

Sitges, Spain Location: The Almiral de la Font near Sitges, Spain, less than one hour driving distance from Barcelona.

Instructions: Please review this information prior to booking your travel arrangements. Once you have made your arrangements be sure to complete the online form in the Travel and Logistics section of the Leadership Launch Pad.

Travel Planning Information:

Arrival and Departure Planning: You should plan to arrive at the retreat center (masia) on Sunday between 9:00 and 9:30 hours to get settled in. All retreats begin promptly at 10:00 AM on the first day and complete at 3:30 PM on Friday. All participants are expected to stay the entire time. Please make your travel plans accordingly.

If you are Driving: Please download the **driving directions** in the Travel and Logistics section of the Leadership Launch Pad. Please carpool if at all possible. You will receive contact lists approximately two weeks prior to the first retreat so you can arrange carpools at that time.

If you are Flying: Travel time from the Barcelona airport (BCN) is approximately 45 minutes. Most people will want to fly in on Saturday to be rested before the retreat. Both hotels below provide a shuttle service from the Barcelona airport to the hotel.

Hotel and Shuttle: For the first retreat only, we will provide van transportation from hotels Tryp and Ciutat del Prat to the retreat center on Sunday morning. **We do need to know in advance** if you will be using this service and from which hotel you will be picked up. You must indicate this on the **online form** in the Travel and Logistics section of the Leadership Launch Pad. The van will return passengers to the airport on Friday. By request the van can also drop off at either of the hotels above, however, additional stops cannot be accommodated.

Van Service Pick-Up: When you check into the hotel, please let them know that you will be using a van service to Almiral de la Font on the morning of the first retreat. If you are not staying at one of these hotels and want to be included in this service, simply arrive at the appropriate hotel lobby with your luggage 10 minutes prior to the designated pick-up time.

Ciutat del Prat – 08:15 hours / Tryp – 08:30 hours

Pre-Retreat Lodging: Special reduced rates are available at these hotels. Ask for the Coaches Training Institute rate discount. You will need a credit/debit card to guarantee your booking at each hotel.

Hotel Tryp Barcelona Aeropuerto: To book, complete the attached form and send it by fax or e-mail. Phone + 34 93 3781010 (CTI rate: 95-105 Euros).

Hotel contact Manuel Manjon. www.solmelia.com

Hotel Ciutat del Prat: To book call + 34 90 2111020 (CTI rate: 80-95 Euros).

Hotel contact Nuri Soler. www.salleshotels.com