilities are closed during riposo (rest) which is often from 12:00 p.m. to 3:00 p.m.
Additional Information

Aviano on the World Wide Web

Military sites:
Aviano  http://www.globalsecurity.org/military/facility/aviano.htm
        http://www.globalsecurity.org/military/facility/images/aviano-ab-map1.gif
        http://www.aviano.af.mil/
Services  http://www.31svs-aviano.com/
Lodging  http://www.31svs-aviano.com/services/mountain.htm

Local tourist sites:
Aviano  http://en.wikipedia.org/wiki/Aviano
Pordenone (nearby city)  http://en.wikipedia.org/wiki/Pordenone
        http://www.emmeti.it/Welcome/Friuli/ProvPordenone/Pordenone/index.uk.html
Friuli-Venezia Giulia (region)  http://www.initaly.com/regions/friuli/friuli.htm
Piancavallo (Nearby resort)  http://www.piancavallo.com/index.asp?l=2  (In English)

In Case of Emergency while at Aviano

Emergency Phone Numbers:

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire, Ambulance, or Police</td>
<td>DSN: 911, Civilian: 0434-30-8911</td>
</tr>
<tr>
<td>Civilian Police/Emergency</td>
<td># 112 from cell or home phone</td>
</tr>
<tr>
<td>Military Police</td>
<td># 632-7200</td>
</tr>
</tbody>
</table>

Medical Facilities:

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hospitals/Clincs</td>
<td>DSN: 911, Civilian: 0434-30-8911</td>
</tr>
<tr>
<td>Dental clinic</td>
<td>DSN: 911, Civilian: 0434-30-8911</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.