AIRPORTS COUNCIL INTERNATIONAL

ACI GLOBAL TRAINING

Athens Training Centre Fact Sheet



Location

Athens, Greece

Training Partner

Athens International Airport S.A.

Training Centre

Athens International Airport
Building 11, Gate 3
2nd Floor | Training Room: E1. Venizelos

Version

September 2026

Arrival reminder

Please arrive at the Training Centre 30 minutes before the scheduled start of your course.
Allow time for:
SHUTTLE → SECURITY → RECEPTION → TRAINING ROOM

1. Training Centre Location

The ACI Training Centre is located within the Athens International Airport (AIA) administration area:

- Building 11, Gate 3
- 2nd Floor, Training Room: Eleftherios Venizelos
- Approximately 1-1.2 km from the Main Terminal Building
- The Training Centre is located within a controlled-access area.



2. Directions from the Main Terminal to Training Centre in Building 11

- **Step 1:** Proceed to the Arrivals Level of the Main Terminal Building.
- **Step 2:** Exit the Main Terminal Building through **Gate 5**.
- **Step 3:** Walk towards the external lane opposite the entrance of Sofitel Athens Airport and locate the AIA internal shuttle bus.
- **Step 4:** The shuttle passes through Gate 3, where a security check takes place.
- **Step 5:** Ask the driver to indicate the stop for Building 11.
- **Step 6:** Upon arrival, report to the reception desk and follow the signs to the ACI Training Room.



Shuttle pick-up point at the Main Terminal [Link]



AIA internal shuttle bus

Identification required

Please carry your passport or national identity card throughout the journey and when accessing the Training Centre. The AIA internal shuttle bus is available free of charge and operates approximately every 10-20 minutes.

3. Ground Transportation to and from the Airport

Athens International Airport can be accessed by:

- Metro [Metro Line 3 - Link]
- Suburban Railway [Athens Suburban and Regional Rail Lines - Link]
- Airport Express Bus [Airport Express bus schedules & routes - Link]
- Taxi
- Ride-hailing services, such as Uber, Freenow & Bolt
- Private transport

Participants are responsible for arranging their own transportation to and from the airport unless otherwise communicated by ACI or AIA.

4. Security and Access

The Training Centre is located within a controlled-access area.

Before your arrival:

- You may be asked to provide a copy of your passport or national identity card for security clearance.
- Bring your original identification document when travelling to the Training Centre.
- Follow all instructions provided by AIA personnel.
- Wear your visitor identification card where issued.
- Allow sufficient time for security and reception procedures.

Access to airport operational areas is subject to separate approval and operational availability.

5. First Day of Training

On the first day, participants should arrive 30 minutes before the scheduled course start time. Upon arrival, participants will:

✓ Report to the Training Centre reception.
✓ Complete any required access or visitor-registration procedures.
✓ Meet the AIA on-site coordinator and the ACI course instructor.
✓ Receive any required identification or course-related instructions.
✓ Confirm any outstanding administrative arrangements.
✓ Proceed to the designated training room.

6. Training Facilities

Classrooms

- 1 classroom for up to **25 participants**
- 2 classrooms for up to **15 participants**

Training setup

- Classroom or U-shape layouts
- Flexible arrangements for group work and breakout activities

Technology

- Digital projectors
- Laptops and speakers
- Complimentary Wi-Fi
- Computer room with PCs
- Tablets available upon request

Additional support

- Microphones
- Power chargers and extension cords
- Administrative and IT support



Building 11 | Training Room: Eleftherios Venizelos



Building 11 | Training Room: Eleftherios Venizelos



Building 11 | Training Room: Alexandros



Power chargers and extension cords

7. Accessibility

The Training Centre provides elevator, stairs and wheelchair access.

Participants requiring specific accessibility arrangements should communicate their requirements to ACI in advance so that appropriate arrangements can be considered.

8. Electricity, Internet and Mobile Access

Voltage	230V
Frequency	50Hz
Plug types	Type C and Type F, European standard
Internet	Complimentary Wi-Fi in all training classrooms



Electrical plugs and sockets

Greece uses GSM-based mobile telecommunications. International participants should confirm roaming arrangements and applicable costs with their mobile service provider before travelling.

9. Meals, Refreshments and Amenities

Morning and afternoon refreshment breaks may be provided depending on the programme arrangements.

Lunch

Light sandwiches may be provided for lunch, depending on the course arrangements.

A cafeteria is available within the Training Centre building for participants who wish to purchase additional food.

Payments may be made by credit/debit card or cash in euros.

For international participants

An English version of the weekly cafeteria menu is available, and the AIA Training Team can provide assistance with menu translation when required.

Airport amenities | Main Terminal Building

- ✓ Restaurants & cafés
- ✓ Shops
- ✓ Banks & ATMs
- ✓ Public Business Centre
- ✓ Prayer Room
- ✓ Foreign Exchange

Participants should communicate dietary requirements through the course-registration process in advance.

10. Accommodation

Course participants are responsible for arranging and paying for their accommodation. Suggested nearby options include:

Hotel	Location	Distance from Training Center	Access to Training Center	Airport / Public Transport	Notes
Sofitel Athens Airport	Athens International Airport	2,5 km	4min by taxi or internal bus	Terminal	Corporate rate may be available. Metro & Suburban Railway nearby.
Holiday Inn Athens Airport	Airport area	10 km	27min by bus	Airport shuttle	Free 24/7 airport shuttle; bus service available nearby.
Avra Hotel	Rafina	15–17 km	25 min by taxi	Free airport transfer	Located near Rafina Port.
President Hotel	Kifisias Avenue, Athens	27 km	40 min by metro & internal bus	Ampelokipoi Metro ~350 m	Panormou Metro – 700 m; Ampelokipi Metro – 750 m
Titania Hotel Athens	Panepistimiou, Central Athens	33 km	55 min by metro & internal bus	Panepistimio Metro ~420 m	Short walk to Panepistimio & Omonia Metro Stations.

Participants may also choose alternative accommodation according to their individual travel requirements.

Availability, prices, cancellation conditions, corporate rates and transportation services should be confirmed directly with the selected hotel before booking.

11. Airport Visits and Practical Learning Activities

Where relevant to the course objectives, airport visits or practical learning activities may be arranged upon request.

Potential learning activities may include:

- Access to relevant terminal or operational areas
- Apron areas
- Runway / taxiway areas
- Fire station
- Parking bays and remote stands
- Airport facilities, equipment or systems
- Safety, operations or technical-training environments
- FOD awareness activities
- Airport guest speakers
- Operational information or documentation for course exercises

All activities are subject to security clearance, operational availability and prior approval.



Airside learning activities are arranged according to course objectives, operational availability and security requirements.

12. Instructor and Course Support

Subject to advance coordination and confirmation, AIA may support:

- On-site coordination and classroom set-up
- Administrative and IT support
- Transportation between the airport hotel and Training Centre
- Initial familiarisation visit
- Refreshment and lunch-break arrangements
- Group photographs
- Airport visits and operational observations
- Airport information for exercises or case studies
- Access to relevant equipment or documentation
- Coordination with airport guest speakers

Specialised classroom, technical or operational requirements should be communicated in advance and remain subject to availability and approval.

13. Visa, Entry and Health Requirements

Participants are responsible for verifying the passport, visa and entry requirements applicable to their nationality before travelling to Greece. Requirements may change, so participants are advised to check the latest official information before travelling..

Where applicable, ACI may provide an invitation letter following completion of the required registration and payment arrangements. Participants requiring a visa should begin the application process sufficiently in advance.

Participants are also responsible for checking any health, vaccination, travel-insurance or other travel-related requirements applicable to their journey.

Official Travel Information

For the latest information on visa requirements, entry requirements and travel to Greece, please consult the official website of the Hellenic Republic – Ministry of Foreign Affairs. → Official information for travellers to Greece

Before You Travel

Please make sure you have:

☐ Confirmed your course dates and schedule

☐ Checked passport / visa requirements

☐ Arranged your accommodation

☐ Reviewed transportation options

☐ Submitted identification details, if requested

☐ Checked any dietary requirements

☐ Reviewed the shuttle instructions

☐ Saved your AIA / ACI contact details

14. Local Currency and Payments

The official currency of Greece is the euro.

Credit and debit cards are widely accepted. Contactless payments, including Apple Pay and Google Pay, are widely accepted in Greece.

Foreign-exchange services and ATM facilities are available at the airport and at banks.

Participants should check with their bank or card provider regarding international transaction charges before travelling.

15. Contacts

On-site Contact	Vasia Lamnatou Training & Development Tel: +30 210 353 6334 Email: lamnatouv@aia.gr
ACI Global Training	Email: training@aci.aero Tel: +1 514 373 1200
Emergency / operational contact	The designated course-day operational contact will be communicated to participants in the course joining instructions, where applicable.

Important Notice

Operational arrangements

Security, access, transportation, classroom and operational arrangements are subject to confirmation and may be adjusted according to Athens International Airport operational and security requirements. Services described as available upon request must be agreed in advance and remain subject to availability and the relevant approvals.