

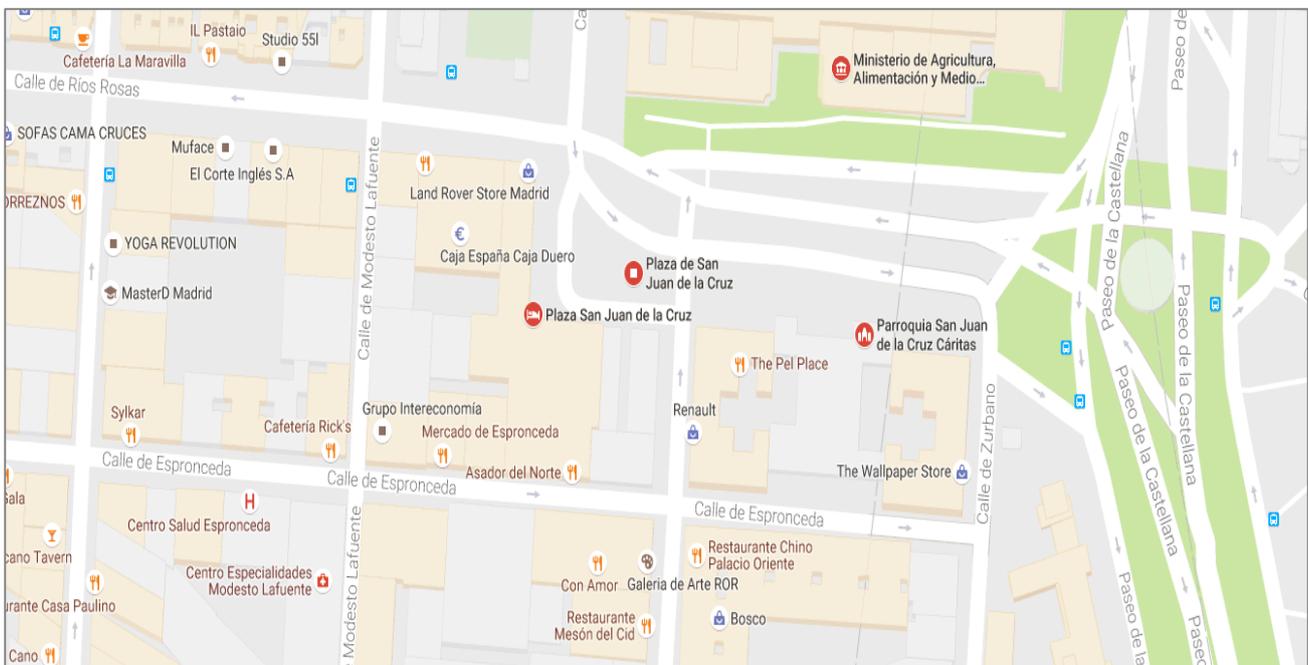
**1st MEETING OF THE AEWA WHITE-HEADED DUCK
INTERNATIONAL WORKING GROUP**

24 – 26 October 2016, Madrid, Spain

GENERAL INFORMATION FOR MEETING PARTICIPANTS

The Meeting will be held from Monday the 24th to Wednesday the 26th of October 2016 at the premises of the Spanish Ministry of Agriculture, Food and the Environment at Plaza de San Juan de la Cruz s/n, in Madrid, Spain.

The meeting will be opened at **09:00 on Monday the 24th of October** and is scheduled to finish at **14:30, after lunch on Wednesday the 26th of October 2016.**



CONTACT DETAILS – ORGANISATION TEAM

In case of any questions or if you require any assistance, please contact the meeting organisers.

SEO/ BirdLife Spain

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MEETING VENUE & REGISTRATION

The address of the meeting venue is:

The Spanish Ministry of Agriculture, Food and the Environment
(Ministerio de Agricultura, Alimentación y Medio Ambiente)

Meeting room: A-631 (6th Floor)

Plaza de San Juan de la Cruz s/n
Madrid

The Ministry is situated in a huge complex; entry to the building is at the main entrance on **Plaza de San Juan de la Cruz**.

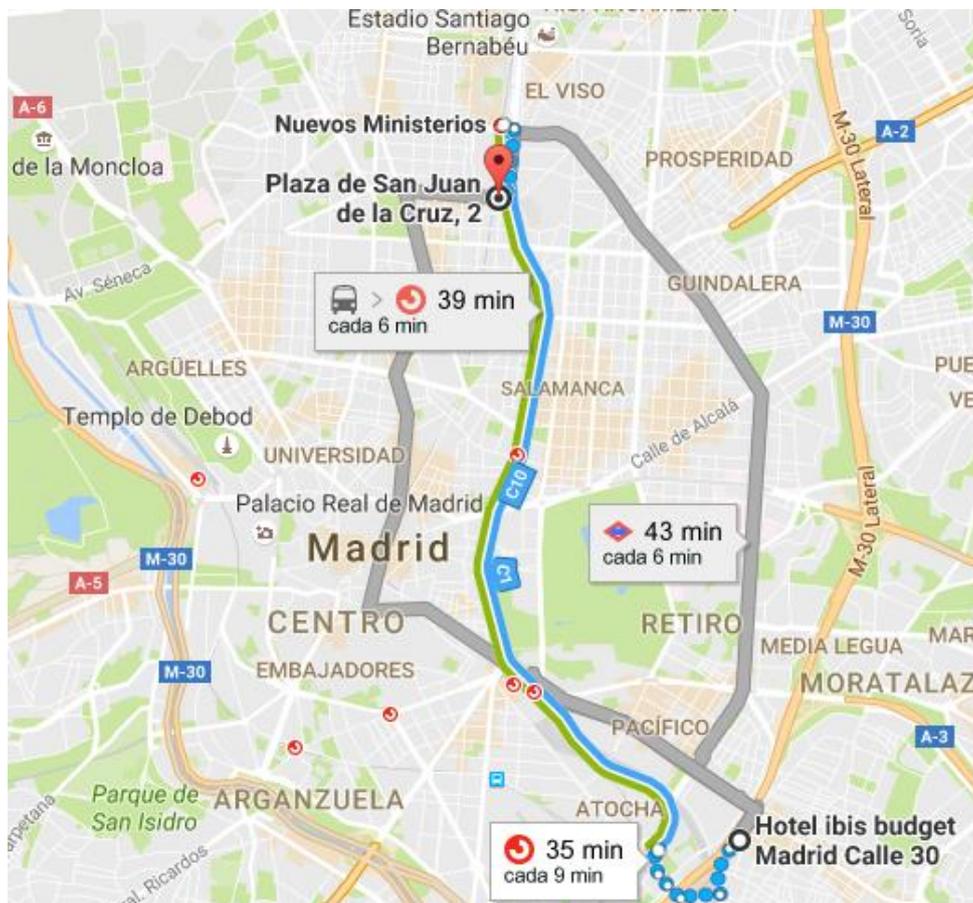
Please allow sufficient time for the security control. The security personnel will be provided with a list of delegates by the meeting organiser and from there you will be directed to the meeting room. Please be sure to have your passports/ID cards with you.

Transportation between the Hotel Ibis Budget and the Venue

There are two main options:

By train

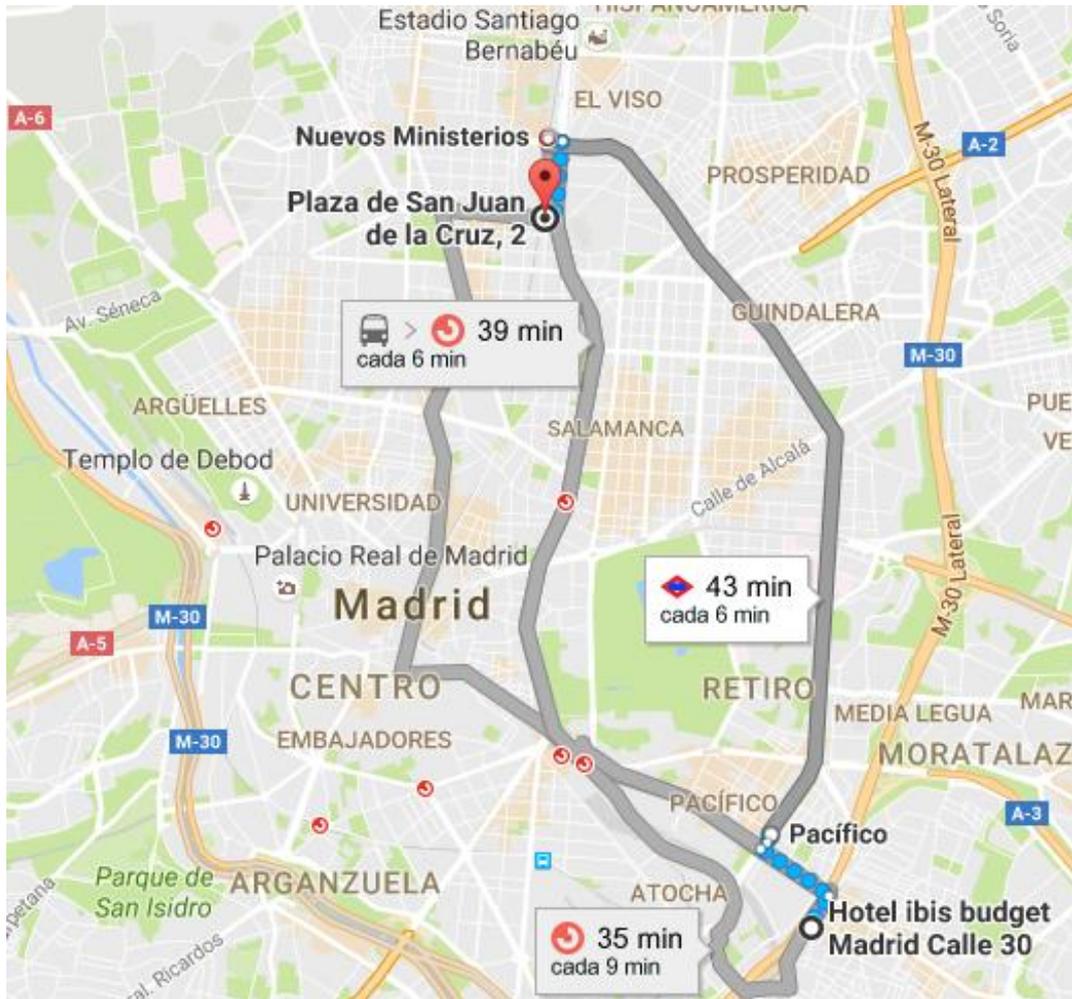
Walk to the **Méndez Álvaro Estación Sur** railway station as described in Figure 2 (on page 6). You can take line C1 or C10 train to the station **Nuevos Ministerios**.



Map of the train route from the Hotel Ibis Budget to the meeting venue

By underground

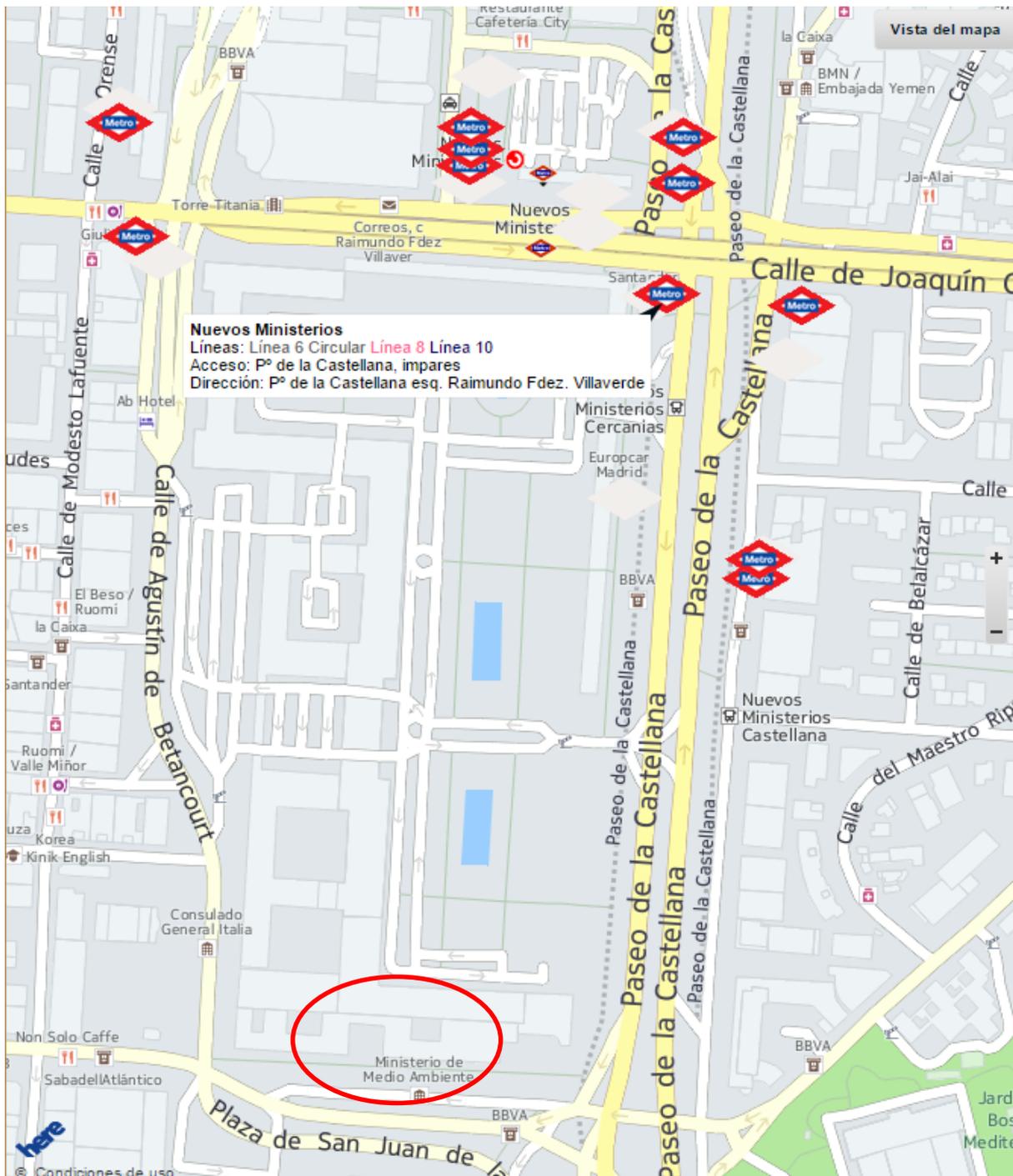
Walk, or take a bus, to **Pacífico station**, as in Figure 4 (on page 8). Go to platform 1 (Anden 1) and take the underground until **Nuevos Ministerios** station.



Map of the underground route from the stop Pacífico to Nuevos Ministerios

For both train and underground

Once in **Nuevos Ministerios**, depending on where you arrive, you will see signs to different exits. Follow the signs for the exit **Paseo de la Castellana**, and from there, follow the local map below, which shows how to get to the venue, the **Ministerio de Medio Ambiente**, which is to the south.



Map of the route from the metro station Neuvos Ministerios to the Meeting venue – Ministerio de Medio Ambiente

HOTEL RESERVATION

Funded Delegates: Rooms have been reserved by SEO/BirdLife Spain for all funded delegates at

Hotel Ibis Budget Calle 30

Calle Lozano, 3
28053 Madrid
Tel.: +34 915 01 21 33
accorhotels.com

Please note that funded delegates will receive additional information regarding their arrangements.

Non-funded delegates are kindly requested to make their own hotel arrangements.

IMPORTANT NOTICE

For travel within Madrid, please, be aware that **underground LINE 1** (light blue) is currently under long-term re-construction and **not available**, however sufficient alternative services are available.

TRANSPORT FROM THE AIRPORT TO THE HOTEL

Your arrival airport will be MADRID-BARAJAS INTERNATIONAL AIRPORT
(<http://www.aerpuertomadrid-barajas.com/eng/madrid-barajas-airport-info.htm>).

When you arrive to the airport, please follow the Metro  signs.

[Tourist travel passes](#) are available at the ticket machines for three or **five days** (recommended), or alternatively a 10-trip ticket can be purchased; instructions for using ticket machines are also available in English. All ticket machines accept cash and some of them also accept credit cards.



Funded delegates should request and keep the receipt for reimbursement.

Prices for the tourist travel pass are €18.40 for three days and €26.80 for five days; a 10-trip card costs €12.20, BUT you have to add an airport supplement at a cost of €3 for each trip to and from the airport, thus a total of €18.20.

The above tickets allow you to use any public collective transport in the metropolitan area (which comprises the city of Madrid and 20 surrounding municipalities).

If for any reason, you want to extend your stay Madrid, there are different options available, including a touristic ticket, which covers the surrounding areas of Madrid. For further information, please visit: <http://www.esmadrid.com/en/madrid-tourist-travel-pass>.

Funded delegates will only be reimbursed for local transport costs directly connected with and for the duration of the meeting. Additional costs for private travel purposes will not be covered. Please note that the cost of taxis will not be reimbursed (or only in exceptional circumstances, e.g. in the case of any unforeseen delays leading to very late arrivals).

If you are arriving at Terminal 4 (T4)

You have two transportation options:

Train

The railway and underground stations are located together at T4.

Trains into the city leave every 30 minutes, at 28 and 58 minutes past the hour.

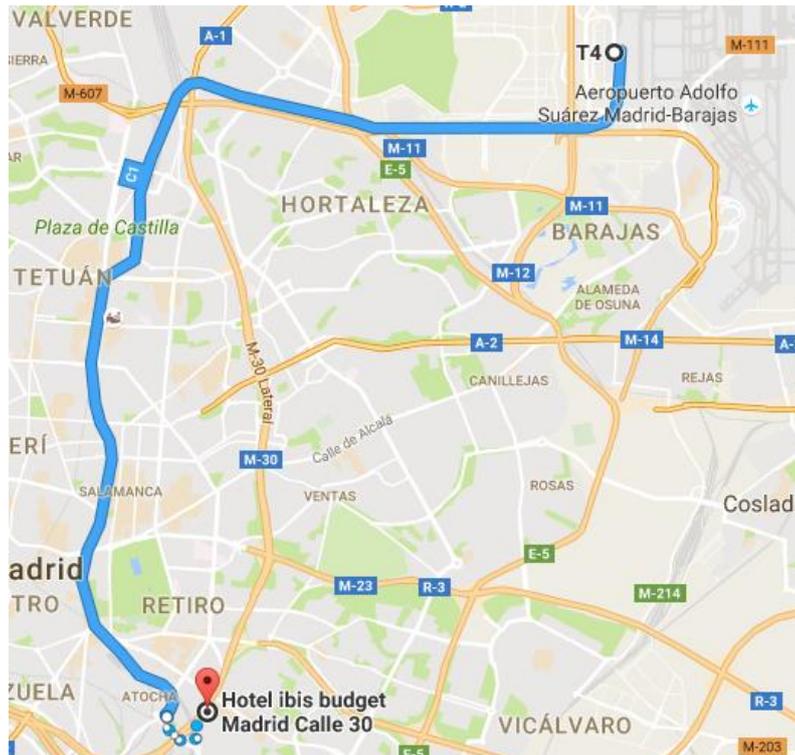


Figure 1 By train from the airport to the Hotel Ibis Budget

After an approximately 30-minute trip (6 stops) you will arrive to **Méndez Álvaro Estación Sur** station. From there it is a 16-minute walk (1.2 km) to the Hotel Ibis Budget. You should walk downhill, then under the highway, after which you will arrive at a roundabout. From there, walk east until you pass under the railway bridge. At the second roundabout, turn left to the north, along the Calle del Convenio and you will arrive at the Hotel Ibis Budget.

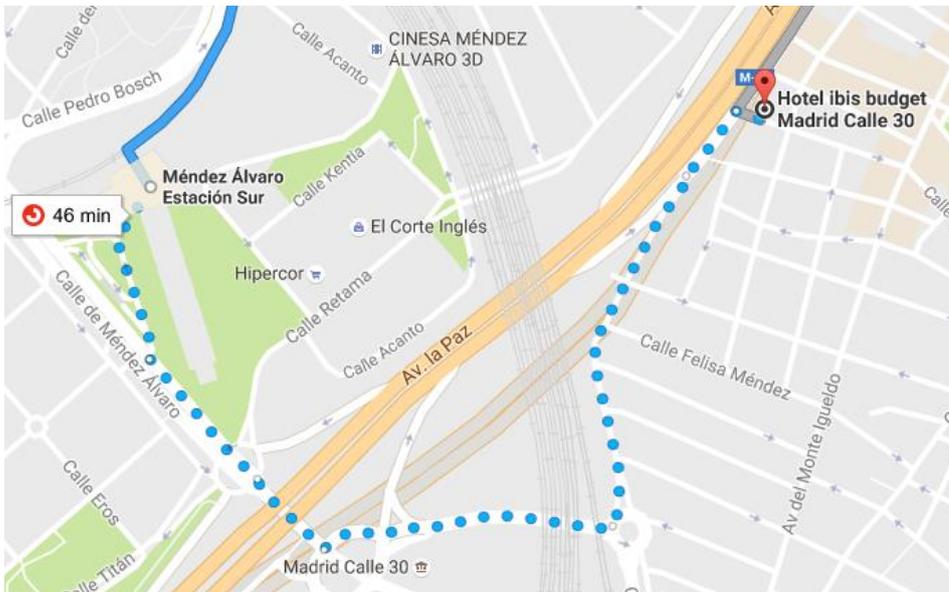


Figure 2 Walk from the railway station Méndez Álvaro to the Hotel Ibis Budget

Underground (Metro)

The railway and underground stations are located together at T4.

Take the underground (line 8) until **Nuevos Ministerios** (terminus). Without passing any gate (or you will exit the Metro network), walk towards Line 6 (grey) and follow **Anden-2**. After 8 stations you'll arrive at **Pacífico**, which is the closest metro station to your hotel.

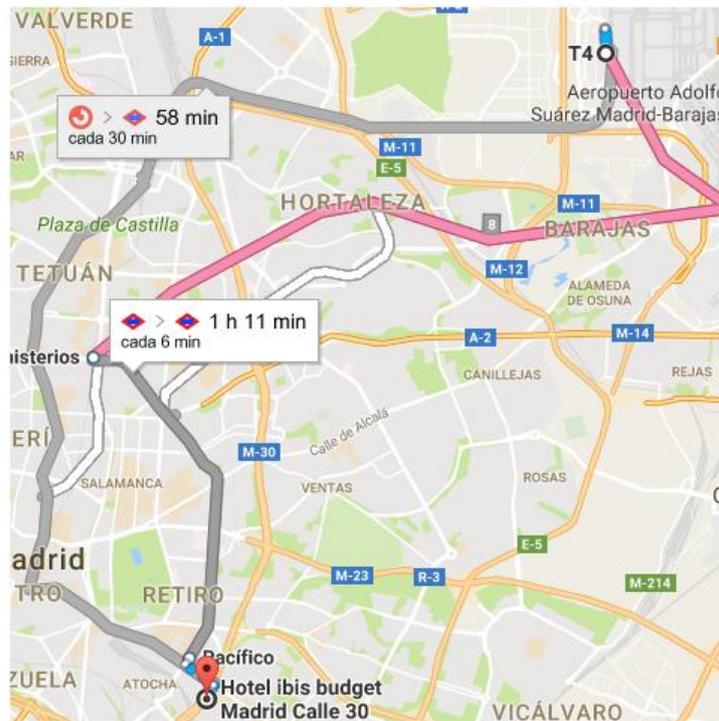


Figure 3 By underground from the airport to the Hotel Ibis Budget

From there, it is approximately a 1km walk or you can take one of the many buses going down the same street. You will have to go under the highway bridge and then turn right to get to the hotel.

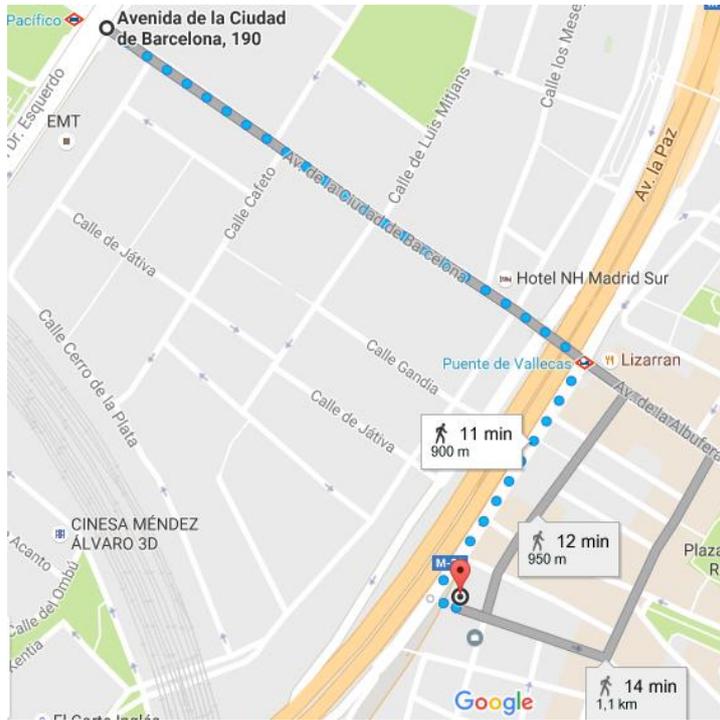


Figure 4 Walk from the underground station (Pacifico) to the hotel

If you are arriving at Terminal 1, 2 or 3

You have just one transport option: the underground. Take the line 8 and follow the same instructions as described above.

MEALS

Lunches will be provided by the meeting organiser for all participants on the 24, 25 and 26 October. Dinner will also be provided for all delegates on 24 October. Refreshments will be provided in the mornings and afternoons of the meeting days, as applicable.

Various restaurants are located in the vicinity of the hotel for dinner on 25 October at your own expense.

Funded delegates will receive additional information regarding their arrangements.

VISAS

All registered participants requiring visas have been provided with personal invitation letters as well as verbal notes to support their visa applications. Please contact the relevant Spanish Consulate to apply for visa as soon as possible. The visa costs of **funded delegates** will be reimbursed against receipts during the meeting.

Participants experiencing any difficulties with immigration or customs upon arrival in Spain should contact the meeting organisers (see contact information above).

CURRENCY

The currency in Spain is the EURO. Any reimbursements to funded delegates will be paid in EURO.

WEATHER

Temperatures in Madrid in October can vary between 9°C and 21°C. There is a chance of rain and nights can especially be cool.

The current forecast for the week of the meeting is dry and sunny, with temperatures between 7°C and 21°C, for daily forecasts, please check www.eltiempo.es/madrid.html.

SECURITY

Madrid is a fairly secure city, but it is a big town. Delegates should take particular care of their valuables and belongings when in crowded areas, such as the Metro. When visiting the town at night, delegates should be cautious at all times and avoid obviously delicate situations.

INTERNET

WiFi will be available free-of-charge at the Ibis Budget Hotel, and is also being arranged for at the venue.

ELECTRICITY AND WATER

Electrical sockets (outlets) in Spain are one of the two European standard electrical socket types. They supply electricity at between 220 and 240 volts AC.



Tap water in Madrid is of high quality and safe to drink.

TRAVEL AND HEALTH INSURANCE

All participants are responsible for their own travel and health insurance. It is recommended that all participants take out comprehensive policies before travelling to Spain. Concerning emergencies or need for hospital services, citizens of EU and EEA are covered through their national health programmes.

EMERGENCY TELEPHONE NUMBERS

The emergency number for all services (police, ambulance, fire brigade) is **112**.