

WELCOME

Welcome to the 46th COSPAR Scientific Assembly!
This guide contains all the practical information you need before and during your stay in Florence.

BEFORE YOU TRAVEL

ASSEMBLY WEBSITE

www.cospar2026.org

SCIENTIFIC PROGRAMME

<https://www.cospar-assembly.org/admin/congress.php?congress=13>

GENERAL INFORMATION INCLUDING SOCIAL PROGRAMME, TOUR AND CULTURAL ACTIVITIES

www.cospar2026.org

click on GENERAL INFORMATION tab on top menu.

ASSEMBLY APP

<https://app.cospar-assembly.org/2026>

REGISTRATION & BADGE

Before arriving

All registered participants should have received by email a confirmation letter containing a barcode to print the Assembly badge.

Please keep the letter available (printed or on your smartphone) as **it will be required for your first access to Fortezza da Basso.**

Onsite Registration

Participants who have not pre-registered may register onsite at the **Onsite Registration Desk** located in the registration area in **Spadolini Pavilion, level 0.**

Accepted payment method: Credit Card.

IMPORTANT!

ACCESS TO FORTEZZA DA BASSO IS RESTRICTED TO REGISTERED PARTICIPANTS AND REGISTERED ACCOMPANYING PERSONS ONLY.

HOW TO COLLECT YOUR ASSEMBLY BADGE AND ASSEMBLY KIT

At the Registration Area, use one of the self-registration kiosks to print your Assembly badge by scanning the barcode included in your confirmation letter. Registered accompanying person badges will be printed together with the delegate one.

After printing your badge, proceed to the **Assembly Kit desk** to collect your congress bag and lanyard by presenting the barcode printed on your badge.

IMPORTANT!

**Your Assembly Badge is required to access Fortezza da Basso and must be always worn while inside the venue.
Please keep your badge with you and avoid losing it.
Badge replacement fee: €10.00 per badge.**

REGISTRATION DESK OPENING HOURS

The Registration Desk, located on Level 0 of the Spadolini Pavilion, will be open during the following hours:

Date	Opening Hours
Saturday, 1 August	14:00 - 19:00
Sunday, 2 August - Friday, 7 August	08:30 - 19:00
Saturday, 8 August	08:30 - 16:00

VENUE

Fortezza da Basso

Viale Filippo Strozzi 1
50129 Florence, Italy

For further information about the venue, please visit the Assembly website: <https://cospar2026.org/assembly-venue/>

The venue is conveniently located:

- **5-minute walk** from Firenze Santa Maria Novella railway station
- **20 minutes by taxi** from Florence Airport (FLR)
- Easily reachable by tram (nearest stop: **Fortezza**)

Venue Opening Hours

Date	Opening Hours	Notes
Friday, 31 July	08:00 - 19:00	Exhibition set-up only
Saturday, 1 August	08:00 - 12:00	Exhibition set-up and IAA Day
	14:00 - 19:00	Registration Desk and Speaker Preview Room open
Sunday, 2 August	08:30 - 19:00	
Monday, 3 August	08:30 - 21:00	Cospar Opening Reception and Award Ceremony (Part 3)
Tuesday, 4 August	08:30 - 19:00	
	19:00 - 20:30	Teatrino Lorenese Room
Wednesday, 5 August	08:30 - 19:30	
Thursday, 6 August	08:30 - 19:00	
	19:00 - 20:30	Basilica Room
Friday, 7 August	08:30 - 19:00	
Saturday, 8 August	08:30 - 16:00	
From 16:00	—	Exhibition dismantling and COSPAR Council only

Please note:

Participants are kindly requested to leave the venue outside the opening hours indicated above.

ASSEMBLY SPACES

[Click here](#)

FLOORPLANS

[Click here](#)

Important!

All lectures and events running in Basilica room from 14:00 to 15:00 will be broadcast in the Teatrino Lorenese room.

WI-FI

Wi-Fi will be available in all Assembly spaces:

Network: **COSPAR2026**

Password: **COSPAR2026**

ORAL AND POSTER PRESENTATIONS GUIDELINES

All information and guidelines for oral and poster presentations are available here:

https://www.cospar-assembly.org/show_infopage.php?info=103

ONSITE SPEAKER PREVIEW ROOM

The Speaker Preview Room will be located on **Level 0 of the Spadolini Pavilion** and will be open at the following times:

Date	Opening Hours
August 1	14:00 - 19:00
August 2-7	08:30 - 18:30
August 8	08:00 - 15:00

CODE OF CONDUCT

We ask all participants to read the Code of Conduct:

<https://cospar2026.org/code-of-conduct/>

LUNCH OPTIONS

The following lunch options will be available at Fortezza da Basso.

Cash Bars – Spadolini Pavilion

Six cash bars will be available during the lunch break at the Spadolini Pavilion, offering:

- Sandwiches
- Cold dishes, including salads and poké
- Coffee and beverages

An **ice cream kiosk** will also be available all day next to the bar on the ground floor (Level 0).

Location	Opening Hours
Spadolini Pavilion – Level 1, (2-7 Aug.)	12:00 – 15:00
Spadolini Pavilion – Ground Floor (Level 0)	08:30 – 19:00
Spadolini Pavilion – Level -1, (2-7 Aug.)	12:00 – 15:00

Warm dishes will be available at one of the bars located on Level 0 of the Spadolini Pavilion.

Payment

Payments can be made by credit card or cash.

Food Truck

A food truck will be available outside the Spadolini Pavilion from August 2 to August 7, from 11:00 to 17:00.

Around the venue

The area surrounding Fortezza da Basso offers a wide selection of bars, restaurants, and traditional Florentine taverns, all easily reachable on foot.

COFFEE BREAKS

Coffee breaks will be served in the exhibition area at Spadolini Pavilion – level 0.

COSPAR OPENING RECEPTION AND AWARD CEREMONY (PART 3)

3 August 19:00 - 21:00

A light standing cocktail will take place in Spadolini Pavilion – Level 0. Included for all registered participants and registered accompanying persons.

YOUNG RESEARCH NETWORKING EVENING

Wednesday, 5 August

Time: 20:00 – 23:30

Venue: Villa Vittoria

Viale Filippo Strozzi, 2 – Florence

(Located opposite the Fortezza da Basso entrance)

Website: <https://villavittoriafirenze.com/eventi/>

The event is reserved exclusively for Early Career Researchers (under 35 years old) and Student participants.

Upon arrival, our staff will verify your name on the list of registered participants. Please remember to bring your **Assembly badge**, as it will be required for admission.

The evening is sold out. Access is granted only to participants who completed the online reservation.

Your registration includes:

- **One complimentary drink**
- **Food service**

Additional drinks may be purchased directly at the Villa Vittoria bar.

From **21:30 onwards**, participants under 35 years old who did not make an online reservation may access the venue, subject to availability. Please note that they will not receive a drink card; drinks can be purchased directly at the bar.

Food & Dietary Requirements

To accommodate participants with different dietary needs, the buffet will include:

- A standard buffet, with all dishes clearly labelled, including allergen information.
- A separate vegetarian and vegan buffet, also suitable for participants requiring dairy-free options.

Participants who have informed us of specific **severe food allergies or intolerances** (such as gluten, nuts, eggs, sulphites/vinegar, or yeast) will receive an **individually prepared meal** to ensure their dietary requirements are safely accommodated.

CERTIFICATE OF ATTENDANCE

Certificates of attendance will be available for download after completion of the congress survey sent by email from 8 August.