



Please review this entire document prior to booking any of your travel arrangements.

Arrival and Departure Travel Planning

Sitges, Spain Location: The Almiral de la Font near Sitges, Spain

Arrival and Departure Timing – 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 of your fellow participants approximately three 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.

Airport Hotels

Special reduced rates are available at the following hotels if you ask for The Coaches Training Institute corporate rate when you call. You will need a credit card to guarantee your booking. Airport shuttle is available by request to/from each of these hotels.

- Hotel Tryp Barcelona Aeropuerto: Call +34 93 3781010
Weblink www.solmelia.com
Please use the form at the end of this document to book your stay.
- Hotel Ciutat del Prat: Call +34 90 2111020
Weblink www.salleshotels.com

Ground Transportation and Lodging

You are responsible for arranging your own ground transportation to and from the retreat center for each of the four retreats.

The following information is provided to help support your planning. You must make reservations in your own name and put any charges on your own credit card. If carpooling, it is recommended that you share costs and plan your transportation to accommodate all passengers luggage.

Local Transportation Providers:

1. Car &/or Van rental – Rebil (www.rebilrent.com), Europcar (www.europcar.es), Avis (www.avis.es)
2. Van Service – Autocars Dotor (www.dotorbus.com) +34 93 8180611
3. Local taxi - Radio Taxi Sitges +34 93 8941329
4. Directions to the retreat center are available at www.almiraldelafont.com/location Or www.viamichelin.co.uk

Local Lodging options:*

The Almiral de la Font masia is available for an 8 person minimum at rates of Euro 90 per person. This price includes a group dinner at a time to be agreed. You can inquire and book directly by emailing Paul Christoforou at the Almiral de la Font pavlos@telefonica.net. It would be best if one person coordinates the communications for your group.

*PLEASE NOTE: the retreat center will not be available to participants the night prior to Retreat 1, day 1.

Other Resources: The Sitges tourism website www.sitgestur.cat can offer additional recreation, transportation, restaurants, shopping, and accommodation options in the area.

TRYP BARCELONA AEROPUERTO ****

RESERVATION REQUEST FOR CONGRESSES

CTI LEADERSHIP PROGRAM 2015

Name _____ Surname(s) _____
Company _____
Address _____
Post/Zip code _____ City/Country _____
Telephone _____ Fax _____
E-mail _____
Arrival date _____ Estimated time _____
Departure date _____

ROOM TYPE

CATEGORY	RATE	NUMBER OF ROOMS
Double * (Only room)	95.00€	
Double for Single Use (Only room)	95.00€	
Double * (Bed & Breakfast)	105.00€	
Double for Single Use (Bed & Breakfast)	115.00€	

Local tax: 0.99 € / person /night. Not included
10% vat included

Blackout date: 1st-5th March 2015

* Shared with: Name _____ Surname(s) _____

COMMENTS _____

MEANS OF PAYMENT FOR RESERVATION GUARANTEE

Credit Card Visa _____ Amex _____ Master Card _____ Diners Club _____

Card number _____ Expiry date ____/____

Bank transfer ____ (Include the data) _____ Other _____

Reservation on request

Cancellation policies

Until 15 days before arrival the cost of a one-night stay will be billed to the credit card for cancellation costs

Between 14 and 8 days before arrival the cost of a two-night stay will be billed to the credit card for cancellation costs

Less than 7 days before arrival the full cost of the entire stay will be billed to the credit card for cancellation costs

No-show

In the case of no-shows the hotel is authorised to charge the full amount corresponding to guest rooms and breakfast for all of the days reserved

Signature and Name _____ Date _____

Please send this document by fax or e-mail to the group reservations department
Judith Rubio

Reservations Department.
Hotel Tryp Barcelona Aeropuerto
Tel: 00.34.93 378 10 10
Fax: 00.34.93 378 10 01
Judith.rubio@melia.com