

Annex



Hosted by the European Union

Information for participants

**IATTC- Annual Commission Meeting
Lisbon (Portugal) 24 August - 4 September 2026**

Welcome to the **IATTC Annual Commission Meeting**, taking place in **Lisbon, Portugal, from 24 August to 4 September 2026**.

This practical information guide is designed to help you organize your stay, get around the city, and enjoy the meeting. From transport options to nearby accommodation and local tips, everything you need for a comfortable and easy visit is included. We look forward to welcoming you to Lisbon and to an engaging, productive, and inspiring IATTC experience.



1. The Venue

The IATTC Commission meetings will take place from **24 August to 4 September 2026** at the EPIC SANA Lisboa Hotel ([EPIC SANA Lisboa Hotel | Official Website - SANA Hotels](#)) located at:

Ave. Eng. Duarte Pacheco, 15

1070-100 Lisboa

Amoreiras

Catering

Coffee breaks and lunch will be provided.

Venue Access

Access protocol for participants and staff includes:

- Pre-registration and badge issuance
- Dedicated access points for delegates, staff, and suppliers
- On-site security personnel and controlled entry areas
- Accessibility-compliant entrances for delegates with reduced mobility

Detailed access logistics will be shared closer to the event date.

2. Accommodation

EPIC SANA LISBOA

Cost per room per night: from 233€

- **Flexible Rate:** <https://reservations.travelclick.com/100224?RatePlanId=11203531>
- **Non-Refundable Rate:** <https://reservations.travelclick.com/100224?RatePlanId=11203535>
- **Booking Code:** “**IATTC26**”
- **By email:** reservations@sanahotels.com
- **By phone:** +351 212 468 688

Sheraton Lisboa Hotel & Spa

Rua Latino Coelho, 1
1069-025 Lisbon, Portugal

Reservations can be made:

- By email: reservations.lisboa@sheraton.com
- Online: www.marriott.com/LISSI

Hotel Mundial & Hotel Portugal

[Hotel Mundial | Official Website | Best Price Guarantee | Book here](#) & [Portugal Boutique City Hotel | Central Lisbon | Official website](#)

Participants can benefit from a **10% discount on the Best Available Rate** by using the following promotional code:

Promo Code: *IATTC Annual Commission*

Bookings can be made directly through the official websites of the hotels.

Convent Square Hotel

For reservations, please contact the hotel directly:

Email: stay@conventsquarehotel.com

Corinthia Lisbon

Participants are kindly invited to send their reservation requests via email, quoting the promotional code below to access the agreed conditions.

- **Email:** reservations.lisbon@corinthia.com
- **Promo Code:** *Pomilio Blumm*
- **Benefit:** 10% discount on the bedroom rate available at the time of booking

Address:

Av. Columbano Bordalo Pinheiro 105
1099-031 Lisbon, Portugal

Phone: +351 217 236 300

Mobile: +351 912 592 110

Website: www.corinthia.com

DOUBLETREE BY HILTON LISBON - FONTANA PARK

Cost per room per night: 189€

Booking link: [IATTC ANNUAL COMMISSION MEETING](#)

3. Travel & General Information

Travel entry requirements

Participants traveling to Portugal must hold a valid passport or national ID card (for EU/Schengen citizens). Passports must be valid for at least three months beyond the intended departure date from the Schengen Area.

No specific vaccinations are required for entry into Portugal.

Visa requirements for entry into Portugal (Schengen Area)

Portugal is part of the Schengen Area. Visa requirements may vary depending on nationality. Participants are advised to consult the nearest Portuguese consulate or official EU visa website.

Nationals of EU/EEA countries and Switzerland do not require a visa. In addition, nationals of the following countries are exempt from holding a visa when entering the Schengen Area: Canada, Colombia, Costa Rica, Japan, Kiribati, South Korea, Mexico, Nicaragua, Panama, Peru, El Salvador, United States and Venezuela. Diplomatic passport holders from the following countries are also exempt: China and Ecuador (including for Service and Official passport holders).

Processing time: Approximately 15 calendar days (recommended application: 4–6 weeks in advance)

Estimated cost: EUR 80 per adult applicant

Meeting participants who intend to travel to Portugal must submit their visa applications in person at the consular post in their area of residence.

According to their nationality and/or country of residency (if their country of residency is different from that of their nationality), applicants should consult the list below to determine which Portuguese consulate to apply for a Schengen visa.

Information on where each applicant should apply for a visa can be also found at the following link: <https://vistos.mne.gov.pt/en/short-stay-visas-schengen/general-information/where-should-you-lodge-a-visa-application>.

Applicants must follow the procedures established by the local Portuguese consulate or diplomatic representation of another Schengen state to obtain an appointment and submit their application. Details regarding the required documentation, applicable procedures, and visa fees can be found on the webpage of the Ministry of Foreign Affairs of Portugal referenced above.

To expedite visa issuance or if visa applicants encounter difficulties in scheduling an appointment, they are requested to contact the IATTC Secretariat, providing the following information:

- i) full name;
- ii) gender;
- iii) date of birth;
- iv) passport number, date of issue and date of expiry;
- v) nationality;
- vi) organization;
- vii) email address and contact telephone number.

Airport tax

Airport taxes are generally included in the cost of airline tickets. No additional airport tax is payable upon arrival at or departure from Lisbon Airport.

4. Local transportation

Lisbon Airport offers multiple transportation options to the city:

- Private coach or minibus transfers (recommended for groups)
- Efficient and cost-effective for delegate arrivals and departures
- Indicative price: from €150 - €400 per transfer, depending on vehicle type and group size
- Taxis and ride-hailing services (Uber, Bolt):
 - Widely available; average travel time to the city center is 15-25 minutes
 - Indicative price: €10 - €20 per ride
- Metro [Public transportation | Lisbon Airport](#):
 - Direct connection from the airport to the city center via the Red Line
 - Indicative price: approximately €1.80 - €2.00 per journey (single ticket, rechargeable card required)

Prices are indicative and may vary depending on the time of day, demand, and traffic conditions.

Private coach or minibus transfers can be arranged through reputable local providers. Examples include:

- Lisbon Airport Transfers TO
- Bestours Portugal
- LisbonTransfers
- Teletrans

These companies offer a range of vehicles (minivans, minibuses, and coaches) suitable for small and large groups, with professional drivers and door-to-door service.

Participants can book directly via the companies' official websites or request tailored quotations based on group size and schedule. Pre-booking is strongly recommended, especially for large delegations.

5. Activities in and around Lisbon

Lisbon offers a wide range of cultural and leisure activities of interest to participants and accompanying persons: [Lisboa OFFICIAL Site | Visit Lisboa](#).

Recommended experiences include:

- Guided city tours (half-day or full day), including Alfama, Baixa, Belém, and Bairro Alto
- Visits to Belém highlights such as Jerónimos Monastery and Belém Tower
- Day trips to Sintra (UNESCO World Heritage Site)
- Food and wine experiences featuring Portuguese gastronomy
- Traditional Fado evenings

6. Emergency information

In case of emergency, the following national numbers are available in Portugal:

- **Emergency number (all services): 112**
- Police (PSP): 112
- Ambulance / Medical Emergency: 112
- Fire Brigade: 112

Operators are generally able to assist in English.

7. Electricity

Portugal operates on a **230V supply voltage and 50Hz frequency**. Power plugs and sockets are of **type C and type F** (standard European plugs). Participants travelling from countries using different plug types are advised to bring a suitable adapter.

8. Weather (August / September)

Lisbon enjoys warm and sunny weather during late August and early September.

- **Average daytime temperature:** 25°C – 30°C
- **Evenings:** mild, around 18°C – 22°C
- **Rainfall:** very low

Light clothing is recommended, along with a light jacket for evenings. Sun protection (hat, sunscreen) is also advised.

9. Shopping

Lisbon offers several modern shopping centers for dining, shopping, and services. Near the venue, participants may find:

- **Amoreiras Shopping Center** (within walking distance of the venue)
- **El Corte Inglés Lisboa** (large department store with international brands)
- **Centro Colombo** (one of the largest shopping centers in Europe)

These locations offer a wide range of shops, restaurants, supermarkets, and essential services.