

## **PRACTICAL INFORMATION FOR THE EUROGUIDANCE NETWORK MEETING**

*Dear colleagues, here we provide relevant information about different aspects related to the meeting in order to facilitate its good development. We really hope that this will be useful.*

### **SHUTTLE BUS SERVICE**

The Euroguidance Spain National Centre will offer a shuttle bus service to drive the participants to the meeting place.

Meeting point: Alfonso XIII Street (Puerta de Alcalá area) - [t.ly/nRE\\_y](https://t.ly/nRE_y)

Time of departure: 08:30

Please, maximum punctuality is requested as the bus cannot be parked for a long period of time because it is a high traffic area and rush hour.

Two members of the organisation will be waiting there, and they will accompany you to meeting place.

We attach a photo of the bus. It is grey with the logo TORRES BUS. The bus will have an identification signboard with the word “Euroguidance”.



- We remind you that you have all the information about the means of transport for the meeting in the Venue document that is available on the website:

<https://euroguidance-spain.educacionyfp.gob.es/euroguidance-network-meeting.html>

### **ACCESS TO THE MEETING FACILITIES**

As we have informed you previously, to have access to the meeting facilities it will be necessary to pass through a security check where you will have to present your identity card or passport.

The meeting facilities have two buildings which are connected. The programme will be carried out in both buildings.

### INFORMATION ABOUT PLENARY SESSIONS AND MAIN TASK GROUPS MEETINGS

In this table you can find the rooms where the planned meetings will take place. Members of Euroguidance Spain will guide you to the different rooms.

Monday 9 October

TIME	GROUP	ROOM
13:30 - 14:30	Steering Group	Classroom 009 (Ground floor Building. 58)
15:00 - 17:00	Small St. Group	Classroom 009 (Ground floor Building. 58)
	MTG1	Classroom 008 (Ground floor Building. 58)
	MTG2	Room 6.2 (6th floor Building. 58B)
	MTG3	Room 6.4 (6th floor Building. 58B)
17:00 - 18:00	CBS	Room 6.2 (6th floor Building. 58B)

Tuesday, 10 October

TIME	GROUP	ROOM
Coffee & Meetings of MTGs and small SG  15:00 - 17:00	Small St. Group	Classroom 009 (Ground floor Building. 58)
	MTG1	Classroom 008 (Ground floor Building. 58)
	MTG2	Room 6.2 (6th floor Building. 58B)
	MTG3	Room 6.4 (6th floor Building. 58B)

Wednesday, 11 October

TIME	GROUP	ROOM
Continuation of Meetings of MTGs and small SG  12:00 - 13:00	Small St. Group	Classroom 009 (Ground floor Building. 58)
	MTG1	Classroom 008 (Ground floor Building. 58)
	MTG2	Room 6.2 (6th floor Building. 58B)
	MTG3	Room 6.4 (6th floor Building. 58B)

## **HYBRID FORMAT**

Plenary sessions will be broadcast via streaming.

You can join the Main Task Group meetings via Teams.

If you would like to attend remotely, you must identify yourself with your name and country when joining the Teams meeting to be able to participate.

Here we attach the links to join the meetings:

### PLENARY SESSIONS

Microsoft Teams Meeting

Join from your computer, by mobile application or any other device you will be using.

[Click here to join to the meeting](#)

ID de la reunión: 360 455 091 82

Código de acceso: DJ9jGq

### MTG1

Microsoft Teams Meeting

Join from your computer, by mobile application or any other device you will be using.

[Click here to join the meeting](#)

Meeting ID: 361 505 246 197

Access code: rpShjC

### MTG2

Microsoft Teams Meeting

Join from your computer, by mobile application or any other device you will be using.

[Click here to join the meeting](#)

Meeting ID: 319 144 125 269

Access code: TVUmLb

### MTG3

Microsoft Teams Meeting

Join from your computer, by mobile application or any other device you will be using.

[Click here to join the meeting](#)

Meeting ID: 381 880 194 889

Access code: wk7uJQ

### CBS

Microsoft Teams Meeting

Join from your computer, by mobile application or any other device you will be using.

[Click here to join the meeting](#)

Meeting ID: 313 649 556 687

Access code: yEEk8u

## **WIFI**

There will be posters with the Wifi information and its access codes in every room.

## **SIMULTANEOUS INTERPRETATION**

We will provide simultaneous interpretation services, in order that you can follow the Spanish language presentations on Tuesday 10 in the morning. Please if you need a simultaneous interpretation device, you can pick it up during your registration.

## **GUIDED TOUR TUESDAY 10**

When we finish the meeting, a bus will drive the participants from Torrelaguna to a meeting point where we will start a guided tour.

The guided tour will start at 18:30 in front of the equestrian statue in Plaza de Oriente.

We suggest wearing comfortable footwear as this is a walking tour.

The tour ends in the restaurant where we will have dinner.

## **SOCIAL DINNER TUESDAY 10**

Dinner will take place in the restaurant *El Rincón de Esteban* (3, Santa Catalina Street. “Barrio de las Letras” district)

Dinner will start at 20:30.

[El Rincón de Esteban](#)

## **LUNCH**

We kindly ask that in order to make a better use of our lunch time, please, select your preferences to make an estimation and avoid food waste by filling in this form:

[MENU FORM](#)

*We really hope that the upcoming meeting will be of your liking.*

EUROGUIDANCE SPAIN  
Ministry of Education and Vocational Training