



## SOUTHERN EUROPEAN CENTRE – INFORMATION ABOUT RETREATS

**Registrations:** After you submit your online registration on [www.registro.taichitaoista.es](http://www.registro.taichitaoista.es) , you should receive an email to the address you have provided. Otherwise please contact us to [spain.registration@taoist.org](mailto:spain.registration@taoist.org).

If you need to change or add something afterwards, don't send a new one, please email us with the changes.

**Cancellation:** If you have to cancel for any reason, please let us know by email as soon as possible.

In case you get a heavy cold, flu or a virus it is better to stay at home instead of contaminating other participants. Transferred Retreat contributions will be repaid.

**Payments:** Can be made in cash upon arrival at the Centre, but it helps us if payments are made in advance by bank transfer to IBAN ES92 2100 3055 0922 0043 1671.

**Pick-Up at arrival:** If you have ticked to be picked up, and unless otherwise informed, please follow these instructions carefully:

- MADRID-BARAJAS AIRPORT:

- **If you arrive at T1: Walk out of the terminal, ARRIVALS/LLEGADAS level.** Cross the taxi lane. Wait by the tobacco shop and statue of a big lady on a bull. Look for a car with a Taoist Tai Chi logo.
- **If you arrive at T2: Your picking up point is outside Terminal 1.** Walk to your left inside the terminal, towards Terminal 1. Once there, walk out of the terminal, ARRIVALS/LLEGADAS level. Cross the taxi lane. Wait by the tobacco shop and statue of a big lady on a bull. Look for a car with a Taoist Tai Chi logo
- **If you arrive at T4:** Go up to DEPARTURES/SALIDAS level (TOP LEVEL (TWO LEVELS ABOVE ARRIVALS LEVEL)). **Walk out of the terminal.** Cross the taxi lane. Look for a car with a Taoist Tai Chi logo.

- ATOCHA TRAIN STATION:

Follow the “SALIDA-EXIT” signs. **Once outside the station**, cross the car park towards “PUERTA DE ATOCHA-SALIDAS”. Wait in the central lane, between the car park and the entrance to the station. Look for a car with a Taoist Tai Chi logo.

Please wear a visible Taoist Tai Chi logo. The volunteer driver will NOT get into the terminal or station. Please be patient, DO NOT LEAVE THE PICK-UP POINT. Please make sure you provide your cell phone number in the registration form.

If you have any concerns or need to contact us, call the Centre at (+34) 91 327 1551.

**Accommodation:** Is dormitory style in bunk beds, gender divided. They are not wheelchair accessible.

If you require a bottom bunk bed due to your health/physical condition, please indicate this on your registration. Otherwise please help us maximize the use of the space by using an upper bunk bed.

Beds are assigned on "first come-first served" policy. Once complete, late registrations will be derived to shared accommodation near our Centre, for an extra cost of 10 Euro per night.

If you wish another type of accommodation, the nearest hotel is Los 5 Pinos: [www.los5pinos.com](http://www.los5pinos.com) , Tel. (+34) 91 312 01 21. Please indicate in your form where you will be staying. If you book your own accommodation outside our centre, please note you will still be asked to pay the whole program package.

**Meals:** For participants who can't eat the regular and vegetarian meals provided, the kitchen provides plain meals (plain food with nothing added, or prepared without any of the ingredients listed by participants as allergic or intolerant to). If none of the food options are suitable or sufficient for you, please bring your own food. There is a microwave you can use.

Please stick to the meal type you requested on your booking form so that there is enough food for everyone.

Since there is always a lot of work to do at the Centre,  
we are happy with your help before and after the Retreat.

*If you need further information, or have any doubts, please contact us:*

*[spain.registration@taoist.org](mailto:spain.registration@taoist.org)*

*Phone # (+34) 91 327 1551*