



ENABLING CLIENT RESPONSIBILITY IN HEALTH CARE ISSUES

Practical Information

Module 2: Intensive Programme

Welcome to Setubal!!

We are looking forward to meet you!!

In this letter you will find some practical information you need for your stay in Setubal, Portugal.

Flights to Lisbon National Airport

Module II is organised in Portugal. For the final report we need as many tickets as possible **flying on Lisbon**.

Documents for reimbursement of travel costs

For reimbursement of the travel costs you need to keep **all original proofs of the invoices and the boarding passes** of your flights, train tickets, fuel for car or motorbike.

When you arrive in Setubal, an administrative officer for the course, will be there to register, and to collect the tickets. All participants get a 'form of reimbursement'.

They have to **send this to the central office (see address below) before the 10st of June 2011**. The refunding will be according to the Erasmus Agency Guidelines.

Reimbursement may take up to 5 months, from the moment all the documents are received in the office in Setúbal (10th of June)

For more information about refunding, you can contact your local coordinator!

SETÚBAL

29 April – 11 May 2012

Time and venue:

Arrival Sunday 29/04 – 18h.

Because of the different timetables of the flights, arrival **needs to be before 17.00h** at the airport in Lisbon..

The **meeting point** is at the **airport** where there will be a team expecting you as well as a bus to bring you to the site (FPalmela).

If you are not arriving before 17h we cannot assure transport to the course.

The BUS will take approximately **1h from the airport to the Course Site** - FPalmela

There will be **dinner at 20.30h** that evening where we will have:

- ✓ Introduction and necessary information for the course
- ✓ Acquaintance of the participants

Departure from Setubal on Sunday 08/05 - by 9.00h.

There is a Bus leaving FPalmela to the airport at 09h. **It will take about 1h to reach the airport**, therefore we suggest **your departure flight should be after 12h**.

If your departure flight is not compatible with these timings, you need to arrange transport to the airport in another way.

Where? Accommodation in Setubal, Portugal

Fpalmela – Aldeamento Turistico
Rua Manuel Carromeu
2965-515 Águas de Moura
Tel: 265930000 – Fax: 265930099
www.fpalmela.com

What to bring with you?

Please bring:

- Casual and Sport clothes,
- Swimming costume and beach towel (the weather might be good)
- Formation and material for the cultural evening (music, clothes, food, ...)
- Card or number of your health insurance, medicine, diet food...
- Evening dress for the closing dinner (by candle light)
- As we are together with people from all over Europe, bring something that expresses your **national/cultural identity**: colours, flag, food, teacups, lights, music, dance, jokes, or others – **DO NOT USE INFORMATION TECHNOLOGY**

Please note that sheets, blankets and towels **are available** in the site.

Pharmacy - Diet - Shops – Cash withdrawal

If you have **special needs** or wishes, please inform us. There is no Pharmacy near the course place.

Take your medications with you!!!

There is no shop in the neighbourhood. It is not possible to withdraw money from the site, you will need to come to the city of Setubal to do so.

Important for vegetarians or special diets!

If you need a vegetarian meal or if you have special requests for a diet, you have to **inform us before the 10th of April**.

It is asked already in your application form, but if you have additional requirements, please inform Ana: ana.esteves@ess.ips.pt

Rules of the house/site

📞 Telephone :

One can not be reached during the workshops unless in case of emergency: 9.00-12.30, 13.30-18 and 19-21.

We insist that **mobiles** are switched off during the sessions.

🏠 Rules of the house :

Be punctually at time for the meals and coffee:

The timetables will be given to you upon arrival

🍷 Bar: the bar opens at night.

🛏 Sleeping: can be done.

You have to share a flat with three other students. Every flat has a bathroom. There is only one key for every flat. (Beware: you're not sleeping alone).

The staff will stay in flats in the same site.

Please don't move your bed or mattress.

If you cause any damage in the flat you will have to pay for it.

🚪 At the **departure in Setubal**, you have to leave your room at 9.00.

Fold your blankets and sheets and leave them on your bed.

Return the key (leave it on the door at the inside)

Be careful with precious objects and money!!!!

We are looking forward to meeting you in Setubal!

By The ICHCI-2 team

Madalena Silva
Lina Robalo
Ana Castro
Fernanda Pestana
