LOGISTICS NOTE

TEPHINET Program Directors’ Meeting 2016
Monday – Wednesday, June 27th - 29th, 2016

TEPHINET Advisory Board Meeting
Thursday, June 30th, 2016 (By invitation only)

FETP Mobilization Core Group Meeting
Thursday – Friday, June 30th - July 1st, 2016 (By invitation only)

We are pleased to provide you with the following information regarding the practical arrangements for the above meetings.

1. Conference Venue

Escuela Nacional de Sanidad (National School of Public Health)
Instituto de Salud Carlos III
C/ Monforte de Lemos nº 5, Pabellón 12
28029 Madrid, Spain
Phone Number: +34-918-222-602
Fax: +34-913-877-816

2. Language
The conference will be held in English.

3. Registration
The registration will take place at Aula Pitulaga room on Monday, June 27th between 8:00 am and 8:30 am, with the opening session beginning at 8:30 am.

A prayer room for Muslim participants is provided in the Semenario 6 room throughout the meeting.

4. Accommodations
Hotel Weare Chamartín
Estación de Chamartín, Calle de Agustín de Foxá, s/n, 28036 Madrid, Spain.
Phone: +34 913 34 49 00
www.weare-chamartin.com
Check in: 12:00 noon*
Check out: 12:00 noon

Standard single rooms are reserved for participants who received travel support from TEPHINET at Weare Chamartín Hotel. Upon your arrival, please inform the hotel reservation staff that you are part of TEPHINET group. The hotel does not provide individual hotel confirmation for participants. However, if asked refer to our group reservation confirmation: TEPHINET-25619 when communicating with the hotel.

Self-funded participants can also enjoy the discounted room rate with complimentary breakfast** at Hotel Weare Chamartín by reserving rooms directly at http://en.weare-chamartin.com and using TEPHINET for the promotion code.
*Depending on availability
**Breakfast for Muslim participants will be ready for pick-up the night before. Please notify the hotel upon check-in to complete this request.

5. Banks/Exchange Rate Facilities
You can exchange funds at the airport upon arrival.

6. Visa
It is your responsibility to make sure you obtain the proper travelling visas including transit visas and travel insurance for this trip. Please check in advance and let us know of any issues.

7. Per Diem
Participants who received travel support from TEPHINET shall receive their per diem in their bank accounts prior to their travel date. Questions about per diem can be addressed directly to Mr. Mahamoud Dao, TEPHINET Program Assistant at Mdao@taskforce.org

8. Transportation to the Hotel
For travel directions from Madrid International Airport Barajas to Weare Chamartin Hotel, please refer to our Practical Transportation Information attached to this letter.

9. Transportation Cost to the Hotel
Train: Approximately €1.70 - €1.85
Taxi: €30/trip between the airport and the hotel.

10. Climate
At this time of the year, the daytime temperature will rarely get below 30 °C (86 °F). It is not uncommon to have temperatures above 40 °C (104 °F). The temperature has an average low of 50°F and average high of 75°F.

11. Meeting Agenda
You may find the most updated meeting agenda/program here: www.tephinet.org/conference/program-directors-meeting-2016

12. Posters from Participating Countries/Programs
Please print and submit your poster to the TEPHINET staff during the registration on Monday, June 27th, 2016 at Escuela Nacional de Sanidad. Posters will be returned to you on Wednesday, June 29th, 2016. Questions regarding posters can be addressed directly to Ms. Tina Rezvani, TEPHINET Communications Specialist at Trezvani@taskforce.org
10. Emergency Contacts

**TEPHINET**
Dr. Dionisio Herrera
Director, TEPHINET
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Mr. Atthawoot Sangkharat
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Mrs. Amber C. Ellithorpe *(Fluent in English and Spanish)*
Senior Administrative Assistant
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Phone: (404) 687-5609 office ; (661) 993-7151

**Focal Point/Partner in Madrid, Spain**
Ms. Marisol Ascaso Sanchez
Centro Nacional de Epidemiología, Instituto de Salud Carlos III
Email: Sascaso@isciii.es
Phone: +34-918-222-602 office
Program Directors Meeting
Madrid, Spain
Practical Transportation Information

When you arrive at Madrid International Airport Barajas, to go to the hotel you can take a taxi (€30 flat rate, approx. $33.52), or you can take the Cercanías Train (€1.70 to €1.85, approx. $1.90 to $2.07).

1. If you choose to go by taxi, please let the driver know to take you to Calle Agustín de Foxa s/n. Hotel Help Desk: +34 91 334 49 00
2. If you decide to take the train, and you arrive to either Terminals 1, 2 or 3, take the Metro located in Terminal 2 to Terminal 4, by taking the 8 Line to the Terminal 4 station (see map below).
3. If you arrive to Terminal 4 go to the Cercanías train and take C-1 Train to the Madrid-Chamartín station. (see map below)
4. Tickets can be purchased at the stations.

As you step off the train, the Hotel Weare Chamartín is 120 meters (2 min. walking) from the station.
Conference Venue (12 min. walking):

There will be a guide to greet everyone in the lobby at 7:30 am, and will leave promptly at 7:45 am to walk everyone over to the School location.

If you would prefer to take a taxi from the hotel, the cost is approximately €10 ($11.25).

Address: Escuela Nacional de Salud Carlos III
          Room: Aula Pitaluga
          Campus de Chamartín
          Instituto de Salud Carlos III
          C/Monforte de Lemos Nº 5

Directions: Hotel Weare Chamartin
            Estación de Chamartin, Calle de Agustín de Foxa, 28036 Madrid, Spain

1. Walk for 40 m
2. Take the escalator down to 0
3. Walk for 14 m
4. Head north
   Take the stairs
5. Turn left toward Calle del Padre Francisco Palau y Quer
6. Turn left toward Calle del Padre Francisco Palau y Quer

7. Turn right toward Calle del Padre Francisco Palau y Quer
8. Continue onto Calle del Padre Francisco Palau y Quer
9. Continue onto Calle de Sinesio Delgado
10. At the roundabout, take the 1st exit onto Av. de Monforte de Lemos
11. Turn left

Instituto de Salud Carlos III
    Avenida de Monforte de Lemos, 5, 28029 Madrid, Spain

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Map showing the route from Hotel Weare Chamartin to Escuela Nacional de Sanidad.
**Dinner Venues:**

For the Opening and Closing night dinners the following instructions make use of the train/metro and walking for a few minutes from each station to the location. If you would prefer to take a taxi to the location the cost would approximately be €30 ($33.74) each way.

**Monday, June 27**

**Walking Tour of Madrid**

**Dinner**

**Puerta del Sol**

**Palacio de Cibeles**

On Monday night we will be having walking tour of Los Austrias in Madrid, starting at the Plaza Mayor, meeting in front of the Tourist Information Office. The walking tour will end at our dinner location at the Palacio de Cibeles.

The best way to get there is to take the **C-3 (purple)** or **C-4 (dark blue) Cercanías** train from the Madrid-Chamartín Station to the Sol Station. The cost is approximately €1.70 to €1.85, and the tickets can be purchased at the station.
Coming back from the Palacio de Cibeles to the hotel, we will once again catch the Cercanías train (C-1/light blue, C-8/dark green, C-7/red or C-10/light green) at the Madrid-Recoletos station to the Madrid-Chamartín station. The cost is approximately €1.70 to €1.85, and the tickets can be purchased at the station.
Wednesday, June 29   Dinner & Flamenco Show   Tabloa Las Carboneras

We will be enjoying a fabulous Spanish dinner and seeing an amazing Flamenco presentation. We will be taking the Madrid Metro to this venue (not the Cercanías train), as the stop is closer to the venue, and walking from the station to the restaurant. The cost of a ticket one way will be €1.50 to €2.00 (approx. $1.67 to $2.23).

**Metro Directions to the Restaurant (25 min.):**

From the Chamartín Station, take the 10 Line to the Alonso Martínez Station. Transfer to the 5 Line and go to the La Latina Station.
From **La Latina Station** to **Tablao las Carboneras**:

To return to the hotel, we will walk to the **La Latina** station to take the **5 Line** to the **Alonso Martinez** station, and **transfer** to the **10 Line** to the **Chamartín** station. The cost of a ticket one way will be €1.50 to €2.00 (approx. $1.67 to $2.23).