Dear Participant,

1/ ANOGIA : HOSTING PARTNER & CONFERENCE LOCATION

Thank you for your registration to the conference.
As Akomm Psiloritis we are a partner of the EMbleMatiC project and we are the host of this final event.

We have purposely chosen to host the conference in the small village of Anogia, that is to say in the hinterland rural area where our project has created a new form of tourism by implementing an eco-itinerary: you will have a chance to experience it by yourself during the field trip of Tuesday 1/10 before enjoying the conference the following day in the Delina Mountain Resort in Anogia.

See venue in google maps is below: https://www.google.com/maps/place/Delina+Mountain+Resort/@35.2806407,24.8869555,15.5z/data=!4m8!3m7!1s0x149b00232ec6fa3b:0xca12a5d086f926b2!5m2!4m1!1i2!8m2!3d35.2801212!4d24.892335

The chosen location of Anogia presents some limits in term of hosting capacity, therefore we will manage participants stay over two locations: Anogia and Heraklion by providing all related services for making your participation to the conference and your staying in Crete as convenient as possible.
This document aims to inform you about all logistics aspects and to collect the appropriate information from you to organise your stay.

1/ HOW TO REACH US - TRANSPORTATION AIRPORT TO HOTEL Monday 30/09

The closest airport to Anogia is “Nikos Kazantzakis” Heraklion Airport.
The distance to Anogia is about 39 km and represents a transit of 50 minutes to 1 hour.
There is no direct public transport, except for one airport bus and two regional buses
Participants staying in Anogia arriving 30/09:

We will organise your transportation from the airport to the hotels.
Depending on the number of people arriving at the airport we will consider the possibility of two departures from the airport to the hotels at different times.

Participants staying in Heraklion arriving 30/09:

We will let you know if you need to rely on public transport from airport to your hotel or if our bus transfer to Anogia will drop you to your hotel.

Bus Public Service:
Every day there is shuttle bus service from the airport to the last stop bus Amoudara (where the hotel is located) from 6:15 to 22:25 and every 25’ minutes

Participants staying in Heraklion arriving 01/10:

These participants will have to rely on public transport from the airport to the hotel.

Please provide to us the information below by emailing: emblematic.conference@akomm.gr:

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2/ ACCOMMODATION

We will be the ones fully managing the allocation of accommodation between the three small hotels of Anogia and the large hotel of Heraklion, in order to ensure the smooth running of the event.
-We will prioritise the few Anogia hotel rooms available for a few speakers and partners key to the running of the events. (price range around 60 € - 70 € per single room).
-Thus partners stakeholders and other speakers and guests will be accommodated in Heraklion (https://www.apollonia.gr/) (70 € single room 120 € double room per night inclusive of breakfast).

Booking conditions:
We will be registering the bookings on your behalf with the hotels on the base of the confirmations asked above as soon as you will register to the event. We will inform you of this booking.
We will come back to you close to the conference date with the final hotel allocation and details.

Payment conditions
The payment should be done directly by the guest before leaving the hotel (by cash or by credit card)
Should you prefer to choose another hotel for your stay, please make your own booking and let us know the hotel location. We will endeavour to arrange bus transfer but you may have to make your own way the recommended hotels from where bus transfer has been already organised to collect guests.

3/ TRANSFER BETWEEN YOUR HOTEL AND THE CONFERENCE ACTIVITIES

As organisers we will provide at our own expenses buses to transfer all participants from the various hotels to the venues of the conference.

Day 1 / 1st of October 2019 / Field trip – Conference dinner
From Heraklion hotel: bus departure at 8H15
From Anogia hotels: bus departure at 9H15
The field trip will end at 19H30 at the venue of the conference dinner.
From the conference dinner to hotel: bus departure around 22H00-22H30 to Anogia and Heraklion hotels.
At the end of the field trip a transfer to Heraklion will be available for those not attending the conference dinner.

Day 2 / 2nd of October 2019 / Conference
From Heraklion hotel: bus departure at 8H00
From Anogia hotels: bus departure at 8H45
From the conference venue: a transfer bus will leave to reach Heraklion airport for 19H30 (and Heraklion hotel afterwards for those leaving the next day).

4/ MEALS

Arrival day: Monday 30th September
Participants staying in Anogia: there will be a welcoming dinner for the conference team at about 21H00
Participants staying in Heraklion: they will have two options:
1/ Stay in Heraklion and arrange their own dinner: there are many restaurants open very late around the hotel.
2/ Travel to Anogia to attend the welcoming dinner: please confirm whether or not you are interested in attending the welcoming dinner in Anogia at about 21:00 (this will imply two journeys of one hour bus to and from Heraklion at the end of the dinner)

As your host of the conference we will pay for the following meals.
Day 1 / 1st of October 2019 / Field trip
Lunch: Light lunch (buffet).
Dinner Conference Dinner
The conference dinner will include a music event featuring traditional music and dancers.
Day 2 / 2nd of October 2019 / Conference
Lunch: Light lunch (buffet).
Coffee breaks will be available throughout the conference.
**Special dietary restrictions:** those who have selected yes for “dietary requirements” into the registration form, will have to email us of their specific restrictions so that we can inform the catering services involved.

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### 5/ TRANSFER FROM CONFERENCE VENUE TO AIRPORT / HOTEL

The conference will at approximately 18h00. A transfer bus will leave to reach Heraklion airport for 19H30 (and Heraklion hotel afterwards for those leaving the next day). Participants only flying out on the Thursday 3rd will have to use public transport from Heraklion hotel to the airport.

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### 6/ RECOMMENDATIONS ON WHAT TO BRING

To guarantee that participants will enjoy visits, we recommend bringing:
- Comfortable shoes and clothing to walk outside since the field trip of day 1 will include short walks.
- Raincoat and warm clothes are a must because we will be on the foothills in 900 meters altitude (jacket and sweater are preferable).
- Please consider carrying sun protection lotion, water.

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### 7/ ASSISTANCE CONTACT NUMBERS

Should you require any further assistance, please:
- Email: emblematic.conference@akomm.gr
- Call the following phone number:
  - Monday to Friday 8H00 till 16H00
    "Tel +302834031402
    Persons of contact: Evie Vrentzou or Georgios Kalomiris"
- Mobile phone for out of office hours calls:
  "Mobile Tel +306974722311
  Persons of contact: Evie Vrentzou"