



**E.S.T.A. BUSINESS CONFERENCE, EXHIBITION
AND GENERAL ASSEMBLY
PORTO, JUNE 13-15, 2010**

Practical Information



www.hotelportopalacio.com

Conference Coordinator: ESTA Secretariat
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A. MAIN FEATURES

Venue

The *Porto Palácio Congress Hotel & SPA*, a member of “The Leading Hotels of the World”, is specifically geared towards business and leisure tourism, with an exquisite quality standards environment.

In the heart of the business and financial district of Porto, a UNESCO World Heritage Site, and in the ideal location for the beginning of your journey into the magnificent Douro Valley, the *Porto Palácio Congress Hotel & SPA* sets a new definition of comfort and a passionate guest oriented policy, mainly based on the balance of a state of the art, technological powered facilities and an exclusive and enthusiastic tailored service.

The hotel has a 1.500 square meter Spa and a fully equipped 3.200 square meter Health Club. The exclusive and impressive panoramic view of the 19th floor VIP Lounge, with a unique offer of 225 whiskies and teas from Birmania to Azores, the recently renovated public areas and rooms and the impressive artwork by the famous Portuguese sculptor Pedro Cabrita Reis, welcomes the guest to a sensorial experience where functionality and aesthetics walk alongside.

Location

Close to the City best shopping and cultural facilities, and in the center of the popular Contemporary Art Circuit, along with Casa da Música, Museum of Contemporary Art and Fundação de Serralves.

Car (Lisbon and Central Spain): Highway A1, first exit following Ponte de Arrábida (Bessa Leite) and the Hotel will be on the right side on Avenida da Boavista

Train: 7 Km from Campanha Railway Station

Plane: 17 Km / 15-45 minutes from Francisco Sá Carneiro International Airport (OPO). A taxi costs approx. € 25,00.

Metro: 5 minute walk from Casa da Música Metro Station

Room and Suite Facilities

New decoration based on noble woods, steel and glass; new window frames; mirror doors between room and entrance; lighted closet and individual safe box with PC socket inside; Ergonomic positioned mini bar and a selection of Portuguese wines; work desk; individually controlled air conditioner; double queen size beds; twin beds.

Time zone: GMT -1 Hour

Currency: Euro – Several ATMs are available near the Hotel.

Power supply: The electricity power is 220 Volt, European-style 2-pin plugs are in use.

Foreigners legislation: www.sef.pt

B. ACCOMODATION

Hotel Reservations

ESTA has booked a block of 230 rooms at the Porto Palácio Hotel at the discounted rate of:

<u>Executive Room</u>	<u>Deluxe Room</u> *	<u>Executive Suite</u> *	<u>Deluxe Suite</u> *
Single 125,00 €	Single 175,00 €	250,00 €	350,00 €
Double 145,00 €	Double 195,00 €		

Rates per room and per night, including the following services and benefits free of charge:

- American Buffet Breakfast in the Madrugá Restaurant;
- Wireless Internet Connection (Wi-Fi) in every Room and common areas;
- Unlimited usage during 1h30 of the Spa and Health Club services;
- Valet Service;
- Free entrance in the Contemporary Art Museum of Serralves and Ferreira Port Wine Cellars;
- Taxes & Service.

* For the Deluxe Rooms and Suites, Breakfast is served in the VIP Lounge (19th Floor), where you will enjoy an incredible view of Porto city, the Douro River and the Atlantic Ocean.

A reservation of two nights is required (13-16 June 2010). ESTA managed to book a rather limited number of rooms, at the same rate, for the two days before and after the event, if the reservation is made by the end of March 2010, at latest. Hotel reservations and payments are made via STAR/GETOUR: Esta2010@starviagens.pt We strongly advise you to book your accommodation early!

Furthermore, an allotment of 40 deluxe rooms has been blocked in the SHERATON PORTO HOTEL & SPA***** sheraton.com/porto, approx. 3 minutes from the Porto Palácio Hotel, at a discounted rate of € 125,00 per room/night in single use and € 150,00 in double use, inclusive English breakfast, services and taxes.

For both Hotels: Check-in time from 14h00 and check-out time before 12h00.

A private luggage-room has been reserved for ESTA in the foyers of the conference area of the Porto Palácio.

Hotel Costs, Substitutions and Cancellations

The Hotel accommodation costs are not included in the conference fee and are borne individually by the participants.

STAR/GETOUR: Esta2010@starviagens.pt should be informed on time of all changes, substitutions or cancellations, by fax or e-mail.

If reservation is not cancelled well in advance, the hotel will charge the **total** stay costs.

Cancellations received after 10th April, 2010 will consequently not be refunded.

C. THE CONFERENCE

Attendance

We strongly advise you to take care of your conference registration early! Only ESTA Members having paid their 2010 subscription fee are allowed to participate and **admission to the conference is subject to beforehand registration and attendance fee payment, via: contact@esta-cash.eu** For security reasons there is no “walk-in”, on-site registration.

Subject to ESTA’s approval, Members may invite guests to the conference, under their responsibility; a registration form should be completed for each invited guest. However, ESTA has the right to refuse a registration without giving any justification.

Attendance Fee

The fee is fixed at € 725,00 (VAT excluded) per delegate participating in the conference and € 325,00 (VAT excluded) for the accompanying person (partner/spouse) not attending the working sessions.

The conference fee will be invoiced in full even if the delegates are not participating in all the sessions. The participants are requested to settle their conference fees by bank transfer, free of any charges for ESTA, at the moment of the registration for the conference.

Cancellations of attendance to the conference received after 15th May, 2010 will not be refunded.

Welcome Desk – Conference Package

The participants are invited to collect their conference packages and badges at the ESTA welcome desk in the hotel lobby, on Sunday (all day).

Cultural / Touristic Activities

There will be a Ladies Programme organized in Porto on 14 June via STAR/GETOUR: Esta2010@starviagens.pt Additionally, the Concierge, whose desk is located in the hotel lobby, is available at all times to help you organize further city trips or to arrange a car rental.

Conference Lectures and Presentations

As usual, simultaneous translation will be provided (most likely from and into English, French and Italian).

Exhibition & Sponsoring

Vehicle builders can participate in the exhibition. The vehicle parking is located outside the hotel, in front of the World Trade Center building, in the same area as the Porto Palácio Congress Hotel & SPA.

The doors of the exhibition room open towards the foyers, where coffee breaks and cocktails will be held; the height of the large exhibition room is 4m and allows for the exhibition of all kinds of displays. The conference room is located next to the exhibition room and the foyers.

Participating in the exhibition or sponsoring a service, lunch, dinner, cocktail party, coffee-break, portfolios, etc. or placing an advertisement in the program, enables you to enhance visibility of your company. Do not hesitate to contact the ESTA secretariat for additional information.

Participation to the conference will provide you with excellent networking opportunities, allowing you to discuss experiences, technology, systems, innovative solutions and procedures, all this in the historical environment of Porto.

The ESTA Organizing Committee will be working very hard to make this ESTA conference, once more, an interesting and successful event.

With your support and attendance it will be the highlight of the year 2010. Do not miss this unique opportunity.

We look forward to welcoming you in Porto!