



C-IED COE LODGING FACILITY



PRESENTATION AND REGULATIONS

Counter Improvised Explosive Devices – Centre of Excellence (C-IED COE)

Carretera M-618, km. 14
28240 – HOYO DE MANZANARES
MADRID (ESPAÑA)
Telf.: 0034 616684761

billeting@ciedcoe.org



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- **MAP ENGINEERS ACADEMY**
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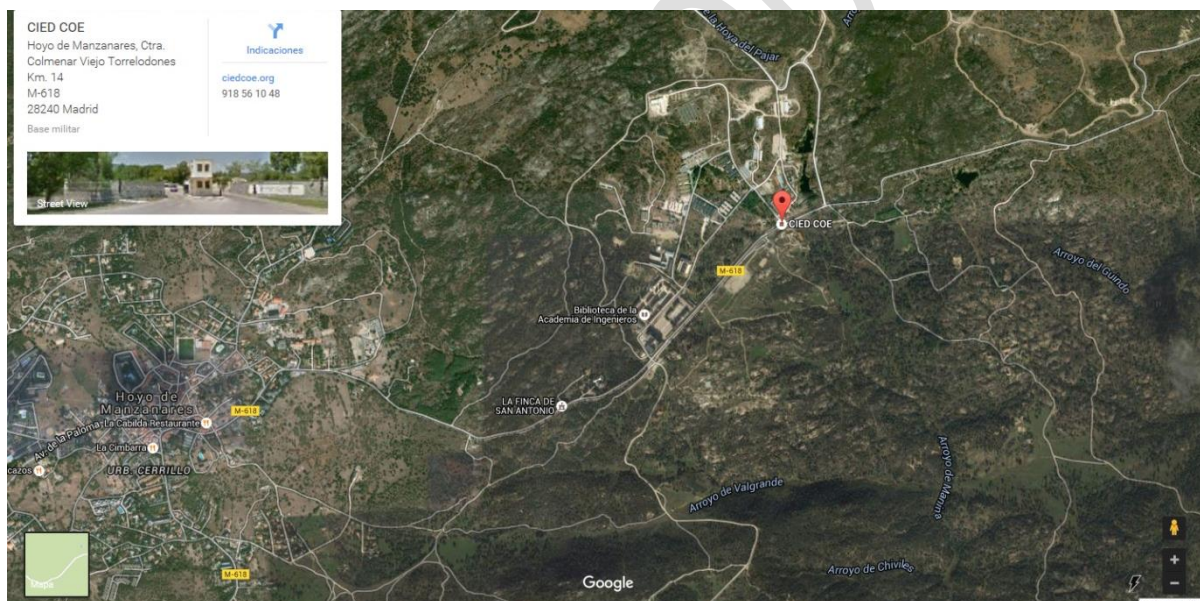


LODGING FACILITY

1 HOW TO GET THERE

1.1 GEOGRAPHIC LOCATION

The C-IED COE lodging is located within the Engineers Academy (Academia de Ingenieros / ACING), which is located in the Regional Park of “Cuenca Alta del Manzanares”, an area of great environmental value in the municipality of Hoyo de Manzanares, 35 km. from Madrid Capital.





LODGING FACILITY

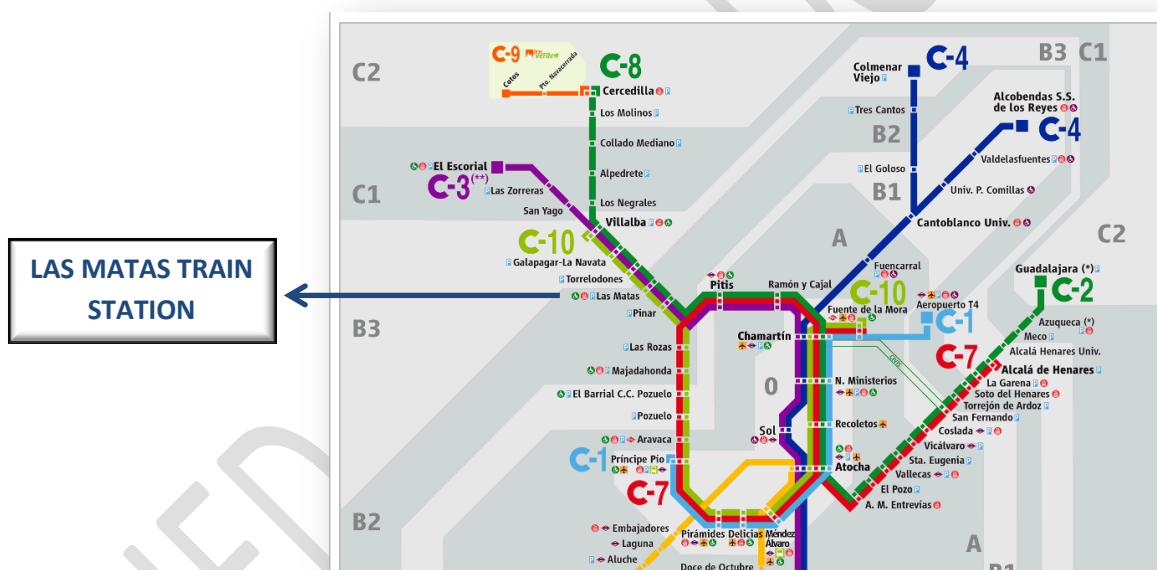
1.2 HOW TO GET THERE

BY ROAD

Take the A-6 Highway in the direction of “La Coruña”. Take exit 29 (TORRELODONES – HOYO DE MANZANARES), continue along the service road until you reach the entrance of the Torrelodones village. At the roundabout turn right towards Hoyo de Manzanares. Continue along the M-618 road for 7 km, until you reach Hoyo de Manzanares village. Pass through the town without leaving the road, continue 3 kilometers to Engineers Academy.

BY TRAIN:

The nearest train station with connection by public transport to Hoyo de Manzanares is LAS MATAS (RENFE) which can be reached by lines C-3, C-8 and C-10.



On arrival in LAS MATAS station, take the 611 or 611A bus that goes to Engineers Academy, as specified in the Bus section below. Consult timetables before travelling.

For further information on timetables and available trains consult Renfe Cercanías:

<http://www.renfe.com/viajeros/cercanias/planos/madrid.png>

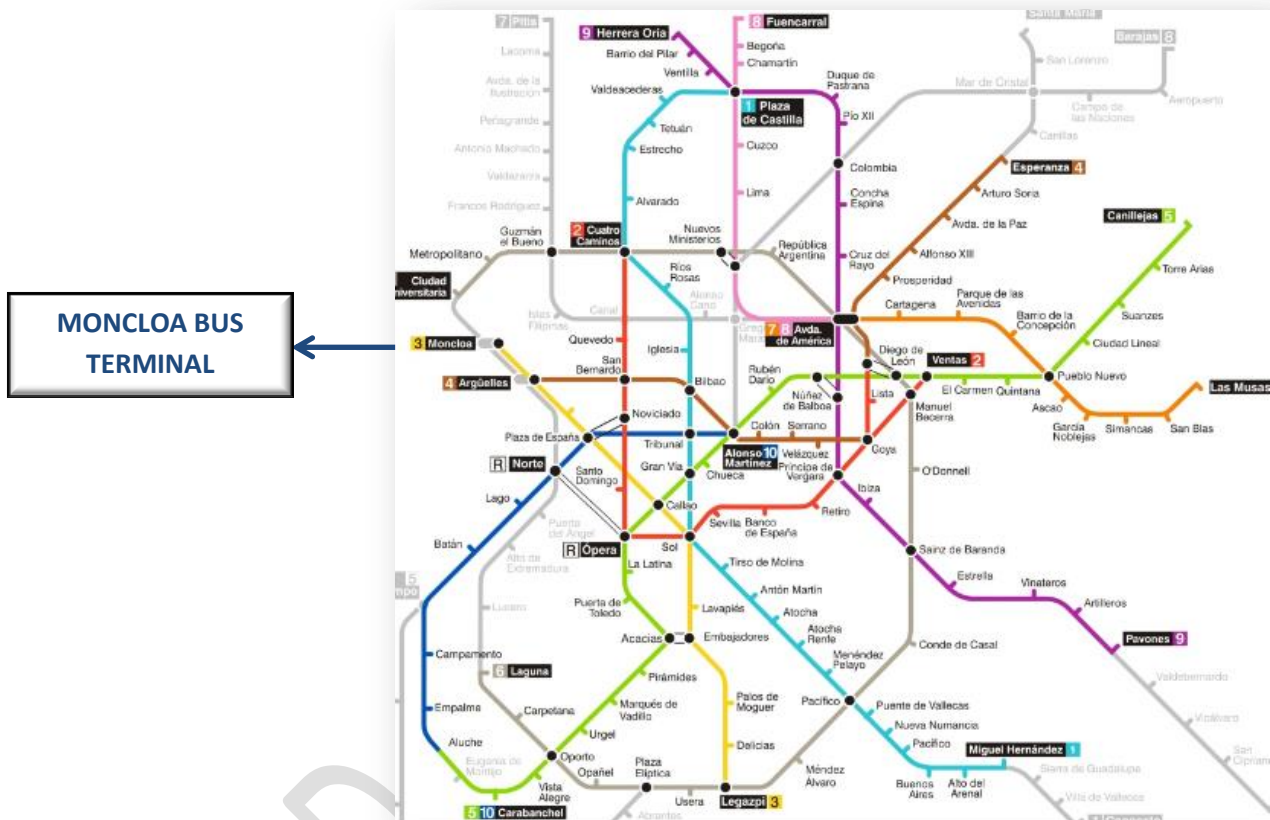


LODGING FACILITY

BY METRO

If you are coming from the city, by “Metro” you can access the Moncloa BUS terminal, which offers direct bus routes to the Engineers Academy.

See map below for more details on how to access Moncloa Metro station on line 3 (yellow line).



For further information on timetables and available trains consult Metro de Madrid:

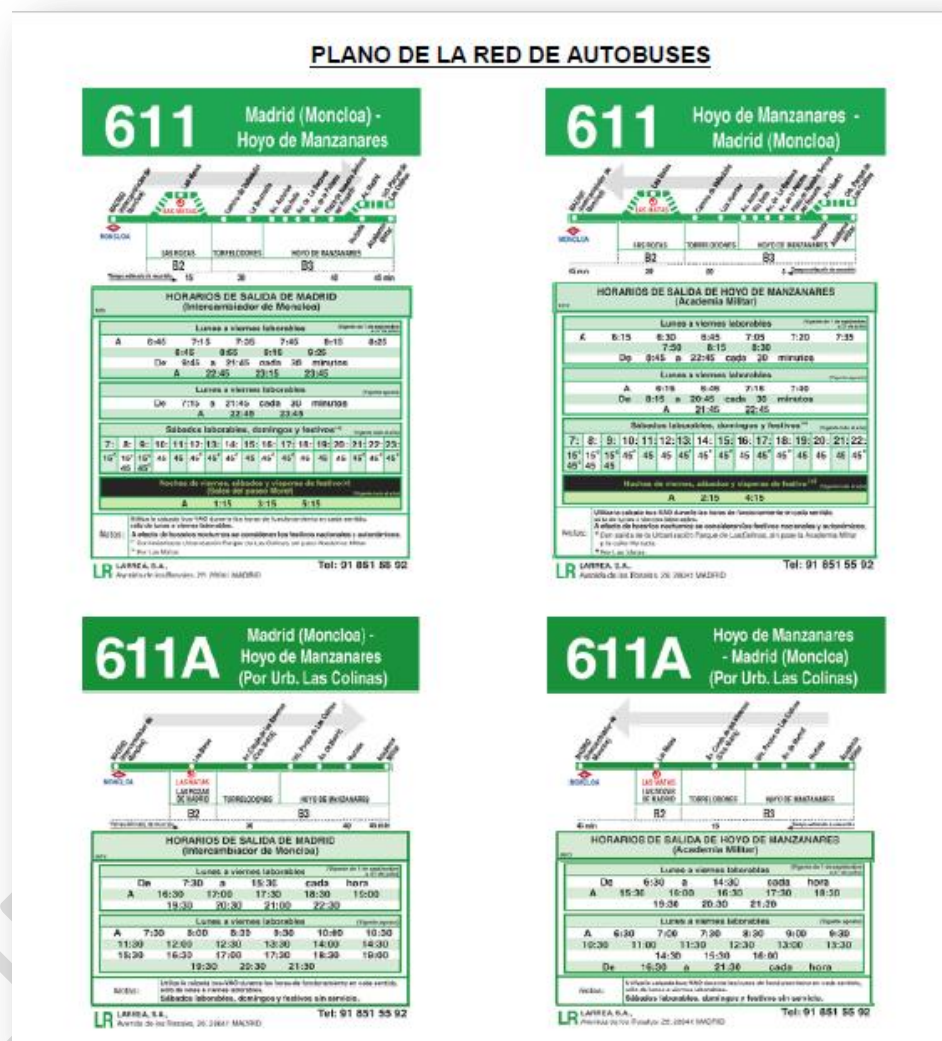
<http://www.metromadrid.es>



LODGING FACILITY

BY BUS

In the Moncloa bus terminal (Intercambiador de Moncloa) access level 1, locate area 2 and platform 29. LARREA company run two bus routes, 611 and 611A which stop at the Engineers Academy.



For further information on timetables and available buses consult Autobuses Larrea.

<http://www.autobuseslarrea.com>



LODGING FACILITY

1.3 LOCATION OF LODGING INSIDE THE ACADEMY'S GROUNDS

The Lodging facility is located inside the Engineers Academy's grounds. Once through the main gate, continue to the first intersection. Turn left and continue to the end of the street. The Lodging Facility is located in a new building at the end and on the right, as indicated on the map below.





2 INSTALATIONS AND SERVICES

2.1 DESCRIPTION OF THE LODGING FACILITY

The CIED COE Lodging Facility is a self-service facility. This means that, depending on your time of arrival and / or departure, may or may not be personnel present. The lodging facility, therefore, does not provide reception service nor restaurant or cafeteria services. There is however, an area in which to prepare your own breakfast.

The Lodging Facility has 60 rooms, one of which is for disabled persons.

Additionally, the lodging has an Administration Office, a common area with television, a dining room, garden and terraces and washes room facility.

It is totally prohibited to smoke inside the Lodging Facility.

2.1.1 EQUIPMENT OF THE ROOMS

Each room is equipped with the following

- Bed of 135 x 200 cm
- Bed...side table
- Built-in double wardrobe with drawers and hangers
- 32 inch TV with satellite connection
- Desk
- Chair
- Easy chair
- Minibar
- Internal telephone.



Each room has each own individual bathroom with shower.



LODGING FACILITY

Additionally, the rooms are also equipped with

- Mattress and pillow protection cover
- Undersheet
- Topsheet
- Continental quild
- Quild cover
- Blanked
- Bath towel
- Shower towel
- Shower mat
- Consumables (hand soap, shower gel, shampoo, disposable razor, toothbrush and comb).

Important> In Spain we use 220V and 2 round pin plots. Do not forget your adaptor.

2.1.2 EQUIPMENT OF COMMON AREA

Common Area is for relax and recreation purposes.

The common area has the following equipment:

- 4 sofas
- 4 coffee table
- 2 auxiliary table
- 65 inch TV
- 6 dinner table
- 36 chairs
- Vending machine



LODGING FACILITY

The lodging facility is equipped with WIFI connection.

Further (more complete) dinner facilities are available in the nearby Engineers Academy (See 2.1.6).

2.1.3 EQUIPMENT OF AUTO SERVICE LAUNDRY

The auto –service laundry room, is located in the Ground Floor.

The auto-service laundry room is equipped with:

- 2 washing machines
- 2 dryers machines
- 1 ironing board
- 1 ironing

2.1.4 WELCOME PACKAGE

- Lodge information and regulations.
- Engineers Academy Access card.
- Key room pin code.

2.1.5 CLEANING AND LINEN CHANGE

No room cleaning or linen change will be made if your stay is less than a week.
However, for stays over seven days, the room will be cleaned and the linen changed weekly.



LODGING FACILITY

2.1.6 BREAKFAST, LUNCH AND DINNER

MONDAY TO FRIDAY:

Serviced by the Engineers Academy.

- Breakfast and lunch will be paid at the check-in or the first working day during the in-processing
Breakfast: 07:00 hrs
Dinner: 21:00 hrs
Check Mess location is in the map.
- Lunch will be paid at the Mess
Lunch: 13:30 hrs to 15:00 hrs

WEEKEND AND NON-WORKING DAYS:

There are several restaurants, bars and cafeterias in the nearby towns (HOYO DE MANZANARES and TORRELODONES).

(See Annex II) Bus line 611 and 611A: Bus Stop in front of the Engineers Academy, main entrance.
Base to Hoyo de Manzanares, Torrelorones, Madrid



3 CHECK-IN AND CHEK OUT

3.1 REQUESTS FOR BOOKING AND PAYMENT PROCEDURE

Thereafter making the course registration, the participant will receive the information regarding the booking registration for the Logde through the C-IED CoE web page:

ciedcoe.org

Lodge Registration Form:

LODGING PAF

Your personal data will only be collected and held for official training purposes. It may be provided to the higher NATO headquarters for reporting purposes.

All fields with the * are mandatory fields

Courses at the C-IED CoE (*) CSOC 19.2

Last name (*)

First name (*)

Official Email (*)

Nationality (*)

National ID (*)

Accommodation Arrival (*)

April - 2019 -						
Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

Accommodation Departure (*)

April - 2019 -						
Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4




LODGING FACILITY

When filling out the Lodge Registration Form you must accept the use conditions regarding this document.

The administration will send a confirmation e-mail, indicating the availability of the room for the dates and times requested.

3.2 LODGING PAYMENT

Accommodation will be paid at the check-in or the first working day during the in-processing. The fee will be indicated in the confirmation of reservation e-mail.



ESTADO MAYOR DE LA DEFENSA
C/. Vitruvio, 1
28006 MADRID – ESPAÑA
S2830083H

INVOICE / FACTURA

INVOICE N°		
FACTURA N°		
DATE:		
FECHA:		


DETAILS / DETALLE:

CONCEPT / CONCEPTO	ARRIVAL ENTRADA	DEPARTURE SALIDA	N°	UNIT PRICE PRECIO UNITARIO	AMOUNT TOTAL
Accommodation / Alojamiento					
			VAT I.V.A.	%	
			TOTAL	EUROS €	


PAYMENT / FORMA DE PAGO

In compliance with the Personal Data Protection Regulations and thus, in accordance with the Spanish Organic Law 15/1999, dated 13th December 1999, on the Protection of Personal Data (LOPD), we inform you that the contact details hereby provided are included in a file owned by CIED COE, duly registered into the General Registry of the Protection of Data of Personal Character for the purpose of maintaining the communications via email as part of its own activity to clients, associates, suppliers, vendors or personnel. Notwithstanding the aforementioned, you are acknowledged to have and may exercise the right of access, cancellation, rectification and opposition, in the terms and conditions stated in the LOPD, by writing to the following address, attaching a legible copy of your National Identity Document: CIED COE Camerata U-918 Coliménar Viejo s Torrelodones Km 10 Hoyo de Manzanares 28240 (Madrid, Spain). If you are not intended recipient, please notify us in order to remove your email address. If you have received this message in error, please do not copy, disclosure nor distribute or take any action in this message and delete it immediately.

De acuerdo con la Ley Orgánica 15/1999 de 13 de diciembre de Protección de Datos de Carácter Personal, el CIED COE le informa de que sus datos de carácter personal serán incorporados a un fichero de su propiedad con la finalidad de mantenimiento de la relación establecida. Los datos contenidos son confidenciales y solo pueden ser accesibles por el titular o por personas autorizadas.



CIED COE LODGING FACILITY
Ctra. Coliménar Viejo – Torrelodones, km.14
28240 HOYO DE MANZANARES
MADRID – SPAIN
www.ciedcoe.org - billing@ciedcoe.org





LODGING FACILITY

3.3 AT THE CHECK-IN

You will be given a pin number for your key room through e-mail, and an Engineers Academy access card during the in- processing.



The access card is unique for each user, non-transferable and must be worn always visible inside the compound.

At the main entrance, you must swipe the access card entering or leaving the compound.

If you get the Lodging Facility out of working hours, an automatic key cabinet is available to dispense your key. **Do not take the key out of the building.** Any time you leave your room the key must be placed at the electronic key cabinet. **The loose of the key is charged with 250 €.**

IMPORTANT:

Do not leave your room key inside the room. The door, once closed, cannot be opened. If you can't access your room, please call the following number for instructions:

0034 616 684 761



LODGING FACILITY

3.4 CHECK-OUT

When leaving the center, please **leave the key in the electronic key cabinet** and the **access card in the mail box located on the left side of the administration office door “main floor”** or deliver it to access and control personnel at the COE main building.

3.5 PARKING AREA

Designate parking area for private or rented vehicles belonging to personnel accommodated at the Lodging Facility is as follows:



Violations will be reported to Security Personnel.



LODGING FACILITY

4 INTEREST TELEPHONES AND ADRESSES

- EMERGENCIES: 112
- TAXI: 0034 676 453 753 / 0034 916 344 115

LODGING FACILITY:

0034 616 684 761

billeting@ciedcoe.org

Internal system: 5111

DUTY GUARD:

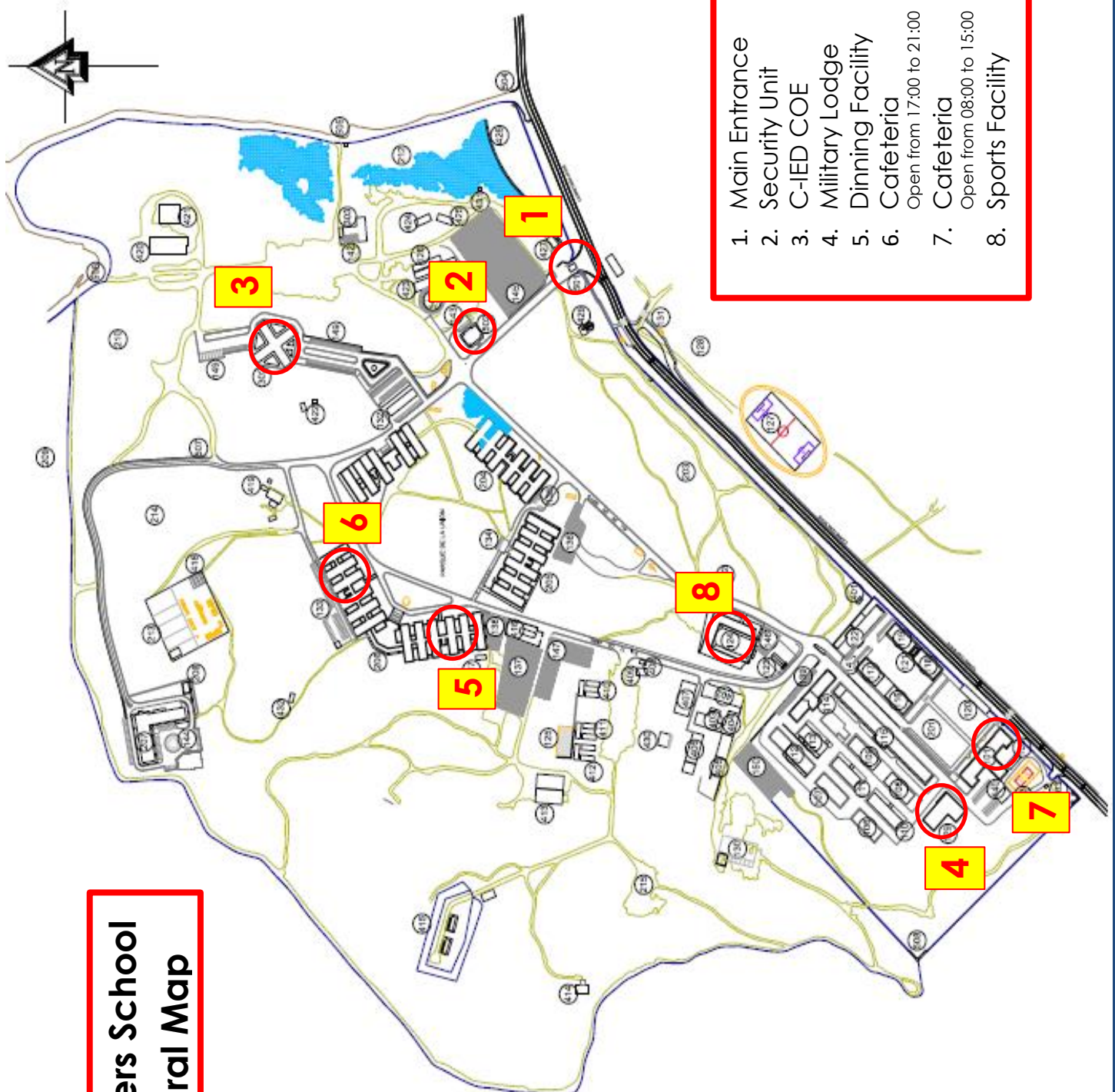
0034 91 856 1263 (internal system 5263)



PRESENTATION AND REGULATIONS



LODGING FACILITY



1. Main Entrance
2. Security Unit
3. C-IED COE
4. Military Lodge
5. Dining Facility
6. Cafeteria
Open from 17:00 to 21:00
7. Cafeteria
Open from 08:00 to 15:00
8. Sports Facility

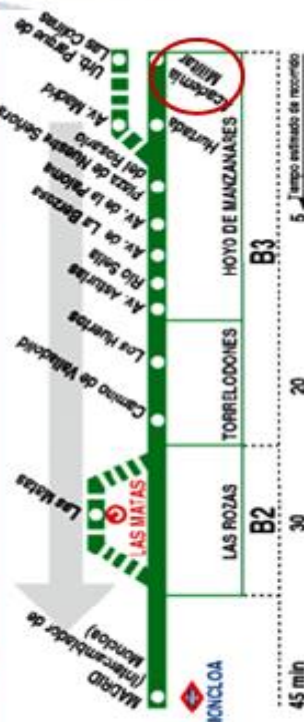
**Engineers School
General Map**



LODGING FACILITY

BUS INFORMATION

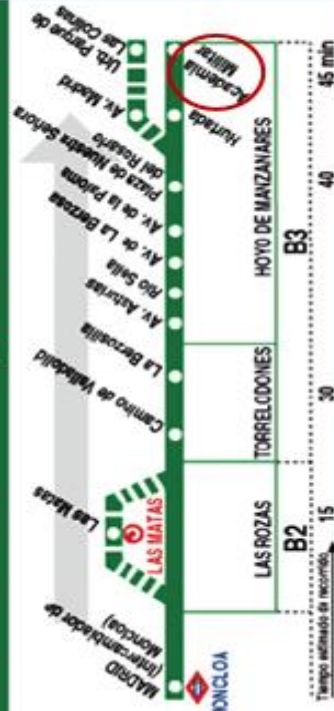
611 Hoyo de Manzanares - Madrid (Moncloa)



ETD HOYO MANZANARES – Engineers Academy

Lunes a viernes laborables				(Vigente de 1 de septiembre a 27 de julio)			
A	6:15	6:30	6:45	7:05	7:20	7:35	
		7:50	8:15	8:30			
De		8:45 a 22:45 cada 30 minutos					
WORKING DAYS: MONDAY TO FRIDAY							
A	6:15	6:45	7:15	7:40			
De		8:15 a 20:45 cada 30 minutos					
		A	21:45	22:45			
WEEKEND AND NON-WORKING DAYS							
7:	8:	9:	10:	11:	12:	13:	14:
				15:	16:	17:	18:
				19:	20:	21:	22:
15 ^c	15 ^c	15 ^c	45 ^c	45 ^c	45 ^c	45 ^c	45 ^c
45 ^c	45 ^c	45 ^c	45 ^c	45 ^c	45 ^c	45 ^c	45 ^c
Noches de viernes, sábados y vísperas de festivo (c) (Vigente todo el año)							
				A	2:15	4:15	

611 Madrid (Moncloa) - Hoyo de Manzanares



ETD MADRID – Intercambiador Moncloa

Lunes a viernes laborables		(Vigente de 1 de septiembre a 27 de julio)	
A	6:45	7:15	7:35
		7:45	8:15
		8:45	9:15
		9:25	
De		9:45 a 21:45 cada 30 minutos	
		A	22:45
			23:45
WORKING DAYS: MONDAY TO FRIDAY			
De		7:15 a 21:45 cada 30 minutos	
		A	22:45
			23:45
WEEKEND AND NON-WORKING DAYS			
7:	8:	9:	10:
11:	12:	13:	14:
15:	16:	17:	18:
19:	20:	21:	22:
23:			
15 ^c	15 ^c	15 ^c	15 ^c
45 ^c	45 ^c	45 ^c	45 ^c
45 ^c	45 ^c	45 ^c	45 ^c
Noches de viernes, sábados y vísperas de festivo (c) (Vigente todo el año)			
A	1:15	3:15	5:15



LODGING FACILITY

BUS INFORMATION

611A

Hoyo de Manzanares
- Madrid (Moncloa)
(Por Urb. Las Colinas)

ETD HOYO MANZANARES Engineers Academy

WORKING DAYS: MONDAY TO FRIDAY

De	A	14:30	16:30	17:30	18:30
6:30	15:30	16:00	16:30	17:30	18:30
WORKING DAYS: MONDAY TO FRIDAY					
A	6:30	7:00	7:30	8:30	9:00
10:30	11:00	11:30	12:30	13:00	13:30
14:30	15:30	16:00	16:30	17:30	18:30
De	16:30	a	21:30	cada	hora

Notas:

Utiliza la calzada bus-VAO durante las horas de funcionamiento en cada sentido, sólo de lunes a viernes laborables.
Sábados laborables, domingos y festivos sin servicio.

LR LARREA, S.A. Calle Vicente Guillén Zamorano, 15
28260 GALAPAGAR (MADRID) **Tel: 91 851 55 92**

611A

Madrid (Moncloa) -
Hoyo de Manzanares
(Por Urb. Las Colinas)

ETD MADRID (Intercambiador MONCLOA)

WORKING DAYS: MONDAY TO FRIDAY

De	A	15:30	17:30	18:30	19:00
7:30	16:30	17:00	17:30	18:30	19:00
WORKING DAYS: MONDAY TO FRIDAY					
A	7:30	8:00	8:30	9:30	10:30
11:30	12:00	12:30	13:30	14:00	14:30
15:30	16:30	17:00	17:30	18:30	19:00
19:30	20:30	21:00	21:30	22:30	23:30

Notas:

Utiliza la calzada bus-VAO durante las horas de funcionamiento en cada sentido, sólo de lunes a viernes laborables.
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