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# Information on the

## 13<sup>th</sup> Session of the Working Party on Billfish 1–5 September 2015

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## 11<sup>th</sup> Session of the Working Party on Ecosystems and Bycatch 7–11 September 2015

**Olhão, Portugal**

### 1. Meetings dates and venue

The 13<sup>th</sup> Session of the Working Party on Billfish and the 11<sup>th</sup> Session of the Working Party on Ecosystems and Bycatch will be held as follows:

- 13<sup>th</sup> Session of the Working Party on Billfishes (WPB13): 1–5 September 2015
- 11<sup>th</sup> Session of the Working Party on Ecosystems and Bycatch (WPEB11): 7–11 September 2015

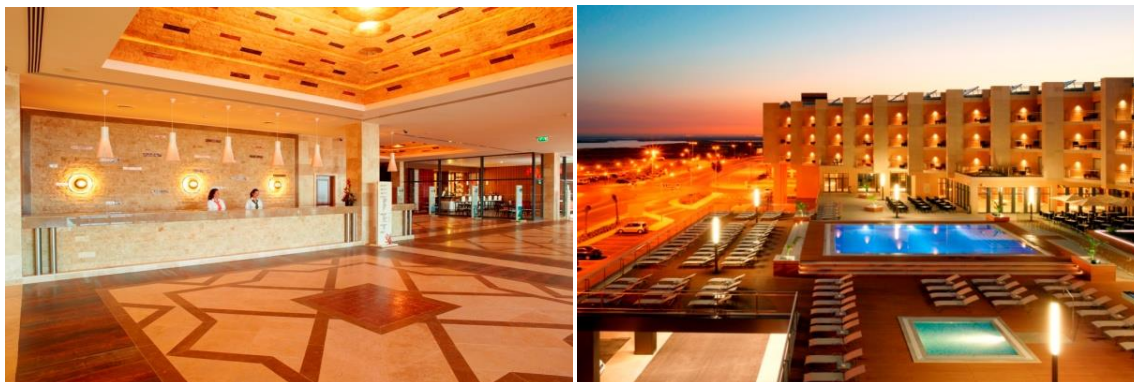
The Working Parties will be hosted by:

**IPMA - Portuguese Institute for the Ocean and Atmosphere, I.P.**  
**Av. 5 de Outubro s/n**  
**8700-305 Olhão - Portugal**

The venue of the Working Parties will be:

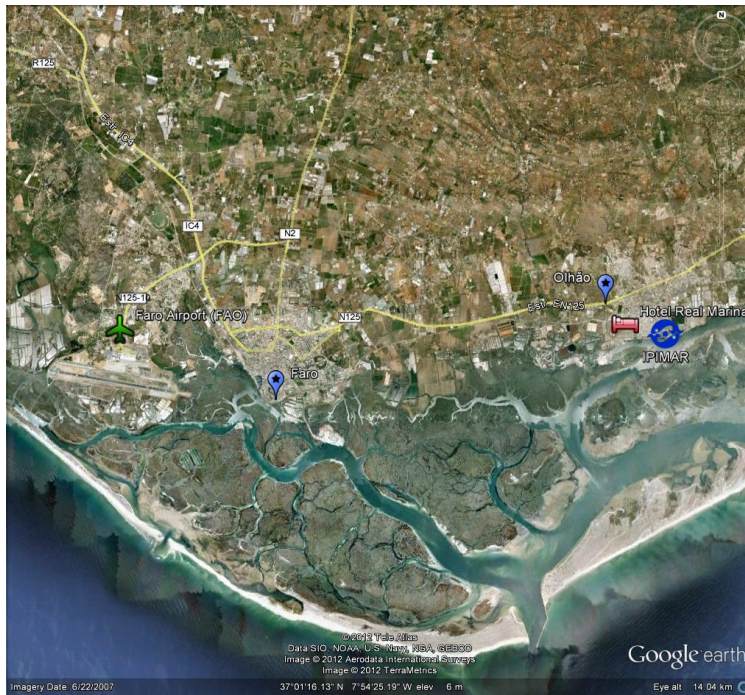
**Real Marina Hotel & Spa**  
**Avenida 5 de Outubro 2**  
**8700 Olhão - Portugal**

**Real Marina Hotel & Spa, Olhão, Portugal**



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## Map from Faro Airport to the meeting venue in Olhão



- The Working Parties venue is the Real Marina & Spa Hotel in Olhão, Portugal.
- The closest international airport is in Faro, approximately 15Km from Olhão (see details below on how to get there).

## 2. Contacts

The contacts for these Working Parties at the IOTC Secretariat are:

Administration: Ms. Mirose Govinden: [mirose.govinden@iotc.org](mailto:mirose.govinden@iotc.org)

Ms. Hava Yakub: [hava.yakub@iotc.org](mailto:hava.yakub@iotc.org)

Science: Dr. David Wilson: [david.wilson@iotc.org](mailto:david.wilson@iotc.org)

The contacts for these Working Parties in Portugal are:

Dr. Rui Coelho: [rpscoelho@ipma.pt](mailto:rpscoelho@ipma.pt)

Portuguese Institute for the Ocean and Atmosphere, I.P. (IPMA)

Av. 5 de Outubro s/n

8700-305 Olhão, Portugal

Web: <http://www.ipma.pt>

## 3. Registration

Registration for these meetings is essential via the respective meeting pages:

- WPB13: <http://iotc.org/meetings/13th-working-party-billfish-wpb13>
- WPEB11: <http://iotc.org/meetings/11th-working-party-ecosystems-and-bycatch-wpeb11>

Please register with sufficient time to allow the IOTC Secretariat and meetings host (IPMA, Portugal) ample time to make the necessary administrative arrangements.

Participants are reminded that the final list of participants will be based on information provided at the time of registration.

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#### 4. Travel arrangements and Transportation

Participants are requested to make their own travel and accommodation arrangements and fund the expenses incurred.

##### Getting There:

- 1) **Option 1 (recommended option):** Arriving at Faro International Airport (Airport code: FAO):
  - It is highly recommended that delegates book their trips to arrive to Faro International Airport.
  - Faro Airport is located around 15Km from Olhão where the meeting will take place.
  - The most convenient way to get from Faro Airport to the meeting place in Olhão is by taxi. There are usually plenty of taxis at the Airport exit.
- 2) **Option 2)** Arriving to Lisbon International Airport (Airport code: LIS):
  - Lisbon is located around 280Km from Olhão.
  - If you prefer to arrive to Lisbon, it is possible to either take the train or bus to Olhão:
  - Trains: <https://www.cp.pt/passageiros/en/>
    - The closest train station to Lisbon Airport is "Lisboa - Oriente". There is the need to take a taxi from the Airport to the train station.
    - The closest train station to the meeting is Olhão.
    - There are 5 daily fast trains between Lisbon and Faro. Once in Faro, either change to a regional train to Olhão, or take a taxi from the Faro train station to Olhão.
    - Prices and schedules can be consulted in the web site provided above.
  - Bus: <http://www.eva-bus.com/>
    - The closest bus station to Lisbon Airport is "Lisboa". There is the need to take a taxi from the Airport to the bus station.
    - The closest bus station to the meeting is Olhão.
    - There are 5 daily buses trains between Lisbon and Olhão.
    - Prices and schedules can be consulted in the web site provided above.

#### 5. IOTC Meeting Participation Fund (MPF)

The participation of one representative scientist from developing Members of the IOTC to each of the meetings may be supported through the IOTC Meeting Participation Fund. As per the Rules of procedure for the administration of the IOTC Meeting Participation Fund, applications must be received by the IOTC Secretariat ([secretariat@iotc.org](mailto:secretariat@iotc.org)) no later than:

- WPB13: 18 July 2015
- WPEB11: 24 July 2015

Applications must include:

- i) an official nomination letter;
- ii) a detailed abstract of the scientific paper to be presented; and
- iii) the contact details of the nominee (with a copy of his/her passport).

Please be reminded that there is no provision in the IOTC Rules of Procedure (2014) for the IOTC Secretariat to consider late applications to the MPF: <http://iotc.org/documents/indian-ocean-tuna-commission-rules-procedure-2014>.

**Hotel bookings will be made and paid for directly by the IOTC Secretariat for all MPF travellers.** All MPF participants will be staying at the venue hotel for the duration of their stay.

#### 6. Accommodation

The meeting will be held in the Real Marina Hotel & Spa in Olhão and participants are kindly requested to make hotel bookings as early as possible.

Note that the rooms are only guaranteed until 17 July 2015 at the meeting rates. September is still in the high summer season in the Algarve, so please book early. To do so, please complete the provided booking form at the end of this document and email it directly to the Hotel.

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Please find below a list of hotels in the vicinity of the meeting venue in Olhão and additional options in Faro. For participants that prefer to stay in Faro, please note that Faro is located around 15Km from Olhão and that transportation between Faro and the meeting venue in Olhão must be arranged by participants.

### **Hotels in Olhão**

Real Marina Hotel & Spa\*\*\*\*\* (**recommended**, meeting venue place)

Phone: +351 289091300

Fax: +351 289091301

Email: talita.rinaldi@hoteisreal.com

<http://www.realhotelsgroup.com/realmarina/ohotel.aspx?sflang=en>

Note: Please use the provided word file (copy at the end of this document) to make the booking directly with the hotel at the special meeting rates (€ 80.00 Individual Room /night - € 90.00 Double Room /night).

### **Hotels in Faro (transportation needed to reach meeting venue)**

Hotel Eva \*\*\*\*

Av. Republica, 1

Phone: +351 289001000

<http://www.tdhotels.pt/eva/ing>

Hotel Faro \*\*\*\*

Praca D. Francisco Gomes, 2

Phone: +351 289830800

<http://hotelfaro.pt/en>

Hotel Dom Bernardo \*\*\*

Rua General Teófilo da Trindade, 20

Phone: +351 289889800

Email: reservas@hoteldombernardo.com

[http://www.bestwesterndombernardo.com/index.php?option=com\\_content&view=article&id=99&Itemid=77](http://www.bestwesterndombernardo.com/index.php?option=com_content&view=article&id=99&Itemid=77)

Hotel Santa Maria \*\*\*

Rua de Portugal 17

Phone: +351 289898080

<http://www.hotelsantamaria.pt/hotel-overview.html>

Hotel Ibis \*\*\*

E.N. 125 - Pontes de Marchil

Phone: +351 289893800

<http://www.ibishotel.com/gb/home/index.shtml>

Hotel Alnacir \*\*

Estrada da Senhora da Saúde, 24

Phone: +351 289803678

Fax: +351 289803548

## **7. Arrival and entry formalities**

Participants should make their own arrangements for their entry visa in Portugal (Europe) and it is recommended to do so **as soon as possible**.

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## 8. Dress code

The dress code for the meeting is Smart Casual

## 9. Delegates kit

All documents and other materials for the Working Party will be available through a WIFI internet network in the meeting room. It is then necessary for the participants to carry a laptop with WIFI to the meeting with PDF reader software. Moreover, the documents will be available on the IOTC website in advance of the meeting at the following pages:

- WPB13: <http://iotc.org/meetings/13th-working-party-billfish-wpb13>
- WPEB11: <http://iotc.org/meetings/11th-working-party-ecosystems-and-bycatch-wpeb11>

## 10. Electricity

The voltage in Portugal is up to 220-250 Volt. This is the commonly used system in most European countries (except the United Kingdom)



## 11. Telephone service

The International dialling code for Portugal is (351).

## 12. Internet

Wi-Fi will be available in the conference area.

Internet service outside the recommended hotel and conference area will be at participants' own expense.

## 13. Currency and exchange

The currency in Portugal is Euro (€). The current exchange rates are (9 June 2015):

1 €= 1.123 USD

## 14. Tourism

Information on tourism in Portugal and the Algarve region can be found on the following websites:

- Portugal tourism: <https://www.visitportugal.com/en>
- Specific information for the Algarve region: <https://www.visitportugal.com/en/destinos/algarve>



**BOOKING FORM**

AttN: REAL MARINA HOTEL & SPA  
Phone: (+351) 289 091 300  
E-mail: [talita.rinaldi@hoteisreal.com](mailto:talita.rinaldi@hoteisreal.com)

**GRP IPMA**

*(please choose which event you would like to book)*

- Working Party on Billfishes** -from September 01<sup>st</sup> to 05<sup>th</sup> 2015
- Working Party on Ecosystem and Bycatch** - from September 07<sup>th</sup> to 11<sup>th</sup> 2015

SURNAME: \_\_\_\_\_ NAME: \_\_\_\_\_  
COMPANY: \_\_\_\_\_ Company VAT: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
POSTAL CODE: \_\_\_\_\_ COUNTRY: \_\_\_\_\_  
PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_  
E-MAIL: \_\_\_\_\_

*(Note: This information is only to confirm your reservation)*

**Accommodation**

Arrival Date: \_\_\_\_\_

Departure Date: \_\_\_\_\_

- Room Type**  
*(please select your option)*
- € 80.00 Individual Room ROH\* / night
  - € 90.00 Double Room ROH\* / night
- Accompanying persons in case of double rooms: \_\_\_\_\_*
- € 15, 00 / Sea View Supplement/ night

Buffet Breakfast, Service and taxes included  
Indoor pool, Gym, Internet included

*\*ROH "run of the house" include Village view rooms and Apartments T1, T2 & T3.*

**PAYMENT:**

**Credit Card Details:** Number: \_\_\_\_\_  
Expires: \_\_\_\_\_ CVV: \_\_\_\_\_  
Name on the Card: \_\_\_\_\_

To confirm and guarantee your reservation it is necessary a valid credit card number with all requested information until 17 July. Payment will be done at least 30 days before the arrival date. Payment can be done by credit card or bank transfer.

**Cancellation Policy:**

Booking cancellation from 15 days prior to the arrival date inclusive or "no show" the Hotel will charge the total amount of the reservation.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
HOTEL'S CONFIRMATION