C-IED COE LODGING FACILITY

Counter Improvised Explosive Devices – Centre of Excellence (C-IED COE)
Carretera M-618, km. 14
28240 – HOYO DE MANZANARES
MADRID (ESPAÑA)
Telf.: 0034 616684761
billeting@ciedcoe.org
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1 HOW TO GET THERE

1.1 GEOGRAPHIC LOCATION

The C-IED COE lodging is located within the Engineers Academy (Academia de Ingenieros / ACING), which is located in the Regional Park of “Cuenca Alta del Manzanares”, an area of great environmental value in the municipality of Hoyo de Manzanares, 35 km. from Madrid Capital.
1.2 HOW TO GET THERE

BY ROAD

Take the A-6 Highway in the direction of “La Coruña”. Take exit 29 (TORRELODONES – HOYO DE MANZANARES), continue along the service road until you reach the entrance of the Torrelodones village. At the roundabout turn right towards Hoyo de Manzanares. Continue along the M-618 road for 7 km, until you reach Hoyo de Manzanares village. Pass through the town without leaving the road, continue 3 kilometers to Engineers Academy.

BY TRAIN:

The nearest train station with connection by public transport to Hoyo de Manzanares is LAS MATAS (RENFE) which can be reached by lines C-3, C-8 and C-10.

On arrival in LAS MATAS station, take the 611 or 611A bus that goes to Engineers Academy, as specified in the Bus section below. Consult timetables before travelling.

For further information on timetables and available trains consult Renfe Cercanías:

http://www.renfe.com/viajeros/cercanias/planos/madrid.png
BY METRO

If you are coming from the city, by “Metro” you can access the Moncloa BUS terminal, which offers direct bus routes to the Engineers Academy.

See map below for more details on how to access Moncloa Metro station on line 3 (yellow line).

For further information on timetables and available trains consult Metro de Madrid:

http://www.metromadrid.es
BY BUS

In the Moncloa bus terminal (Intercambiador de Moncloa) access level 1, locate area 2 and platform 29. LARREA company run two bus routes, 611 and 611A which stop at the Engineers Academy.

For further information on timetables and available buses consult Autobuses Larrea.

http://www.autobuseslarrea.com
LOCATION OF LODGING INSIDE THE ACADEMY’S GROUNDS

The Lodging facility is located inside the Engineers Academy’s grounds. Once through the main gate, continue to the first intersection. Turn left and continue to the end of the street. The Lodging Facility is located in a new building at the end and on the right, as indicated on the map below.
2.1 DESCRIPTION OF THE LODGING FACILITY

The CIED COE Lodging Facility is a self-service facility. This means that, depending on your time of arrival and/or departure, may or may not be personnel present. The lodging facility, therefore, does not provide reception service nor restaurant or cafeteria services. There is however, an area in which to prepare your own breakfast.

The Lodging Facility has 60 rooms, one of which is for disabled persons.

Additionally, the lodging has an Administration Office, a common area with television, a dining room, garden and terraces and washes room facility.

*It is totally prohibited to smoke inside the Lodging Facility.*

2.1.1 EQUIPMENT OF THE ROOMS

Each room is equipped with the following

- Bed of 135 x 200 cm
- Bed side table
- Built-in double wardrobe with drawers and hangers
- 32 inch TV with satellite connection
- Desk
- Chair
- Easy chair
- Minibar
- Internal telephone.

Each room has each own individual bathroom with shower.
Additionally, the rooms are also equipped with

- Mattress and pillow protection cover
- Undersheet
- Topsheet
- Continental quild
- Quild cover
- Blanked
- Bath towel
- Shower towel
- Shower mat
- Consumables (hand soap, shower gel, shampoo, disposable razor, toothbrush and comb).

Important: In Spain we use 220V and 2 round pin plots. Do not forget your adaptor.

2.1.2 EQUIPMENT OF COMMON AREA

Common Area is for relax and recreation purposes.

The common area has the following equipment:

- 4 sofas
- 4 coffee table
- 2 auxiliary table
- 65 inch TV
- 6 dinner table
- 36 chairs
- Vending machine
The lodging facility is equipped with WIFI connection.

Further (more complete) dinner facilities are available in the nearby Engineers Academy (See 2.1.6).

2.1.3 EQUIPMENT OF AUTO SERVICE LAUNDRY

The auto –service laundry room, is located in the Ground Floor.

The auto-service laundry room is equipped with:

- 2 washing machines
- 2 dryers machines
- 1 ironing board
- 1 ironing

2.1.4 WELCOME PACKAGE

- Lodge information and regulations.
- Engineers Academy Access card.
- Key room pin code.

2.1.5 CLEANING AND LINEN CHANGE

No room cleaning or linen change will be made if your stay is less than a week. However, for stays over seven days, the room will be cleaned and the linen changed weekly.
2.1.6 BREAKFAST, LUNCH AND DINNER

MONDAY TO FRIDAY:

Serviced by the Engineers Academy.

- Breakfast and lunch will be paid at the check-in or the first working day during the in-processing
  Breakfast: 07:00 hrs
  Dinner: 21:00 hrs
  Check Mess location is in the map.

- Lunch will be paid at the Mess
  Lunch: 13:30 hrs to 15:00 hrs

WEEKEND AND NON-WORKING DAYS:

There are several restaurants, bars and cafeterias in the nearby towns (HOYO DE MANZANARES and TORRELODONES).

(See Annex II) Bus line 611 and 611A: Bus Stop in front of the Engineers Academy, main entrance.
Base to Hoyo de Manzanares, Torrelodones, Madrid
CHECK-IN AND CHECK OUT

REQUESTS FOR BOOKING AND PAYMENT PROCEDURE

Thereafter making the course registration, the participant will receive the information regarding the booking registration for the Lodge through the C-IED CoE web page:

ciedcoe.org

Lodge Registration Form:

LODGING PAF

Your personal data will only be collected and held for official training purposes. It may be provided to the higher NATO headquarters for reporting purposes.

All fields with the * are mandatory fields

Courses at the C-IED CoE (*)

Last name (*)

First name (*)

Official Email (*)

Nationality (*)

National ID (*)

Accommodation Arrival (*)

Accommodation Departure (*)
When filling out the Lodge Registration Form you must accept the use conditions regarding this document.

The administration will send a confirmation e-mail, indicating the availability of the room for the dates and times requested.

3.2 LODGING PAYMENT

Accommodation will be paid at the check-in or the first working day during the in-processing. The fee will be indicated in the confirmation of reservation e-mail.
3.3 AT THE CHECK-IN

You will be given a pin number for your key room through e-mail, and an Engineers Academy access card during the in-processing.

![ACCESO CURSO COE 33](image)

The access card is unique for each user, non-transferable and must be worn always visible inside the compound.

At the main entrance, you must swipe the access card entering or leaving the compound.

If you get the Lodging Facility out of working hours, an automatic key cabinet is available to dispense your key. **Do not take the key out of the building.** Any time you leave your room the key must be placed at the electronic key cabinet. **The loose of the key is charged with 250 €.**

**IMPORTANT:**
Do not leave your room key inside the room. The door, once closed, cannot be opened. If you can’t access your room, please call the following number for instructions:

0034 616 684 761
3.4 CHECK-OUT

When leaving the center, please leave the key in the electronic key cabinet and the access card in the mail box located on the left side of the administration office door “main floor” or deliver it to access and control personnel at the COE main building.

3.5 PARKING AREA

Designate parking area for private or rented vehicles belonging to personnel accommodated at the Lodging Facility is as follows:

Violations will be reported to Security Personnel.
4 INTEREST TELEPHONES AND ADDRESSES

- **EMERGENCIES:** 112
- **TAXI:** 0034 676 453 753 / 0034 916 344 115

**LODGING FACILITY:**

0034 616 684 761
billeting@ciedcoe.org
Internal system: 5111

**DUTY GUARD:**

0034 91 856 1263 (internal system 5263)
LODGING FACILITY

1. Main Entrance
2. Security Unit
3. C-IED COE
4. Military Lodge
5. Dinning Facility
6. Cafeteria
7. Cafeteria
8. Sports Facility

Open from 17:00 to 21:00
Open from 08:00 to 15:00
PRESENTATION AND REGULATIONS

LODGING FACILITY

LODGING FACILITY

ETD MADRID - Intercambiador Moncloa

Hoyo de Manzanares - Madrid (Moncloa)

WORKING DAYS: MONDAY TO FRIDAY

WORKING DAYS: MONDAY TO FRIDAY

WEEKEND AND NON-WORKING DAYS

WEEKEND AND NON-WORKING DAYS

BUS INFORMATION

ETD HOYO MANZANARES - Engineers Academy

Hoyo de Manzanares - Madrid (Moncloa)
### LODGING FACILITY

**ETD MADRID (Intercambiador MONCLOA)**

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<th>Time (Hr:Min)</th>
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<tr>
<td><strong>De A</strong></td>
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</tr>
<tr>
<td><strong>To B</strong></td>
<td>A</td>
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**Notas:**
- Utiliza la cabina de bus-A2 durante las horas de funcionamiento en el servicio normal.
- Sin servicio el Sábado y Domingos.

**ETD HOYO MANZANARES (Engineers' Academy)**

<table>
<thead>
<tr>
<th>Working Days: Monday to Friday</th>
<th>Time (Hr:Min)</th>
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<tr>
<td><strong>To B</strong></td>
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</table>

**Notas:**
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- Sin servicio el Sábado y Domingos.

**Bus Information**

**Hoyo de Manzanares - Madrid (Moncloa)**
- Por Urb. Las Colinas

**ETD Billeting**
- Email: billeting@ciedcoe.org

**Contact Information**
- Tel: 91 851 55 92

**Telephone:**
- Ext 2020 (CAPIAN/CAPIA)