



Information Package

Annual Event 2011

Venue: Hotel Dom Pedro Golf Resort, Vilamoura (Algarve, PORTUGAL)

Date: 7th – 9th September 2011

ARRIVAL

Flights

Thomas Cook Travel Agency has booked flights for all participants, and has sent each participant the electronic tickets and/or instructions. We would like to ask you to double check all the details. If there is any problem or if you have not yet received your e-ticket, please contact us (Caroline.VanGeeteruyen@UGent.be and marieke@aquatt.ie) asap!

Transport from FARO airport to the venue:

Shuttle bus services have been organised from and to FARO airport, according to your arrival and departure data; please see the excel table attached to the e-mail (Aqua-tnet AE2011 - Transfer Information). As these shuttle buses are **'personalised'** we URGENTLY request you to inform us in case there is a change in your travel plan en-route (delay, missed flight, illness, etc) and you will not make your shuttle.

After arrival at FARO airport, once outside (passing the customs area) you will find a person with the Aqua-tnet sign who will lead you to the minibus or car.

What to do in case of unexpected changes in your travel plan:

- Please contact Caroline (Caroline.VanGeeteruyen@UGent.be), cc Marieke (marieke@aquatt.ie) in case there is an unexpected change up to 1 day maximum before you leave.
- In case you have missed your flight, please inform Caroline +32 476 644 144
- In case you have general problems with your flight always contact the airline at the airport as they'll be able to offer help and support and always have the latest details.
- In case you want to book a transfer, outside the transfers that have been organised, contact Cristina +351 91 458 36 73
- In case you have a delayed flight, have to report lost baggage, have to wait a long time for baggage or you cannot find the shuttle bus/car, please contact the drivers: Mr Luis Costa + 351 96 96 49616 OR Mr Sergio Cardeira + 351 96 604 66 60

Please note: In case you take your own transport/taxi, while we have arranged a shuttle bus for you, these extra costs will not be eligible and cannot be reimbursed by Aqua-tnet, except in unforeseen circumstances such as delays, etc.

VENUE / ACCOMMODATION



Hotel Dom Pedro Golf

Rua Atlântico
Vilamoura 8125-478 Quarteira
Algarve
PORTUGAL
Tel: +351 289 300 780

The Aqua-tnet Annual Meeting and side events are organised in the same hotel as where you are staying.

The hotel – Dom Pedro Golf – only minutes from Europe’s best Golf Courses, is conveniently located a 2-minute walk from the beach and 500 metres away from Vilamoura’s marina, with beautiful scenery, gorgeous shops and amazing views. Guests can relax in Dom Pedro’s Spa Aquae, which features an indoor swimming pool, jacuzzi and cardiovascular equipment in the fitness centre. Or you just relax in the hotel’s lush garden or at the outdoor swimming pool beach bar.

More information at:

<http://www.dompedro.com/DomPedro/OurHotels/AlgarveDomPedroGolfResort/tabid/113/Default.aspx>

Your stay is all-inclusive, which means breakfast, lunch and dinner is included, as well as drinks during the meals and drinks at the Alambique bar from 10h00 to 01h00 and a snack and ice cream from 16h00 to 17h00. You will also have free access (according to availability after reservation) to the tennis and volleyball fields.

Internet (wireless) will be available in the lobby free of charge. There is a charge if you use internet in your room. Extra costs for using internet in your room cannot be reimbursed by Aqua-tnet.

As already informed, Aqua-tnet has booked and paid for your hotel. However, extra days accommodation in hotel Dom Pedro, as well as extra costs for accompanying partners, will be invoiced separately, and send to you by Thomas Cook Business Incentives.

MEETING

The Aqua-tnet Annual Event will be held Thursday 8 – Friday 9 September 2011. The day before the Annual Event (Wednesday 7 September), we have several side events organised:

Wednesday 7th September:

- Workshop Innovative e-learning tools – creating content for learning environments (WP5/8)
- Workshop - Microbial Management in Fish & Shellfish Larviculture

Registration

On Wednesday morning 7th September, between 9.00 – 9.30am, people attending one of the workshops should register with the Aqua-tnet secretariat, sign the attendance list and collect their name badges.

On Thursday morning 8th September, between 8.30 – 9.00am, all participants who haven't registered yet should register with the Aqua-tnet secretariat, sign the attendance list and collect their name badges.

Agenda

The agenda for the Annual Event has been sent out together with the Information Package, as a separate document.

Lunch & Coffee Breaks

During the event lunch & coffee breaks will be provided in the meeting venue.

Dinner

Dinner buffet is provided in the hotel, where a separate area is reserved for Aqua-tnet partners. Times will be announced during the event.

DEPARTURE

Transport from the venue to FARO airport

Shuttle bus services have been organised from and to FARO airport, according to your departure times; please see the excel table attached to the e-mail (Aqua-tnet AE2011_shuttlebus arrangements (DEPARTURE)). As these shuttle buses are **'personalised'** we URGENTLY request you to inform us in case there is a change in your travel plan.

Please note: In case you take your own transport/taxi, while we have arranged a shuttle bus for you, these extra costs will not be eligible and cannot be reimbursed by Aqua-tnet.

CONTACT PERSONS

Thomas Cook Travel Agency – famke.bergen@thomascook.be (for any e-ticket enquiries)

Marieke Reuver – marieke@aquatt.ie (mobile: +353 85 1667185)

Caroline van Geeteruyen - caroline.vangeeteruyen@ugent.be (mobile: +32 476 644 144)

MISCELLANEOUS

Reimbursement

Subsistence and Travel costs will be covered for eligible participants (members of an Aqua-tnet Institution and invited experts). Reimbursement of extra costs (flights and accommodation have already been covered) will be made after the meeting following submission and approval of receipts sent to the overall network coordinator, Ghent University.

You are requested to **keep proof of all your expenses**, including boarding passes. For rules and procedures regarding claiming your expenses for this meeting, we refer to the document "AQUA-TNET2 – Reimbursement of T&S_rules and procedures" which can be found here:

http://www.aquatnet.com/client/files/Aqua-tnet_II_Reclamation_of_costs_for_externals_April_2011.pdf.

Dissemination Forum

If you have any information you would like to distribute e.g. flyers, leaflets, posters, etc; please bring them along with you as there will be a dissemination table available at the event where you will be able to leave your material.

Facts for the traveller

Electricity supply	220 Volts (V), 50 Hertz (Hz)
Time GMT/UTC	UTC/GMT +1 hour
Weights & measures	Metric system
Currency	Euro

Calling Portugal

The international dialling code to Portugal is +351.

Local information

At the heart of Vilamoura is the marina which has the capacity to berth over 1,000 vessels. The marina is surrounded by large hotels and luxury holiday homes as well as a large casino and numerous restaurants and vibrant bars. At the far corner of the marina, it is possible to charter boats for big game fishing. There are also facilities for jet skiing and parascending. Close by there are also a number of sports clubs, a shooting range and many night clubs. Tourism in Vilamoura is extensive and well-developed. The town/marina has an extensive variety of activities including touring the local caves along the coastline, usually done on tour boats. The area also has two companies which operate trains-on-wheels for travel between resorts.

For the avid historians there is a preserved Roman Site and Museum providing an insight to the area's past. Originally a Roman fishing town, the ruins include baths in which the mariners used to bathe.

Places of interest in the area:

If you want to go further afield to get more of a feel for the Algarve there are plenty of places within easy reach. Loulé, famous for its Saturday gypsy market and Brazilian style carnivals, is a lovely interesting town to visit. It has a 13/14th century castle, an excellent daily market in its new market hall and often has music festivals during the summer.

To the west of Loulé is a pretty village, Alte, at the foot of the hills - it is a very typical Algarvean village, with the church in the centre and narrow, cobbled streets with whitewashed houses spilling down the hillside. There are springs (fontes) at one end of the village and a very 'picture postcard' scene where the ducks and geese swim in a pool formed by the spring, before the water tumbles down a small waterfall further along.

Faro is also a lovely city. The old part of Faro, within the city walls, has the Cathedral and Bishop's Palace in its central square (Largo de Sé). Just behind the marina lies the network of cobbled streets and squares that make up the shopping centre. Faro is also on the doorstep of the Ria Formosa - a network of lagoons and marshland protected on the seaward side by sandpit islands ('ilhas'). It's an enjoyable 30 minute boat trip on a ferry from Faro to one of the ilha beaches, like Culatra or Deserta, through the Ria Formosa and gives a glimpse of the wild life on the way.

Algarve. Wherever you look, the colours of the mountains and sea are always with you, creating the impression of a water-colour dotted with highlights of gold, green and blue.