

GENERAL INFORMATION A-Z

ACCOMMODATION

Should you need to book a hotel or have any questions regarding your reservation, please visit the accommodation counter in the registration area in the North Wing on level +1.

ACCOMPANYING PERSONS

Accompanying persons will have a restricted access to the conference. Entrance to the Museum Fair & Expo Forum and conference sessions is not included.

Accompanying persons are allowed to join all the social events taking place outside the conference centre (Opening, Party, Special Open Night, Concert in Duomo, Excursions, Closing Ceremony and Party and free tours).

ICOM AFFILIATED ORGANISATIONS

The Affiliated Organisations are associations or international bodies dedicated to museums and museum professionals in a given region. These organisations participate in ICOM's activities and contribute to the influence of the organisation and its network while maintaining their autonomy.

Any international organisation made up of at least two-thirds of museums or museum professionals can become an ICOM Affiliated Organisation. The 21 Affiliated Organisations are represented by their Presidents within the Advisory Committee. Please find the ICOM Affiliated Organisations below:

AEOM	Association of European Open-Air Museums
AFRICOM	International Council of African Museums
AIMA	International Association of Agricultural Museums
AMOI	Association of Museums of the Indian Ocean
CAM	Commonwealth Association of Museums
CIMAM	International Committee for Museums and Collections of Modern Art
EXARC	International Organisation of Archaeological Open Air Museums and Experimental Archaeology
FIHRM	Federation of International Human Rights Museums
HO!!	Hands On! International Association of Children's Museums
IACCC	International Association of Corporate Collections of Contemporary Art
IACM	International Association of Customs/Tax Museums

IAMFA	International Association of Museum Facility Administrators
IAMH	International Association of Museums of History
IATM	International Association of Transport and Communications Museums
ICAM	International Confederation of Architectural Museums
ICMM	International Congress of Maritime Museums
MAC	Museums Association of the Caribbean
MINOM	International Movement for a New Museology
PIMA	Pacific Islands Museum Association
SADCAM	Southern Africa Development Community Association of Museums and Monuments
SIBMAS	International Association of Libraries and Museums of the Performing Arts

AUTOMATED TELLER MACHINE (ATM)

There is an ATM in the MiCo in the North Wing on level +1 right next to the entrance of the Museum Fair & Expo Forum. When coming up the escalators, it is on your right hand side.

BADGE PRINTING TERMINALS

Participants have the opportunity to scan the barcode on their registration confirmation at the Badge Printing Terminals in order to get their name badge printed.

The Badge Printing Terminals are generously sponsored by the company ETT s.p.a..

BUSINESS CENTRE

The Business Centre is located in Office 5 in the North Wing on level -1. Participants have the possibility to print material, make copies, scan or fax during the following opening hours:

Sunday, 3 July.....	08:00 – 19:00
Monday, 4 July.....	08:00 – 19:00
Tuesday, 5 July.....	08:00 – 19:00
Wednesday, 6 July.....	08:00 – 19:00
Saturday, 9 July.....	08:00 – 18:00

The following rates apply

Copy / Printing (single face):	
	A4 B&W € 0.20
	A3 B&W € 0.30
	A4 colour size € 0.50
	A3 colour size € 0.70

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Outgoing faxes: Basic fixed rate € 1.50
Italy € 0.30
Europe € 0.60
Intercontinental € 1.00

Incoming faxes: Fixed rate € 0.20
Ream of paper: 500 sheets € 5.00

CATERING AREAS

Catering areas are located in the Museum Fair & Expo Forum area in the North Wing on level +1. Lunch bags and coffee breaks will be provided to all full registered participants from 3 to 6 July and on 9 July.

CERTIFICATE OF ATTENDANCE

The official Certificate of Attendance for ICOM Milano 2016 will be available after the Conference. Participants will be able to download it from the Participant Platform.

CHARGING STATIONS

There will be mobile phone charging stations located throughout the conference venue and free of charge.

CLOAKROOM, LUGGAGE

The cloakroom is located in the registration area in the North Wing on level +1. The following rate apply: € 2.50 per coat and € 3.00 for luggage. The cloakroom will be open during the following times:

Sunday, 3 July.....	08:00 – 19:00
Monday, 4 July.....	08:00 – 19:00
Tuesday, 5 July.....	08:00 – 19:00
Wednesday, 6 July.....	08:00 – 19:00
Saturday, 9 July.....	08:00 – 18:00

CLIMATE

Milan has a humid subtropical climate with continental influences. Milan's climate is similar to much of northern Italy's inland plains, with hot, humid summers and cold, foggy winters. In summer, humidity levels are high and peak temperatures can reach temperatures above 35 °C (95 °F).

CLOSING CEREMONY AND PARTY

The Closing Ceremony (within the limit of the number of places available on a first-come-first-served basis) will be held on Saturday, 9 July, at 19:30 followed by the Closing Party at 20:00 at Triennale Palazzo dell'Arte.

Participants can visit the Triennale's Museum of Design, park and the 21st International Triennial Exhibitions for architecture, visual and decorative arts, design, fashion and audio/video production.

COFFEE BREAKS

Coffee will be served to all registered delegates in the Museum Fair & Expo Forum in the North Wing on level +1 from 4 to 6 July as well as on 3 and 9 July in the Silver Foyer in the North Wing on level +2 during the following times:

Sunday, 3 July:	10:30 – 11:00 and 15:00 - 15:30 (Silver Foyer)
Monday, 4 July:	15:45 – 16:15 (Museum Fair & Expo Forum)
Tuesday, 5 July:	10:30 – 11:00 and 16:30 – 17:00 (Museum Fair & Expo Forum)
Wednesday, 6 July.....	11:00 – 11:30 and 15:45 – 16:15 (Museum Fair & Expo Forum)
Saturday, 9 July:.....	in the morning (Silver Foyer)

CONFERENCE BAG

The conference bag will be available at the conference bag counter in the registration area in the North Wing on level +1. Exhibitors will get one conference bag per booth which will be distributed to them during the first conference day.

The ICOM Milano 2016 Conference Bag is generously supported by Haroutunian Foundation.

CURRENCY

The Italian currency is the euro which comes in denominations of 5, 10, 20, 50, 100, 200 and 500 euro notes as well as coins of 1, 2, 5, 10, 20, 50 cents and 1 and 2 euros.

ELECTRICITY

In Italy, the voltage is at 220v a/c. Plugs are 2 pins so an adaptor may be necessary.

EXCURSION DAY

Excursion Day is an ICOM General Conference tradition: one day off to discover the host city as well as north and central Italy! This year, Excursion Day will take place on Friday, 8 July. For more information, please have a look at the Conference website (<http://network.icom.museum/icom-milan-2016/excursion-day/excursion-day-proposals/>).

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EXPO FORUM

The Expo Forum is a separate area in the Museum Fair & Expo Forum (North Wing, level +1) where exhibitors/sponsors can give a presentation to participants. The schedule is published in the programme part of this brochure as well as on a designated sign in the Expo Forum area.

FILM, PHOTO AND VIDEO RECORDING

ICOM and K.I.T. Group work together to create a comprehensive overview of the conference interactions and events which may be of promotional interest to the organisation. Accordingly, please be advised that you may be filmed or photographed at any time (in the meeting rooms, Expo Forum, during social events, etc.) and that any presentations you deliver (keynote speech, presentation, etc.) may be recorded.

FIRST AID

All security agents of the MiCo are trained in first aid. They are your first contact point. A first aid room is situated in the North Wing on level 0. You may also contact anyone at the registration counter which is located in the North Wing on level +1.

ICOM MILANO 2016 CONFERENCE APP

The ICOM Milano 2016 Conference App is designed to enhance the experience of the participants before, during and after the conference, by placing the following features and information at their fingertips:

- Interactive Conference Programme
- List of Speakers and Exhibitors
- Maps and Floor Plans
- Social Programme
- Networking
- Social Media
- Conference Survey

The ICOM Milano 2016 Conference App is generously sponsored by the company Guardian Glass Europe.

INSURANCE AND LIABILITY

The Conference Organiser, ICOM or ICOM Italy and the MiCo shall not be held liable for personal injury or any loss or damage to the belongings of conference delegates, either during or as a result of the conference. Delegates should check the validity of their own insurance.

ICOM INTERNATIONAL COMMITTEES

The International Committees bring together experts of museum specialties. Chairpersons represents each International Committee within ICOM's Advisory Committee. The 30 International Committees are global think tanks on museum, and heritage matters. They define museum professional's standards, share scientific information, establish partnerships with other organisations and develop recommendations for ICOM members. Please find the ICOM's international committees below:

AVICOM	Audiovisual and New Technologies of Image and Sound
CAMOC	Collections and Activities of Museums of Cities
CECA	Education and Cultural Action
CIDOC	Documentation
CIMCIM	Museums and Collections of Musical Instruments
CIMUSET	Museums and Collections of Science and Technology
CIPEG	Egyptology
COMCOL	Collecting
COSTUME	Museums and Collections of Costume
DEMHIST	Historic House Museums
GLASS	Museums and Collections of Glass
ICAMT	Architecture and Museum Techniques
ICDAD	Museums and Collections of Decorative Arts and Design
ICEE	Exhibitions and Exchange
ICFA	Museums and Collections of Fine Arts
ICLM	Literary Museums
ICMAH	Museums and Collections of Archaeology and History
ICME	Museums and Collections of Ethnography
ICMEMO	Memorial Museums in Remembrance of the Victims of Public Crimes
ICMS	Museum Security
ICOFOM	Museology
ICOM-CC	Conservation
ICOMAM	Museums of Arms and Military History
ICOMON	Money and Banking Museums
ICR	Regional Museums
ICTOP	Training of Personnel
INTERCOM	Museum Management
MPR	Marketing and Public Relations
NATHIST	Museums and Collections of Natural History
UMAC	University Museums and Collections

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ICOM LAC PHOTOGRAPHIC EXHIBITION

Participants have the opportunity to visit a special photo exhibition organised by ICOM LAC.

Place: Foyer Gold, South Wing, level +2

Title: Cultural Landscapes of Latin America and the Caribbean Region

INTERNET ACCESS

Wi-Fi will be available for all registered delegates free of charge at the MiCo. You can connect to the network "ICOM_Milano_2016" with the password below and upon acceptance of the general conditions.

Password: icom2016

The ICOM Milano 2016 Wi-Fi network is generously sponsored by Hubei Provincial Museum.

INTERNET AREA

The internet area is located in the Museum Fair & Expo Forum area in the North Wing on level +1. It is free of charge to all registered delegates. There is also a printer available for printing e.g. boarding passes.

LANGUAGE

The conference languages are English, French, Spanish, and Italian.

LUNCH

Lunch bags will be provided to all full registered participants in the dedicated areas in the Museum Fair & Expo Forum in the North Wing on level +1 from 4 to 6 July as well as on 3 and 9 July in the Silver Foyer in the North Wing on level +2 as follows:

Sunday, 3 July.....	12:30 – 13:30 (Silver Foyer)
Monday, 4 July.....	12:30 – 14:00 (Museum Fair & Expo Forum)
Tuesday, 5 July.....	13:00 – 14:00 (Museum Fair & Expo Forum)
Wednesday, 6 July.....	13:00 – 14:00 (Museum Fair & Expo Forum)
Saturday, 9 July.....	14:00 – 15:00 (Silver Foyer)

MEMBERSHIP OFFICE

The Membership Office is located in the White 1 Hall in the North Wing on level +2 and will be open during the following times:

From Sunday, 3 July to Wednesday, 6 July08:30 – 18:00

MUSEUM FAIR & EXPO FORUM

Conference delegates are invited to visit the Museum Fair & Expo Forum which will be open during the following times:

Monday, 4 July.....	12:30 – 18:00
Tuesday, 5 July.....	09:00 – 18:00
Wednesday, 6 July.....	09:00 – 18:00

NAME BADGE

A name badge is required for admittance to all official conference sessions and events. Each delegate is required to present the badge in order to gain access to the conference. The name badge must be clearly displayed. If an attendee loses, misplaces or forgets their name badge, a handling fee of € 50.00 will be charged for a new badge and the lost badge will be invalidated. If someone claims that the badge is in the hotel and will be brought back the next day, we take € 40.00 and hand out a receipt. If the second badge is given back the next day, the € 40.00 is refunded.

The name badge is generously sponsored by Haroutunian Foundation.

NATIONAL COMMITTEES

The National Committees are the main tools of communication between the General Secretariat and ICOM members. The 119 National Committees ensure that the interests of the organisation are managed in their respective countries. The National Committees represent their members within ICOM and they contribute to the implementation of the organisation's programmes.

NETWORKING LOUNGE

The Networking Lounge is located in the Museum Fair & Expo Forum in the North Wing on level +1.

The Networking Lounge is generously sponsored by Goppion S.p.A and Goppion MuseumLab, Paul Bernhard Exhibit Design & Consulting, The Hettema Group and THK Co., Ltd..

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OPENING CEREMONY

The Opening Ceremony will take place in the Silver Plenary on Monday, 4 July at 09:30 – 12:30. All registered delegates are invited to attend this event.

OPENING PARTY

The Opening Party will be held on Monday, 4 July from 19:30 at the Castello Sforzesco, the famous 15th century castle in Milan's centre. On that occasion, participants will have the opportunity to visit all the museums of the Castello including the new display of Michelangelo's Pietà Rondanini and Leonardo's newly restored frescos in the Sala delle Asse.

OFF-SITE MEETINGS

On Thursday, 7 July ICOM International Committees organise their meetings outside the conference venue. Unless specified those meetings are dedicated for the members of each specific Committee. A detailed schedule of the Off-Site meetings can be found in the programme part of this brochure.

PEOPLE WITH DISABILITIES

The MiCo is accessible to conference participants with disabilities.

PRE- AND POST-CONFERENCE TOURS

Pre- and post- conference tours are not organised by ICOM Milano 2016. All tours have to be booked in advance based on the deadlines indicated on the Conference website. You can find all the information about the organising travel agencies at the Tours desk located in the Museum Fair & Expo Forum (Exhibition Area, North Wing, level +1).

PRESS / MEDIA

The press office is located in the Office 6, North Wing, level -1 and will be open during the following times:

Sunday, 3 July.....	10:00 – 19:00
Monday, 4 July.....	08:00 – 18:30
Tuesday, 5 July.....	08:00 – 18:30
Wednesday, 6 July.....	08:00 – 18:30
Saturday, 9 July.....	08:00 – 17:30

Press Contact:

Ms Maria Gatón Fraile
Head of Communications Department and Public Relations
ICOM - International Council of Museums
E-mail: maria.gaton@icom.museum

Mr Stefano De Angelis / Mr Filippo Cristini
Head of Italian Press Agency (Studio De Angelis)
E-mail: info@deangelispress.it, filippocristini@gmail.com

The press conference will take place on Thursday, 30 June in the Museo Nazionale della Scienza e della Tecnologia Leonardo da Vinci in the Biancamano room. For more information, please visit the Conference website (<http://network.icom.museum/icom-milan-2016/media/press/>).

PROGRAMME CHANGES / DATE OF PRINT

The organisers shall not be held liable for any changes in the programme due to external or unforeseen circumstances. Changes notified after the print deadline (6 June) are displayed online on the Conference website and available through the conference application.

PUBLIC TRANSPORTATION

The registration fee includes the public transportation ticket of Milan. The ticket will be provided at the conference bag desk at the MiCo (North Wing, level +1).

REGIONAL ALLIANCES

The Regional Alliances are forums designed to promote dialogue and the sharing of information between the National Committees, museums and the museum professionals of a given region.

The National Committees can be members of a Regional Alliance established in their geographical area. The Presidents of the five ICOM Regional Alliances sit on the Advisory Committee. Please find the ICOM Regional Alliances below:

ICOM ARAB	Arab Countries Alliance
ICOM ASPAC	Asia-Pacific Alliance
ICOM EUROPE	Europe Alliance
ICOM LAC	Latin America & Caribbean Alliance
ICOM SEE	South East Europe Alliance

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REGISTRATION

The registration counter is located in the registration area in the North Wing on level +1 and will be open during the following times:

Sunday, 3 July	08:00 – 19:00
Monday, 4 July.....	08:00 – 18:30
Tuesday, 5 July.....	08:00 – 18:30
Wednesday, 6 July	08:00 – 18:30
Saturday, 9 July	08:00 – 17:30

SOCIAL EVENTS (5 AND 6 JULY)

More than 40 museums in Milan will exceptionally open during the evening and organise special events for ICOM Milano 2016!

The complete list of the social events, with the map and all the details about opening times and other useful information are available on the Conference website (<http://network.icom.museum/icom-milan-2016/social-events/social-events-july-5-and-6/>) and are constantly updated. Some events are open to a limited number of participants: no reservation is needed and the participants will be granted access upon availability. Some very special events are planned!

SPEAKERS LOUNGE

The speakers lounge is located in Suite 1, South Wing, level +2 and will be open during the following times:

Sunday, 3 July	08:00 – 19:00
Monday, 4 July.....	08:00 – 18:30
Tuesday, 5 July.....	08:00 – 18:30
Wednesday, 6 July	08:00 – 18:30
Saturday, 9 July	08:00 – 17:30

SURVEY

A survey about the conference will be available through the conference app after the conference. This survey will help us better understand the needs and wishes of the participants.

VOLUNTEERS

Volunteers will assist you during the whole Conference. They are all wearing a special t-shirt in order you can easily recognise them.

The volunteers t-shirt is generously sponsored by the company Arteria.

VOTING ROOM

The voting room is located in the White 2 Hall in the North Wing on level +2 and will be open during the following times:

Monday, 4 July and Tuesday, 5 July.....	08:00 – 19:00
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WATER DISPENSERS

Water dispensers are located throughout the conference venue and are free of charge.

OPENING TIMES

Registration

Sunday, 3 July	08:00 – 19:00
Monday, 4 July	08:00 – 18:30
Tuesday, 5 July	08:00 – 18:30
Wednesday, 6 July	08:00 – 18:30
Saturday, 9 July	08:00 – 17:30

Museum Fair & Expo Forum

Monday, 4 July	12:30 – 18:00
Tuesday, 5 July	09:00 – 18:00
Wednesday, 6 July	09:00 – 18:00

Cloakroom, Luggage

Sunday, 3 July	08:00 – 19:00
Monday, 4 July	08:00 – 19:00
Tuesday, 5 July	08:00 – 19:00
Wednesday, 6 July	08:00 – 19:00
Saturday, 9 July	08:00 – 18:00

Voting Room

Monday, 4 July	08:00 – 19:00
Tuesday, 5 July	08:00 – 19:00

Membership Office

Sunday, 3 July	08:30 – 18:00
Monday, 4 July	08:30 – 18:00
Tuesday, 5 July	08:30 – 18:00
Wednesday, 6 July	08:30 – 18:00

Press Office

Sunday, 3 July	10:00 – 19:00
Monday, 4 July	08:00 – 18:30
Tuesday, 5 July	08:00 – 18:30
Wednesday, 6 July	08:00 – 18:30
Saturday, 9 July	08:00 – 17:30

Speakers Lounge

Sunday, 3 July	08:00 – 19:00
Monday, 4 July	08:00 – 18:30
Tuesday, 5 July	08:00 – 18:30
Wednesday, 6 July	08:00 – 18:30
Saturday, 9 July	08:00 – 17:30

Business Centre

Sunday, 3 July	08:00 – 19:00
Monday, 4 July	08:00 – 19:00
Tuesday, 5 July	08:00 – 19:00
Wednesday, 6 July	08:00 – 19:00
Saturday, 9 July	08:00 – 18:00