DRAFTING MEETING FOR THE PREPARATIONS OF THE FOREST EUROPE EXTRAORDINARY MINISTERIAL CONFERENCE

23-24 March 2015, Madrid, Spain

PRACTICAL INFORMATION

Below you will find information on the venue, hotels and other practical information regarding the meeting.

MEETING

The meeting will be held on 23-24 March 2015 at the Hotel Holiday Inn Madrid Bernabéu, located at Carlos Trias Bertrán Square ("Plaza de Carlos Trias Bertrán"), 4, Madrid, Spain (see location map below).

The meeting is scheduled to start at 10:00 hours on Monday, 23 March, and will last until 18:00 hours.

On 24 March the meeting will start at 9:00h and finish at 17:00h.

https://www.google.com/maps/place/Holiday+Inn+Madrid+-+Bernabeu/@40.4527957,-3.690744,17z/data=!4m2!3m1!1s0xd4228fce6342a93:0x3d0373e4e8c3fo2c?hl=es-ES
VENUE

The Hotel Holiday Inn Madrid Bernabéu is placed close to the Santiago Bernabéu football stadium and at a walking distance from commercial areas.

The meeting will be held at the Oriente meeting room of the Hotel.

ARRIVAL DETAILS AND PUBLIC TRANSPORT

The major airport is the Madrid Barajas airport, located 12 Km northeast of Madrid.

In addition to the taxi, public transportation is also an interesting option to get to the meeting venue, since it is very well-connected and the combinations are multiple.

Some examples are included herewith, but more information about public transportation from/to Barajas Airport is available on the following site:


Travel from the airport to the Venue (examples)

**Train + underground:** From Barajas Airport, Terminal 4, take the train and stop at Chamartín station.
In Chamartín, transfer to the subway (see map of the subway network attached), taking Line 10 (direction Puerta del Sur), and stopping at Santiago Bernabéu subway station (total estimated travel time: 25 min).

**Underground:** From Barajas Airport, take subway Line 8 to Nuevos Ministerios stop, and transfer there to Line 10 (direction Hospital Infanta Sofía), stopping at Santiago Bernabéu subway station (total estimated travel time: 30 min).

There is only a 5 minutes' walk from Santiago Bernabéu metro station to the Hotel Holiday Inn (see map attached).

MAP: Walking itinerary from underground stop “Santiago Bernabéu” to the meeting premises (Hotel Holiday Inn)
If you have any question or look for other possibilities, you can visit the Madrid Public Transport website:
http://www.ctm-madrid.es/

You can also check Google Maps to get more directions: https://maps.google.com/

**ACCOMMODATION**

Participants are kindly requested to take care on their hotel booking. The area where the venue of the meeting is located is very well communicated (subway lines 6 or 10; Nuevos Ministerios or Chamartín train stations; many urban bus lines) with other areas of the city and the city center, so there is a broad range of different accommodation possibilities for different budgets. Nevertheless, below you will find the contact details for some of the hotels around the meeting area.

1. **Hotel Holiday Inn Madrid Bernabéu (****)**
   Plaza de Carlos Trias Bertrán 4 - Madrid
   Tfn. +34 91 456 80 00
   Single room from 132,00 € (VAT included) per night.
   Double room from 143,00 € (VAT included) per night
   *The above mentioned prices have been specially arranged for the attendants of the Drafting Meeting, specifying the following booking reference “block C26”. Please beware that, due to the hotel policy, no rooms were blocked and their availability depends on regular demand.*
   reception@hi-madrid.com

2. **Hotel AC Aitana (****)**
   Paseo de la Castellana 152 - Madrid
   Tel: +34 91 458 4970

3. **Hotel Rafael Orense (****)**
   Calle Pedro Teixeira 5 - Madrid
   Tel.: +34 91 597 15 68
   orense@rafaelhoteles.com

4. **Hotel Gran Atlanta (****)**
   C/ Comandante Zorita 34, Madrid,
   Tel: +34 91 553 59 00
   hotel@granatlanta.com
LANGUAGE & DOCUMENTATION

The meeting will be held in English. The background documents for the meeting will be in English and will be delivered in due time.

MEALS

There will be coffee breaks during the meeting at the same venue. Lunch is not included in the meetings arrangements. There are some restaurants nearby.

VISA INFORMATION

Participants are responsible for checking visa requirements and making their own visa arrangements before departure, including visa for transit or stopover.

Those participants needing a personalized invitation to comply with their visa procedures can address their request to Mr. Nacho Muñoz: nacho.munoz@foresteurope.org

CURRENCY

The official currency in Spain is the Euro. Use of credit cards is widespread in Spain.

GENERAL INFORMATION

See www.turismomadrid.es

FINANCIAL SUPPORT

Financial support is available for this meeting and may be provided for one participant per eligible country.

Request for financial support should be submitted as soon as possible, but no later than 9 March 2015.

Please contact Mr. Nacho Muñoz from Liaison Unit Madrid: nacho.munoz@foresteurope.org

FURTHER INFORMATION

Please, do not hesitate to contact us if you have any additional question.

FOREST EUROPE Liaison Unit Madrid
Tel +34 91 445 84 10
Email: liaison.unit.madrid@foresteurope.org