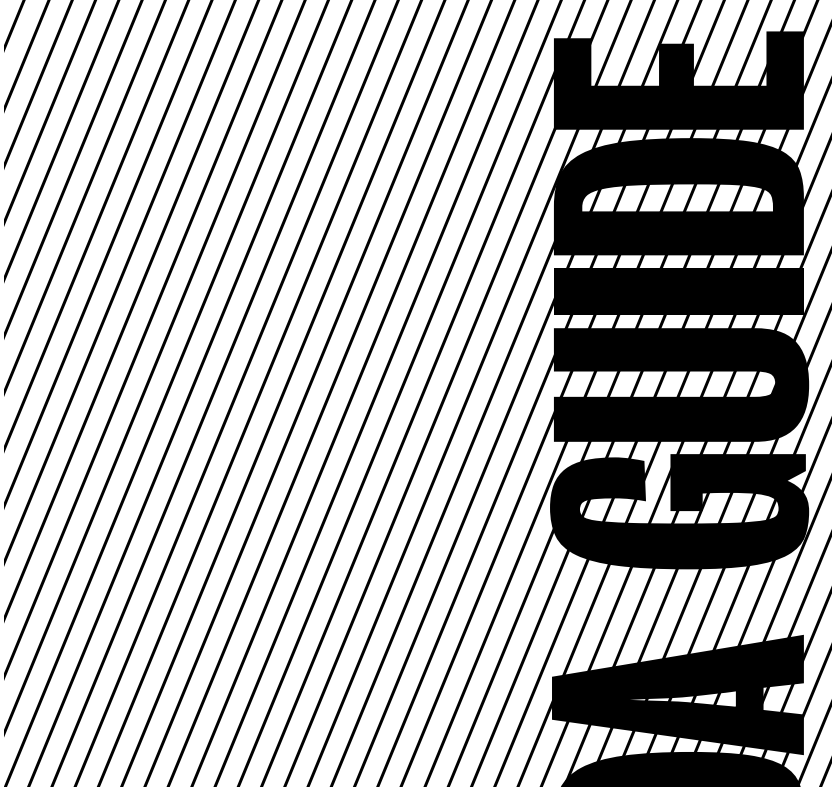
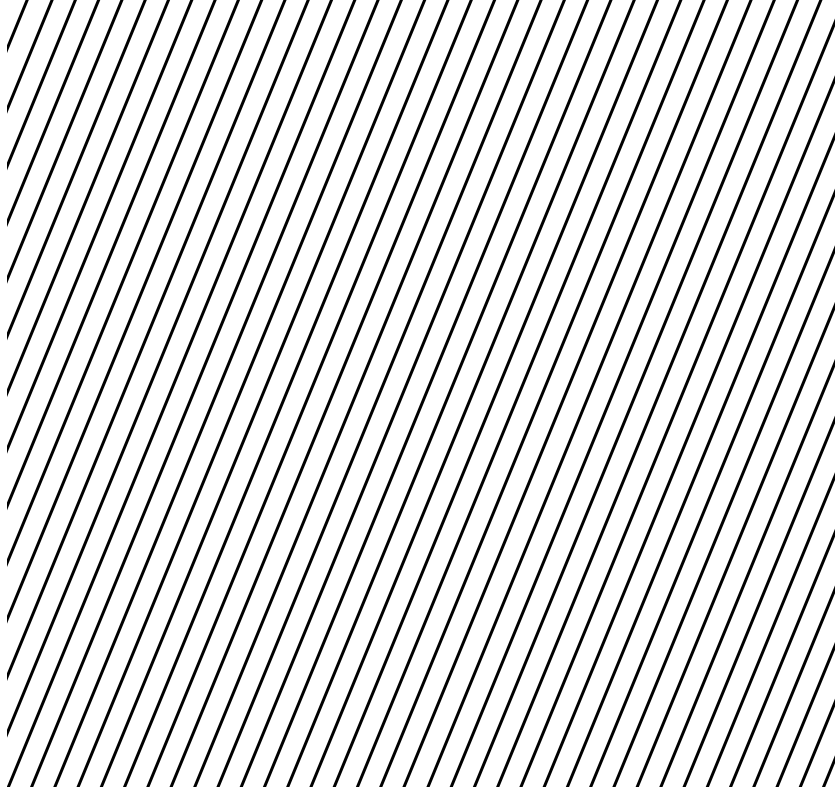


# POLLMOUDA GUIDE







# **THE POLIMODA STUDENT GUIDE**

**[VER. 2011130]**



# TABLE OF CONTENTS

## POLIMODA STAFF

offices .....	8
departments .....	10

## POLIMODA SITES & LABORATORIES

villa favard and stables	
front office .....	12
education office .....	13
library .....	14
technology centre .....	16
internship and professionals careers .....	18
baldovinetti   design lab .....	19
villa strozzi stables .....	21
castello dell'acciaiole   footwear & accessories lab .....	22

## OTHER SERVICES

housing .....	24
health insurance .....	25

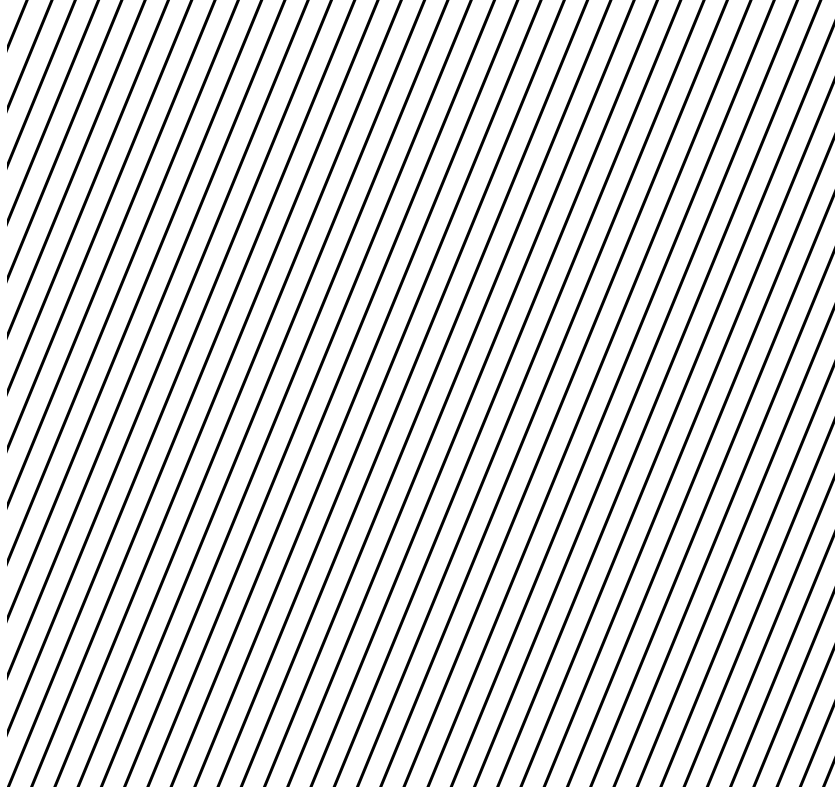
## GUIDE

how to use polimodaservizi.com .....	28
how to print files from computer labs.....	30
internet connection.....	32
prepaid card .....	34
safety .....	37
useful informations .....	39
living in florence .....	43

## HOWTO FIND US

villa favard and stables .....	46
baldovinetti   design lab .....	47
villa strozzi stables .....	48
castello dell'acciaiole   footwear & accessories lab .....	49





**POLIMODA STAFF**  
[ OFFICES ]  
[ DEPARTMENTS ]

# POLIMODA STAFF OFFICES

## DIRECTOR

Linda Loppa  
linda.loppa@polimoda.com

## ASSISTANT

Eva Karhanova  
eva.karhanova@polimoda.com

## DEPUTY DIRECTOR

Tiziana Marchi  
tiziana.marchi@polimoda.com

## ASSISTANT

Silvia Campagna  
silvia.campagna@polimoda.com

## HEAD OF DESIGN DEPARTMENT

Patrick De Muynck  
patrick.demuynck@polimoda.com

## ASSISTANTS OF DESIGN DEPARTMENT

Sara Conti  
sara.conti@polimoda.com  
Federica Bianchi  
federica.bianchi@polimoda.com

## HEAD OF MARKETING DEPARTMENT

Maristella Giannini  
maristella.giannini@polimoda.com

## ASSISTANTS OF MARKETING DEPARTMENT

Valentina Stagnozzi  
valentina.stagnozzi@polimoda.com  
Ornella Fazio  
ornella.fazio@polimoda.com

## INFORMATION & ORIENTATION

Anna Giorgini  
anna.giorgini@polimoda.com  
Elisa Castagna  
elisa.castagna@polimoda.com  
Daniela Imperlini  
daniela.imperlini@polimoda.com  
Irene Musarella  
irene.musarella@polimoda.com  
Ilaria Sardelli  
ilaria.sardelli@polimoda.com

## FRONT OFFICE

Giacomo Maltinti  
giacomo.maltinti@polimoda.com  
Francesca Inverardi  
francesca.inverardi@polimoda.com  
Filippo Rossi  
filippo.rossi@polimoda.com  
Roberto Ballerini  
roberto.ballerini@polimoda.com

## VILLA STROZZI STABLES

Laura Rastrelli  
laura.rastrelli@polimoda.com  
Salvatore Patti  
salvatore.patti@polimoda.com

## DESIGN LAB

Massimo D'Arrigo  
massimo.darrigo@polimoda.com  
Catia Resti  
catia.resti@polimoda.com  
Vladimiro Dal Prà  
vladimiro.dalpra@polimoda.com  
Gianluca Poccaschi  
gianluca.poccaschi@polimoda.com

## CASTELLO DELL'ACCIAIOLO

Giovanni Maiorana  
giovanni.maiorana@polimoda.com  
Nicola Baratti  
nicola.baratti@polimoda.com

## EDUCATION OFFICE

Rosita Di Pierro  
rosita.dipierro@polimoda.com  
Tatjana Toscano  
tatjana.toscano@polimoda.com  
Biagio Rondinone  
biagio.rondinone@polimoda.com

## LIBRARY

Fabio Valtancoli  
fabio.valtancoli@polimoda.com  
Marcella Mazzetti  
marcella.mazzetti@polimoda.com  
Marialisa Cornacchia  
marialisa.cornacchia@polimoda.com

## TECHNOLOGY CENTRE

Fabrizio Fioravanti  
fabrizio.fioravanti@polimoda.com  
Stefano Betti  
stefano.betti@polimoda.com  
Simone Biondo  
simone.biondo@polimoda.com

## INTERNSHIPS & PROFESSIONAL CAREERS

Lorenza Conti  
lorenza.conti@polimoda.com  
Silvia Pedali  
silvia.pedali@polimoda.com  
Francesca Pierucci  
francesca.pierucci@polimoda.com

## PRIVATE COURSES

Sara Pietropaolo  
sara.pietropaolo@polimoda.com

## FINANCED PROJECTS

Francesca La Letta  
francesca.laletta@polimoda.com  
Alessandra Di Maggio  
alessandra.dimaggio@polimoda.com

## MARKETING & COMMUNICATION

Anna Giorgini  
anna.giorgini@polimoda.com  
Susanna Cecchi  
susanna.cecchi@polimoda.com

## PRESS OFFICE

Tessa Pisani  
tessa.pisani@polimoda.com

## EVENTS ORGANIZATION

Eva Karhanova  
eva.karhanova@polimoda.com

## SERVICING & SAFETY

Alessandro Conti  
alessandro.conti@polimoda.com

## LEGAL AFFAIRS

Maria Beatrice Preite  
beatrice.preite@polimoda.com

## SERVICES & QUALITY CONTROL

Cristina Romoli  
cristina.romoli@polimoda.com

## ACCOUNTING & FINANCE

Guida Del Buono  
guida.delbuono@polimoda.com  
Iliaria Susini  
ilriaria.susini@polimoda.com  
Patrizia Ongaro  
patrizia.ongaro@polimoda.com  
Barbara Bulli  
barbara.bulli@polimoda.com

# POLIMODA STAFF DEPARTMENTS

## HEAD OF DESIGN DEPARTMENT

Patrick De Muynck      patrick.demuynck@polimoda.com

[ DESIGN ]

## COURSE COORDINATOR OF DESIGN & FASHION TECHNOLOGY

Patrick De Muynck      patrick.demuynck@polimoda.com

## COURSE COORDINATOR OF FOOTWEAR AND ACCESSORIES DESIGN

Mark Emmett      mark.emmett@polimoda.com

## TUTORS OF DESIGN, FASHION TECHNOLOGY, FOOTWEAR AND ACCESSORIES DEPARTMENTS

Sara Conti      sara.conti@polimoda.com  
Federica Bianchi      federica.bianchi@polimoda.com

## HEAD OF MARKETING DEPARTMENT

Maristella Giannini      maristella.giannini@polimoda.com

[ MARKETING ]

## HEAD OF INTERNATIONAL MASTER COURSES

Linda Loppa      linda.loppa@polimoda.com

## COURSE COORDINATOR OF LUXURY MANAGEMENT & FASHION MERCHANDISING & BUYING

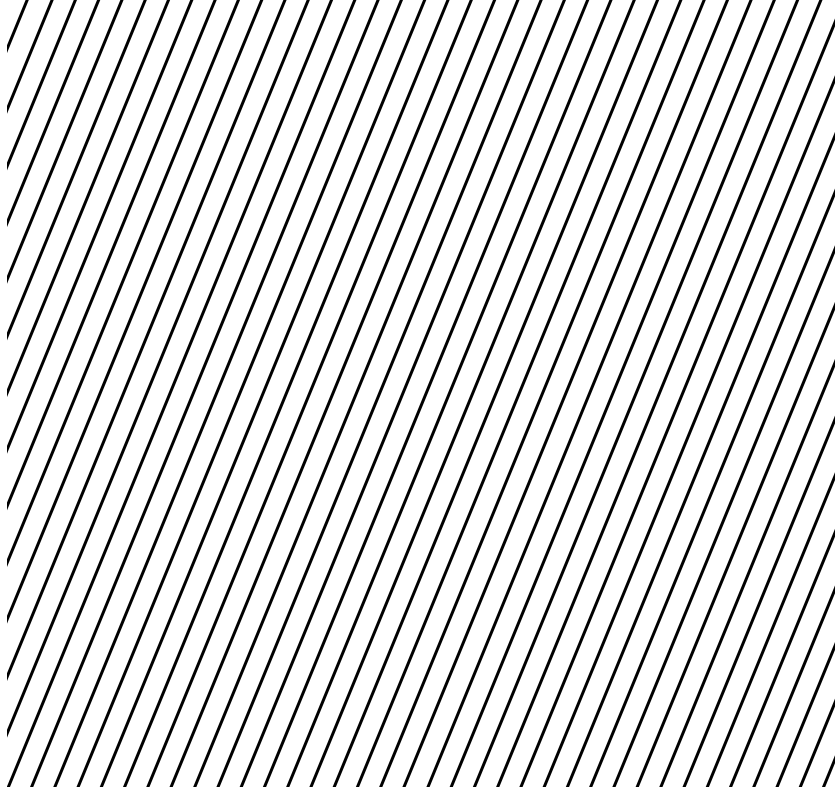
Benjamin Malhotra      benjamin.malhotra@polimoda.com

## COURSE COORDINATOR OF BRAND MANAGEMENT

Danilo Venturi      danilo.venturi@polimoda.com

## TUTORS OF MARKETING AND INTERNATIONAL DEPARTMENTS

Valentina Stagnozzi      valentina.stagnozzi@polimoda.com  
Ornella Fazio      ornella.fazio@polimoda.com



# **POLIMODA SITES AND LABORATORIES**

**[ VILLA FAVARD AND STABLES ]**

**[ BALDOVINETTI ]**

**[ VILLA STROZZI STABLES ]**

**[ CASTELLO ACCIAIOLO ]**

# POLIMODA SITES AND LABORATORIES VILLA FAVARD | FRONT OFFICE

## MANAGER

Cristina Romoli  
cristina.romoli@polimoda.com

## ASSISTANTS

Giacomo Maltinti  
giacomo.maltinti@polimoda.com

Francesca Inverardi  
francesca.inverardi@polimoda.com

Filippo Rossi  
filippo.rossi@polimoda.com

Roberto Ballerini  
roberto.ballerini@polimoda.com

## CONTACTS

Tel. +39 055 275061  
Fax. +39 055 2750632

## OPENING HOURS

Monday - Friday  
Hours 08:30-19:30

## ADDRESS

Villa Favard  
  
via Curtatone, 1  
50123 Firenze

## ATTENTION:

*The Front Desk is not authorized to receive any form of correspondence whatever on behalf of students unless directly authorized by the management. All items or post sent to students will automatically be returned to the sender.*

The Front Office provides various services; here students can:

- buy **pre-paid cards** for making black and white and colour photocopies;
- receive the **initial access code** for their account on **www.polimodaservizi.com** (new students only);
- **renew the credit** on their accounts for printing on the Technology Centre **laser printers from the Scuderie computers**;
- obtain **access codes** for **wireless connection**;
- collect **photocopied lecture notes** provided by heads of class;
- obtain **general information** on lecture rooms and lessons.

## PHOTOCOPIES

Colour and black and white photocopiers are available for use by the students. Photocopies can be made using a pre-paid card available from the Front Office.

When making photocopies from books and periodicals borrowed from or consulted in the library, current laws on copyright must be observed.

Should a photocopier break down, users should not attempt to intervene, but should ask for assistance from the relevant staff.

The use of photocopiers belonging to the institute offices is severely prohibited.

# POLIMODA SITES AND LABORATORIES VILLA FAVARD | EDUCATION OFFICE

## MANAGER

Rosita Di Pierro  
rosita.dipierro@polimoda.com

## ASSISTANTS

Tatjana Toscano  
tatjana.toscano@polimoda.com

Biagio Rondinone  
biagio.rondinone@polimoda.com

## CONTACTS

Tel. +39 055 2750631  
Tel. +39 055 2750680  
Tel. +39 055 2750641

## OPENING HOURS

Monday - Friday  
Ore 09:00 - 17:00

## ADDRESS

Second Floor  
Villa Favard

via Curtatone, 1  
50123 Firenze

The Education Office manages students' academic careers from the time of enrolment until qualification: the office will supply documents such as registration certificates and attendance records, certificates for exams taken, academic record book, diplomas, etc. as long as the student's enrolment is valid.

## ACADEMIC RECORD BOOK

Students are reminded that their academic record book is a valid identity document within the Institute: students without a record book will not be admitted to lessons and exams, and are not entitled to use any of the services (Library, Technology Centre, Design Lab).

Record books are regularly checked and updated according to payment status.

Students can contact the Education Office to report any discrepancies in grades given in the record book.

The record book is also a valid identity document outside the Institute and can be used to make purchases in shops that offer discounts to students of Polimoda.

## POLIMODA SERVICES

The Education Office communicates with students via the web portal:

[www.polimodaservizi.com](http://www.polimodaservizi.com).

All information relating to academic calendars, lecture times, miscellaneous communications (published on a specific notice board) are available here and each student can view his own academic profile.

# POLIMODA SITES AND LABORATORIES VILLA FAVARD | LIBRARY

## MANAGER

Fabio Valtancoli  
fabio.valtancoli@polimoda.com

## ASSISTANT

Marcella Mazzetti  
marcella.mazzetti@polimoda.com

Marialisa Cornacchia  
marialisa.cornacchia@polimoda.com

## CONTACTS

Tel. +39 055 2750622  
Tel. +39 055 2750640

## OPENING HOURS

Monday  
Hours 10:00 - 18:00  
Tuesday - Friday  
Hours 08:30 - 18:00

## ADDRESS

Ground Floor and basement  
Villa Favard

via Curtatone, 1  
50123 Firenze

## ORGANIZATION, CONSULTATION AND LOANS

Users have direct access to the books, current periodicals and previous years of some periodicals (see list of journals that may be consulted in the library), trade catalogues and look-books.

Students should ask staff for access to audio-visual materials and some particularly valuable volumes which are kept in cupboards.

The newspaper and periodicals library can be consulted on appointment and according to the conditions described in the library regulations.

The catalogue of books, periodicals and non-book materials can be consulted via the online catalogue. Students following Polimoda courses have free access to the loan service at Polimoda and at home.

Home loan of all materials is not available to students on sponsored, company, summer, short and orientation courses.

Students are entitled to home loans on producing their record book complete with photo, registration for the current term and library barcode.

The duration of home loans is seven (7) days. Not more than three (3) items may be borrowed at the same time: books and films. Items may not be reserved.

Loans are not renewable.

## REGULATIONS

Users of the Library and Documentation Centre are requested to behave in a way that will not disturb others and to handle the books and materials with care to avoid damaging them.

Should a book or other item be damaged or lost, the user will be asked to refund the full cost.

It is forbidden to eat, drink, smoke, use mobile phones, scissors, glue etc. in the library.

Use of the computer stations available for library us-

# POLIMODA SITES AND LABORATORIES VILLA FAVARD | LIBRARY

ers is restricted to catalogue searches and study related to Polimoda's courses.

Students may not download or install any software, and printing is not permitted from these computers. Users of the Centre are requested to place bags, backpacks, coats etc. in the numbered lockers located outside the library; only materials necessary for study and consultation may be brought into the library.

Users are advised not to leave items of value in the lockers.

Those wishing to bring their own books and papers into the library should show them to the staff on entry.

# POLIMODA SITES AND LABORATORIES VILLA FAVARD | TECHNOLOGY CENTRE

## MANAGER

Fabrizio Fioravanti  
fabrizio.fioravanti@polimoda.com

## ASSISTANTS

Stefano Betti  
stefano.betti@polimoda.com

Simone Biondo  
simone.biondo@polimoda.com

## CONTACTS

Tel. +39 055 2750682  
Tel. +39 055 2750642  
Tel. +39 055 2750646

## ADDRESS

Second Floor  
Scuderie  
Villa Favard

via Curtatone, 1  
50123 Firenze

## ATTENTION:

*The following regulations apply to all classrooms and laboratories:*

- *it is forbidden to bring food or drink into any of these areas;*
- *students must not attempt to repair machinery on their own;*
- *laboratories and classrooms must always be left tidy and in their original state;*
- *laboratories can be used freely at times when there are no lessons (see times on website) but must be vacated 15 minutes before the beginning of the next lesson and left in their original state;*
- *it is obligatory to use any safety equipment provided.*

*Students are requested to read and respect the regulations established in the document "R7-5-1m Regolamento Laboratori Informatici" (regulations IT laboratories).*

In 1994 Polimoda created a new centre for computer technology to meet the educational requirements of students, provide training for those in the clothing sector, for the teachers and students on professional training courses and to provide a point of reference for businesses and professionals in the fashion trade who wished to make use of CAD-CAM programmes.

By continually investing in the maintenance and improvement of its systems, the Technology Centre is now recognised as an educational centre of excellence for the use of new technologies in the fashion sector.

The four computer laboratories provide a total of 90 computers disposed for graphics of which 45 have 22" adjustable screens and graphics tablets facilitating a complete overview of the development of a product from research to retail and marketing.

Partnerships with leading sector companies who offer their services to Polimoda enable students to work in a context which closely reflects that of production from the earliest stages.

Polimoda is the first school in Italy to use Visual Retailing 4 software for visual merchandising (from 3D graphics for window dressing to back office support) and Atelier98 for retail management (from accounting to forecasting and business intelligence) in addition to CAD software for designing patterns for clothing, shoes and accessories.

The entire computer network is permanently linked to internet, including by wireless connection.

## SYNERGY WITH QUALITY PARTNERS IN TECHNOLOGY

### REPROSOFT

Atelier 98 Web, the multi-language fully customisable management system, is entirely dedicated to fashion retail and is the leader in management of top sector brands produced by Reprosoft srl.

Atelier 98 WEB is easy to learn and to use, and has the following characteristics:

- simplification of supplier relationship and inte-

# POLIMODA SITES AND LABORATORIES VILLA FAVARD | TECHNOLOGY CENTRE

- gration with other management systems;
- management of remote sales points on-line and off-line simultaneously;
- POS and PDA touch screen to speed up sales transactions;
- multimedia kiosk for instant information on availability in other sales points;
- CRM for retailers to simplify management of customer relations;
- sector-specific business intelligence;
- specific procedures for standard management operations: new ranges, sales, made-to-measure, shop in shop...
- CMS for E-commerce: integrated management of text and multimedia data with on-line availability in points of sale.

## PORINI

The Italian distributor of Visual Retailing, since 1968 Porini SpA has worked exclusively in the textile and clothing sectors providing a service to production and distribution companies, management consultancy and process analysis, software programmes for supply chain management, production planning and control, product development and cost analysis. Porini has supplied Polimoda with a 3D system for Visual Merchandising support aimed at the fashion market.

## GERBER (GGT Italia)

Gerber Technology Inc. came into being in 1968 with the invention of automatic cutting systems. Since then the company has introduced and patented a series of sophisticated and innovative products now available jointly in the Gerber Suite: stylistic design, product costing and management, pattern creation and development, interactive and automatic plotting, made-to-measure, computer programmes for cutting, single-ply and multi-ply cutting, spreader and labelling systems.

Since 1994 Polimoda has used Gerber software for the study and development of pattern making. The Technology Centre uses the Accumark programme for pattern design and to develop cutting and plotting.

## ELITRON

In the laboratories of the Technological Centre, the Elitron software is used. This is an advanced programme for the design of footwear and accessories that covers the demands of the manufacturing companies from the graphic sketch through to the production of the model.

This programme interfaces with an advanced programme for design and model development, through to layout, sizing and consumption calculations for a complete design and production of the project. In addition the data generated can be transferred to CAD-CAM systems for lasts, heels and soles. Polimoda, in collaboration with the Elitron firm, confirms its role as the only training centre for footwear in Italy featuring such innovative characteristics.

This important partnership will involve Polimoda in an important process of liaison between manufacturing companies and the demands for training in a rapidly developing footwear sector.

# POLIMODA SITES AND LABORATORIES VILLA FAVARD | INTERNSHIPS & PROFESSIONAL CAREERS

## MANAGER

Lorenza Conti  
lorenza.conti@polimoda.com

## ASSISTANT

Silvia Pedali  
silvia.pedali@polimoda.com

Francesca Pierucci  
francesca.pierucci@polimoda.com

## CONTACTS

Tel. +39 055 2750624  
Tel. +39 055 2750672  
Tel. +39 055 2750683

## OPENING HOURS

Monday - Friday  
Hours 14:00 - 15:00

## ADDRESS

First Floor  
Villa Favard

via Curtatone, 1  
50123 Firenze

The Office for Internships and Professional Careers arranges internships for students on Polimoda courses for which this is a requirement. It contacts businesses in the fashion sector, promotes its services and organises meetings between businesses and students to arrange placements.

At the end of their course the Office for Internships and Professional Careers remains in contact with students to help them find employment.

## POLIMODA CAMPUS DATABASE

Students who have completed their course can consult the Polimoda Campus Database where they will find job announcements from companies and can apply to those of most interest to them.

Businesses in the fashion sector therefore have a direct link to the source of new talent and highly qualified professionals.

# POLIMODA SITES AND LABORATORIES BALDOVINETTI | DESIGN LAB

## MANAGER

Massimo D'Arrigo  
massimo.darrigo@polimoda.com

## ASSISTANTS

Catia Resti  
catia.resti@polimoda.com

Dal Prà Vladimiro  
vladimiro.dalpra@polimoda.com

Gianluca Pocceschi  
gianluca.pocceschi@polimoda.com

## CONTACTS

Tel. +39 055 7131822  
Fax. +39 055 705257  
designlab@polimoda.com

## OPENING HOURS

Monday - Friday  
Hours 08:30 - 20:00

## ADDRESS

via Baldovinetti, 3  
50143 Firenze

## ATTENTION:

*The following regulations apply to all classrooms and laboratories:*

- *it is forbidden to bring food or drink into any of these areas;*
- *students must not attempt to repair machinery on their own;*
- *laboratories and classrooms must always be left tidy and in their original state;*
- *laboratories can be used freely at times when there are no lessons (see times on website) but must be vacated 15 minutes before the beginning of the next lesson and left in their original state;*
- *it is obligatory to use any safety equipment provided.*

*Students are requested to read and respect the regulations established in the document "R7-5-14 Regolamento laboratori di prodotto" (regulations for production laboratories).*

The premises of the Design Lab, located directly opposite Villa Strozzi, house the laboratories for the pattern making and design.

The laboratories are equipped with industrial design facilities so that teaching takes place in an environment which fully reflects the production sectors of fashion companies.

Should technical problems occur with machinery, students are requested to contact the teacher, or the design lab staff.

Design lab staff are not authorised to give or lend teaching materials or other laboratory equipment to the students.

## MATERIALS FOR LABORATORY LESSONS

Students enrolled on the first year of the 3-year Pattern Making, Fashion Design and Footwear and Accessories Courses will be provided with a KIT by the school, which will include all basic tools necessary for their educational projects. Should any of the articles included in the KIT be lost, the student will have to replace them.

In addition to the KIT the school will supply a quantity of heavy and light cloth. Other materials required for individual courses, such as stationery, different fabrics etc. that are not included in the KIT must be supplied by students themselves.

## DESIGN LAB - SHOP

A SHOP is located at the Design Lab, intended to help students acquire the necessary material for their courses. It is possible to buy basic material from the shop, from cloth to paper marked in centimetres, as well as some stationery items for drawing, all at cost price and with a receipt provided.

## TAILORS' DUMMIES

The dummies belonging to the Design Lab are available to all students and must be used with due care and in the awareness that exclusive use of a single dummy is not possible.

# POLIMODA SITES AND LABORATORIES BALDOVINETTI | DESIGN LAB

Dummies can be loaned with permission of the Head of Department with a deposit of 150.00 Euros.

Students who wish to acquire a dummy through the school may do so by asking the laboratory staff to put an order.

The Fashion Institute of Technology (F.I.T.) which collaborates with Polimoda, will place a number of dummies at the disposal of Polimoda students. The dummies with a white tape can be used according to the regulations displayed in the F.I.T. classroom.

All students are reminded:

- not to leave the bobbin in the sewing machine;
- to use only 100% polyester thread not only for high quality stitching but also as cotton thread tends to break and the school is unable to guarantee the consequent continual maintenance of the machines;
- to look after their personal materials and belongings carefully: the school provides one locker for every two students for this purpose. To procure a locker students should contact the staff of the design office who will provide them with a locker, a tag on which to write their first and second names and, for those students who wish, a padlock may also be bought.

# POLIMODA SITES AND LABORATORIES VILLA STROZZI STABLES

## MANAGER

Cristina Romoli  
cristina.romoli@polimoda.com

## ASSISTANTS

Laura Rastrelli  
laura.rastrelli@polimoda.com

Salvatore Patti  
salvatore.patti@polimoda.com

## CONTACTS

Tel. +39 055 275061  
Fax. +39 055 2750720

## OPENING HOURS

Lunedì - Venerdì  
Ore 08:30 - 18:30

## ADDRESS

Scuderie Villa Strozzi  
via Pisana, 77  
50143 Firenze

## ATTENTION:

*The following regulations apply to all classrooms and laboratories:*

- *it is forbidden to bring food or drink into any of these areas;*
- *students must not attempt to repair machinery on their own;*
- *laboratories and classrooms must always be left tidy and in their original state;*
- *laboratories can be used freely at times when there are no lessons (see times on website) but must be vacated 15 minutes before the beginning of the next lesson and left in their original state;*
- *it is obligatory to use any safety equipment provided.*

*Students are requested to read and respect the regulations established in the document "R7-5-14 Regolamento laboratori di prodotto" (regulations for production laboratories).*

Modeling, printing and design laboratories, as well as regular classrooms, are located inside the Scuderie, the former stables building on the premises of Villa Strozzi complex.

# POLIMODA SITES AND LABORATORIES CASTELLO ACCIAIOLO | FOOTWEAR & ACCESSORIES LAB

## MANAGER

Giovanni Maiorana  
giovanni.maiorana@polimoda.com

## ASSISTANT

Nicola Baratti  
nicola.baratti@polimoda.com

## CONTACTS

Tel. +39 055 7351651  
Fax. +39 055 7350986

## OPENING HOURS

Monday - Friday  
Ore 09:00 - 20:00

## ADDRESS

via Pantin  
50018 Scandicci FI

## ATTENTION:

*The following regulations apply to all classrooms and laboratories:*

- *it is forbidden to bring food or drink into any of these areas;*
- *students must not attempt to repair machinery on their own;*
- *laboratories and classrooms must always be left tidy and in their original state;*
- *laboratories can be used freely at times when there are no lessons (see times on website) but must be vacated 15 minutes before the beginning of the next lesson and left in their original state;*
- *it is obligatory to use any safety equipment provided.*

*Students are requested to read and respect the regulations established in the document "R7-5-14 Regolamento Laboratori di Prodotto"(regulations for production laboratories).*

Easy to reach by public transport, the prestigious 14th-century Acciaiuolo Castle at Scandicci houses the laboratories for designing footwear and accessories, the workshop for creating prototypes as well as study areas with a WiFi service.

All materials necessary for participating in laboratory lessons will be available at the centre; a list of these materials will be given to the students shortly after the beginning of the first academic year.

## MATERIALS FOR PRACTICAL LESSONS

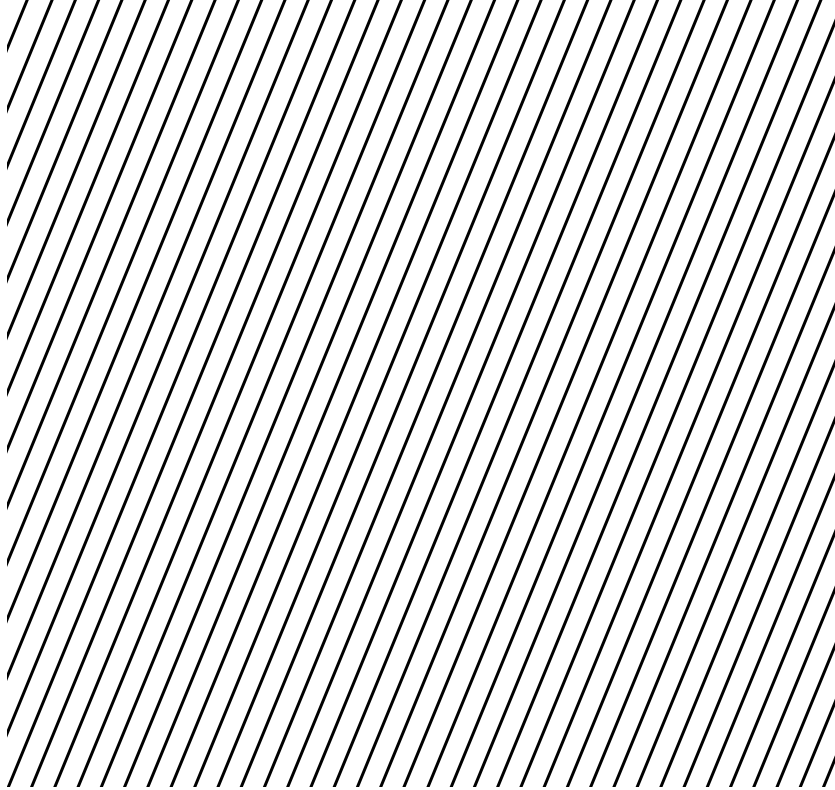
Students enrolled on the first year of Accessories and Footwear, the Advanced Fashion Bag and Accessory Design Master and the Advanced Fashion Footwear Design Master will receive a kit from the school which will contain all the necessary equipment for completing the practical projects. Should any of the items contained in the kit be lost or should the materials be entirely used up, it is the responsibility of the student to replace them.

Other materials specifically required on the courses, such as leather, paper, soles, heels, stationery etc., not included in the kit, must be acquired directly by the student. The necessary materials can be acquired from the shop at Castello dell'Acciaiuolo.

In addition, lasts and blocks are indispensable for creating prototypes; students can request the form best suited to the specific project from the shop on leaving a deposit of 30.00 Euros. This deposit will be retained should the student not return the last or block and the receipt of payment at the end of the project.

## FOOTWEAR & ACCESSORIES LAB - SHOP

A SHOP is located at the Footwear & Accessories Lab intended to help students acquire the necessary material for their courses. It is possible to buy basic material from the shop, from shoe soles to adhesives, as well as some stationery items for drawing, all at cost price and with a receipt provided.



**OTHER SERVICES**  
[ HOUSING ]  
[ HEALTH INSURANCE ]

## HOUSING

The housing service assists Polimoda students who need to find accommodation (a room or apartment) while living in Florence.

To meet the various requirements of its students, Polimoda will put those who wish in contact with hotels, university residences and estate agents.

Students will receive rapid and simple information on accommodation by filling in the online form on the website found at <http://www.polimoda.com/en/student-services.html>.

You will receive a reply from the service or agency contacted within 48/72 hours.

A consultant from an estate agency will be available to advise students at Polimoda during orientation. These local papers publish adverts for accommodation:

- *La Pulce* on Monday, Wednesday and Friday
- *Pronto Casa*, weekly
- *Panorama Casa*, weekly  
[www.panoramacasa.it](http://www.panoramacasa.it)
- *La Locandina*, weekly  
[www.lalocandina.it](http://www.lalocandina.it)
- *La Pulce* on Monday, Wednesday and Friday

# OTHER SERVICES HEALTH INSURANCE

**Sanicard Salute** is the health policy of the Fondiaria Sai insurance group providing the best health care possible.

The most experienced specialist doctors and the most important health facilities in the world are associated with Sanicard providing an extensive network which includes hundreds of private clinics in Italy and abroad.

**Sanicard Salute** is the ideal health policy for those who demand the best, and offers services of the highest standards. In the case of hospital admission resulting from illness or accident, Sanicard's structured and individualised formula guarantees the right to choose freely how and by whom treatment will be provided, where and when, ensuring innovative technologies and avant garde structures, experienced professionals and a consultancy service available 24 hours a day.

## WHAT IT COVERS

Shortest admission times, efficient consultancy if a second medical opinion is requested, and complete refund of medical expenses including clinical tests and costs sustained before and after hospital admission – these are just some of the privileges guaranteed by Sanicard Salute, a sophisticated policy which ensures:

### 1) UNLIMITED PAYMENT DIRECT TO THE AUTHORISED HEALTH STRUCTURE in the case of:

- admission with or without a surgical operation
- surgical intervention without admission
- day hospital
- tests without hospital admission to an upper limit of Euro 5,000 and excluding expenses related to:
  - blood, urine and faecal tests;
  - computer-aided analysis of bone mineral density (MOC and DOC) and Pap Test;
  - medical and specialist examinations of all kinds.

2) POLICY HOLDER REFUNDED 80% of expenses sustained by voluntary consultation of health structures not authorised by the insurance company. In such cases the amount payable by the policy holder will not exceed the sum of Euro 6,000.00. The guarantee of medical tests without hospital ad-

mission is not operative in this case.

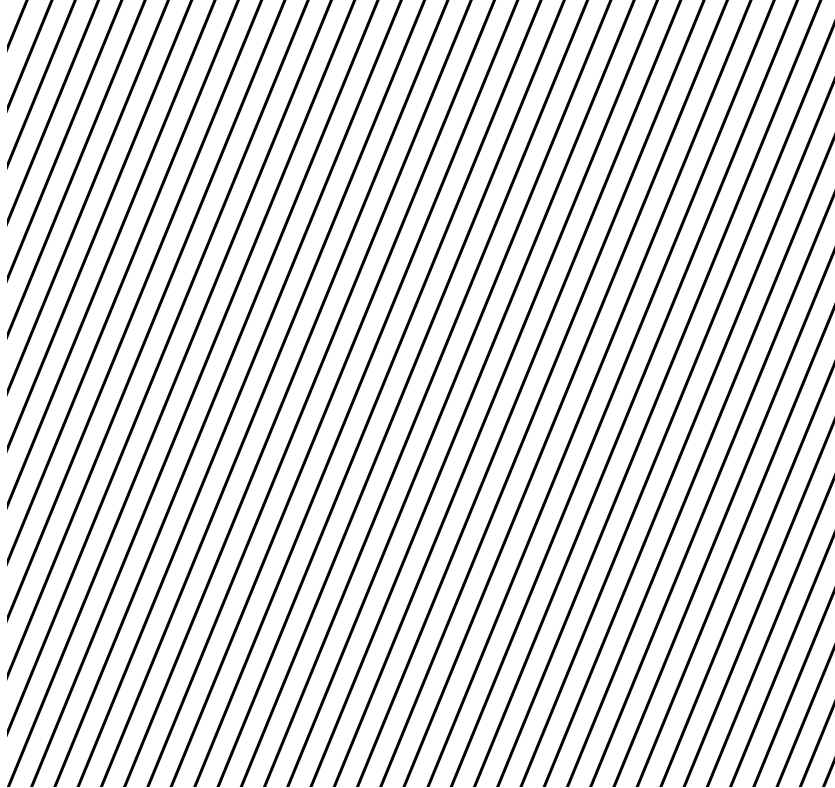
The upper limit available for this guarantee is a total sum of Euro 150,000.00.

A copy of the general terms of the contract and a form for the policy can be consulted and collected from the information office at Polimoda.

## Contacts and Informations:

FONDIARIA –SAI  
Agenzia SIGNA  
Via Nuova Stazione, 8  
50058 Signa (Fi)  
[signa.0295@agenzie.fondiaria.it](mailto:signa.0295@agenzie.fondiaria.it)





## **GUIDE**

- [ HOW TO USE POLIMODASERVIZI.COM ]**
- [ HOW TO PRINT FILES FROM COMPUTER LAB ]**
- [ INTERNET CONNECTION ]**
- [ PREPAID CARD ]**
- [ SAFETY ]**
- [ USEFUL INFORMATIONS ]**
- [ LIVING IN FLORENCE ]**

# GUIDE HOW TO USE POLIMODASERVIZI.COM

Polimodaservizi is the web portal where students can find information about the academic calendar, class schedules, classroom, consult with their academic profile and have a lot of other useful information.

The student can access Polimodaservizi with a web browser (Firefox is preferred) and the same account used in the computer labs.

## LOGIN E LOGOUT

After you connect to [www.polimodaservizi.com](http://www.polimodaservizi.com) you have to login on the system with the same username and password you use in the computer labs.

Remember always to logout before closing the browser; to do that click on the "Scollegati" link or perform logout by the Login/Logout menu.

## FORGOT YOUR PASSWORD?

If you forgot your password there only two chances: come to POLIMODA at Centro Tecnologico to insert a new password or use Polimodaservizi "Servizi" menu to change your password.

You will receive at the email address registered in polimodaservizi an email with a link active for 48 hours that allow you to remotely set up a new password.

This is one of the reasons you have to check if the email provided to POLIMODA is correct and update; you can check your profile to verify your email.

## YOUR PROFILE

In the "Servizi" menu click on the menu item "Il Tuo Profilo" to access your profile.

You can check your email and obtain the personal code named "Codice Anagrafica" that is necessary to print documents from computer labs.

## LOOK FOR ...

Polimodaservizi allows you to look for several staff such as:

- Your timetable
- Free lab or classrooms
- Activity held in each classrooms
- Availability of teachers

All these functionalities are in the "Calendario" menu and are named respectively:

- Il Mio orario
- Ricerca Aula Libera
- Ricerca per Aula
- Trova Docente

## MY TIMETABLE

By accessing to the "Il Mio Orario" function, the current and update timetable of your lessons will be shown.

If you click on a lesson you'll obtain detailed information about the lesson, such as Course (Attività), Teacher name (Titolare), Building (Edificio), Classroom (Aula), Floor (Piano), Date and time (Data e Orario).

## LOOK FOR A TEACHER

The "Trova Docente" function allows you to find where a teacher is in a certain date range.

## LOOK FOR A CLASSROOM ACTIVITY

By using the "Ricerca per Aula" function you can select a date and one of the classroom in polimoda buildings to look at the courses scheduled.

## LOOK FOR A FREE CLASSROOM

By using the "Ricerca Aula libera" function you can select a date and time range to look for a free classroom in one of the POLIMODA buildings. For example if you want to verify if a computer lab is free for a couple of hours today, you insert the date of

# GUIDE HOW TO USE POLIMODASERVIZI.COM

today and the time frame you are interested in selecting Scuderie Building. If any lab is free you'll receive a list.

## COMMUNICATION TOOLS

In the communication tools (Comunicazioni) menu you can find some functions, such as Bulletin Board (Bacheca Elettronica).

In the Bulletin Board you can find general messages for a course and not personal messages that are sent directly by email to you.

# GUIDE HOW TO PRINT FILES FROM COMPUTER LAB

A new print mode called "PULL-PRINTING" has been activated on the computer lab shared printer.

This technology does not allow the printing jobs to be sent directly to the printer, but it requires for each student to dial a code in order to retrieve the prints. There are some advantages with this process: since the code is personal, it is impossible to retrieve other students' prints by mistake; each user can choose which works to print and which to delete (prints sent by mistake or not released by the personal code won't be charged).

The personal code is the Codice Anagrafica which can be found on the Polimoda ID and on the Polimodaservizi webportal, without the initial "0" if present, as shown below:

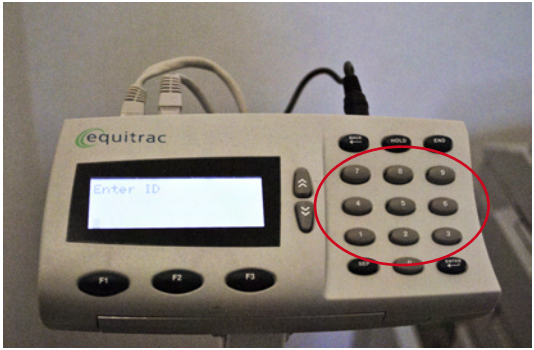


The printing procedure can be summarized as follows:

1. Print your document on the **EQ\_OKI\_PCL** su **SRV-OPAC** remembering to select between color and black and white before printing;
2. Go to the printer where you can find the device shown in the following image:



3. Follow the steps reported below to obtain the prints.



- Dial the personal code on the device keyboard.
- The number of jobs available is shown on the display. Press F1 to print all jobs.

# GUIDE HOW TO PRINT FILES FROM COMPUTER LAB



Insert your username (ID) and password at Logon.

Clicking on "Statement" allows you to check previous printing and charging.

The printing process will start in a few seconds.

- If you do not want to print all your works, press F2 and follow the on screen instruction for selective printing or deleting.

## CHECK YOUR CREDIT

The new system allows you to self check your available credit for printing.

There are two ways to check credit, first, fastest, only allows you to check the remaining credit through the program **EQAcctMonitor.exe** on the network drive **M:** as follows:

- Open My Computer and select the network drive **M:**
- Double click on the file **EQAcctMonitor.exe**.

The second way, via the web browser, lets you check your credit report and have the prints made in the last month.

You have to connect to the following URL:

<https://srv-opac:2941/webtools>

Click on "Continue to this website".

# GUIDE INTERNET CONNECTION

In Italy there are several ways of connecting to the Internet. The most used means are:

- Connection from home via a land line with an analog (dial-up) modem;
- Connection from home via an ADSL land line;
- Mobile connection using a USB “Internet Key” supplied by a mobile telephone provider (company that supplies this service);
- Connection from an Internet Point or Internet Cafè, and wireless connection provided by a civic network.

For each of these methods, it may be necessary to sign a service contract paying a basic fee, or paying according to usage.

By way of example some of the best known providers, as well as the various methods of service supply, will be described for each method of connection.

## CONNECTION FROM HOME VIA A LAND LINE WITH AN ANALOG (DIAL-UP) MODEM

This method of connection is now almost completely superseded and is used rarely, mainly only in places that are not covered by ADSL lines or by providers of mobile connections.

To make use of this method of connection from home it is necessary to have:

- A land line in working order supplied by one of the land line providers in Italy (Telecom Italia, Wind, Tiscali, Tele2, Fastweb, etc);
- Computer with an analog modem;
- Telephone twin line connecting the computer to a telephone socket.

To establish this connection you need to contact your land line provider and ask for the number to dial. This may be a toll-free number, although in most cases it

is a pay number (with the costs charged on the telephone bill according to usage of the service).

It should be remembered that this means of connection has some drawbacks: as it is according to usage, it may be quite costly; it is open to attack by “telephone dealers”, programmes that are similar to a virus which, once in the system, can connect you randomly to a number with a different rate to that of your provider, resulting in much higher connection costs.

## CONNECTION FROM HOME VIA AN ADSL LAND LINE

This type of connection is advisable for those staying in Florence for a medium to long period. In many rental apartments an ADSL connection to Internet is already installed.

There are about fifty ADSL providers in Italy. These offer multiple rates and services both in terms of the speed of transmission of data and in terms of related services (IP communications, TV over IP, etc.).

The following are just an example of some of the providers active in Italy: Telecom, Tiscali, Wind, Vodafone, Tele2, McLink, FastWeb, BTTelecom, Aruba, etc.

To make use of this type of connection you must contact one or more of the providers to establish first of all coverage in your area. On subscribing, if no land line already exists, some of these will provide the necessary hardware. In general providers offer a modem or a router for each contract for connection.

The most common contracts are:

- According to usage (based on connection time or the amount of data downloaded or sent);
- A partial “fixed flat rate” (a number of hours or traffic is credited to the user, over and above which usage is paid);
- A “fixed flat rate” (a fixed monthly rate which covers unlimited connection for both the amount of data and time).

# GUIDE INTERNET CONNECTION

## MOBILE CONNECTION USING A USB "INTERNET KEY" SUPPLIED BY A MOBILE TELEPHONE PROVIDER

As an alternative to a land line, it is possible to acquire from a mobile telephone provider a USB Internet key with a SIM card (to be inserted in the key) which will provide the connection (always check that the area where you are using the key is covered by the provider chosen).

This type of connection is advisable for those visiting Florence for a brief period or who may need to travel frequently within Italy.

The speed of the connection depends on the type of signal that the provider has in the area from which you are connecting (3G, Edge, GSM are examples of types of connection that are not yet entirely guaranteed throughout Italy).

The following is a list of just some of the mobile telephone providers: TIM, Vodafone, H3G, Tiscali, Wind, etc.

In this case too there are various forms of contract and often a lump-sum payment is requested for the USB Internet key. Standard contracts are:

- Pay according to usage (based on connection time or the amount of data downloaded or sent);
- A partial "fixed flat rate" (a number of hours or traffic is credited to the user, over and above which usage is paid);
- A "fixed flat rate" (a fixed monthly rate which covers unlimited connection for both the amount of data and time).

Remember that no provider in Italy actually offers a fully flat fixed rate. Be sure to ask for precise explanations of the contractual details.

In addition, be very careful if your PC uses Linux and/or Apple systems, as not all Internet keys work with all

versions of the operating systems.

Lastly, be particularly careful regarding costs and conditions of roaming; for calls outside Italy and in areas not covered by your provider, the costs may be very high.

## CONNECTION FROM INTERNET POINTS, INTERNET CAFÈS, AND WIRELESS CONNECTION PROVIDED BY CIVIC NETWORKS

In general Italian cities are well provided with Internet Points and Internet Cafès; it is much less common to find wireless networks that are free and accessible offered by civic networks, shopping centres or other private means.

This lack of service is a result of the "Pisanu Decree" which is an anti-terrorist measure that obliges the supplier of any public connection to register the connections made by individuals, obtaining for each connection personal data (identity card, passport or other valid document of identification) or, alternatively, sending log-on data for access to the network to your mobile phone.

Remember that in order to have Internet access inside Polimoda you must provide a valid identity document, as foreseen by law 155/2005. Currently the "Pisanu Decree" has been extended for the third time and will be in force until at least 31/12/2010.

# GUIDE PREPAID CARD

A Prepaid Card is a payment method by which the card is valid for a specific sum of money paid in advance to the issuing bank; it may be acquired and used even if the holder does not have a current account with the bank.

Many banks in Italy offer a prepaid card service, valid for international circuits (Visa, Mastercard etc.). These cards can be used for Internet shopping, in shops that accept Visa, Mastercard etc., and to withdraw cash from ATM cash points.

To use this method of payment you must be over age 18; the card can be requested from the bank branch of your choice, loading the card with the sum of money that you require for your expenditures.

Below is a list of the services and costs of the prepaid cards available from the Banca Cassa di Risparmio di Firenze and Banca Monte dei Paschi di Siena.

## 1. BANCA CASSA DI RISPARMIO DI FIRENZE

**Product Name**  
SUPERFLASH

**Circuit**  
MasterCard - Moneta

### Use

- Payments in shops that accept the MasterCard and Moneta circuits;
- Withdrawal of cash from branches of the Intesa Sanpaolo Group and from cash points (ATM) in Italy and abroad;
- Bank drafts (Italian bank draft and European drafts) made at branches of the issuing bank and banks belonging to the Group at cash points providing the service, or using the relevant internet service;
- Provide credit on the card via bank draft (Italian bank draft and European drafts).

### Activating the service

Apply to one of the branches of the Banca Cassa di Risparmio with a valid document (identity card or passport). In addition to the relevant contract for the Card, the client must also sign a contract for the service via Internet, mobile phone and land line; activating this service is free for holders of the Card.

### Costs

FEE FOR THE CARD - FIRST YEAR

€. 9,90

FEE FOR THE CARD - SUBSEQUENT YEAR

€. 9,90

Cost of cash withdrawals from Intesa Sanpaolo Group cash points (ATM).

Free

Cost in Euro of cash withdrawals from cash points (ATM) of other banks.

€. 2

Cost of cash withdrawals at the Branch

Free

Cost of providing periodic online statement (only available for those who have a contract for the service via internet, mobile phone and land line)

Free

Cost of periodic printed statement

€. 0,70

Stamp tax for periodic printed statement

€. 1,81

### Reloading card

There are several ways for the holder or third parties to reload the Superflash card, including via the Internet service (using a credit card or transferring funds from an account) or via cash points (ATM) of the Group Banks offering the service and via cards activated for the purpose belonging to the PagoBanco-mat or VISA or MasterCard circuits, even if not issued by the Bank.

The first upload of cash must be made at the time of acquiring the card and must not be less than €15 (excluding the cost of the card).

#### Automatic reload

A fixed amount, indicated by the client, is reloaded when the balance available on the card falls below an established amount or according to a fixed period established by the client. Reload via this service can be established by third parties, if clients of the Bank.

# GUIDE PREPAID CARD

## Reloading charges

First upload if carried out in the Bank, if carried out at the time of acquiring the card

None

Reloading in the Branch with direct debit from account  
€ 2,50

Reloading in the Branch with cash payment  
€ 1,00

Reloading from a cash point (ATM) (Intesa Sanpaolo Group) with cards issued by the Group Banks  
€ 1,00

Reloading from a cash point (ATM) (Intesa Sanpaolo Group) with cards issued by other Banks  
€ 2,00

Reloading from a cash point (ATM) (Gruppo Intesa Sanpaolo) with cash payment  
Free

Reloading on line with direct debit from account  
€ 1,00

Automatic reload  
€ 1,00

## Useful Information

The client can activate at his Branch a text message service, free of charge, to receive an SMS every time a request is made to authorize a payment above the limit established.

## Limits

- The limit for an online reloads using a card issued by another bank is € 500.
- The limit for online reloads using the bank's or Group's Card is € 3.000.
- The daily limit for withdrawals from cash points (ATM) is € 500.

Some banks belonging to the Intesa Sanpaolo Group Istituto Sanpaolo, Cassa di Risparmio di Firenze, Cassa di Risparmio di Pistoia e Pescia, CR Bologna, Banco di Napoli, Fedeuram.

## Contacts

Via Bufalini 4 - Florence

Tel. 055 2613345

michelangelo.bini@carifirenze.it

## 2.

### BANCA MONTE DEI PASCHI DI SIENA

#### Product Name

MPS SPIDER

#### Circuit

visa

#### Use

- Provides facilities for carrying out bank operations in the branch, via Internet or telephone.
- Payments in shops that accept the national Bancomat/PagoBancomat circuits and the international Visa Electron circuit.
- Cash payments at branches with a Bancomat service in Italy and VISA in Italy and abroad.
- Using the Internet banking service and Mobile Banking operations such as reloading pre-paid cards of the MPS Group, paying household bills and reloading mobile phones can be carried out.

#### Activating the service

Apply to one of the branches of the Monte dei Paschi di Siena bank with a valid document (identity card or passport).

The service can be activated online from the website [www.bancainfinita.it](http://www.bancainfinita.it).

Activating the Internet banking and Mobile Banking services is optional and at the discrezione of the client.

#### Costs

ANNUAL FEE (IF REQUESTED IN THE BRANCH)  
€ 10,00

ANNUAL FEE (IF REQUESTED VIA INTERNET).  
First Year

Free

ANNUAL FEE (IF REQUESTED VIA INTERNET).  
Subsequent Years

€ 7,00

Activating Internet banking and Mobile Banking services

Free

# GUIDE PREPAID CARD

Commission for withdrawals from MPS Group cash points (ATM)

Free

Commission for withdrawals from cash points (ATM) of other banks

€ 1,75/€ 1,81

Commission for Visa-Electron withdrawals from non-EU cash points (ATM)

€ 4.00

Commission for Pagobancomat and Visa-Electron payments (EU and non-EU)

Free

Request for bank statement in the branch (from all branches of the bank)

€ 2.00

Request for bank statement via cash point (ATM) of MPS Group banks providing the service and via the internet/mobile banking service of MPS Group banks

Free

## Reloading card

There are several ways for the holder or third parties to reload the Spider card, including via the Internet service (using a credit card or transferring funds from an account) or via cash points (ATM) of the MPS Group offering the service and via cards activated for the purpose belonging to the national Bancomat/PagoBancomat circuit and international Visa Electron circuit. Foreign bank drafts can also be received if notification is provided at the time of acquiring the card.

## Reloading charges

Reloading in the branch with cash (from all branches of the bank)

€ 2.00

Reloading in the branch with cash transfer from current account (in the user's own branch)

€ 2.00

Reloading using the internet/mobile banking service of the MPS Group banks providing the service (with direct debit from current account)

Free

Reloading from cash point (ATM) of MPS Group banks with a Pagobancomat card.

€ 1,00

Reloading by third parties (via Italian bank drafts and standing order). For the beneficiary

Free

## Useful Information

MPS Spider functions like a current account without the limits and costs of a current account. As well as offering cash withdrawals and purchases using the card, with the Internet and Mobile Banking services most basic banking operations can be carried out (payment of household bills, reloading mobile phone...)

The client can (via Internet and Mobile Banking) automatically de-activate the card at any time.

## Limits

The maximum amount that may be made available on the card is € 10.000.

The daily withdrawal limit from cash points (ATM) is € 1.000 (Maximum amount for each operation, € 250,00).

Some banks belonging to the MPS Group Biverbanca, Bav, MPS.

## Contacts

Contact Center 24hours a day:

From Italy: 800 001 472 (free)

From abroad: +39 05 77 38 16 98

Branch n°60 - Via Soffiano 2r – Florence

Tel. 055 70 40 82

francesca.galli@banca.mps.it

## INTRODUCTION

Polimoda is extremely attentive regarding the issue of the personal safety of all those who frequent its premises. The buildings, lecture rooms and equipment used are designed and/or acquired fully respecting the legal regulations in force. But everyone's safety depends also on the behaviour and attitude of persons using the buildings.

The sections that follow are therefore intended to provide useful information regarding the measures to be taken to ensure your own safety and that of others while inside the Institute.

## EQUIPMENT

The laboratories are equipped mainly with sewing machines, knitting machines and ironing presses all of which have extremely low residual risk factors. However, they should be used with due care, always referring to the instructions for use and maintenance given in the relevant booklet, and following the instructions given by the teacher and the school's support staff. All breakdowns or irregularities should be reported to the teacher or staff immediately.

## MONITORS

Some laboratories are equipped with computer monitors. These too meet the standard safety requirements established according to European regulations. It is advisable however to be aware of how to best use them to avoid excessive visual and postural stress:

- optimal distance between eye and screen is about 70 cm;
- the seat used must provide the height and angle of back support necessary for a correct position: chest and back must be upright but not under strain and legs should bend at 90° from the knees;
- the height of the surface supporting the monitor should be about 80 cm;
- lighting conditions should not create excessive contrasts of light in the user's visual field, nor irritating reflections on the screen;
- when typing, the arms should be in a relaxed po-

sition with wrists leaning on the table top in front of the keyboard.

## WORK PLACE SAFETY AND FIRE PREVENTION

Polimoda's premises have been equipped in full respect of fire prevention regulations and work places have been organised in such a way that these aspects will endure in the course of time, but those who frequent the premises must also respect the rules and restrictions laid down, in particular:

- access to prohibited areas is forbidden;
- smoking is forbidden in all areas;
- all workplaces must be kept tidy and with a high standard of cleanliness;
- it is forbidden to bring materials likely to start a fire into any rooms or areas whatever;
- any inflammable materials such as stain removers, alcohol, or similar products must be used in limited quantities and with all necessary precautions;
- check all electric cables are properly insulated and that they are not located near to inflammable or combustible materials;
- it is forbidden to place objects, clothing or other items on top of the fire extinguishers;
- it is absolutely forbidden to obstruct, even partially, doorways and emergency exits.

In addition, Polimoda has staff members trained in the management of emergencies and equipment who are capable of intervening on outbreak of a fire and of activating the relevant emergency plan.

While the possibility of a fire developing is extremely low, it should be remembered that the premises and the arrangement of the courses in any case take into account the need to provide for the partial or total evacuation of all those present in the buildings.

It is therefore necessary that as a preventative measure all users should be aware of the escape routes and emergency exits, which are all clearly indicated.

In the course of the academic year simulated evacuation procedures may be planned.

## WARNING OF DANGER

Any person who detects the outbreak of a fire or other potentially dangerous occurrence (the presence of smoke, flooding, explosions, collapse, spilling of inflammable substances etc.) is requested to immediately warn teachers and Polimoda staff members, stating:

- the nature of the emergency;
- the place where the accident has occurred;
- the presence of any injured persons;
- his own identity.

In addition it should be remembered that in the presence of smoke or flames:

- a handkerchief or cloth should be soaked in water and held over the mouth and nose to protect the respiratory tracts as much as possible;
- woollen clothing (coats, scarves, shawls etc.) should be wrapped around the head to protect hair from the flames.

## GENERAL INSTRUCTIONS IN THE CASE OF AN EMERGENCY

Should an emergency evacuation of the building be necessary, a warning will be given by an acoustic signal. At the order to evacuate, persons in the building must go to the safety exits in the area where they are at the time, as indicated by the exit signs and those shown in the plan of the area.

During an emergency evacuation it is necessary to:

- immediately stop all activities without attempting to retrieve personal belongings;
- leave behind umbrellas, sticks, bags, heavy and bulky packages;
- leave the building without hesitation and in an orderly fashion, keeping calm and without creating alarm or confusion;
- follow the escape routes indicated on the safety notices, helping anyone in difficulty and alerting anyone who may not be aware of the emergency;
- not push, shout or run;
- not turn back for any reason whatever;
- not obstruct access to the building;
- proceed to an assembly point;
- not use vehicles to move away from the area;
- return to the main entrance within thirty minutes of the emergency evacuation to answer the roll call and receive further instruction.

## CONCLUSIONS

Please do not underestimate the above recommendations; security affects everyone and is the responsibility of everyone.

If everyone follows the simple rules of behaviour given here, with its internal organization and the instruments provided for the purpose, Polimoda is able to guarantee a high degree of safety for all those present within its premises.

# GUIDE USEFUL INFORMATIONS

## CONSULATES IN FLORENCE

### AUSTRIA

Lungarno Vespucci, 58 - Tel. 055 265 4222

### BANGLADESH

Via Pellicceria, 6 - Tel. 055 217 500

### BELGIUM

Via dei Servi, 28 - Tel. 055 282 094

### BRAZIL

Piazza Pitti, 5 - Tel. 055 222 336

### CAPE VERDE

Via Tornabuoni, 4 - Tel. 055 216 689

### CHINA (People's Republic)

Via della Robbia, 89r - Tel. 055 505 8188

### COLOMBIA

Via Santo Spirito, 11 - Tel. 055 289 468

### IVORY COAST

Via Santo Spirito 9r presso Galleria Camiciotti

Tel. 055 294 837

### COSTA RICA

Via Giambologna, 10 - Tel. 055 573603

### DENMARK

Via dei Servi, 13 - Tel. 055 211 007

### DOMINICAN REPUBLIC

Via dei Servi, 13 - Tel. 055 213 149

### ECUADOR

Vie Trieste, 67 - Tel. 055 473 151

### ESTONIA

Via Lamarmora, 55 - Tel. 055 588 313

### FINLAND

Via Strozzi, 6 - Tel. 055 293 228

### FRANCE

Piazza Ognissanti, 2 - Tel. 055 230 2556

### GERMANY

Lungarno Vespucci, 30 - Tel. 055 294 722

### GREAT BRITAIN

Lungarno Corsini, 2 - Tel. 055 284 133

### GREECE

Via Cavour, 38 - Tel. 055 238 1482

### GUINEA

Viale Redi, 43 - Tel. 055 357 007

### HONDURAS

Via dell'Erta Canina, 66 - Tel. 055 230 2825

### LATVIA

Via S.Maria Celeste, 1 - Tel. 055 224 597

### LITHUANIA

Via degli Alfani, 68 - Tel. 055 264 47

### LUXEMBOURG

Via Palestro, 4 - Tel. 055 284 232

### MALTA

Via dei Servi, 13 - Tel. 055 217 875

### MEXICO

Via Arte della Lana, 4 - Tel. 055 217 831

### PRINCIPALITY OF MONACO

Lungarno Vespucci, 58 - Tel. 055 2670608

### NORWAY

Via G. Capponi, 26 - Tel. 055 247 9321

### NETHERLANDS

Via Cavour, 81 - Tel. 055 475 249

### PANAMA

Via E. Mayer, 19 - Tel. 055 473 904

### PARAGUAY

Via dell'Erta Canina, 66 - Tel. 055 2345020

### PERU

Piazza San Firenze, 3 - Tel. 055 2655902

### PORTUGAL

Via Bolognese, 55 - Tel. 055 234 3543

### RUSSIA (Russian Federation)

Corso Italia, 8 - Tel. 055 260 8940

### SAN MARINO

Via Roma, 3 - Tel. 055 210864

### SENEGAL

Via Borgo San Lorenzo, 1 - Tel. 055 216 999

### SEYCHELLES

Via Alfieri, 19 - Tel. 055 53466

### SLOVAKIA

Via La Marmora, 39 - Tel. 055 579 531

### SPAIN

Via de' Servi 13 - Tel. 055 212207

### UNITED STATES

Lungarno Vespucci, 38 - Tel. 055 239 8276

### SOUTH AFRICA

Piazza Saltarelli, 1 - Tel. 055 281863

### SWEDEN

Via B. Lupi, 14 - Tel. 055 499 536

### SWITZERLAND

Piazzale Galileo, 5 - Tel. 055 222 434

### TURKEY

Via D. da Castiglione, 8 - Tel. 055 233 5640

### HUNGARY

Via Belgio, 2 - Tel. 055 6531817

### VENEZUELA

Via Giambologna, 10 - Tel. 055 588 082

### YEMEN

Via Maffia, 10 - Tel. 055 239 9328

## U.S. EMBASSY

ROME: Via V. Veneto 119,  
Tel. 06 466741 – Fax 06 46742217

MILAN: Via Principe Amedeo 2/10,  
Tel. 02 290351

# GUIDE USEFUL INFORMATIONS

## PASSPORTS

Always carry your passport when travelling, as it may be required for identification during a police check. For daily use we suggest you carry a photocopy. If your passport is lost or stolen, you must report the theft / loss to the:

- Questura Police Department  
Commissariato "S.Giovanni"  
Via Pietrapiana, 50/r  
Tel. 055 203911 - 055 20391370  
English speaking operator: from 9.00 – 13.00;

or

- Carabinieri Station  
Via Borgo Ognissanti, 48  
Tel. 055 24811

You must then go to your consulate to apply for a new one.

## PERMESSO DI SOGGIORNO RESIDENCY PERMIT

This is a government permit for people staying longer than 3 months and it should be requested within 8 working days of arrival in Italy.

A residency permit for reasons of study covers a period of one year; students on courses of several years must initiate the renewal procedure themselves at least 90 days before expiry of the permit, requesting the necessary certificate of attendance from the education office.

To apply for a residency permit, foreign citizens must obtain a KIT, available from Italian post offices, containing an envelope, two forms and a set of instructions. The same forms must be completed for subsequent renewals.

Several institutions exist which will help with completion of the forms, free of charge, such as the "patronati" (see below).

Once completed, the request for a residency permit and subsequent renewals must be taken to Italian post offices which offer a "Sportello Amico" service,

together with:

1. original passport with entrance visa for identification;
2. photocopy of entire passport;
3. four recent and identical passport photographs;
4. a "marca da bollo" (tax stamp) to the value of €14.62 (\*);
5. photocopy of an insurance policy providing sickness and accident cover, valid in Italy for the entire period of residency in the country (see pp. 25 and 30);
6. proof of solvency (photocopy of front and reverse of your credit card or travellers' cheques);
7. certificate of enrolment at the school stamped by the relevant national embassy or consulate in Italy;
8. payment of €27.50 made by postal order, for the cost of issuing an **electronic permit**;
9. payment of €30.00 for the cost of insured postal delivery.

The post office official will confirm the identity of the person requesting the permit and will issue a receipt representing proof that the permit request has been consigned; this receipt should therefore be kept and shown on request. Also printed on the receipt are a user name and password for accessing the website [www.portaleimmigrazione.it](http://www.portaleimmigrazione.it) where the status of your permit request can be checked.

Once the request has been consigned, you will be contacted by the state police when the residency permit is ready for collection. The date indicated for collection of the document should be respected. In the case of a first permit, the police will take a set of fingerprints.

The following post offices provide a "Sportello Amico" service in Florence:

- Via Pellicceria, 3
- Via Senese, 49/R
- Via Tozzetti Targioni, 23/A
- Via Torcicoda, 47/B
- Via Cavour, 71/A
- Via Gemignani
- Piazza Muratori, 21
- Piazza Conti, 9
- Via R. Giuliani, 148/E (red)

# GUIDE USEFUL INFORMATIONS

- Via Chiantigiana, 163
- Via del Mezzetta
- Lungarno Ferrucci, 41/A

Associations (“patronati”) that assist with completion of the residency request forms:

Cepa Acli for an appointment tel 055 357824.  
Cepa Inca Cgil for an appointment  
tel 055 2700474 / 055 27000528 / 055 2722562  
Cepa Inas Cisl for an appointment tel: 055 212665.  
Cepa Itai, Via Alamanni, 23/i for an appointment tel  
055 288033 Monday 9.00-13.00, Thursday 9.00-  
12.00/15.00-17.00,  
Friday 9.00-12.00.

(\*)The “marca da bollo” is a kind of tax stamp, not unlike a postage stamp, used in Italy since 1863 to validate deeds and public documents. It was replaced in 2007 by an adhesive countermark generated automatically by authorised sales points such as “tabacchi” where stamps and tobacco are sold.

## STUDENT HEALTH INSURANCE

Proof of health and accident coverage in Italy for the entire period of your residency is required when applying for a residency permit.

INA Assitalia offers a low-cost policy for foreign citizens staying in Italy for reasons of study.

The policy covers sickness, accidents, hospitalization and re-entry for health reasons to the holder’s home nation and costs €49.00 for six months or €98.00 for a year.

Proof of coverage under this policy is provided by the receipt of payment via postal order to post office account (c.c.p.) number 71270003 made out to INA Assitalia, General Agency in Rome. A photocopy of this receipt should accompany the residency request.

If necessary, the policy holder should immediately contact the Information Service:

**Europ Assistance Service Spa,**  
**p.za Trento, 8 - 20135 Milan,**  
**Freephone 800 450 130, available 24 hours a**  
**day**

You will be asked for details of the postal order payment.

Alternative health insurance policies, such as that indicated on p. 25 are available directly from other national insurance companies.

## WHERE TO CHANGE MONEY

Cash and travellers’ cheques can be changed at any bank during opening times (usually Monday-Friday, from 8.30 to 13.30 and from 14.30 to 15.30); cash may be withdrawn from ATM (Bancomat) machines.

## CURRENT ACCOUNTS AND CREDIT CARDS

A tax code number (codice fiscale) is necessary to open a bank account and is also required for signing rental agreements.

A codice fiscale is obtained from the “Ufficio delle Imposte Dirette” (office of direct taxation) in Via Santa Caterina d’Alessandria, 23. All that is necessary is your passport and the service is free.

Only legal adults can open a bank account.

The Monte dei Paschi di Siena bank, branch 18, Via Del Ponte Sospeso 15/r offers special fees for students of Polimoda who open a bank account with them. ATM (bancomat) cards are not available from this agency.

The Cassa di Risparmio di Firenze offers a pre-paid card which is valid on the Visa circuit. This is available without opening a bank account and can be used for internet sales and to withdraw cash from all ATM points.

This card may be obtained from any branch of the Cassa di Risparmio di Firenze on making a deposit.

## MEDICAL ASSISTANCE

### EMERGENCY HEALTH SERVICE: 118

This number is only for real emergencies, such as a car accident or domestic accident, an incident when immediate help is required. This is the equivalent of

# GUIDE USEFUL INFORMATIONS

the American 911.

## NIGHT MEDICAL SERVICE: 055 477831

The Night Medical Service helps with problems that happen during the night when usually it is not possible to get a doctor's help easily.

## ACCIDENT AND EMERGENCY

### Santa Maria Nuova

P.za S. Maria Nuova, Tel. 055 27581

### Careggi

V.le Morgagni, 85, Tel. 055 4277111

## Orthopaedic Traumatology Centre (C.T.O.)

Largo P. Palagi, 1, Tel. 055 4278227

## Tuscan Orthopaedic Institute

V.le Michelangelo, 41, Tel. 055 27691

## S. Giovanni di Dio

Via Torregalli, 3, Tel. 055 71921

You will probably be asked to pay for medical expenses. Always keep all the receipts of your payments and find out about medical claims reimbursement.

## MEDICAL SERVICE

Via Lorenzo il Magnifico, 59, Tel. 055 475411

A 24-hour service is provided, with English speaking doctors. Their services include:

- a general practitioner on call for house visits 24 hours a day all year round;
- a medical office open 8.00-12.00 and 14.00-18.00 (8.00-12.00 Saturdays) that can provide solutions for all health-related problems;
- a doctor in the office, for walk-in visits, from 11.00-12.00 and 17.00-18.00 on weekdays and from 11.00-12.00 on Saturdays.

Any special medical treatment and/or house call outside Florence will be subject to an extra charge.

## MEDICAL TESTS

Istituto Medico Fanfani

P.za Indipendenza, 18/b, Tel. 055 49701

Clinical tests are carried out here and a second opinion by a medical specialist is available on payment; An English-speaking operator is not always available.

## PHARMACIES

In Florence pharmacies are open 9.00-13.00/15.30-20.00 Monday to Friday. Three pharmacies are open 24 hours a day. On Saturday and Sunday only those on duty are open. The Freephone number 800420707 provides information and advice 24 hours a day.

- **COMUNALE 13** – Santa Maria Novella station, P.za Stazione, Tel. 055 289435  
open day and night;
- **MOLTENI**  
Via Calzaiuoli, 7/R, Tel. 055 215472  
open day and night;
- **ALL'INSEGNA DEL MORO**  
P.za Goldoni, 2/R, Tel. 055 210660  
open day and night;
- **DI RIFREDI**  
P.za Dalmazia, 24r, Tel. 055 4220422,  
open 8.00 – 21.00;
- **PAGLICCI**  
Via della Scala, 61, Tel. 055 215612,  
open 20.00 – 9.00.

## USEFUL TELEPHONE NUMBERS

### HEALTH AND ACCIDENT EMERGENCIES: 118

### STATE POLICE:

Emergency telephone number: **113**

### CARABINIERI

Emergency telephone number: **112**

### FIRE BRIGADE

Emergency telephone number: **115**

# GUIDE LIVING IN FLORENCE

## TOURIST INFORMATION

### APT Agenzia per il Turismo di Firenze (Florence Tourist Agency)

Via Cavour, 1rosso, Tel. 055 290832-3  
www.firenzeturismo.it  
infoturismo@provincia.fi.it

### APT Tourist Offices

- Via Manzoni, 16  
Tel. 055 23320, Fax 055 2346286  
www.firenzeturismo.it  
info@firenzeturismo.it  
Opening: Monday to Friday 9.00-13.00
- Via Cavour, 1rosso  
Tel. 055 290832 - 055 290833, Fax 055 2760383  
www.firenzeturismo.it  
infoturismo@provincia.fi.it  
Opening: Monday to Saturday 8.30-18.30  
Sunday and public holidays 8.30-13.30
- Aeroporto "Amerigo Vespucci"  
Peretola - Via del Termine, 1 (arrivals area)  
infoaeroporto@aeroporto.firenze.it  
Tel./Fax 055 315874  
Opening: 8.30-20.30 every day

### CITY OF FLORENCE Tourist Offices

- Piazza Stazione, 4  
Tel. 055 212245, Fax 055 2381226  
www.comune.fi.it  
turismo3@comune.fi.it  
Opening: Monday to Saturday 8.30-19;  
Sunday and public holidays 8.30-14
- Borgo Santa Croce, 29rosso  
Tel. 055 2340444, Fax 055 2264524  
www.comune.fi.it  
turismo2@comune.fi.it  
Summer hours (from 1 March to first week of  
November): Monday to Saturday 9-19; Sunday  
and public holidays 9-14;  
Winter hours (from second week of Novem-  
ber to end February): Monday to Saturday 9-17;  
Sunday and public holidays 9-14.

## MUSEUM BOOKINGS

### Firenze Musei

Bookings can be made directly for Palazzo Pitti and  
the Uffizi Gallery.  
Tel. 055 294883.

## CONCERT, THEATRE AND SHOW TICKETS

### BOX Office

Via delle Vecchie Carceri, 1, Tel. 055 210804

### CINEMA INTERCULTURAL ORIGINAL SOUND

#### Astra Cinehall

Via Cerretani, 54/r, Tel. 055 294770  
www.cinehall.it

#### Odeon Original Sound

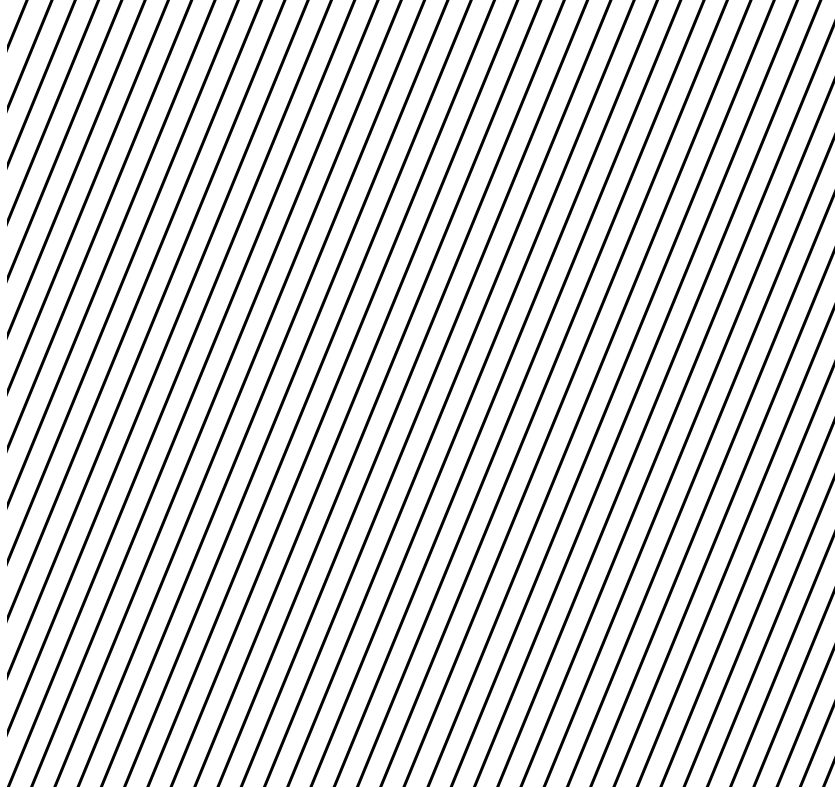
Via Sassetti, 1, Tel. 055 214068

The Herald Tribune and the Italy Daily news are pub-  
lished every day.

## OTHERS INFORMATIONS

Palazzo Strozzi Partners Association  
<http://www.flonthego.com/>





**HOW TO FIND US**  
[ VILLA FAVARD ]  
[ BALDOVINETTI ]  
[ VILLA STROZZI ]  
[ CASTELLO ACCIAIOLO ]

# HOW TO FIND US VILLA FAVARD

## BY TRAIN

Stazione Firenze SMN  
+ 7 min. on foot

## BY BUS

**12; 36**  
Stazione Firenze SMN  
direction  
P.le Michelangelo  
stop Curtatone

**Navetta C2**  
Piazza Stazione,  
direction  
Torre Della Serpe  
stop Curtatone

**Navetta D**  
Piazza Stazione,  
direction Ferrucci  
stop Curtatone

## BY TRAM

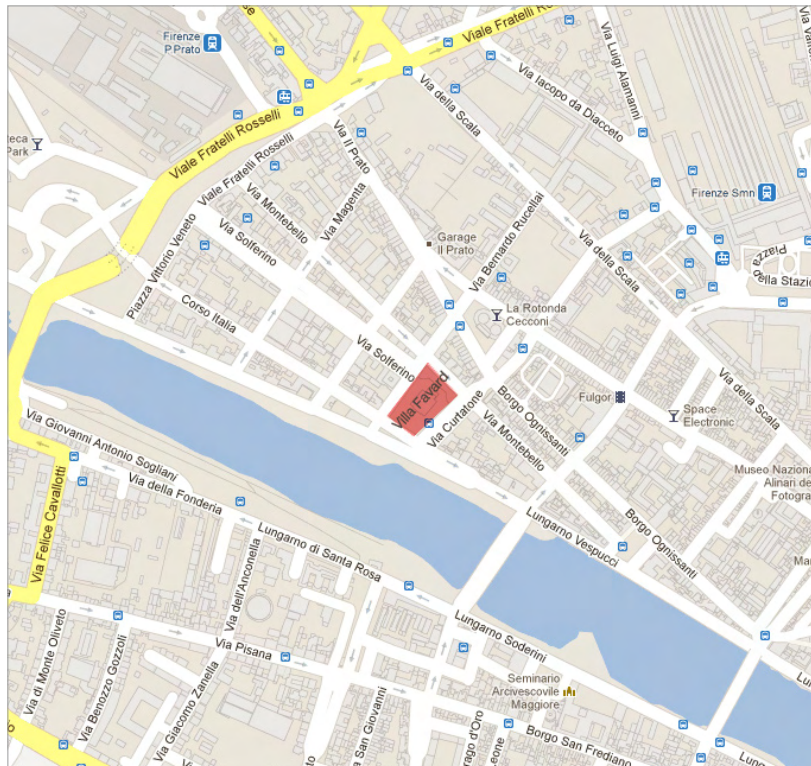
**Linea T1**  
Stazione Firenze SMN  
stop Porta al Prato  
+ 7 min. on foot

## ADDRESS

**Via Curtatone, 1**  
**50123 Firenze**  
Tel. +39 055 275061  
Fax +39 055 2750720  
orientation@polimoda.  
com

## OPENING HOURS

Monday - Friday  
Hours 08:30 - 20:00



# HOW TO FIND US

# BALDOVINETTI | DESIGN LAB

## BY CAR

Autostrada A1  
Exit at Firenze-Scandicci  
7 km following signs to  
Centro

## BY TRAIN

Stazione Firenze SMN +  
bus / tram

## BY BUS

**6**  
Firenze SMN Station  
direction Torregalli  
stop Ammannati

## BY TRAM

**Linea 1**  
Stazione Firenze SMN  
direction Scandicci  
stop Batoni

## ON FOOT

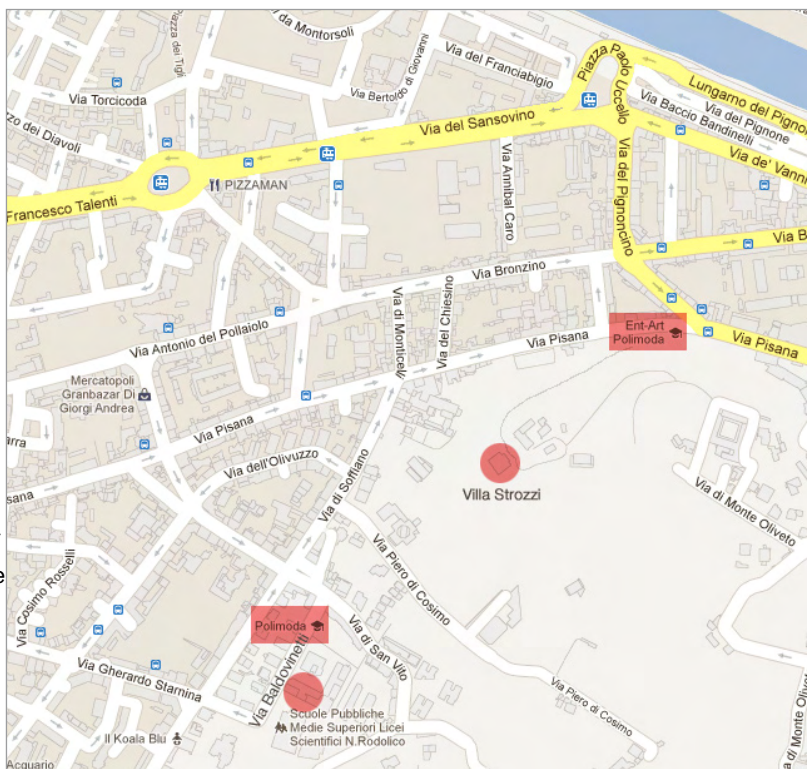
The Design Lab can be  
reached on foot from Villa  
Strozzi in 10 minutes,  
following the route inside the  
park indicated in green on  
the map.

## ADDRESS

**Via Baldovinetti, 3**  
**50143 Firenze**  
Tel. +39 055 7131822  
Fax. +39 055 705257  
designlab@polimoda.com

## OPENING HOURS

Monday - Friday  
Hours 08:30 - 20:00



# HOW TO FIND US

## VILLA STROZZI STABLES

### BY CAR

Autostrada A1  
Exit at Firenze-Scandicci  
7 km following signs to  
Centro

### BY TRAIN

Firenze SMN Station  
+ bus / tram

### BY BUS

**12**  
Firenze SMN Station  
direction  
P.le Michelangelo  
stop  
Via G. della Casa

### BY TRAM

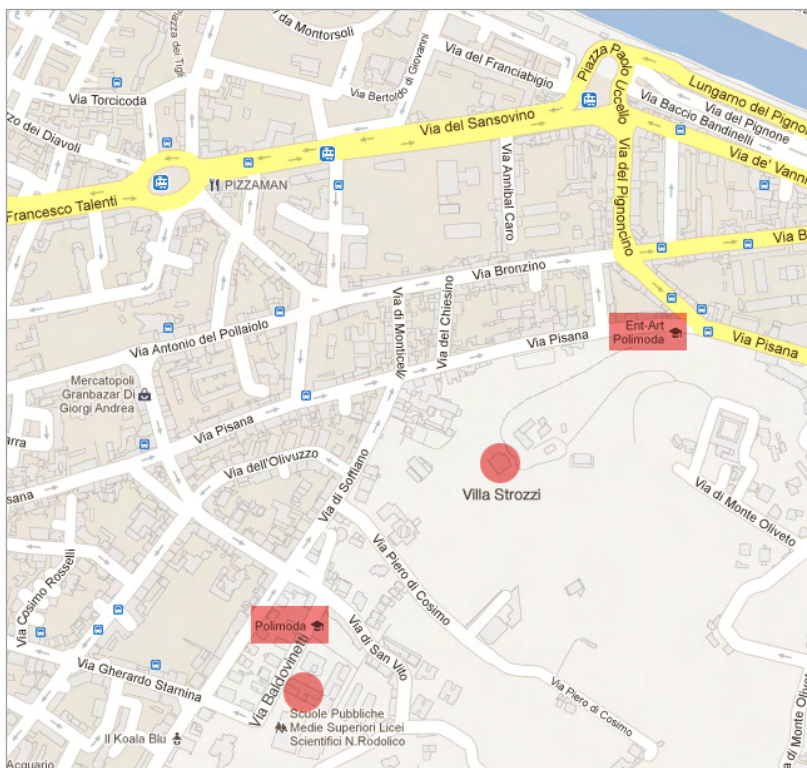
**Linea 1**  
Firenze SMN Station  
direction Scandicci  
stop Paolo Uccello

### ADDRESS

**Via Pisana, 77**  
**50143 Firenze**  
Tel. +39 055 739961  
Fax +39 055 7399632  
orientation@polimoda.  
com

### OPENING HOURS

Monday - Friday  
Hours 08:30-18:30









**POLIMODA** ISTITUTO  
INTERNAZIONALE  
FASHION DESIGN  
& MARKETING

Villa Favard  
Via Curtatone, 1 - 50123 Firenze - Italy  
tel.: +39 055 275061 - fax: +39 055 2750720 - info@polimoda.com  
www.polimoda.com - www.polimodamag.com