The Instituto Português do Mar e da Atmosfera, I.P. (IPMA) is organizing the Joint 26th ALADIN Workshop & HIRLAM All Staff Meeting 2016, and is pleased to invite you to participate on the event that will take place in Lisbon on the 4-8 April 2016.

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MEETING PLACE

The major meeting will be held at the hotel TRYP Lisboa Aeroporto which is located on IPMA headquarters neighborhood (side meetings/events may happen in IPMA's building).

The meeting place, the Hotel TRYP Lisboa Aeroporto, is just at 5 min walking distance from the airport (and from the airport Metro station) and is at 10 min walking distance from IPMA headquarters as you can see in the appendix.

ACCOMMODATION

In order to help you to prepare the trip to Lisbon, we recommend you four different hotels, all located in the same part of the town - “Parque das Nações” - which is not far from the airport and has suitable transports for access to the meeting place. For this event, we have a block reservation in three of them as indicated in the table below.

Please choose your option during the registration, but book your accommodation directly with the hotel, by using the indication on the table.
We recommend you to book the hotel as soon as possible since for some of the those the offer is quite limited. Besides, the block reservation is only valid up to 30 days in advance, after that it will depend on the hotel availability. Note that each hotel keeps its usual cancellation policy.

**TRANSPORTS**

**TRANSPORTS FROM THE AIRPORT**
- to Parque das Nações, by public transports or taxi
- to IPMA, you can walk (around 22 min) or take the taxi
- to the TRYP Lisboa Aeroporto (major meeting place), you just walk (around 5 min)

**TRANSPORTS FROM THE PARQUE DAS NAÇÕES**
- to IPMA, by public transports or taxi
- to the TRYP Lisboa Aeroporto (major meeting place), by public transports or taxi
- to the airport, by public transports or taxi

**BY PUBLIC TRANSPORTS**
- from airport to Parque das Nações.
You can take the Metro (see the appendix). You have to take the red line from AEROPORTO to ORIENTE Metro's station. It takes around 7 minutes. Then you have to walk by Av. D. João II up to the hotel (around 5 minutes).
- from Parque das Nações to the airport (or the major meeting place, the TRYP Lisboa Aeroporto Hotel).

You can take the Metro or the Carris bus.

If you take the Metro, you have to walk from the hotel to ORIENTE Metro's station, take the red line to AEROPORTO direction and then walk around 5 min to the TRYP Lisboa Aeroporto or 15 min to IPMA by "Rua C" street (see the map in appendix).

If you take the Carris bus, you have to walk from the hotel to the ORIENTE Metro's station, take Carris bus number 744 at the bus stop very near the entrance to ORIENTE Metro's station but at the buses platform. Take the bus to the direction MARQUES POMBAL (see time table in http://carris.transporteslisboa.pt/pt/autocarro/744/descendente/). Leave at the bus stop "AEROPORTO". It will take you around 16 min.

- from Parque das Nações to IPMA (or to the airport).

If you take the Carris bus to the IPMA, you have to take Carris bus number 705 at the terminal very near the entrance to ORIENTE Metro's station but at the buses platform. Take the bus to the direction ROMA-AREEIRO (see time table in http://www.carris.pt/en/bus/705/ascendente/). Leave at the bus stop "Geofísica" (or next stop, if you want to leave at the airport, or at the major meeting place). It will take you around 16 min.

**PUBLIC TRANSPORTS TARIFS**

The price on the first time you travel by Metro or Carris (Lisbon's bus) is 1,90€ (except some touristic circuits). They will give you a green magnetic ticket which is valid for one year (it costs 0,50€, but the price is included on the 1,90€ initial price). With this green rechargeable card, the normal price to travel by Metro or Carris is 1,40€ and you are entitle to one Metro trip and one Carris trip during 60 minutes after its initial validation. If you have to buy a ticket at a Carris bus (you do not have the green card with you or it is not charged), then you pay 1,80€ to the driver.

**BY TAXI**

- from the airport to Parque das Nações.

Since the distance is too short we usually recommend you to take the taxi at the airport DEPARTURES instead of at the arrivals (however since the airport area will suffer works, this information may be updated until April). During a week day it should cost you something between 5 to 8 euros. On Sunday night it can cost you up to 14 euros.

- from the airport to IPMA.

The above information is valid.

- from Parque das Nações to the airport.

Please ask your hotel to arrange a taxi for you.

- from IPMA to the airport.

We may call it for you. By taxi it should not take more than 5 min.
LISBON TOURISM AND CULTURAL OFFERS

http://www.visitlisboa.com/
http://www.agendalx.pt
http://www.askmelisboa.com
http://www.yeaaaah.com/pt/concerts
http://www.musica.gulbenkian.pt/index.html.en

REGISTRATION : for attendance, presentation, poster

Please register on-line : http://www.cnrm.meteo.fr/aladin/spip.php?article294 :
- personal details
- proposals for presentation(s) and/or poster(s)
- choice for the accommodation (this part is only for we can monitor what is going on and eventually contact the hotels in case we may improve or correct something but you should contact the hotel directly following the above instructions)

CONTACT US

In case you have further queries or need any assistance to your planning, please do not hesitate do contact us to aladin2016@ipma.pt.

The local organizing team
APPENDIX

IPMA headquarters neighborhood

[Map showing directions to IPMA headquarters neighborhood from various locations, including airports and surrounding areas.]
The Hotel Registration form shall be submitted before **28.02.2016** by fax or email to the **Hotel Tivoli Oriente**.

**Accommodation**

Arrival Date: ___________________ Departure: ___________________

Last Name: _____________________ First Name: ____________________

Fax: ___________________ Phone: ___________________ e-mail: _____________

**Room Type:**

Classic Single ( ) € **114,00**  
Superior Single ( ) € **134,00**

Classic Double ( ) € **124,00**  
Superior Double ( ) € **144,00**

Non-Smoking ( ) Smoking ( )

(These rates are per room, per night, including Buffet Breakfast and taxes)

**Reservation Guarantee: Credit Card**

VISA ( ) MASTER CARD ( ) AMERICAN EXPRESS ( ) OTHER’S ( )

Credit card number: ___________________ Expiry date: _____________

Security Code: _______________________

Signature: ___________________________ Date: _____________

*In case of no-show, we will charge one night on the credit card.*

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Submit registration to:

Sandra Isidro – Groups and Events Coordinator  
Tel: 351 21 891 5334  
Fax: 351 21 891 5427

e-mail – sandra.isidro@tivolihotels.com
BOOKING FORM
LETTER OF AUTHORIZATION TO CHARGE CREDIT CARD

GUEST NAME: ____________________________________________
CHECK IN DATE: ___________________________________________
CHECK OUT DATE: ___________________________________________
ROOM TYPE (SINGLE/DOUBLE): ___________________________________
ESTIMATED ARRIVAL TIME: ______________________________________

CARD HOLDER: ____________________________________________
CREDIT CARD TYPE:  (  ) AMERICAN EXPRESS                (  ) VISA
                              (  ) MASTERCARD                (  ) DINERS
CARD NUMBER:________________________________________________
EXPIRY DATE: ____________________                SEC. CODE:________

TOTAL AMOUNT: _________ €
CITY TAX: Please note that apart from the room rate, you will be charged 1€/person/night

THIS AUTHORIZATION CAN ONLY BE USED FOR PAYMENT OF THE FOLLOWING CHARGES:
(  ) ROOM AND TAX               (  ) MEETING SPACE       (  ) ALL STAY CHARGES
(  ) FOOD & BEVERAGE            (  ) PARKING              (  ) SPECIFIC INCIDENTALS

I shall be solely responsible in ensuring that the mentioned credit card is within credit limit and
in good standing.

TRYP LISBOA AEROPORTO HOTEL will notify me, to the agreed contact (address / telephone /
fax / e-mail), of all expenses settled with my credit card included in the payment.

TRYP LISBOA AEROPORTO HOTEL assures that all details of the credit card mentioned, will not
be used abusively and that will maintain entire discretion and confidentiality about this
information.

__________________________________________
CARD HOLDER’S NAME