



Accessible Europe: ICT for ALL

13-14 December 2023 | Madrid, Spain

Regional Forum jointly organized by the International Telecommunication Union (ITU) and the European Commission (EC), co-organized by AccessibleEU Resource Centre, hosted by Fundación ONCE, and supported by the Government of Spain

PRACTICAL INFORMATION

1. Venue of Event

The Venue of the Regional Forum is Fundación ONCE headquarters in Madrid, Spain.

Fundación ONCE, Sebastián Herrera, 15. 28012 Madrid, Spain

https://maps.app.goo.gl/QoHvXyd7aiSuhjXi7



Access to Fundación ONCE

Participants arriving at the **Adolfo Suárez Madrid-Barajas Airport** can get to Fundación ONCE <u>by taxi</u>. Distance is around 22KM and it takes approximately 25 minutes by car at off-peak hours. Taxi service can either be booked at the Information Desk, located within the public area of the airport, or via App (such as Uber, Cabify and Bolt).

Participants arriving by train (C1 line) should get off at "**Delicias Train Station**" and walk about 13 minutes (900m) to reach the venue. Madrid's public transportation system operates from early in the morning until late at night, with buses and metro services typically running from 6:00 am until 1:30 am. Tickets can be used interchangeably across the different modes of transport within the Madrid public transportation network, including regular buses and the Metro.

For more information about Madrid's public transportation options, schedules, and fares, please visit the official website: http://www.crtm.es/

There are no parking facilities close to the venue. In addition, parking in the area is regulated. You cannot park on the street for more than two hours, therefore we recommend the use of public transport, taxi or similar.









2. Registration

Online registration prior to the event is required and can be accessed via the event website www.itu.int/go/Accessible-Europe-23.

Badge pickup at the event venue requires a valid national identity card / passport. Kindly also present the acknowledgement you received when you completed your online registration.

3. Languages

The Regional Forum will be conducted in the English language. Real-time captioning and International Sign Language interpretation from English is provided.

4. Transportation

Participants are responsible for making their own arrangements for <u>transportation to and from the airport and Fundación ONCE</u>. Kindly refer to the information under the <u>Access to Fundación ONCE</u> section.

Madrid-Barajas Airport offers an assistance service for passengers with reduced mobility. You should contact the airport directly at least 48 hours before your flight to arrange this service. Wheelchairs may be requested at the airport. Further information about journey facilitation can be accessed from https://www.aeropuertomadrid-barajas.com/eng/reduced-mobility.htm.

A tourist information desk is also available in the arrivals area, next to the baggage claim area. The desk is open between 09.30 – 20.30 every day. The counter is accessible and has a magnetic loop for people with impaired hearing. Visually impaired people can access an Accessible Map of Madrid in braille with a downloadable QR for mobile devices. Further information can be found here: https://www.esmadrid.com/en/tourist-information/punto-info-turistica-aeropuerto-t4-salas-10-y-11

5. Accommodation

Each participant is responsible for making his or her own accommodation arrangements.

A List and Rates of Recommended Hotels can be found in ANNEX 1.

Pre-booking of accommodation prior to arrival in Madrid is highly recommended.

6. Visas

All foreign nationals traveling to Spain must be in possession of a valid identity document – passport or another identity document acknowledged by the Spanish State.

Citizens of states that are not members of the EU/EEA need a Schengen visa. Participants who require a visa must contact the competent diplomatic or consular authorities of Spain and apply for a Schengen









short-stay (C) visa at least fifteen days prior to their intended date of arrival in Spain. In countries where Spain does not have diplomatic or consular representation, visa applications can be submitted to the consular authority of a State party to the Schengen Agreement acting on behalf of Spain in the country concerned.

For detailed information, please check visit https://www.schengenvisainfo.com/spain/visa/.

7. Currency

The national currency in Spain is the Euro (EUR), with 1 EUR = 100 cents. Credit cards are widely accepted in cities and tourist centres by numerous hotels, restaurants, shops and gas stations. If and which credit cards are accepted is indicated by the logos displayed on the exterior facade of the respective business (usually on the entrance door). Current Exchange rate is:

1 GBP = 1.1442 EUR 1 EUR = 0.87395 GBP (as of 17 November 2023)

At Madrid-Barajas Adolfo Suárez Airport, travelers have access to Automated Teller Machines (ATMs) from Banco Santander and BBVA for cash withdrawals. Additional banking services are provided by Banco Santander at the nearby Airport Business Center, operating during standard business hours. Currency exchange bureaus at Madrid-Barajas Airport are open 24 hours a day. Banks, ATMs, and currency exchange bureaus are conveniently located throughout Madrid.

Banking hours in Spain typically are – Monday to Friday from 8:30 am to 2:30 pm, with extended hours on Thursdays until 5:00 pm. Some banks may open on select Saturdays.

Cash Withdrawal and ATMs – Outside of banks, cash withdrawals can be made around the clock. Both national and international Maestro cards (cash cards) are accepted. Other automated teller cards include national and international MasterCards, American Express cards, Visa credit cards, and Diners cards, as well as the Cirrus and Visa-Plus cash cards. International ATM machines may charge a fee when you use your debit card, and the fee amount varies from bank to bank.

8. Communication

The event participants will be provided with Wi-Fi internet access at the event venue.

The telephone code for Spain is +34. For international calls from Spain, one should dial +, then code of the country, (then code of the city,) then phone number or follow the instructions provided by the service provider.

A post office outlet is located at Madrid-Barajas Adolfo Suárez Airport, offering regular postal services from Monday through Friday, from 08:30 to 14:30. Additionally, there is a post office conveniently situated 200m from the Fundación ONCE building, providing a full range of postal services to meet your needs.

9. Climate









Spain has a diverse climate, with distinct variations across the country. Overall, the climate can be classified as Mediterranean, with hot, dry summers and mild, rainy winters. However, weather patterns can be unpredictable and may vary significantly from year to year.

Madrid: In December, the weather in Madrid is typically cold with clear, crisp days and chilly nights. Average high temperatures during the day are around 10°C, while nighttime lows can drop to about 2°C. It is advisable to prepare for the possibility of rain and to dress in layers to accommodate the cooler temperatures, especially in the evenings.

10. Time

Spanish local time is 1 hour ahead of Greenwich Mean Time (GMT+1).

11. Electricity

The standard supply is 220 V, 50 Hz. A standard voltage converter and an adapter should be sufficient for conversion. Normally, the electricity outlet in Madrid requires a two-prong plug with round prongs. Computers require a European plug adapter and phone jack adapter that can be purchased at appliance stores.

12. Emergency services

The main emergency services number for life-threatening crises in Spain – and all of Europe – is 112. Calls to 112 are free from any phone, whether it is mobile or fixed-line. FONCE is equipped with a defibrillator.

Other important emergency contacts in Spain include the Local Police (Policía Municipal) at 092, Fire Service (Bomberos) at 080, and Sea Rescue (Salvamento y seguridad marítima) at 900 202 202.

13. Contacts

Accessible Europe Team, ITU Office For Europe

eurregion(@)itu.int

Direct contact: Ms. Ecmel Aysu Sürmen Digital Accessibility Consultant

Phone: +31 6 53473119

E-mail: easurmen.itu(@)gmail.com

Direct contact: Ms. Andrea Matasova Associate Project Officer Phone: +41 793709591

E-mail: andrea.matasova(@)itu.int

















ANNEX 1

<u>List and Rates of Recommended Hotels</u>

Please make hotel reservations directly with your preferred Hotel. Rates effective 20 November 2023.

HOTEL	STARS	SINGLE ROOM	DOUBLE ROOM
Hotel ILUNION Pío XII (FULLY ACCESSIBLE) Av. de Pío XII, 77, 28016 Madrid Tel: +34 913 87 62 00 18 minutes by cab, 45 minutes by public transport Bus stop: Nunciatura All major credit cards accepted	4 stars	EUR 230 incl. breakfast and free wifi	EUR 230 incl. breakfast and free wifi
Hotel ONLY YOU Atocha Paseo Infanta Isabel, 13, 28014 Madrid Tel: +34 914 09 78 76 5 minutes by cab, 12 minutes by public transport, 21 minutes by walk Subway stop: C1/Estación De Atocha All major credit cards accepted	4 stars	EUR 235 incl. breakfast and free wifi	EUR 255 incl. breakfast and free wifi
NH Madrid Atocha Paseo Infanta Isabel, 13, 28014 Madrid Tel: +34 914 09 78 76 5 minutes by cab, 12 minutes by public transport, 21 minutes by walk Subway stop: C1/Estación De Atocha All major credit cards accepted	4 stars	EUR 220 incl. breakfast and free wifi	EUR 250 incl. breakfast and free wifi
Hotel Mediodía Madrid Pl. del Emperador Carlos V, 8, 28012 Madrid Tel: +34 915 27 30 60 5 minutes by cab, 10 minutes by public transport, 14 minutes by walk Bus stop: Atocha	2 stars	EUR 165 incl. breakfast and free wifi	EUR 165 incl. breakfast and free wifi









Petit Palace Posada del Peine

C. de Postas, 17, 28012 Madrid

Tel: +34915238151

13 minutes by cab, 20 minutes by public transport, 21 minutes by walk

Subway stop: Sol

EUR 185

incl. breakfast and free

wifi

4 stars

4 stars

EUR 195

incl. breakfast and free

wifi

Pestana Plaza Mayor

C. Imperial, 8, 28012 Madrid

Tel: +34910052822

13 minutes by cab, 18 minutes by public

transport, 23 minutes by walk

Bus stop: Benavente

EUR 192

incl. breakfast and free

wifi

EUR 219

incl. breakfast and free

wifi

NH Collection Madrid Palacio de Tepa

C. de San Sebastián, 2, 28012 Madrid

Tel: +34913896490

5 stars

EUR 255

wifi

EUR 315 incl. breakfast and free

wifi

incl. breakfast and free

6 minutes by cab, 16 minutes by public

transport, 17 minutes by walk Tram stop: M1, Magdalena

Hotel Urban

Cra de S. Jerónimo, 34,

28014 Madrid

Tel: +34917877770

5 stars

EUR 230

incl. breakfast and free

wifi

EUR 230

incl. breakfast and free

wifi

11 minutes by cab, 18 minutes by public

transport, 21 minutes by walk

Bus stop: Neptuno

Mercure Madrid Centro C. de Lope de Vega, 49,

28014 Madrid

Tel: +34913600011

4 stars

EUR 145

incl. breakfast and free

wifi

EUR 170

incl. breakfast and free

wifi

12 minutes by cab, 14 minutes by public transport, 22 minutes by walk Bus stop: Museo Del Prado - Jardín Botánico















































































Radisson RED Madrid

C. de Atocha, 123, 28012 Madrid

Tel: +34912984800

5 minutes by cab, 14 minutes by public transport, 17 minutes by walk

EUR 138 EUR 150

incl. breakfast and free wifi

incl. breakfast and free

wifi

Please note that a credit card with expiry date may be needed for your room reservation as guarantee. Most rooms will be reserved from 15:00 on the day of arrival.

3 stars



