

INFORMATION FOR PARTICIPANTS

TAG WORKSHOP

Madrid (Spain), 17 June 2015

WORKSHOP VENUE

Dirección General de Tráfico
C/ Josefa Valcárcel 44
28071 Madrid

Tel: +34 91 301 77 14
Fax: +34 91 301 85 32
E-mail: gmanzanas@dgt.es
<http://jvirtual.dgt.es/es/>



Figure 1: Location of the Dirección General de Tráfico and the Hotel Silken Puerta Madrid

ACCOMMODATION

Please note that workshop participants are responsible for making their room reservation.

Hotel Silken Puerta Madrid

<http://www.hoteles-silken.com/en/hotels/puerta-madrid/>

Location

C/Juan Rizi 5, 28027 Madrid, Spain
Just around the corner from the DGT offices.

Rates

From 16 – 18 June 2015:

Single: 85€ VAT included

Double: 95€ VAT included

The rates include breakfast.

Reservation

Please reserve your room **by Monday 1 June 2015**. After this date rooms will not be held.

In order to book your room, **please contact Ms. Cristina Bautista at**
jrecep.puertamadrid@hoteles-silken.com providing the following information:

NAME OF GROUP: BLOCK DGT 947486

Cancellations of reservations are possible until 24 h. before arrival without penalty.

DINNER ON 16 AND 17 JUNE AT 7.30

We are organizing dinners for all participants on 16 and 17 June at 7.30 pm in the hotel. More information about the dinner will follow very shortly. Please note that **each participant should pay for his/her dinner**.

If you would like to participate in the dinner, please send a message to Eva specifying which day(s) you would like to join us, and which are your preferred options for each meal.

HOW TO GET TO THE HOTEL FROM THE BARAJAS AIRPORT

FREE TRANSFER SERVICE FROM THE AIRPORT TO THE HOTEL

The hotel offers free transfers to the Airport. Service is operative 365 days a year, but it must be booked previously at reception. Please note that (1) this service cannot be booked more than a month in advance, and (2) the service details are as follows:

Service: runs from 7 am. in the morning till 23 pm.
Departures / pick up every 30 minutes
It is necessary to make the booking in advance

Check availability (vehicle with capacity for 6 people) and schedule once you have made your hotel room reservation. If you would like to avail of this service, please contact the hotel at the e-mail mentioned above in order to book the journey. You will need to provide the reference number of your booking.

BY TAXI: Madrid Barajas Airport is **5 minutes away**.

BY PUBLIC TRANSPORT

On this occasion we really do not recommend to take public transport as it will certainly make the journey much more cumbersome, and it will take a lot of time.

There will be If you have any further questions, please do not hesitate to contact us.

We are looking forward to meeting you soon!

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➤ *In case of emergency please call: +32 475 272 334 (Eva Mateo)*