



INFORMATION BULLETIN

(Presented by the Secretariat)

1. **Place and date of the event**

The First CAFSAT Migration Plan Working Group Meeting (MP/WG/1), will be held in Madrid, Spain, from 2 to 3 July 2008.

2. **Address of the Meeting**

Madrid-Barajas Airport

Terminal 2

Room "Autogiro 2"

(See attached map)

Telephone:

+34 91 321 33 60 / Mobile: +34 647 98 21 45

Fax:

+34 91 321 31 19

E-mail:

jctorres@aena.es / amartinez@e-externas.aena.es

3. **Opening session**

Wednesday, 2 July 2008, from 08:30 to 09:30 hours.

4. **Language and documents**

This event will be held in English.

5. **Temperature**

Temperature in Madrid during the month of July varies from 18°C to 32°C being 24,8 the monthly average. The average humidity is of 39%.

6. **Money exchange**

Spain's currency is the Euro. Present exchange rate is E/ 0.6499 per US \$ 1.00.

Traveller's checks should be exchanged in banks or formal money exchange centres. Schedule is from 09:00 to 14:00 hours.

7. **Credit cards**

Credit cards as American Express, Master Card, VISA, Diners Club, etc, are usually welcome in hotels, shopping centres and restaurants.

8. **Suggested hotels**

The following hotels provide special rates to all participants:

Hotel	Dirección/Teléfono/Fax Página Web/Correo electrónico Address/Tel/Fax Website/E-mail	Simple €	Doble/ Double €
Hotel ETAP (pre-reservation to be confirmed before 20/06/08)	C/Rufino Gonzalez, 19 /Tel: +34 91 304 04 41/Fax: +34 91 304 04 33/ Email: h5100@accor.com	42€ Breakfast: 3.50€	42€ Breakfast: 3.50
Velada Madrid	C/Alcalá,476 /TEL: +34 91 375 68 00/Fax: +34 91 375 68 05/ Email: reservas.madrid@veladahoteles.com	115+7% VAT (breakfast included)	137+7% VAT (breakfast included)
Meliá Avenida de América	C/Juan Ignacio Luca de Tena, 36/Tel:+34 91 423 24 00/Fax +34 320 14 40/ Email: reservas.avenida.america@solmelia.com	120+7% VAT (breakfast included)	120+7% VAT (breakfast included)

9. **Hotel reservations**

Hotel reservations should be made directly through the email address of the chosen hotel, quoting AENA rate, with copy to jctorres@aena.es / amartinez@e-externas.aena.es. Credit card is required (Visa, Amex, etc) and its expiration date to ensure reservation.

10. **Transportation**

Transportation will be provided between the proposed hotels and the meeting location.

11. **Hospital**

In case of an emergency, call number 112.

12. **Commercial schedule**

From 09:00 to 20:00 hours, approximately.
Schedule of malls from 10:00 to 21:00 hours.

13. **Electricity**

220 volts

14. **Visa**

Kindly verify in the corresponding embassies of Spain in your country.

15. **Other**

The sales tax is included in the prices to the consumer. Tips in restaurants is approximately 10% of the total fee, on a voluntary basis.

16. **Taxi**

Spain and particularly Madrid has good taxi services. Taxi from the airport to the city center may be around 25 to 40€

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