

**Scientific Programmes Office / Hosted Activities**

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Trieste, 3 July 2025

**Subject: Hosted Activity  
H713 OGS Meeting - Xjenza Malta Delegation**

Dear Dr. Ghribi,

In reply to your kind request, ICTP is pleased to accept the above activity as a "hosted activity", at the ICTP, Leonardo building, Oppenheimer Meeting Room, on 31 July 2025. We understand that the logistic aspects have already been reviewed with the offices concerned.

The cost recovery for the use of the Oppenheimer Meeting Room is Euro 156/day. Additional expenses that will be charged to the activity are: Overtime for assistance provided beyond standard hours by technical staff and maintenance staff (Mon-Fri, 8.30-16.48); catering cost recovery (for the running costs of the ICTP Cafeteria): Euro 39/day and/or possible other services that may be necessary or requested. These terms should be confirmed from your end and the heading for the issue of the debit note should also be provided.

"Logistic Guidelines for Hosted Activities' Organizers", describing ICTP services and how to request them in connection with a hosted event have already been provided.

For the coordination of the operative/logistic part, the contact is the Hosted Activities Office ([hosted@ictp.it](mailto:hosted@ictp.it)).

We wish all success to your event and take this occasion to send you our best regards.

Yours sincerely,



Sandro Scandolo

Senior Coordinator, Research & Partnerships

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