


# ACI Global Training Fact Sheet

## ITAEREA

<b>City, Country</b>	Madrid, Spain
<b>Training Location:</b>	Plaza Carlos Trías Bertrán,4. 1st & 2nd Floors. IBERCENTER building. Next to Canopy Hotel.
<b>Directions to the classroom:</b>	Access to ITAérea reception at 1 <sup>st</sup> floor and check the classroom information
<b>Class start and end times:</b>	9.00am – 5.00pm daily with morning/afternoon refreshment breaks and lunch. Times may be modified for each course.
<b>First day of class:</b>	Please arrive 20 minutes prior to the start of the course
<b>Meeting Point and Time:</b>	ITAérea's reception at 1 <sup>st</sup> floor.
<b>On-site contact:</b>	Name: José Ignacio Escudero Pérez Email: <a href="mailto:direccion@itaerea.es">direccion@itaerea.es</a> Contact Number: +34692057858
<b>Security clearance:</b>	During first day you will be given a lanyard that you will have to show every day to the Ibercenter staff to have access to the building.
<b>Ground transportation From/to the airport:</b>	Underground or train from MAD airport to station "Nuevos Ministerios". Another underground stop is Santiago Bernabeu.

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<b>Suggested Hotel Accommodation:</b>	Closest hotel is the Canopy by Hilton Madrid Castellana. Hotel AC Aitana
<b>Hotel Reservation process:</b>	ACI GT course participants are responsible for making their own hotel reservations by contacting any of the recommended hotels or making other arrangements. Each hotel will offer the best available rate.
<b>Visa and passport requirements:</b>	Visa and passport requirements vary depending on the country of origin. Passport will be required to identify each student and is mandatory for the airport visit.
<b>Health requirements</b>	Please inform yourself on the <a href="#">web page</a> of the Spanish Government about country specific health requirements for entering Spain.
<b>Cell/Mobile phone systems</b>	GSM – local sim cards available at the airport
<b>Electricity and plugs</b>	220 volts 
<b>Local currency and Exchange</b>	<b>Euro</b> Various airport currency exchange offices located at the airport, hotels and banks

For additional information please contact the ACI Global Training team at [training@aci.aero](mailto:training@aci.aero).