

## ASD Conference Tomar 2012

Dear members, applicants and guests of the Association for Social Development,

We are delighted to invite you to the next conference in Portugal - further information about the dates, venue, travel arrangements and so on can be found below. Attached to this invitation is the registration form which you need to complete as soon as possible, and return to us no later than the end of March.

### Dates

The conference will run from

Saturday 2<sup>nd</sup> June, beginning with tea and welcome at 16.30

To Thursday 7<sup>th</sup> June, finishing with lunch

### Venue

The conference is taking place in the four star Hotel dos Templarios, Tomar, Portugal [www.hoteldostemplarios.pt](http://www.hoteldostemplarios.pt). The hotel has 177 twin bedded rooms (all en suite), 80% of the rooms are non smoking and all have wireless internet access. There is also a computer room with two PCs which participants can use.



The hotel is very spacious and there are many spaces (indoors and out) where participants can chat, have meetings, drinks etc. The hotel has two swimming pools (one indoors, one out) and a tennis court (please ring your own tennis racquet and tennis balls!). There is also a small gym and the hotel has a small spa facility with separate saunas for men and women. It is possible to book a massage. There is also a snooker room.



The hotel is situated in the grounds of a park so there is space to walk, and the historic town of Tomar is very close by for walks, exploration and refreshments.



Tomar has a population of 20,000 people and was founded as the headquarters of the Knights Templar in Portugal in the 12<sup>th</sup> century. It contains some of the most significant Templar monuments in Europe. Tomar was especially important in the 15<sup>th</sup> century when it was a centre of Portuguese overseas expansion under Henry the Navigator, the Grand Master of the Order of Christ, which was the successor organisation to the Templars in Portugal.

Tomar has many attractions including the Castle and Convent of the Order of Christ, the Synagogue of Tomar, the Church of Saint Joan the Baptist and others.

In June, the average weather is 10 hours of sunlight a day, the coldest daily temperature is 18 °C, average daily temperature 23 °C, warmest temperature 37 °C, and on average there are 7 wet days in the month of June.

There is lots of additional information on Tomar about its geography, history, and attractions on the internet, see <http://en.wikipedia.org/wiki/Tomar>

For Tourist Information, see <http://www.portugaltravelguide.com/en/tomar.htm>

### Getting There



The nearest international airport is Lisbon, this link details the airlines which fly into Lisbon  
<http://www.lisbon-airport.com/airlines.html>

Tomar is approximately 138km north east of Lisbon. This journey can be made by hire car, taxi or train. We will be organizing a shuttle mini-bus service to the hotel on the Friday and the Saturday. This will be the most convenient way to get to Tomar.

### Late Arrivals

If your flight arrives late in the evening into Lisbon, and you prefer to stay in a hotel before travelling the next day to Tomar, the Holiday Inn Lisbon Continental is 10 minutes away by taxi <http://www.holidayinn.com/hotels/us/en/lisbon/lisbn/hoteldetail> or the Radisson hotel <http://www.radissonblu.com/hotel-lisbon> is also nearby.

By minibus shuttle from Lisbon airport to Tomar

**We encourage you to use this service!!**

We have organized for a minibus shuttle service between Lisbon airport and the hotel in Tomar on Friday and Saturday, the journey takes approx 1.5 -1.75 hours.

The shuttle will depart from Lisbon airport every 1.5 hours starting at 0800 - so the departure times are 0800, 0930, 1100, 1230, 1400, 1530, 1700 (and 1830 and 2000 on Friday only).

The cost will be approximately 40 Euros per person - this will depend on the number of people who use the service, and you will need to pay IN CASH prior to boarding the minibus.

There will be members of the host group in the arrivals area at Lisbon airport to direct you to the minibus.

In order to make the shuttle service as efficient and economical as possible, please indicate your time of arrival on the attached registration form. **Please use the shuttle service!!**



By taxi from Lisbon airport to Tomar

This will cost approx 150 Euros per journey (one way) *if you pre book with the hotel*. If not pre booked, the taxi costs at least 250 Euros (one way).

Please make arrangements for sharing a taxi (or hire car) with fellow participants directly with each other.

By hire car from Lisbon airport to Tomar

We recommend arranging a hire car in advance through Hertz, Avis, Europcar or Budget who are based at the airport. Book in advance online for the best rates.

By car the journey from Lisbon airport to the hotel in Tomar will take approximately 1.75 hours

By train from Lisbon to Tomar

Trains depart for Tomar from the main station in Lisbon, called the Oriente Station.

To get to Oriente you need to get a taxi from the airport (see above) which takes about 20 minutes.

Then, get the train to Tomar -these are local trains with no reservations. The journey takes about 2 hours and one-way fare is approx 10 Euros. See this website for timetables etc

<http://www.cp.pt/cp/displayPage.do?vgnextoid=a4f6f9e12a584010VgnVCM1000007b01a8c0RCRD&lang=en>

You can catch a taxi from Tomar station, or walk to the hotel - approx 20 minutes.



## Guest Speaker

We have found an interesting guest speaker from Portugal, and are finalizing the arrangements with him; further details will follow in the next few weeks.

## Pre Conference Workshops

There will be pre-conference workshops before the conference begins. The organisers of these initiatives will be sending you separate information about them during February.

## Costs

### Accommodation

Single occupancy of a twin room, with breakfast per night 59 Euros

Two people in a twin room, with breakfast per night 76 Euros

### Food and Beverage

It is not possible to take part in the conference without paying the food & beverage fee.

If you arrive early (before afternoon tea on Saturday), you will need to arrange and pay for any accommodation, food and beverage costs yourself.

### Delegate fee

Day	Delegate fee	Includes
Saturday	25 Euros	Tea and coffee in the afternoon and dinner
Sunday to Wednesday (inclusive)	50 Euros	Tea and coffee, morning and afternoon, lunch and dinner
Thursday	25 Euros	Tea and coffee in the morning and lunch

### Spouses

For partners who are not participating in the conference, they may choose to have lunch and / or dinner with conference participants. The cost for these is

Lunch per day 22.50 Euros

Dinner per day 22.50 Euros

## Registration

Attached to this information is a registration form. Please complete this as soon as possible and return it to [asd@futurecalling.co.uk](mailto:asd@futurecalling.co.uk) and no later than the end of March 2012!

If you wish to invite a guest, please also send an email with their name and details to Christian Lucke [Christian@lucke-consulting.de](mailto:Christian@lucke-consulting.de). You will receive an invoice for the conference fee for your guest of 250 Euros. You as host are responsible for this payment. Your guest can then complete the attached registration form and email it to [asd@futurecalling.co.uk](mailto:asd@futurecalling.co.uk)

On receipt of your booking form, the hotel will deduct from your specified credit card the value of one night's stay as a deposit. This is non refundable. The balance of your hotel costs should be paid on or before your day of departure.

## Cancellation

The cancellation policy for the hotel is as follows:

- Between 90 to 60 days from your arrival date: 0% of charge
- Between 60 and 30 days from your arrival date: 25% of charge
- Between 30 to 08 days from your arrival date: 50% of charge
- Between 7 to 0 days from your arrival date: 100% of charge

**What to bring**

It would be useful to bring with you the following items: sensible, comfortable shoes for walking (the paths are uneven and the some of the streets in Tomar are cobbled and steep), and a torch.

**Questions or queries**

The contact people at the hotel are: Andreia Vidal and Fabiana Silva who can be contacted by email [reservas@hoteldostemplarios.pt](mailto:reservas@hoteldostemplarios.pt) or by telephone + 351 249 310 100.

For any administrative queries about this year's conference, please contact Rebecca Johns or Belinda Heys by emailing [asd@futurecalling.co.uk](mailto:asd@futurecalling.co.uk) in the first instance.