

Dear IIPE participants,

We eagerly await your arrival to Cyprus and we very much look forward to meeting you in person! To support your smooth arrival and pleasant stay we are providing you with the following summary of key logistical information. You can also find this letter online at: <https://www.i-i-p-e.org/iipe2019/participants/>

**Please print this letter and keep it with you as you travel, as it contains important and useful information.**

## ARRIVAL DAY DETAILS: AIRPORT SHUTTLES & CHECK-IN

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**For some of those arriving on July 21 to Larnaca Airport we will provide a mini bus for you from the airport to the hotel. Please see the attached airport shuttle schedule list – if your name is not on this list you've indicated that you are making your own arrangements.** A representative of the bus company will greet you upon arrival. They will be holding a sign that includes the "IIPE" logo and/or your name.



You should find them immediately after you pass through Customs.

**Everyone else arriving on July 21 to Larnaca airport should use Kapnos Airport Shuttle Services** (<https://www.kapnosairportshuttle.com/?locale=en>) located right after you exit Customs on your left hand side. Each way to and from Larnaca Airport to Nicosia will cost 8 Euros. In order to get from the Kapnos Shuttle Bus stop to Castelli Hotel and vice versa, please call a taxi (it shouldn't cost more than 10 euros per ride). One option is VIPS taxi (Tel. nr: 0035722318318). We will reimburse participants for the shuttle and taxi. To be reimbursed you must obtain and provide receipts both for the taxi and the Kapnos Shuttle bus.

**What if I Can't Find Anyone or I Get Lost?** If your flight is late or if you do not find the bus driver or Kapnos Shuttle Bus Company at the airport, call the numbers listed below and we will assist you.

Contact Persons for Mini Buses (only for groups): Loizos Loukaidis +357 99578067 or Evie Grouta +357 99292089 (local IIPE team members)

Mini buses from the airport to the hotel will depart at the designated times. You may have to wait a short while as we try to accommodate as many people as possible on each mini bus.

**For Cyprus residents, participants arriving to Paphos airport, and others arriving before July 21:** please arrive at **Castelli Hotel between 4-5:00pm** to check-in and complete your registration.

Here is the hotel information:

### CASTELLI HOTEL NICOSIA

38 Ouzounian Street, Nicosia, 1010, Cyprus

Check-in will be in the lobby.

## JULY 21 SCHEDULE

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**The July 21 schedule will be generally informal**, as people will be arriving to Cyprus from far away destinations throughout the day. Please note the following times:

All Day      Check-in & Registration (Castelli Hotel / - \*hotel lobby)

5:00pm	Reflection Group Facilitators and Plenary Moderators Meeting ( <i>meeting only required for reflection group facilitators</i> )	(Hotel – room tba)
5:45 pm	Meet in Hotel Lobby to walk to Home for Cooperation	
6:30pm	<b>WELCOME SOCIAL</b> (Home for Cooperation: H4C)	
8:00pm	<b>WELCOME DINNER</b> (Polychoros 77 Restaurant)	

## WHAT TO BRING

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**General Items:** Please be sure to bring a small book bag or tote, toiletries (tooth brush, shampoo, soap, etc) and casual warm weather clothing as Cyprus is very hot this time of year! Comfortable walking shoes, sunglasses, a hat and sunscreen are also a must.

**Passports:** **Please keep your passport with you at all times!** We will be crossing through checkpoints daily to enter and exit the buffer zone. You won't be permitted access without your passport.

**Workshop / Plenary items:** If you will be giving a workshop or plenary presentation we would like to remind you to bring any of the necessary resources you will need. The IPE will be able to provide most basic resources, including: some computers and projectors for videos and PowerPoint presentations, flip charts with markers and paper. Internet access is not available in all rooms therefore you are requested to download everything you need and save it on a usb you will be using. In case you will definitely need internet access, please inform the AHDR team at [evie.grouta@ahdr.info](mailto:evie.grouta@ahdr.info). If you are a Mac user, remember to bring the adapter that allows you to connect the computer to the projector cable. You should plan to bring any special resources that you require as we cannot guarantee to have these resources available. We also request that you bring copies of any handouts you would like to share. For workshops we suggest 20 copies – for plenaries you will need 30. We will have limited access to a copier during the week so it is important that you bring these resources with you.

### Short Checklist: Items to Bring

- Book bag or tote
- Toiletries
- Casual clothing
- Light jacket / sweater
- Comfortable walking shoes
- Sunglasses, sunscreen, a hat
- Cultural items to share
- Handouts and materials for your workshop / plenary

## A QUICK NOTE ON FOOD

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We are doing our best to accommodate everyone's dietary needs. Vegetarian options will be available at all meals. For those with food allergies: individuals must take care in asking and not eating what they may be allergic to. For those who are gluten free: although we are trying and have secured that you will be fed, at some dining venues it has been a challenge for us to find many gluten free options. We recommend you bring a few gluten free snack items to tide you over.

## CONTACT NUMBERS

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In case of emergency we recommend you provide the following phone numbers to your friends or family members.

- Loizos Loukaidis: +35799578067 (mobile), +35722445740 (ext. 106) (office)
- IIPE team: [info@i-i-p-e.org](mailto:info@i-i-p-e.org) / [jenkins@i-i-p-e.org](mailto:jenkins@i-i-p-e.org)
- Ozge Ozogul: : +90 533 853 7470 (mobile)
- Castelli Hotel: 00 357 22712812

## A FEW LAST DETAILS

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Please recall that all participants must sign the legal waiver form upon arrival before participating. Please also note this letter and all other required forms and participation information are available online at <https://www.i-i-p-e.org/iipe2019/participants/>

We look forward to seeing you very soon and wish you safe and happy travels!

Warm regards,

The IIPE 2019 Organizing Team