



I AM ROMA

Workshop in Sintra

26.09-29.09 2011

INFO PACK

1. ACCOMMODATION

All the participants have been booked a room at the TIVOLI Hotel in the centre of Sintra.



TIVOLI HOTEL

Praça da República

2710-616 Sintra, Portugal

TEL : (+351) 21 923 72 00 EMAIL: reservas.hts@tivolihotels.com

FAX : (+351) 21 923 72 45 WEB: <http://www.tivolihotels.com>



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How to reach the Hotel TIVOLI

From Lisbon Airport By taxi

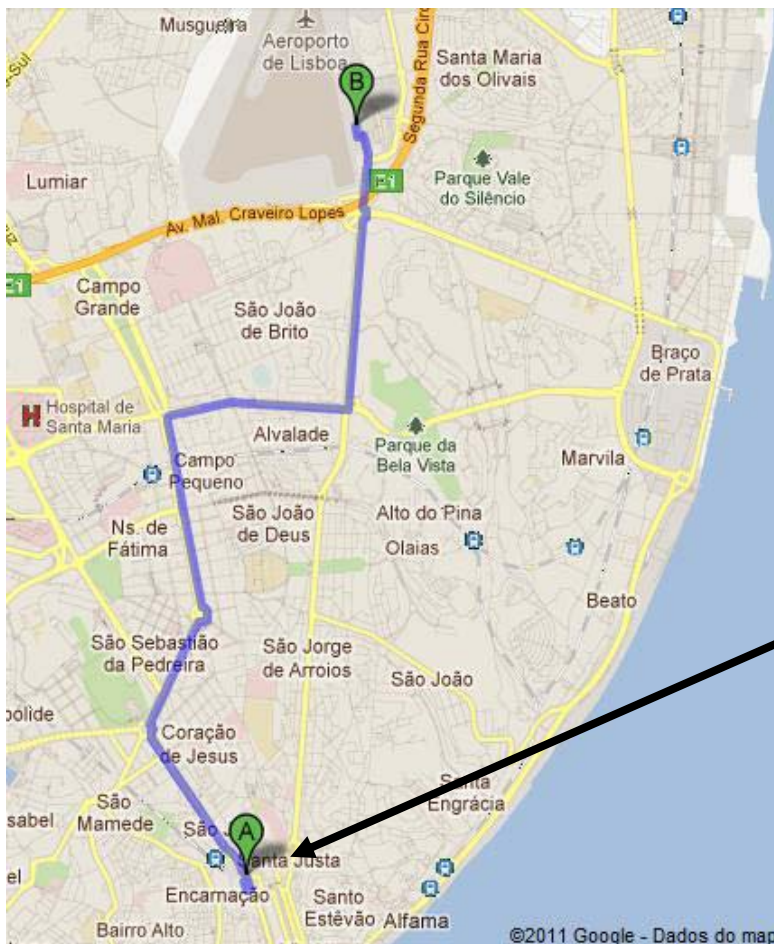
This course will take about 35 minutes and will cost you approximately 35€. If you opt for the trip by taxi, please, take it collectively.

From Lisbon Airport By public transportation.

This course will take about 1 hour and a half and will cost 3, 7€ per person. The price for the bus from the airport to Estação do Rossio will be 1, 75€/person, and the ticket for the train from Rossio to Sintra will be 1, 95€/person.

1st Step – Airport to “Estação do Rossio”

At the exit of the airport, take one of the following Buses to Estação do Rossio. (**Bus Nº 44, 91 or 745**). Please, refer to the attached document in annex to see the planned course and stops of each bus.



This map shows the bus route from Lisbon Airport (B) to Rossio station (A)



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2nd Step – “Estação do Rossio” to Sintra

At the Rossio station (Estação do Rossio) go to the train station and take the train to Sintra.



This is a picture of Rossio Station (left) and somewhere next to the trees will be your bus stop. Exit there and go to the train station

3rd Step – Sintra to the hotel

Go all the way in the train until the last stop. Then you have two options; you can take a bus or you can walk. You will be close to the Hotel (less than 1 kilometer) but the terrain will be up hill and if you are caring a lot of luggage it can be tiring! The option is to take the bus at the end of the train station and ask the driver to leave you the closest to the hotel.





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2. VENUES

Venue for SGM 2 on 26 September

Palace Valência –
Rua Visconde de Monserrate,
2710-591 Sintra , Portugal

Please look at the map to localize it.



From **the TIVOLI Hotel**

1. Head southeast on R. do Conselheiro Segurado toward Praça da República 61 m
2. Turn left onto Praça da República 20 m
3. Slight right onto R. do Visc. de Monserrate 68 m
4. Turn right onto R. do Visc. de Monserrate/N375 170 m

You are arrived to **Palace Valência – Rua Visconde de Monserrate, 2710-591 Sintra.**



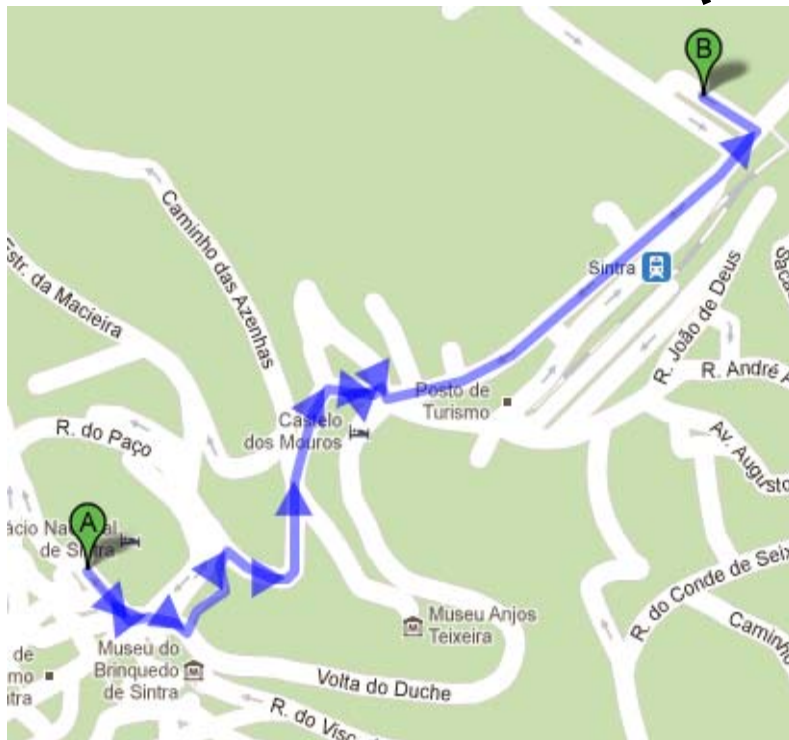
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Venue for the Workshop on 27 and 28 September

Workshop venue on 27
and 28 September –
Sintra Municipal Library



From Sintra Hotel

1. Head southeast on R. do Conselheiro Segurado toward Praça da República 61m
2. Turn left onto Praça da República 20 m
3. Slight right onto R. do Visc. de Monserrate 39 m
4. Turn left onto Escadinhas do Hospital 97 m
5. Turn right onto Calçada do Rio do Porto 66 m
6. Calçada do Rio do Porto turns left and becomes R. Guilherme Gomes Fernandes 95 m
7. Slight right to stay on R. Guilherme Gomes Fernandes 92 m
8. Turn right onto Largo Dr. Virgílio Horta 45 m
9. Turn left to stay on Largo Dr. Virgílio Horta 10 m
10. Turn right to stay on Largo Dr. Virgílio Horta 12 m
11. Turn left onto R. Prof. Dr. Alfredo da Costa/N375 Continue on N375 450m
12. Turn left onto R. Gomes d'Amorim Destination will be on the right 62 m

You are arrived at Sintra Municipal Library – Rua Gomes de Amorim, n.º 12/14,



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3. RESTAURANTS

The following restaurants have been booked for the evenings on 26, 27 and 28 September

26.09.2011

Tivoli Restaurant

Praça da República

2710-616, Sintra,

Tél. : (+351) 21 923 72 00

27.09.2011

Café Paris

Praça da República, 32

2710-616 Sintra

Tel. (+351) 21 923 23 75

email: jsc@grupossilvacarvalho.pt

Website: www.grupossilvacarvalho.pt

28.09.2011

Café Paris

Praça da República, 32

2710-616 Sintra

Tel. (+351) 21 923 23 75

email: jsc@grupossilvacarvalho.pt

Website: www.grupossilvacarvalho.pt

4. SIGHTSEEING VISIT ON 29 SEPTEMBER

A sightseeing Tour organised by the Municipality of Sintra is proposed on 29 September for those who are taking their flight after 2pm. Please see in the attached documents further details on the visit.



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5. REIMBURSEMENT OF TRAVEL AND ACCOMMODATION COSTS

Participants of Steering Group Meetings as well as Peer Review Group Meetings who booked and paid their flights/travel themselves will be reimbursed later by QeC-ERAN. Please note that in order to be reimbursed, the travel costs cannot exceed the maximum amount allowed.

In order to receive the reimbursement for your travel expenses, please send QeC-ERAN office the following (ALL ORIGINALS REQUIRED!):

Flight expenses - expenses claim form; ticket(s); boarding passes

Train/buses etc. - expenses claim form; ticket(s)

Others (snacks, coffees, etc.) - expenses claim form; bill(s)

Please make sure that all these documents are sent to us, otherwise we will not be able to reimburse you.

Last but not least, please send us your bank details (bank account, IBAN and BIC codes, bank address) where you wish to be reimbursed.