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HOPE**  
*for the future*



JÓVENES  
EUROPEOS  
FEDERALISTAS  
ESPAÑA



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# INFOKIT

EUROPEAN  
CONGRESS  
MADRID 2023



10-12 November 2023



# Welcome

We are very happy to welcome you to JEF Europe's XXVII European Congress! This InfoKit contains useful practical information about the programme and logistics.

Please check the Congress website for extensive updated information at [congress2023.jef.eu](https://congress2023.jef.eu)

See you in Madrid!

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# I. Accommodation

We will be staying at the Generator Madrid, located at:

Calle de Silva, 1, 28013 Madrid, Espagne

**Please bring your own towels**, otherwise, you will need to pay 4€ per towel. If you need the luggage room, you need to pay 2€ per item.

**Check in** starts at 14:00 and **Check out** is till 10:00. Should you wish to stay at the hotel for any additional nights, please make your own arrangements.



## II. Getting to the Accommodation

### From Madrid Airport by Bus

An airport express bus, handles the transfers from the Madrid Barajas Airport to the to the Cibeles square and Atocha Train Station.

The express buses with the “Airport Express Aeropuerto” sign run 24/7 and leave the two bus stops located at the Departures and Arrivals levels of Terminal 1 and 2, as well as from the Terminal 4 bus stand situated at the terminal’s ground level. They reach their terminus in about 45 minutes, depending on the departure terminal and the roads’ congestion.



# II. Getting to the Accommodation

## From Madrid Airport by Bus

The express bus tickets cost 5€ and can be bought inside the bus in cash, via a contactless bank card, or by using a mobile device.

All other trips inside the city cost 1,50 euros, or you can use your Multi transport card (highly recommended!)

For more info, check the [EMT website](https://www.emtmadrid.es).

### 24 HORAS AIRPORT EXPRESS EXPRES AEROPUERTO



## II. Getting to the Accommodation

### From Madrid Airport by Metro

Madrid Barajas Airport is connected to the city via the Metro Line 8. However, Metro Line 8 terminates at Nuevos Ministerios Station, where a transfer to Metro Line 10 is required.

From Nuevos Ministerios, you can hop on the Line 10 to Plaza España Station, close to our accommodation. Your total journey will last approximately 45 minutes, while it should cost you 4.50€-5€.



## II. Getting to the Accommodation

### From Madrid Airport by Metro

For the Madrid Metro system, you will need a transport card, which you can get in any of the ticket machines in any station. You can also use them to travel by bus inside the city (blue buses) and for city trains (Cercanías).

It is better if you buy a Multi transport card that can be shared between some of you.

For more details, please visit the [Metro](#) website.

Please, keep in mind you will need to pay a special fee for traveling to and from the Airport stations.



# II. Getting to the Accommodation

## From Madrid Airport by Metro



## II. Getting to the Accommodation

### From Madrid Airport by Train

In Madrid, city trains are called  
“Cercanías”.

Two train lines (1 and 10) leave Aeropuerto 4, Madrid Barajas airport’s train station located at the underground level of T4, and reach Atocha Station (1.5km from the city center).

For passengers arriving at one of the other 3 terminals, a free shuttle bus is provided.



## II. Getting to the Accommodation

### From Madrid Airport by Train

Train tickets for Cercanias trains have 2.60€ for a one-way trip and 5.20€ for a return one and can be purchased by the station's automatic vendors. When buying a ticket, you must use it during the next 2 hours, while the return ticket is valid until the next day.

You can also pay for your trip using a Multi transport card or your credit card, both at the start and at the end of your trip, on the reading point of the turnstiles.

To learn more, please visit the [RENFE](#) website.

\*You must be aware that Metro service at Atocha station (line 1 metro) is currently unavailable due to renovation works

## II. Getting to the Accommodation

### From Madrid Airport by Taxi

Madrid airport taxis are the most convenient way to reach your destination in the city center.

Madrid taxis are metered. However, the ride from the airport to the city center (M-30 zone) is set at 30€, even if the transfer takes place during the night or on public holidays. Moreover, luggage isn't charged extra.



## II. Getting to the Accommodation

### From Madrid Airport by Taxi

Welcome Pickups offers a great experience and safety to its travelers.

- Local English-speaking drivers
- Flat, pre-paid fee
- Flight monitoring for delays
- 24/7 Customer support + free cancellation

As an alternative, Uber, Bolt or Cabify offer a great experience and safety to its travelers, check your Apps marketplaces for this services.



# **COMING FROM BARCELONA AND TOLEDO PRE-PROGRAMS BY TRAIN**

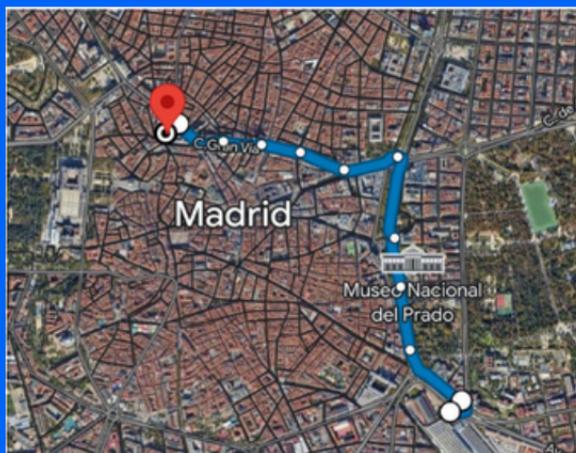
If you participated to the pre-programs and you are coming by train, you will probably arrive at the Atocha train station. Unfortunately, Metro service at the train station is closed due to renovation works.

The cheapest and most effective way to get to the hotel is by catching a bus to Cibeles square (line 001) which is free of cost, ride for 10 stops and hop off at Santo Domingo.

You can also walk for 5 minutes from Atocha station to nearby metro station Estación del Arte, and take line 1 bound to Pinar de Chamartín, ride for 4 stops until Gran Vía station and walk west for 10 minutes to Generator Madrid hotel.

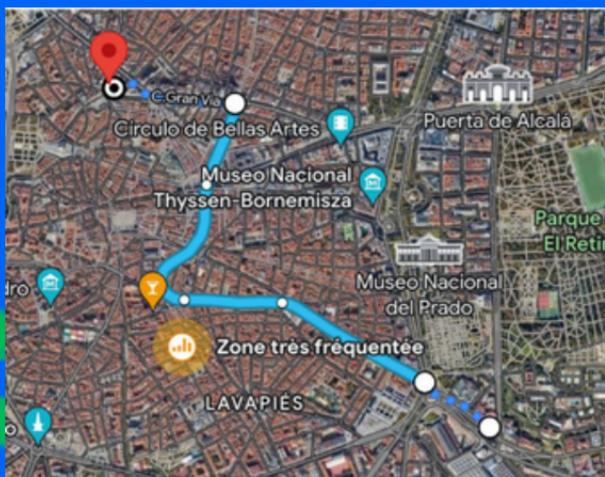
# COMING FROM BARCELONA AND TOLEDO PRE-PROGRAMS BY TRAIN

Bus and metro routes:



Bus line 001  
route

Metro line 1  
route



# III. Meals

## Breakfast

Breakfast will be served every morning at the Generator Madrid.

The timeslot for our group to have breakfast starts at 6:30 AM and ends at 8:00 AM. It is important to note that the dining room does not have the capacity for our full group, therefore **planning early is heavily encouraged**, as you might be asked to wait if the room is full.



# III. Meals

## Lunch & Dinner

### Lunch

On Friday (exclusively for Outgoing FC participants) and on Sunday, lunch will consist of packed meals.

On Saturday, we will be having lunch at the venue.

### Dinner

This will take place on Friday at the venue (Ministry of Foreign Affairs). Dinner on Saturday will be at the hotel. You will be split into two groups, given the big size of Congress attendees.



# IV. Saturday Night's Party

## BARCELÓ THEATRE, Barceló street, 11

### Some things to keep in mind from JEF Spain:

- **DRESS CODE:** Formal casual i.e. long pants and a shirt with shoes & and other formal night clothes (clothes like sports tracksuits, sandals or flip-flops will not be admitted in the club as they have a right to admission).
- The **15€ entrance** allows entrance into all the 3 floors of the club and has NO drinks included in it as we know some people do not drink and we want everyone to feel included.
- Once you make your payment, we'll provide you a personalised QR-based entrance to enter the disco.
- **Limit for registration is Saturday at 2:00 PM.**
- **You must access the disco before midnight! (12:00 AM)**

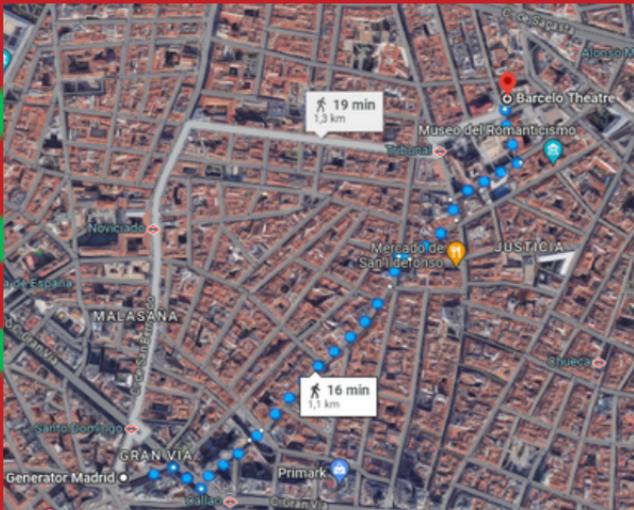


# IV. Saturday Night's Party

## Sign up in Advance

### Some things to keep in mind from JEF Spain:

- If you encounter any problems when accessing the venue please contact Elena, JEF Spain's International Officer who will be in charge of accessing the venue. (+34 644 477 036) or if you have any questions.
- How to get there: The easiest and fastest way to get there is by foot. If you have any safety concerns, contact any of our sober guards and we will get a taxi for you.
- **REGISTRATION: YOU CAN BUY YOUR TICKETS HERE**



# V. The Venues

## Friday 10th November

### **Outgoing Federal Committee:**

Sala de Cuadros, Palace of the Senate

### **Congress:**

Ministerio de Asuntos Exteriores, Unión  
Europea y Cooperación

## Saturday 11th November

### **Congress:**

Museo del Traje

## Sunday 12th November

### **Congress & Incoming**

### **Federal Committee Meeting:**

Sala de Columnas, Círculo de Bellas Artes



## **V. The Venues**

### **PALACE OF THE SENATE (Upper chamber of the Parliament) Marina Española square**

#### **About the venue:**

- **7 minutes from Generator Madrid hotel on foot.**
- **Here, the event for the Outgoing Federal Committee will take place (not the official European Congress).**

You will access the venue through Marina Española square (main entrance). The space destined for this act will be Sala Manuel Giménez Abad. At the entrance, signs will guide you to the room.

# V. The Venues

**MINISTRY OF FOREIGN AFFAIRS**  
**Marqués de Salamanca Square, 8**

## About the venue

- **25 minutes on Metro (line 5 bound to Alameda Osuna)**
  - 5 stops from Callao station. Get off at Marqués de Salamanca. Exit through Nuñez de Balboa gate.
  - Recommended route.
- **35 minutes on the bus (lines 1 bound to Prosperidad and 74 bound to Parque Avenidas)**
  - 11 stops from Santo Domingo stop. Get off at Marques de Salamanca.
  -

**This venue will host the opening of the JEF XXVII European Congress and the Eurhope event, among other things.**

# V. The Venues

## MUSEO DEL TRAJE

Juan de Herrera avenue, 2

### How to get to the venue

- 10 minutes on Metro (line 3 bound to Moncloa) + 10 minutes walk. Exit at 8:15 from the hotel.
  - 4 stops from Callao station (enter through Jacometrezo street access. Get off at Moncloa. Exit through Princesa gate.
- 15 minutes on bus (lines 133 bound to Mirasierra). Exit at 8:20.
  - Get on right in front of the hotel. 9 stops from there. Get off at Cardenal Cisneros.
- 40 minutes by foot from the hotel (includes mini-tour of the Moncloa district). Exit at 8:00

## **V. The Venues**

### **CÍRCULO DE BELLAS ARTES (Sala de Columnas) Alcalá street, 42**

#### **How to get to the venue**

- Please, follow the instructions given by your Organizing Team guides in order to ensure a smooth and quick arrival to the venue.
- 15 minutes by foot from the hotel. You will be able to see Gran Vía, Madrid's most iconic avenue!

#### **Things to keep in mind**

- No food can be consumed in the venue, just take away coffee or water.

***DRESS CODE for SENADO,  
MINISTRY OF FOREIGN AFFAIRS  
and CÍRCULO DE BELLAS ARTES  
(Sala de Columnas)***

**Due to the high profile of the venue, we recommend a formal dress code. You might not be admitted if you wear jeans, sandals or shorts.**

Examples: shirt, trousers, formal skirt, trouser suit, blazer, tie, or suit wear, leather / dress shoes, loafers, moccasins, ballet flats, formal heels.

Not fitting for the venue: sportswear, tracksuits, T-shirts, sweaters, jogger trousers, jeans, minidresses, shorts, crop tops, sandals, sneakers / trainers, boots.

For the **night party**, usually shirt and long trousers or dresses are necessary to be granted access.



# AGENDA

**FRIDAY 10.11.2023**

## **OUTGOING FEDERAL COMMITTEE**

The detailed agenda has already been shared in a separate PDF and is subject to change so watch out for any updates.

### LOCATION

Sala de Cuadros, Senado



*Bring your own laptop or mobile device!*

*Due to the high profile of the venue, we recommend a formal dress code. You might not be admitted if you wear sandals and shorts.*



*Please make sure to bring your ID card or Passport you used in the Congress registration form.*

*If unsure, please get both documents to avoid issues with security.*

**FRIDAY 10.11.2023**

**OUTGOING FEDERAL COMMITTEE**

The detailed agenda has already been shared in a separate PDF and is subject to change so watch out for any updates.

LOCATION

Sala de Cuadros, Senado



***Eating or drinking is strictly forbidden, just water would be provided by staff.***

***IMPORTANT: Given that Madrid is in terrorist alert level 4 and for safety reasons, no one who brings a suitcase will be allowed to enter the Ministry or the Senate, no exceptions.***

**FRIDAY 10.11.2023**

**OUTGOING FEDERAL COMMITTEE**

The detailed agenda has already been shared in a separate PDF and is subject to change so watch out for any updates.

LOCATION

Sala de Cuadros, Senado



*From the hotel to the Senate building.  
Notice the entry point to the building (red pin).*

**FRIDAY 10.11.2023**

## **OUTGOING FEDERAL COMMITTEE**

The detailed agenda has already been shared in a separate PDF and is subject to change so watch out for any updates.

- 6:30-8:30 AM** Breakfast (Only Outgoing FC participants)
- 9:00-9:30 AM** Registration of Participants
- 9:30-11:00 AM** Outgoing FC Opening & Formalities
- 11:00-11:30 AM** Break
- 11:30- 1:00 PM** Reports, Proposals, AOB & Closing
- 1:00-2:30 PM** Packed Lunch



***Participants of the Outgoing FC have to go to the next venue at the Ministerio de Asuntos Exteriores, Unión Europea y Cooperación.***

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# AGENDA

**FRIDAY 10.11.2023**

## **EUROPEAN CONGRESS**

The detailed agenda has already been shared in a separate PDF and is subject to change so watch out for any updates.

### LOCATION

Auditorium, Ministerio de  
Asuntos Exteriores, Unión  
Europea y Cooperación



*Bring your own laptop or  
mobile device!*

*Please make sure to bring  
your ID card or Passport  
you used in the Congress  
registration form.*



*If unsure, please get both  
documents to avoid issues  
with security.*

**FRIDAY 10.11.2023**

**EUROPEAN CONGRESS**

The detailed agenda has already been shared in a separate PDF and is subject to change so watch out for any updates.

**LOCATION**

**Auditorium, Ministerio de  
Asuntos Exteriores, Unión  
Europea y Cooperación**



***Eating or drinking is strictly forbidden, just water would be provided by staff.***

***IMPORTANT: Given that Madrid is in terrorist alert level 4 and for safety reasons, no one who brings a suitcase will be allowed to enter the Ministry or the Senate, no exceptions.***

***All FC participants must be ready no later than 13:20 in. The rest of the participants must be ready to enter at 13:30. Otherwise, access will not be granted.***

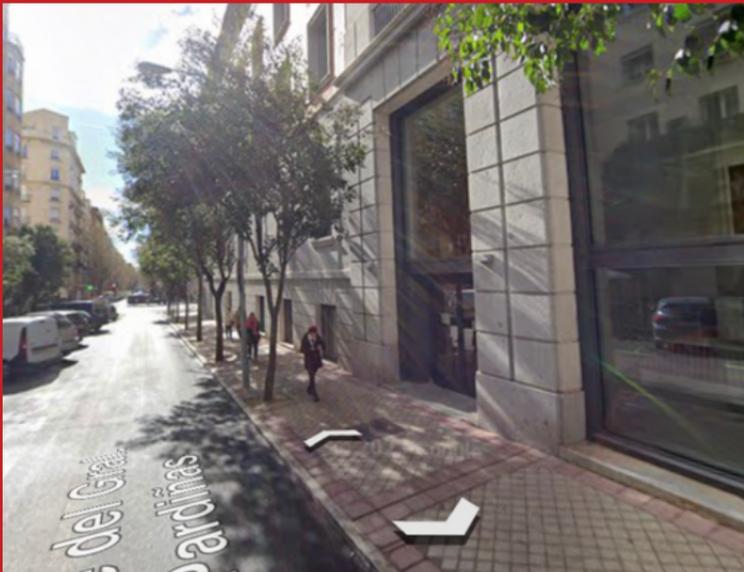
**FRIDAY 10.11.2023**

**EUROPEAN CONGRESS**

The detailed agenda has already been shared in a separate PDF and is subject to change so watch out for any updates.

**LOCATION**

**Auditorium, Ministerio de  
Asuntos Exteriores, Unión  
Europea y Cooperación**



***Entry point to the venue (General Pardiñas  
street 55, in front of the japanese  
restaurant)***

**FRIDAY 10.11.2023**

**EUROPEAN CONGRESS**

The detailed agenda has already been shared in a separate PDF and is subject to change so watch out for any updates.

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**1:00-2:30 PM** Registration of Congress participants

**2:30-4:30 PM** XXVII Congress Opening

**4:30-5:00 PM** Break

**5:00-7:00 PM** EurHope event & EP election debate

**7:00- 7:20 PM** Break

**7:20-8:00 PM** Farewell speeches

**8:00 PM** Dinner & Cocktail



*As you can see, the Agenda is packed. Please make sure you are punctual. If you arriving late and will have luggage, we reccomend going to the hotel first to drop it off.*

# AGENDA

**SATURDAY 11.11.2023**

## **EUROPEAN CONGRESS**

The detailed agenda has already been shared in a separate PDF and is subject to change so watch out for any updates.

### LOCATION

Museo del Traje



*Bring your own laptop or mobile device!*

*We will be staying at the venue for the whole day, so please make sure to bring everything you need to avoid long trips back to the hotel.*



*JEF Spain will get in touch with more details*

**SATURDAY 11.11.2023**

## **EUROPEAN CONGRESS**

The detailed agenda has already been shared in a separate PDF and is subject to change so watch out for any updates.

- 6:30-8:00 AM** Breakfast
- 9:00-1:00 PM** Opening of the Day, discharge of the EB, PCs and political work.
- 1:00-2:00 PM** Lunch
- 2:00-5:30 PM** Elections
- 5:30- 6:00 PM** Break
- 6:00-7:00 PM** Voting, speeches by invited guests & announcement of results.
- 7:00-8:00 PM** Closing of the day and group photos
- 8:00 PM** FINAL DEADLINE to submit amendments to resolutions
- 8:00PM** Dinner & Party



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# AGENDA

**SUNDAY 12.11.2023**

## **EUROPEAN CONGRESS & INCOMING FEDERAL COMMITTEE**

The detailed agenda has already been shared in a separate PDF and is subject to change so watch out for any updates.

### LOCATION

Sala de Columnas,  
Círculo de Bellas



*Bring your own laptop or  
mobile device!*

*Please make sure to check  
out with the hotel before  
going to the venue*



*Packed lunches are planned  
for Sunday, if you are leaving  
early, you can take it to go.*

# SUNDAY 12.11.2023

## EUROPEAN CONGRESS & INCOMING FEDERAL COMMITTEE

The detailed agenda has already been shared in a separate PDF and is subject to change so watch out for any updates.

### LOCATION

Sala de Columnas,  
Círculo de Bellas



*Walk east-bound, all the way through Gran Vía (Madrid's most iconic avenue) until you reach Alcalá street. On the other side of the street, a building with a tall tower is our venue: Circulo de Bellas Artes (pictured below).*

*You must enter through the left side of the building (Marqués de Casa Riera street). At the entrance, you will receive information on where to head at (Sala de Columnas, on the 4th floor).*



# SUNDAY 12.11.2023

## EUROPEAN CONGRESS & INCOMING FEDERAL COMMITTEE

The detailed agenda has already been shared in a separate PDF and is subject to change so watch out for any updates.

**6:30-8:00 AM** Breakfast & CHECK OUT

**9:00-11:30 AM** Opening of the Day & Voting on resolutions

**11:30-12:00 PM** Coffee break

**12:00-12:30 PM** Closing of the Congress

**12:30- 1:00 PM** Lunch

**1:00-3:00 PM** Incoming FC

**3:30 PM** City tour with JEF Madrid



*Thank you for  
joining us!*

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## VII. Code of Conduct

JEF Europe's Code of Conduct is a set of principles, values, rules and procedures regarding participants' behaviour and treatment of others. It aims to create a safe, inclusive, and diverse environment at all JEF Europe activities and applies to all participants from JEF Europe.

To check the Code of Conduct, scan the QR code below, and when in doubt, you can refer to the Code of Conduct Contact Persons for the event, Leonie or Antonio, whose contact details can be found in the next page. An anonymous form can be found [here](#).



# VII. Code of Conduct

## Contact Persons for the Congress



Leonie Martin  
*leonie.martin@jef.eu*



Antonio Argenziano  
*antonio.argenziano@jef.eu*

You can also report to the Permanent Contact  
Persons [here](#).

## Permanent Contact Persons

Ophélie Omnes - *ophelie.omnes@jef.eu*

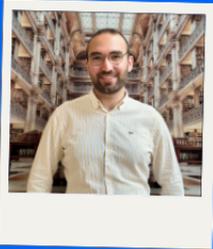
Kati Systä - *kati.systa@jef.eu*

Julius Lajtha - *julius.lajtha@jef.eu*

# VIII. Contact Information

## Coordination Team

### *JEF EUROPE*

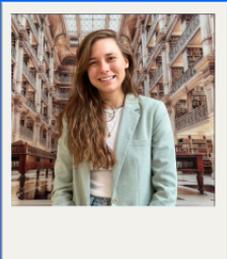


**Andrew Micallef**  
**Logistics & Coordination**  
andrew.micallef@jef.eu

**Erica Beccarello**  
**Communications**  
erica.beccarello@jef.eu



**Judit Lantai**  
**Secretary General**  
sg@jef.eu



# VIII. Contact Information

## Co-Organisation Team

### ***JEF SPAIN***

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presidencia@jefspain.org

Laura Serrano

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presidencia@jefmadrid.eu

Elena Rodas

+34 644 47 70 36

international@jefspain.org

Accommodation  
Point of Contact

If you need help with logistics, you can spot a co-organising team member from JEF Spain either from their uniform, or else from their red neckpiece or tie, or from their red lanyards.



JÓVENES  
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ESPAÑA

# **VIII. Contact Information**

## **In Case of Emergency**

**EMERGENCY PHONE NUMBER: 112**

**National Police: 091**

**Madrid City Police: 092**

**Medical emergencies: 061**

### **ALERTCOPS**

A free mobile application, whose main purpose is to improve and facilitate access to certain public citizen security services, so that any person, regardless of their language, origin or their hearing or vocal disabilities can communicate to the State Security Forces and Corps (Police and Civil Guard) an alert, information, data or news about a criminal act or security incident of which they are being a victim or witness.

You can download it on AppStore or Google Play.



# VII. Contact Information

## WhatsApp Community

Please join the Whatsapp Community to stay updated with everything during the Congress. Here you can find both an Announcement page for official updates and also a Group where you can post and interact with other participants.



**See you in Madrid!**