



High Professional training Course for FACILITY DIRECTOR on board Cruise Ships

Rules for the attendants

Dear Guests, in order to set the basis for a pleasant stay at our Institution, we kindly invite the Esteemed Guests of the *Fondazione Accademia della Marina Mercantile* (hereafter, “the Academy”) to read and respect the rules listed below:

- Lectures normally start at 08:30 and end at 17:30. Students’ entrance in the classroom is allowed since 08:20 or since 13:20 for afternoon lectures.
 - The timing of outdoor activities is managed by the Tutors, who will inform students of the meeting venue and on the program. It is mandatory to respect the timing and meeting places announced by the Tutor. **Delays are not tolerated.** It is mandatory to follow the scheduled programme. **The INAIL insurance will not cover any injury occurred outside the seat** (programmed activities excluded).
 - It is not allowed to eat on board of the private bus if it’s used for transfers.
 - Lecturers are expected to behave and dress in accordance with the rules of decorum. Clothing must always be clean, tidy and in accordance with the Academy regulations.
 - At your arrival, you will be given a badge bearing your name. The badge is strictly personal and you are required to keep it visible.
 - The Academy will not be liable for any object left unattended by Students.
 - It is forbidden to introduce and drink alcoholic beverages in the premises and during the outdoor activities.
 - Students who suffer from food allergies are invited to pay attention to the food and beverages offered. Ingredients and allergens can be found in the cafeteria. The Academy is not responsible of any problem caused by allergic reactions.
 - It is forbidden to act in any way such to create danger for people or to violate any law or regulation.
 - Materials, equipment and furniture inside the classrooms and the laboratories are for didactic purposes only; for no reason such objects may be brought outside the premises, as they are classified and insured.
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- It is not allowed to ruin or shake the vending machines when the product is not correctly delivered. If such event occurs, please contact the responsible person at the ground floor office (Ms. Tiffany Titta/Mr Walter Fois).
- It is not allowed to stay in the Park of Villa Figoli outside the timing ruled by the Municipality of Arenzano for public access. Opening is set at 8:00 and closing at 18:00 (this timing may change in case of special events organized by the Municipality).

THANK YOU FOR YOUR KIND COOPERATION

The Direction and Staff

