



## *Administrative Note*

### **Meeting Dates**

The “Training & Mentoring Program for Women-led Businesses in Liberia, DRC, Rwanda, Senegal, Mozambique and South Africa” in Madrid, Spain, is scheduled to begin in the morning of Monday, 14 July 2008. Participants are expected to arrive on or before 13 July and depart on or after 19 July 2008.

### **Travel**

Femmes Africa Solidarité (FAS) is responsible for the travel arrangements for the participants of the Workshop. Instituto de Empresa (IE) is responsible for the transportation to and from the airport in Madrid.

IE representatives with a sign bearing both the IE and FAS logos will pick-up participants upon their arrivals at the airport and take them to the hotel.

### **Health Requirements**

Please check with your local Embassy or Consulate to confirm whether you need any vaccinations or immunizations to enter Spain.

### **Accommodation and Meals**

Participants will lodge at **Hotel NH Nunez de Balboa, Madrid, + 34 91 5630324**, where reservations have been made for them in advance. All of the participants will be sharing rooms in the hotel. All rooms will have double beds.

Please note that FAS and IE will be responsible for lodging and travel expenses of the participants of the Workshop only. Breakfast and lunch will be provided to the participants each day, and participants will receive money for dinner each evening. All extra expenses must be paid for by the participants.

### **Visa Information**

Participants are asked to please bring the receipts for any payments made in connection with obtaining visas. FAS will reimburse the participants for those fees.

## **Meeting Venue**

The forum will take place in the conference room of the Hotel NH Nunez de Balboa.

## **Language**

The Workshop will be held in English.

## **Information on Spain:**

### **Capital City:**

Madrid is the capital of Spain.

### **Weather and climate:**

The temperature in July is about 30 degrees. Warm clothes are not needed.

### **Currency:**

Spain uses the Euro.

1\$ USD = .637 €

### **Local Time:**

Madrid is one hour past GMT

### **Country Dialling Code:**

34

**For all questions and concerns, please take note of the following IE contacts:**

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