



Sample information for EUCEN Conference Organisers

Details for an hypothetical event organised in Girona (ES). Participants need to know about:

- How to get to country of destination
- How to get to city of conference
- Where are the hotels and where the conference will take place
- 'When' exactly they must go 'where' on the first day
- Money, languages, tax, tips and relevant local habits in general
- What type of reception/night events will be organised and what type of cloths are best for the occasion (if relevant)

By providing these details you will avoid stress in the participants. You will also avoid many emails requesting this kind of information.

NOTE: Text in black is our comments. Text in green and italics is the actual information that we would give to participants.

The links mentioned in blue/italics/underline are not alive. They are mentioned so you know that you should insert that sort of information when you produce your own information page.

Some details (e.g. telephone numbers) are not real. The information below is just for you to have guidance, not for use.

1. Getting there

You need to give a full description of airlines flying to the destination. For instance, if we were going to Girona you would need to explain that the airport in Barcelona is an international airport that receives most known airlines, not only European but also from around the World. The airport in Girona is smaller and only certain carriers take you there (e.g. Ryanair). In this case, the alternative might be to flight to Barcelona and travel to Girona by coach, car or train.

By plane: You can flight directly to Girona from different cities in Europe with [Ryanair](#) (Dublin, Shannon, Glasgow, Blackpool, Liverpool, East Midlands, London Luton/Stansted, Bournemouth, Brussels, Paris, Eindhoven, Stockholm, Dusseldorf, Frankfurt, Karlsruhe-Baden, Turin, Milan, Rome, Venice, Alghero). [Girona Airport information desk](#): +34 972 186600/708.

You can also fly to Barcelona airport and then travel to Girona (115Kms). Most airlines fly to the Barcelona International Airport. [Barcelona Airport information desk](#): +93 34 3792762.

By train: If your flight takes you to Barcelona, you can then take the train from Barcelona's airport to Barcelona Sants-Estació and change trains to one going to Girona. Trains between the airport and Sants-Estacio are quite frequent (one every 15 minutes). Trains between Sants-Estacio and Girona run one every hour. Timetables are available [following this link](#). The train might be the easiest and fastest way to go from the Barcelona Airport to Girona. You can buy your ticket to Girona at Barcelona's Airport (approx. cost: 6€).

By car: Leave the airport and take the road direction Barcelona (B20). Follow the signs for Girona (move to road C-58). Follow the signs for Girona (move to road C-33). Road Toll: 1,17€. Get onto road A-7 direction Girona and stay there for 72Kms. Leave motorway (Exit 7 "Girona Sud"). Road Toll: 5,05€. Leave the motorway and follow the signs for "Centre" (road C-65).

NOTE - You can pay road tolls in the "automatic" lanes using a credit card or you can go to the "manual" ones and pay cash.



Map 1: Barcelona to Girona

If you arrive to Girona Airport and rent a car there (Cassa de la Selva): follow the signs for Girona "Centre" (road C-65).



Map 2: Cassà de la Selva to Girona

Girona Airport is located about 12 Kms from the city of Girona and can also be reached quickly by taxi (approx. cost 20€).

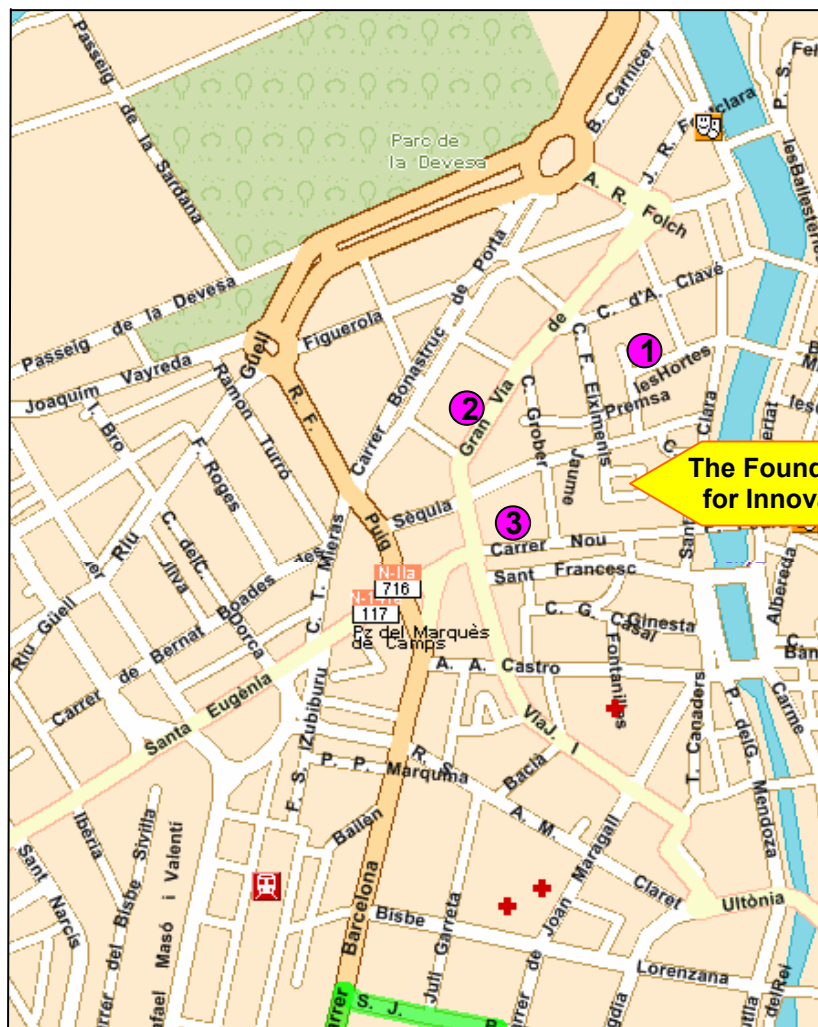
By coach: *There are coaches going from Barcelona's Airport to Girona. The coaches leave from outside Terminal B. There is a coach every 1½ hours approx. The company is called [Eurolines](#). You can book your tickets or/and request information by phone +34 93 4026936.*

There are also coaches between Girona Airport and Girona. The price is 1,75€ for a single ticket and 3,30€ for a return. The company is called [Barcelona Bus](#).

2. Hotels and Conference hall

It is important to tell participants where are the hotels in relation to the location of the conference. We suggest you produce a map. If all is located in a small and central area, it would be convenient to include also the bus/coach stops, train station as well as hotels, conference hall, etc. The map must be clear, otherwise the participants will understand nothing and be even more confused.

The Conference will take place at the Foundation for Innovation, 1 Sant Jordi Square (in the city centre of Girona). We have arranged special prices in three hotels nearby the Foundation. You need to book your accommodation personally (we will not book accommodation for participants to the conference). Please state that you are with the group "Fundacio/EUCEN" so you can benefit of the special price agreed with the hotels.



The Foundation
for Innovation

① **HOTEL CIUTAT DE GIRONA ******
 Nort, 2 (off Les Hortes Street)
 17001 Girona
 Tel. 977 4655232 Fax 977 4652211
 Email: ciutatgirona@girona-hotels.es
 Price: **85€** Double room for individual use.

② **HOTEL ULTONIA *****
 Av Jaume I, 22
 17001 Girona
 Tel. 977 4871212 Fax 977 4877789
 Email: ultonia@girona-hotels.es
 Price: **72€** Double room for individual use.

③ **HOTEL PENINSULAR ***
 Nou, 1-3
 17001 Girona
 Tel. 977 4533223 Fax 977 4533233
 Email peninsular@girona-hotels.es
 Price: **50€** Double room for individual use.

The above prices include breakfast and taxes.

3. Registration and Reception

Registration will start on Thursday 19 May from 15:00 to 20:00 at the Foundation for Innovation, 1 Sant Jordi Square, 2nd floor, room 27. The registration desk will be open again on Friday 20 May from 8:30 to 20:00.

The Welcome Reception will take place in the Foundation for Innovation building, ground floor, Costa Brava Room.

The Foundation will be sign posted every day to help you find your way around easily. There also will be students wearing a t-shirt with the logo of EUCEN to assist you.

The Plenary sessions and Workshops will take place in different rooms of the same building. An updated timetable with details of each event will be included in the Registration Pack.

4. Things you need to know

The currency used in Spain is the Euro (€). Big hotels will be able to change your money in Reception. If your hotel does not have this service, you will find banks nearby where you will be able to do so. Ask at Reception in your hotel for more details.

The official languages in Catalonia are Catalan and Spanish. Hotels will always have at least someone who can speak English and French.

You do not need to leave tips in Restaurants and Bars. If you think you have had a very good service, then you can leave something (e.g. 1€ per person). If the restaurant is very good, then you can leave a bigger tip (between 5-15%).

Taxes in Spain vary depending on the service or object you acquire. It goes from 6 to 16%. Hotels and restaurants charge 7%.

5. Dinner on Friday and Saturday Trips

Dinner on Friday will take place at the "Castell de Perelada", outside Girona. The place is quite elegant and we recommend participants to bring appropriated clothes for the event. Suit and tie for men and night dress for women. The temperature in May at night is around 10°C.

On Sunday there will be two trips. One to visit the city and one to the coast. In both cases we recommend comfortable shoes and cloths. Those going to the coast, please bring a good coat or jacket (sometimes there is Tramontana wind which is very strong and cold).