

PRACTICAL INFORMATION

LAC Regional Programme Meeting on Development Co-operation

10th July 2024

1. ACCREDITATION OF PARTICIPANTS AND ACCESS

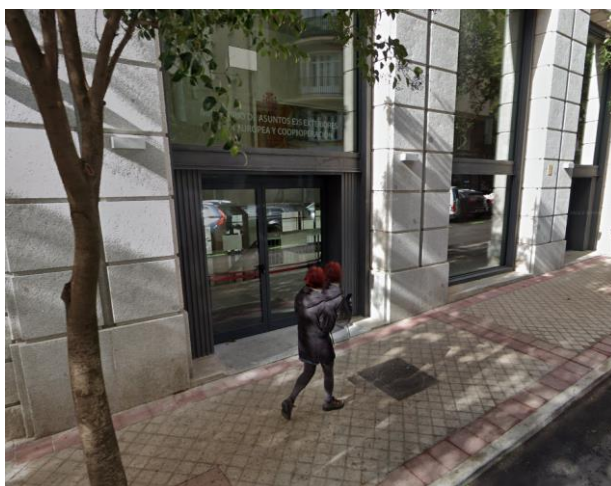
For security reasons, all members (including speakers) must be registered and accredited in advance to access the meeting venues. **You will need one single accreditation with your passport/IDaho.**

You will receive during **registration at the venue (MFA)** a physical badge in person

2. MEETING VENUES

2.A. Ministry of Foreign Affairs Headquarters, Marqués de Salamanca Building (July 10th) MFA Address

The entrance to the Spanish Ministry of Foreign Affairs, European Union and Development Cooperation -MFA- (Ministerio de Asuntos Exteriores y Cooperación-MAEC in Spanish) will be through **Calle General Pardiñas, 53. If you use Google Maps please, look up for General Pardiñas 70, and when you arrive, look across the street, where you will find General Pardiñas 53** (otherwise the app will lead you to the wrong place):



At the entrance, participants will be provided with physical identification badges and registered for arrival, and they will be required to pass through security screening prior to entering the venue.

In this building, all events will take place on the ground floor.

- Meetings will take place in the Conference Room.
- Lunch will take place in the Multi-purpose Hall with access to the Courtyard.
- There will be available rooms for bilateral meetings upon request.

How to get there

The Marqués de Salamanca Building is in the centre of Madrid and easily reachable by public transport or taxi.

Taxi You can order a taxi in advance on <https://englishtaximadrid.com/> or calling at (+34) 62268 83 55.

Metro Closest metro stations are:

Núñez de Balboa: lines 5, 9.

Diego de León: lines 4, 5, 6.

Rubén Darío: line 5.

Lista: line 4.

Bus: Lunes 1, 29, 52, 74 stop at Plaza del Marqués de Salamanca.

Catering

AECID will offer coffee breaks and lunch for all participants.

A list of allergens will be available to any person who requires it. Please, let us know in advance in the registration form if you have any dietary restrictions.

WIFI

Access codes will be provided by the organisation on the day of the meeting.

3. GENERAL INFORMATION

Accommodation

Regarding accommodation, we recommend booking a hotel close to the Spanish MFA (at Plaza del Marqués de Salamanca) as the shuttles to the Prado Museum will depart from this area.

Some possible accommodation options are:

- **Hotel Zenit Abeba** Approx. €139
About 500 m away (7 min walking).
Alcántara 63, Salamanca, 28006 Madrid, España. [More information here](#)
- **Hotel NH Príncipe de Vergara** Approx. €180
About 750 m away (8 min walking). Calle del Príncipe de Vergara, 92, Salamanca, 28006 Madrid, España. [More information here](#)
- **NH Madrid Lagasca** Approx. €225
About 800 m away (10 min walking). Calle de Lagasca, 64, 28001 Madrid, España. [More information here](#)
- **NeoMagna Madrid** Approx. €190
About 850 m away (12 mins walking). Calle Don Ramón de la Cruz, 94, Salamanca, 28006 Madrid, España. [More information here](#)
- **H10 Puerta de Alcalá** Approx. €184

About 1,1 km away (16 min walking). Calle de Alcalá, 66, 28009 Madrid, España. [More information here](#)

- **Novotel Madrid Center** Approx. €216
About 1,6 km away (23 min walking).
Calle de O'Donnell, 53, 28009 Madrid, España. [More information here](#)

How to get from the Airport to the City Centre

Taxi All terminals have clearly signed taxi ranks outside the arrivals area. Official taxis are white with a red stripe and the coat-of-arms of Madrid City Council on the doors.

Journeys originating or ending between the airport and City Center will cost €30 (Fare 4: flat fare to the airport).

No supplements can be added to this flat rate fare.

Metro Opening times. 06:05 AM to 02:00 AM. Every day, including public holidays. The last departure time for trains is at 01:33 AM from each terminus.

Fares. One-way tickets: Underground zone A and ML1: between €1.50 and €2 (depending on the number of stations) €3 (airport supplement). Airport supplement: €3.

Passengers holding a ticket valid for Metro zone A (Metro zone A single, Metrobús 10-trip passes and combined single tickets) must pay this supplement to get on or off at the Airport T1-T2-T3 or Airport T4 stations.

These tickets need to be recharged using any of the two types of contactless cards available: Public and Multi Transport Card. These can be bought at the ticket desks and ticket machines in the lobby of any Metro station.

Bus Opening times 24hs. Standard fare €5. Maximum change: €20.

Information about Madrid

Tourism information: <https://www.esmadrid.com/en>

Transport in Madrid: <https://www.crtm.es>

Public Transports App: Transporte Madrid – EMT | TTP
https://play.google.com/store/apps/details?id=com.jsvmsoft.interurbanos&pcampaignid=web_share

Taxi Apps: TXMAD, FREENOW, Uber, Cabify

Emergency Phone number: 112

ATM: ATMs are available in all bank branches.

Weather

In Madrid, July is one of the warmest months, with temperatures that may vary between 30°C and 35°C. Therefore, we advise you to bring summer clothes.

Medical Care next to Marqués de Salamanca

➤ Hospital Universitario HM Madrid

Plaza Conde de Súchil 16
91 937 00 00

<https://www.internationalhm.com/en/about-hm/our-hospitals/hm-madrid>

➤ Hospital Universitario Nuestra Señora del Rosario.

Calle Príncipe de Vergara 53
91 431 38 29

<https://www.hospitalrosario.es/>

➤ Hospital Universitario Fundación Jiménez Díaz

Avenida Reyes Católicos 2 | GSM: 91 550 48 00 / 900 60 60 55

<https://www.fjd.es/en>

➤ Hospital de La Princesa

Calle Diego de León | GSM: 62 91 520 22 00

<https://www.comunidad.madrid/hospital/laprincesa/>

Banks, currency and credit cards

The official currency of Spain is the Euro (EUR-€).

Automated teller machines (ATMs/Bankomat) are available in the airport arrival hall and accept most foreign debit and credit cards. All major credit and debit cards are accepted. It is advised to contact the issuing bank before departure to check whether your bank card is valid in Spain. American Express, Mastercard and Visa are widely accepted in Spain.

Most banks are open from Monday to Friday from 08.30 AM to 2.30 PM.

Shops

Shops are generally open between 10 AM and 9 PM Monday through Saturday. On Sundays most shops are open between 12 AM and 8 PM. All major credit and debit cards are accepted, as well as cash.