

Conference

REGISTRATION FORM

Hotel Penha Longa Spa & Golf Resort

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October 27, 28, 29 - Sintra, Portugal

TRANSFER: AIRPORT TO CONFERENCE HOTEL

The conference venue (**Hotel Penha Longa Spa & Golf Resort**) is 35 km far from Lisbon International Airport. It takes approximately 30 minutes by taxi (€50.00+) or, alternatively, you can combine {①Aerobus+②Train+③Taxi} in the following way: ① **Aerobus 91** (€3.50, <http://www.carris.pt/en/bus/91/descendente>) 25 minutes from **Airport** to **Rossio Railway Station**; ② **Train** to Sintra (€3.60, www.cp.pt) each trip taking 40mins; ③ from **Sintra Station** then a taxi to the Hotel will cost €10.00 for the distance (10km approx.).

HOTEL ACCOMMODATION IN SINTRA

Note from the Host: (updated on August 12, 2010)

HOTEL ACCOMMODATION

RTP has booked rooms at **Hotel Penha Longa Spa & Golf Resort** in Sintra, where the Conference will be held. The period we have booked rooms is **Oct.27 - 29 (2 nights)**. Reservation will be processed in order of receipt of the **Hotel Reservation Form** (first-come, first-served basis). In case this hotel is fully booked, please kindly proceed with your room reservation at an optional hotel in the same area, from the suggested list below.

As we assume most of the guests prefer staying in **Sintra** (UNESCO World Heritage site), we have chosen hotels (No.1 through No.4) in such location. Those who would like to stay close to the Conference venue, are kindly requested to reserve Hotel No.1. **Due to the limited room numbers in the hotels, the order of incoming application will be decisive. PLEASE NOTE THAT ANOTHER EVENT, THE MOTO GP (MOTORCYCLE GRAND PRIX), WILL BE HELD ON OCT 31, IN NEARBY ESTORIL CIRCUIT.**

Nr.	HOTEL NAME	Room Rates (per night)		① Address Website - Phone - Email
		Single	Twin	② Access to the Conference Venue
1	Hotel Penha Longa Spa & Golf Resort ***** Website: Penha Longa http://www.penhalonga.com	€150.00	€165.00	① Estrada da Lagoa Azul, Linhó, 2714 - 511 Sintra Phone: (+351) 219 249 011 Email: rc.lisrz.resort@penhalonga.com ② Conference will be hosted in this Hotel
2	Hotel Pestana Sintra Golf **** Website: Pestana Sintra Golf http://www.pestana.com/hotels/europe/LisbonHotels/Sintra/Home/SintraGolf.htm	Best rate available online (€120.00+)	Best rate available online	① Rua Mato da Mina, nº 1, Quinta da Beloura, 2710-692 Sintra Phone: (+351) 282 240 001 Email: reservas.portugal@pestana.com ② 5 mins. by taxi (€10.00)
3	Hotel Tivoli Sintra **** Website: Tivoli Sintra http://www.tivolihotels.com/hotels-portugal/destination/hotels-in-sintra/hotel-sintra/list.aspx	€100.00	€120.00	① Praça da República, 2710-616 Sintra Phone: (+351) 210 424 300 Email: reservas.hts@tivolihotels.com ② 10 mins. by taxi (€10.00)
4	Hotel Tivoli Palácio de Seteais ***** Website: Tivoli Palácio Seteais http://www.tivolihotels.com/hotels-portugal/destination/hotels-in-sintra/hotel-palacio-seteais/list.aspx	€140.00	€150.00	① Rua Barbosa do Bocage, 8 2710-517 Sintra Phone: (+351) 219 233 200 Email: reservas.hps@tivolihotels.com ② 15 mins. by taxi (€15.00)

- ❖ Hotels are listed by order of proximity to the Hotel nr.1 where the Conference will be held.
- ❖ Room rates include service charge, taxes and breakfast.
- ❖ **Please note that the Conference Guests should make their own Hotel transfer arrangements to Hotel/Airport on arrival/departure dates.**

REMARK: For **Hotel Penha Longa Spa & Golf Resort** the rate includes buffet breakfast in the restaurant and includes VAT at 5%. The hotel's check-in time is 15h00. Room assignment prior to this time is subject to availability. Check-out is requested by 12H00 [noon]. Participants are responsible for setting their own bills in full direction with the hotel prior to departure. Cancellations will be accepted until 30 days prior to arrival date, no-shows or early departures will be charged a penalty fee equivalent of the whole stay to the credit card.

We strongly recommend that you make your reservation very soon to guarantee space availability.

The rates are also effective for 3 days before and after the scheduled event. Extensions are subject to room and rate availability. For the other Hotels listed above (nr. 2 through nr. 4), other conditions may apply, on a case by case basis.

..TOUR FOR ACCOMPANYING PERSONS >>>28th OCTOBER, Thursday (14:30-18:30)

..SCHEDULE – TOUR FOR ACCOMPANYING PERSONS OCTOBER 28

14:30-15:00 Bus tour of Hotels 2,3,4 for pick-up of Guests at the Lobbies of the Hotels.
 15:00-18:00 **Sintra World Heritage Monuments Sightseeing Tour** including visits to:
 - **Palácio Nacional da Vila (National Palace of Sintra)**
 - **Sintra Historic Center** – Souvenirs, Arts & Crafts
 - **Quinta da Regaleira e Jardins (Regaleira Palace and Gardens)**
 18:00-18:30 Guests are returned by Bus to Hotels 1,2,3,4

⌚ **Remark:** at **20:00** Guests and Accompanying Persons should be ready for pick up at the Lobbies of Hotels nr. 1,2,3,4 for the transfer to the **Gala Dinner at the Palácio Nacional de Sintra, Palácio da Vila (Sintra National Palace)**

..AROUND SINTRA SIGHTSEEING TOUR >>>29th OCTOBER, Friday (14:30-18:30)

..SCHEDULE – AROUND SINTRA SIGHTSEEING TOUR OCTOBER 29

14:30-15:00 Departure from Hotel 1. Bus tour of Hotels 2,3,4 for pick-up of Guests at Hotel Lobbies
 15:00-18:00 Sightseeing Tour:
 - **Sintra Historic Center** – Souvenirs, Arts & Crafts
 - **Cabo da Roca** (the westernmost point of the European continent)
 - **Guincho**
 - **Cascais and Estoril**
 18:00-18:30 Guests are returned by Bus to Hotels 1,2,3,4

⌚ **Remark:** at **20:00** Guests and Accompanying Persons should be ready for pick up at the Lobbies of Hotels 1,2,3,4 for the transfer to the Farewell Dinner at the **Casino de Estoril – Casino of Estoril**

..POST-CONFERENCE TOUR >>>30th OCTOBER, Saturday (08:30-1830)

- ❖ **Fee: € 59.00 each person** Only available to PBI Delegates & Accompanying Persons which have selected the Post-Conference Tour option by completing the **Application Form** during Registration.
- ❖ **Agência Abreu** has been appointed as the official agent and will handle the Post-Conference Tour:
 - Contact: Ms. Catia Rodrigues Tel +351 214 156 131 E-mail: crodrigues.lisboa@abreu.pt Website: www.abreu.pt
- ❖ Tour fee include service charge and 3 course Menu lunch on location (excluding drinks).
- ❖ Minimum number of participants: 35 persons.




..SCHEDULE – POST-CONFERENCE TOUR OCTOBER 30

08:30-09:00 Departure from Hotel 1. Bus tour of Hotels 2,3,4 for pick-up of Guests at Hotel Lobbies
 09:45-12:00 **Lisbon MonumentsTour:**
 - **Jerónimos Monastery**
 - **Belem Tower**
 12:00-15:00 Depart to **Óbidos**, one of the most charming Portuguese villages, completely enclosed within the ramparts of a Medieval Castle. Lunch at the **Pousada de Óbidos** (3 course Menu, drinks not included)
 15:00-17:30 **Óbidos** walking visit with a stop at a “*tasca*” coffee/wine shop for tasting the traditional liqueur of the region “*Ginginha*”, sweet liqueur made from cherries.
 17:30 – 18:30 Return to **Sintra** & Guests are returned by Bus to Hotels 1,2,3,4

..PAYMENT PROCEDURE FOR HOTEL and POST-CONFERENCE TOUR

⌚ **DEADLINE:** Hotel Booking and Post-Conference Tour should be made **no later than September 27, 2010**. Please refer in the subject line of your email <**RTP GROUP BOOKING**>.(Confirmation will be sent by return by email.)

❖ Payment should be in the form of one of the following credit cards:

1.  **VISA** 2.  **MasterCard** 3.  **Diners Club** 4.  **AMEX**

Application should be accompanied by a payment covering the total amount of hotel accommodation and eventual Post-Conference Tour fee. No reservation will be confirmed in the absence of this payment. All payments must be in Euros.

..CANCELLATION

- ❖ Room Reservations received after the **Deadline of September 27, 2010** will be subject to rate and category availability.
- ❖ Should there be any amendment or cancellation of the reservation, please advice us 14 days prior to the scheduled arrival.
- ❖ For guaranteed reservations, a one-night room charge will be levied in the event of no-show or late cancellation.

GENERAL INFORMATION

❖ PASSPORT AND VISA

To visit Portugal, you must have a valid passport. A visa is required for citizens of countries that do not have visa-exempt agreements with Portugal. Coming from within Europe travelers will have no problems entering Portugal by land, sea or air, however if traveling from further abroad visa's are required from certain countries. American nationals, UK nationals, Canadians, Australians, New Zealanders and Irish nationals do not require a visa for a stay of up to 90 days. A passport is required. South African nationals require a passport and a Schengen visa.

All visitors, except for EEA member states, must hold tickets and documents for their return or onward journey and proof of paid accommodation. The borderless region known as the Schengen area includes most European countries. All these countries issue a standard Schengen visa that has a multiple entry option that allows the holder to travel freely within the borders of all. Passport and visa requirements are liable to change at short notice and it is advised to check entry requirements with their embassy or consulate.

For up-to-date information of visa requirements, please visit:

http://www.theschengenoffice.com/portugal_need_visa.html

❖ DUTY FREE IMPORT

There is a liberal allowance for importation of goods purchased in the EU and which are for personal use as follows:

- tobacco: 800 cigarettes, 400 cigarillos (max. 3g), 200 cigars, 1kg smoking tobacco.
- Alcoholic beverages: 10 litres of spirits over 22%, 20 litres of alcohol beverages less than 22%, 90 litres of wine (no more than 60 litres of sparkling wine), 110 litres of beer.

For passengers arriving from outside the European Union the allowance for duty free imports are:

- tobacco: 200 cigarettes, or 100 cigarillos (max. 3g each), or 50 cigars, or 250g of tobacco
- Alcoholic beverages: 1 litre of spirits over 22%, 2 litres of spirits or similar beverages under 22%, 4 litres of wine, 16 litres of beer
- medicinal products sufficient for personal needs, other goods up to a total value of EUR 430 (per adult) or EUR 150 (per passenger aged under 15 years)

Note that there are export restrictions on jewellery and you should declare any jewellery on your arrival to ensure that there are no problems when leaving the country.

❖ INSURANCE

The organizer cannot accept responsibility for accidents that might occur. Delegates are encouraged to purchase travel insurance before leaving their home country. Insurance plans typically cover accidental loss of belongings, medical costs in case of injury or illness, and other possible risks of international travel.

❖ WEATHER & CLIMATE

The temperature in **Sintra** during the period of the Conference ranges between 10 -18 degrees Celsius. Portugal is one of the warmest European countries. The northwest has mild winters with high levels of rainfall and short summers while the northeast has longer winters and hot summers. In the south the summers (May to October) are warm with very little rain except in early spring and autumn. The best times to visit Portugal are spring and autumn. Winter starts in November and lasts to March with the warmer months being from May to September. Peak season in Portugal falls from June to September. The tourist season in the Algarve lasts from late February to November and in the north from May until September.

❖ CURRENCY EXCHANGE

Only Euro (€) is acceptable at regular stores and restaurants. Certain foreign currencies may be accepted at a limited number of hotels, restaurants and souvenir shops.

❖ TRAVELER'S CHECKS AND CREDIT CARDS

Traveler's checks are accepted only by leading banks and major hotels in main cities, and the use of traveler's checks in Portugal is not as popular as in some other countries. VISA, MasterCard, Diners Club, and American Express are widely accepted at hotels, department stores, shops, restaurants and nightclubs.

❖ ELECTRICITY

Electric current is uniformly 220 volts, AC. Leading hotels in major cities have two outlets of 100 and 220 volts but their sockets usually accept a two-leg plug only.

❖ SHOPPING

Department Stores in Lisbon and Cascais are generally open on Weekends and national holidays as well as Weekdays from 10:00 to 21:00. Shops and other sales outlets, however, are generally closed on Saturdays after 13:00 and Sundays – on Weekdays they are open from 09:00 until 19:00 (may slightly differ by store).