



REGIONAL SEMINAR ON MRTDS AND TRAVELLER IDENTIFICATION MANAGEMENT

25 TO 27 JUNE 2014 MADRID, SPAIN

ACCOMMODATION AND PRACTICAL INFORMATION

SEMINAR VENUE
REAL CASA DE LA MONEDA
<http://www.fnmt.es/en/home>

Organizer

MRTD Programme

ICAO

999 University Street
Montréal, Quebec, Canada H3C 5H7
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Host State Authority

Ministry of the Finance and Public
Administrations, Spain
Fabrica Nacional de Moneda y Timbre –
Real Casa de la Moneda (FNMT-RCM)
Calle Doctor Esquerdo, 36
28009 Madrid, Spain
Tel : + 43 915 66 66 64/66 51

Attendance Fee

- **FREE** for government agencies, government-owned companies, academia and NGOs
- **US\$ 1995.** - for industry (private sector) participants

Seminar participants make their own travel and hotel arrangements and cover their living expenses.

Registration in Advance

Participants are requested to **REGISTER IN ADVANCE ON LINE BEFORE 3 JUNE 2014**. Registration site address <http://www.icao.int/Meetings/mrtd-madrid-2014/Pages/Registration.aspx>

Places are limited. Participants will be registered on a first come first served basis. We encourage you to register for the Seminar at your earliest convenience.

Participants will be required to **RECONFIRM REGISTRATION ON SITE** before the Seminar and collect their passes and Seminar materials. Registration Desk will be available at the Seminar venue on **24 JUNE from 1400 to 1700 hours**.

Visas

Please check carefully if you may require a visa to travel to Spain. Being in possession of a valid passport or travel document (continued)

The document must be valid for the entirety of the projected stay. Citizens from any State of the European Union, Switzerland, Norway, Iceland and Liechtenstein only need a valid national identity document or passport.

Being in possession of a valid visa

This is required of nationals of third countries included on the list of countries whose nationals must be in possession of a visa when crossing the EU's external borders, unless they are in possession of a valid residence permit or a valid long-term visa issued by another Member State.

Foreigners holding a valid residence permit or a long-term visa issued by another Schengen State may move for a maximum of three months, during any six-month period, through the territory of the other Schengen States, provided that they are in possession of a valid passport or travel document, that they justify the purpose and conditions of the intended stay, as well as having sufficient means of subsistence for the duration of the intended stay in Spain, and that they accredit that they are not considered a threat to the public health, public order, national security, or international relations of Spain or of other States with which Spain has agreements in this regard.

Journeys of a professional, political, scientific, sporting or religious nature or undertaken for other reasons

Submission of any of the following documents may be required:

1. Invitation from a company or from an authority to participate in meetings, conferences, etc., either commercial, business, etc.
2. Document proving the existence of commercial or business relations, etc.
3. Access cards to trade fairs, congresses, conferences, etc.
4. Invitations, entrance cards, bookings or programmes indicating, as far as possible, the name of the hosting organization and the duration of the stay, or any other document indicating the purpose of the visit.

General information about visa application procedure and fees is available at the website:

<http://www.exteriores.gob.es/Portal/en/ServiciosAlCiudadano/InformacionParaExtranjeros/Paginas/RequisitosDeEntrada.aspx>

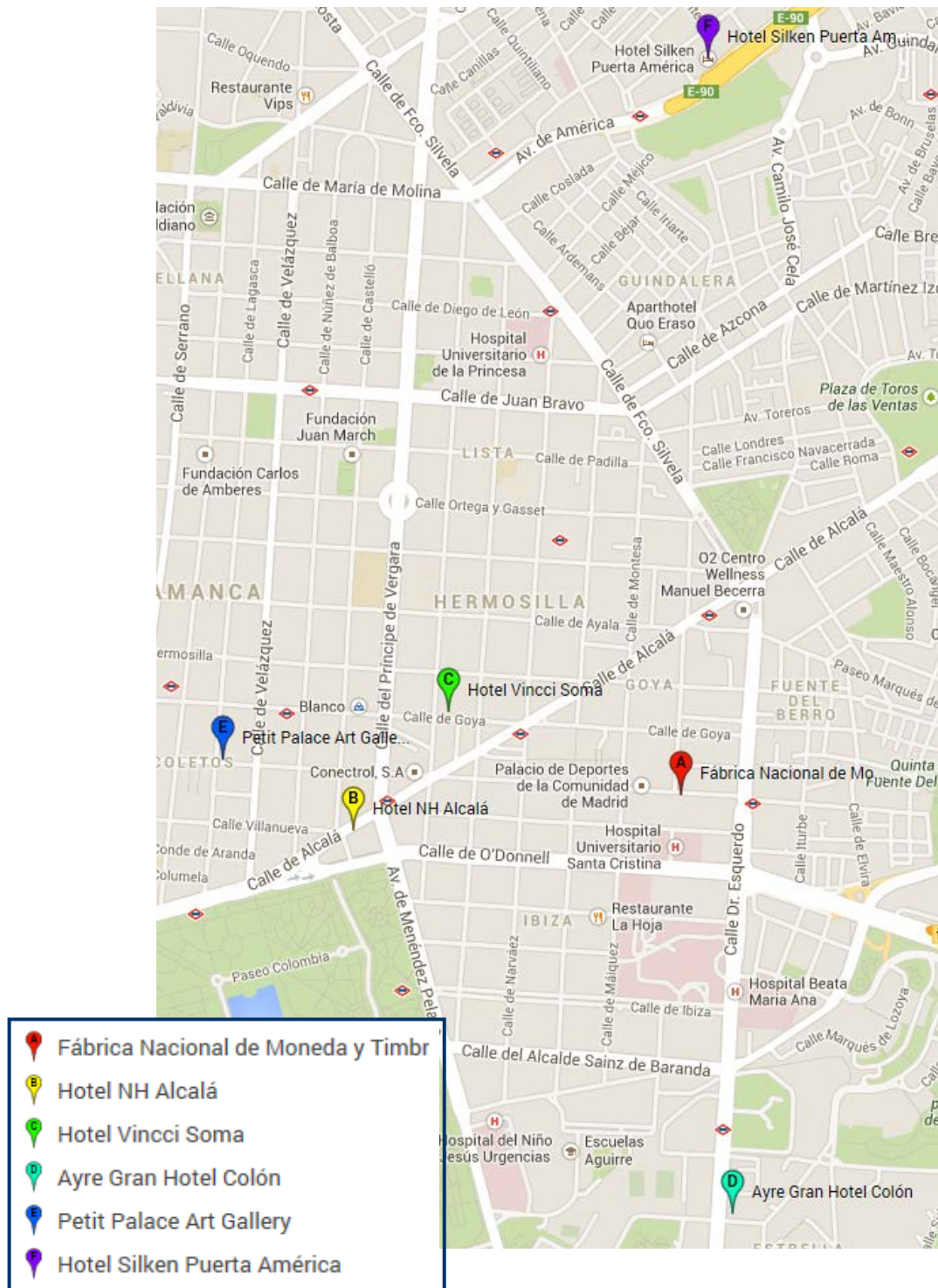
Accommodation

Participants are requested to make their bookings in coordination with Ms. Natalia Vansan (inscripcionesgp@viajeseci.es). A list of suggested hotels is presented below.

Hotel Contact and Booking Details

Hotels	Price double room for single use	Price double room	Due date
NH Alcalá 4*	99,00€	108,90€	26 May 2014
Ayre Colón 4*	77,00€	88,00€	26 May 2014
Petit Palace Art Gallery 4*	141,90€	152,90€	26 May 2014
Vincci Soma 4*	130,90€	146,30€	26 May 2014
Silken Puerta de América 5*	130,00€	145,00€	26 May 2014

Bed & Breakfast and Taxes included



If you have any further request, do not hesitate to contact:

Natalia Vansan

E-mail: inscripcionesp@viajeseci.es

Phone Number: + 0034 91 454 60 14

Fax: + 0034 91 559 47 89

Languages

The Seminar will be conducted in English, Spanish and French with simultaneous interpretation. Spanish is the official language of Spain.

Local currency and foreign exchanges rates

The official currency is Euro. At the latest exchange rate:

1 USD= 0,72 €(29.04.2014)

Credit cards are accepted by banks and hotels.

Electrical supply

220 volts. The standard 2-pin French plugs are the most common outlets in most hotels.

Telephones

Madrid has international direct dialing facilities.

From abroad dial +34 (country code) followed by required number.

Visitor Information and Facts about the Country

<http://www.spain.info/en/>

<http://www.tourspain.es/en-us/paginas/index.aspx>

<http://www.esmadrid.com/en/portal.do>

<http://www.viajeselcorteingles.es>

For more information, please contact:

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