

MANAGEMENT AND SUSTAINABILITY OF OUTER SPACE ACTIVITIES CONFERENCE

PARTICIPANTS HANDBOOK

Pavilhão Carlos Lopes, Lisboa
14-15 May 2024

unportugal.ptspace.pt



Welcome to Lisbon and Portugal	3
Venue	4
Facilities	5
Accreditation	6
Interpretation	6
Visa Regulations	6
Transportation	7
Accommodation	8
Currency / Banks	10
Medical Service/Healthcare	10
Other Practical Information	11
Tourist Offices – Ask Me Lisboa	12
Map of Lisbon's metro network.....	13



The Portuguese Space Agency and the United Nations Office for Outer Space Affairs are delighted to welcome you to Lisbon for the ***Management and Sustainability of Outer Space Activities Conference***.

We have the pleasure of sharing this Participants' Handbook, which contains the protocol and logistical information necessary for your visit. We hope you enjoy your stay.

WELCOME TO LISBON AND PORTUGAL

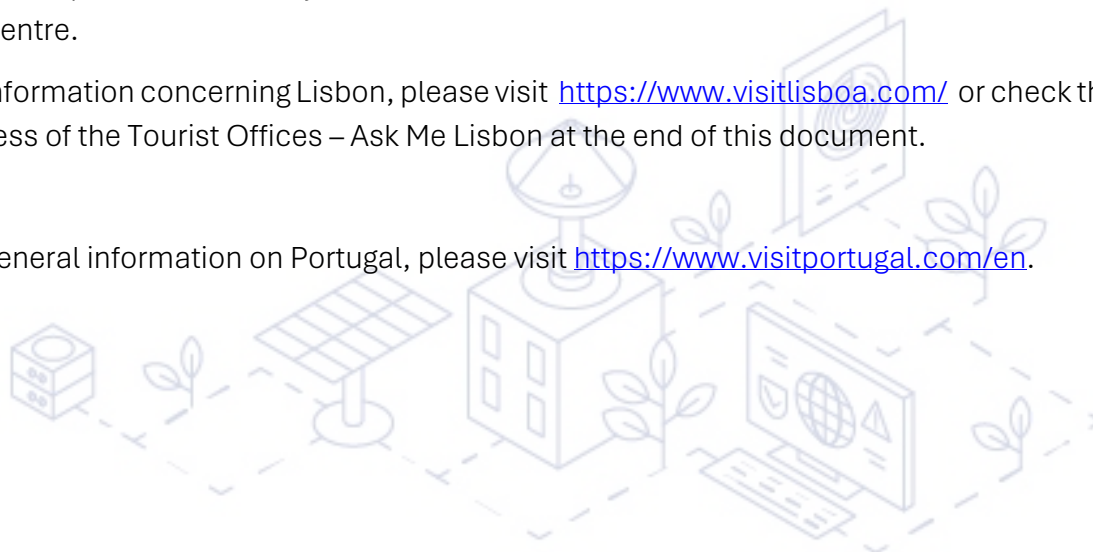
Lisbon, Portugal's capital and largest city, is a vibrant and historic city settled along the scenic Tagus River. With over 30 centuries of history, this city is located on seven hills and has more than 500,000 inhabitants. It is mainland Europe's westernmost capital city and the only one along the Atlantic coast.

With its mild Mediterranean climate — temperatures in May can reach 24 °C — stunning views, and welcoming atmosphere, Lisbon continues to enchant travellers from around the globe.

Lisbon Airport, officially known as Humberto Delgado Airport, is Portugal's largest and busiest airport. It is located just 7 kilometres north of the conference venue and Lisbon's city centre.

For information concerning Lisbon, please visit <https://www.visitlisboa.com/> or check the address of the Tourist Offices – Ask Me Lisbon at the end of this document.

For general information on Portugal, please visit <https://www.visitportugal.com/en>.



VENUE



The ***Management and Sustainability of Outer Space Activities Conference*** will be held at the Pavilhão Carlos Lopes, Lisbon. It is in one of the most central areas of the city, with various accesses through subway, bus, car, or bicycle. The pavilion is partially delimited by the Parque Eduardo VII, a public park that occupies an area of 26 hectares. Pavilhão Carlos Lopes is also at a walkable distance of the Marquês do Pombal Square and Avenida da Liberdade.

The Pavilhão Carlos Lopes is one of the iconic buildings of central Lisbon. It was built in 1921 for the Rio de Janeiro International Exhibition, organised in 1922. The so-called Pavilhão das Indústrias (Industries Pavilion) was rebuilt between 1929 and 1931 halfway up Parque Eduardo VII's slope.

In 1932, the building was re-inaugurated at the Portuguese Industrial Exhibition before later being adapted and utilised for sports facilities and activities, thus taking on the name

of Sports Pavilion. In 1984, the Carlos Lopes Pavilion was named in honour of the athlete who won a gold medal at the Olympic Games for the first time in the history of Portuguese sport.

Location: [Pavilhão Carlos Lopes, Av. Sidónio Pais 16, 1070-051 Lisboa](#)

FACILITIES

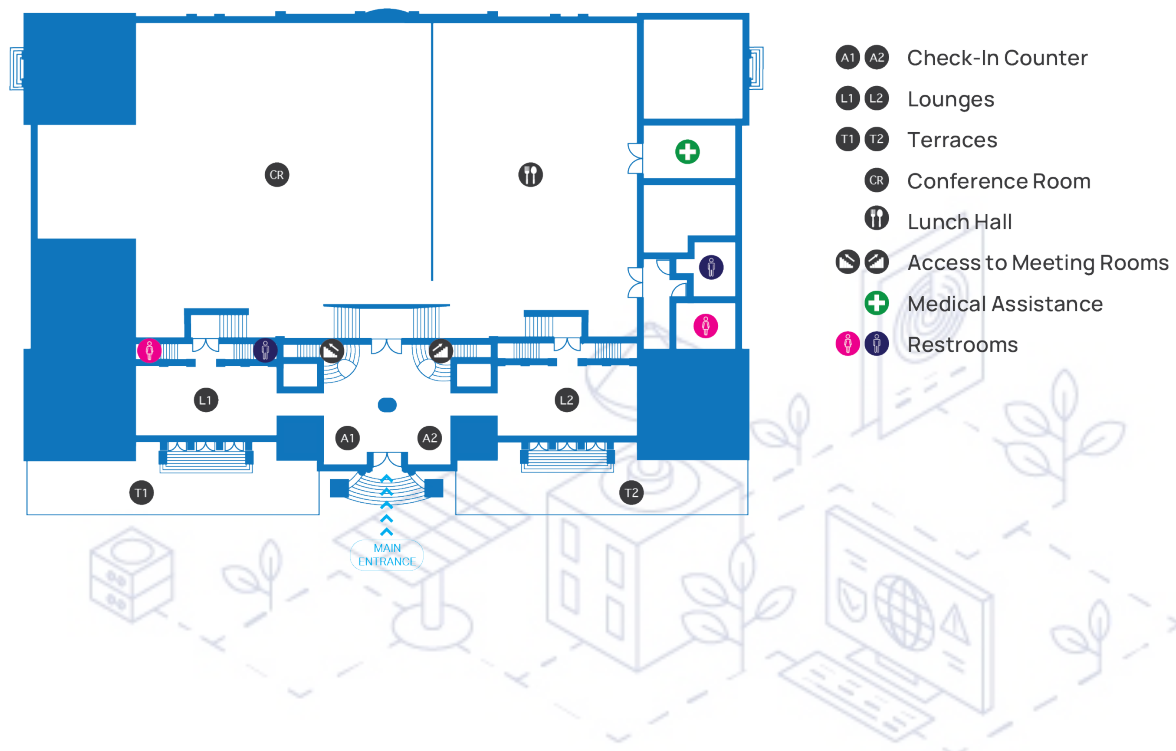
Access to high-quality wireless internet will be available throughout the venue. A password will be provided on-site.

A printer is accessible at the Check-in Counter/ Information Desk. Before printing, consider your environmental impact. Please consult the Information Desk if you have questions or need technical support during the meeting.

Rooms for bilateral meetings are available. To book, please contact the Check-In Counter or email the organisation at unportugal@ptspace.pt using the subject **Meeting Room Reservation [Country or Company]**. The rooms can accommodate 6 or 8 people.

Lounge areas are available throughout the venue.

Medical assistance will be available on-site.



ACCREDITATION

Please note that **only accredited delegates or participants have access to the venue.**

There will be two accreditation desks at the entrance of Pavilhão Carlos Lopes, where accredited delegates and participants will receive their badges. Make sure to wear your badge visibly at the meeting venue. All badges are strictly personal and non-transferable.

All personal information provided during the accreditation will be processed under the General Data Protection Regulation (GDPR) obligations. More information about this subject can be found at ptspace.pt/privacy-policy.

For additional information, please contact: unportugal@ptspace.pt

INTERPRETATION

All the Conference work will be conducted in English. No interpretation services will be provided.

VISA REGULATIONS

Please note that nationals of certain countries require a visa to enter Portugal. A complete list of the nationalities exempt from holding a visa and those that must have one can be found at <https://vistos.mne.gov.pt/en/>. On this same website, you can find all the relevant information, documentation, and deadlines for the process of requiring a visa, namely: [who needs a visa, competent Member State / Consulate](#), and [where you should lodge a visa application](#).

To comply with Schengen procedures, visa applications must be made at least two weeks in advance through the Portuguese Consulate network or at <https://vistos.mne.gov.pt/en/short-stay-visas-schengen/required-documentation/short-stay-visa>. If you need a visa letter, you can request one via email to unportugal.conference@ptspace.pt.

TRANSPORTATION

Lisbon is a safe city that is served by an extensive public transportation network. Pavilhão Carlos Lopes is in a central location that is easy to access.

Taxis and rideshare services

To avoid discrepant prices, you can book a taxi ahead of time (<https://lisbon-airport-international.com/transportation/lisbon-taxis/>) and inquire about the cost. You can also ask your hotel to book a cab for you. There's a surcharge for taking a taxi after 9 p.m. and on weekends. There is a surcharge of €1.60 for luggage as well. The price starts at €3.25; every subsequent 162 meters is €0.10.

Some taxi companies' contact numbers:

- Autocoope: +351 217 932 756
- Teletáxis-cooperativa: +351 218 111 100

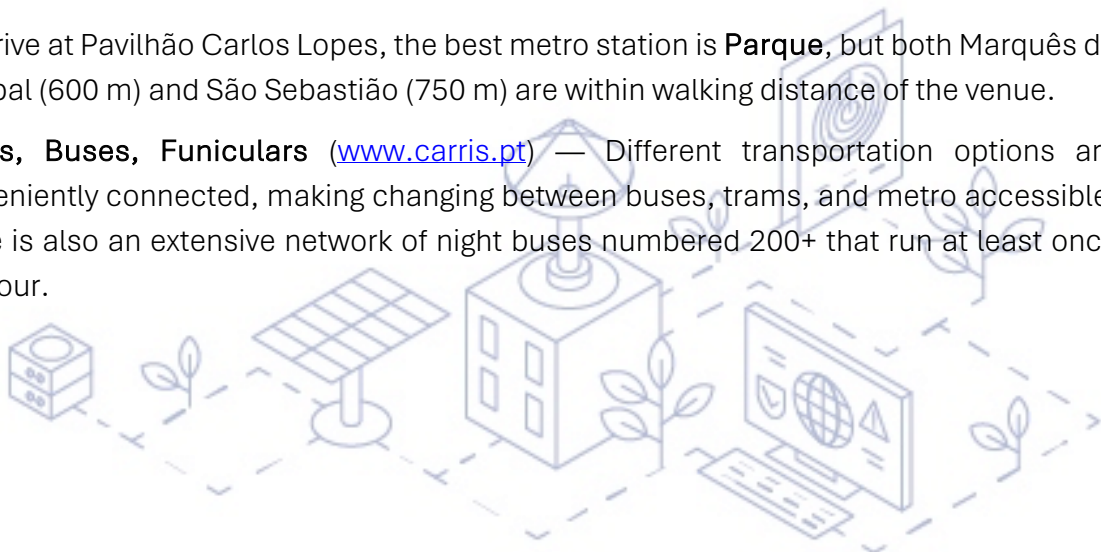
Companies that provide ridesharing services, such as UBER or Bolt, are available in Lisbon.

Public Transportation

The **Subway** (www.metrolisboa.pt) is the best way to get around the city and to/from the airport. There are four lines with six transfer stations. The metro runs from 6:30 a.m. to 1 a.m. A map of the metro lines is included at the end of this document.

To arrive at Pavilhão Carlos Lopes, the best metro station is **Parque**, but both Marquês do Pombal (600 m) and São Sebastião (750 m) are within walking distance of the venue.

Trams, Buses, Funiculars (www.carris.pt) — Different transportation options are conveniently connected, making changing between buses, trams, and metro accessible. There is also an extensive network of night buses numbered 200+ that run at least once per hour.



For non-frequent users, there are some options for tickets:

- Tickets can be bought on board buses for €1.25. A prepaid Navegante ticket costs €0.85 and can be purchased at metro stations. The closest to the venue is Parque Station.
- A day ticket (24h) for the Carris/Metro network costs 6,80€.
- The magnetic card Navegante (€0.50) can be charged with money to pay as you go. Using Navegante, a single ticket is less expensive: €0.85. You should always validate your card when starting a journey.

Walking

The centre of Lisbon, where many historic monuments and sightseeing locations are, can be easily and conveniently explored on foot.

ACCOMMODATION

The venue's central location, in one of the most iconic neighbourhoods in Lisbon and only 15 minutes from the Lisbon International Airport (by car), assures a large offer of hotels in every price category. Participants are **kindly asked to pick their preferred lodging and arrange their accommodation**. If you wish to stay close to the venue, there are six hotels within walking distance with whom the organisation has made some arrangements:

Turim Marquês Hotel ****

R. Mouzinho da Silveira 26, 1250-167 Lisboa

Booking: <https://turim-hotels.com/>

Promo code: UNPORTUGAL (10% discount valid at any Turim hotel in Lisbon)

The Turim Marquês Hotel has 121 superior rooms. It's within walking distance from the venue (900 m), but one may also take the subway between Marquês de Pombal and Parque.



Eurostars Lisboa Parque ****

Largo de Andaluz 13, 1050-121 Lisboa

Booking: <https://shorturl.at/moBR8>

Promo code: COLECTIVOSRL (10% discount)

A modern hotel offering quality services and spacious exterior rooms, it is located within walking distance of the venue (750 m).

Exe Liberdade ***

Av. Duque de Loulé 124, 1050-093 Lisboa

Booking: <https://shorturl.at/jnQ39>

Promo code: COLECTIVOSRL (10% discount)

The Exe Liberdade is located in the centre of modern Lisbon, 700 meters from the venue. One may also take a subway from Marquês de Pombal (300 m) to Parque.

Sana Rex Hotel***

R. Castilho 169, 1070-051 Lisboa

Booking: <https://www.sanahotels.com/pt/>

Promo code: UNPORTUGAL (10%)

It is an excellent location with a historical ambience. Just a short walk from the famous Avenida da Liberdade and a stroll in the park to the venue (500 m).

Easy Hotel Lisboa***

Rua de Santa Marta 60A, 1150-006 Lisboa

Booking: <https://www.easyhotel.com/pt/hotels/portugal/lisbon/lisbon>

Promo code: 10% discount by registering on the hotel website

Easy Hotel Lisbon is in one of Lisbon's most sought-after areas and is only a few minutes stroll away from the venue.



CURRENCY / BANKS

The official currency in Portugal is EURO (€). 1 EUR = 1,07971 USD (April 2024). While EC and major credit cards are widely accepted in restaurants, shops and taxis, carrying cash (EUR 50-100) is still advisable.

Cash machines, known as ATMs (Automated Teller Machines), are widespread and can be found in any bank branch office or even subway stations. Look out for the **[MB] Multibanco** sign.

MEDICAL SERVICE/HEALTHCARE

Portugal does not offer free medical treatment to visitors, and under European Union rules, non-EU citizens must have travel medical insurance covering emergency medical, hospitalisation, and repatriation.

Several private health facilities exist in addition to the public hospitals managed by the National Health Service (SNS). The SNS offers a hotline for triage, counselling, and referral in illness situations – +351808 24 24 24 24 or <https://www.sns24.gov.pt/en/canais-sns-24/>. The cost of the call is the same as that of a call to the landline network.

EU citizens can use their European Health Insurance Card. For details, we recommend contacting their national health insurance fund.

OTHER PRACTICAL INFORMATION

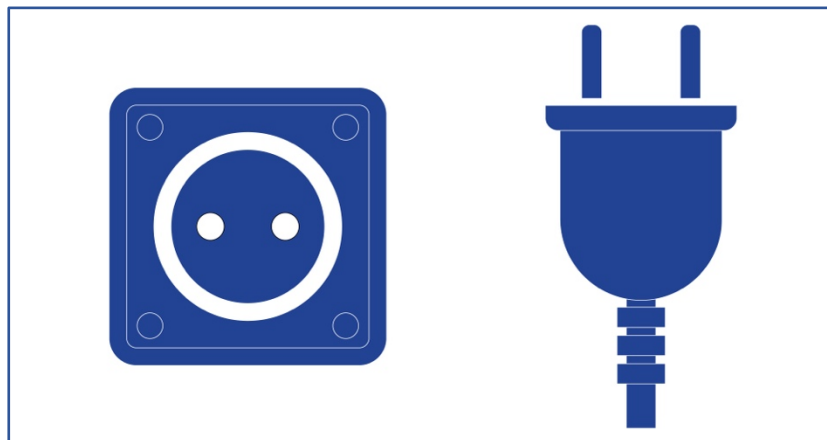
Local Time: UTC/GMT +1

Emergency Number: 112

Country code: + 351

Smoking: Smoking is prohibited in all indoor public areas. Most restaurants and coffee shops are exclusively non-smoking places, but some offer smoking areas, which are clearly designated and marked with a smoking sign.

Electricity: 230 v, 50 Hz; plug types C and F / standard continental European dual round-pronged plugs.



TOURIST OFFICES – ASK ME LISBOA

There are twenty Tourist Offices scattered all over the city. You can find the location and working hours of all of them here: www.visitlisboa.com/en/c/tourist-offices

Below are the addresses and working hours of the Tourist Offices – Ask Me Lisboa closest to the venue:

Lisbon International Airport

Tel: +351 218450660

Email: aeroreservas@lismarketing.pt

Location: Arrivals, Airport, Lisbon

Working hours: Mon-Sun | 7:00 – 23:59

Metro São Sebastião

Tel: +351 910559236

Email: saosebastiao@lismarketing.pt

Location: São Sebastiao Subway Station

Working hours: Tue - Sat | 10:00 – 13:00 | 14:00 – 19:00

Rossio

Tel: +351 910517914

Email: rossio@lismarketing.pt

Location: Praça D. Pedro IV, Rossio, Lisbon

Working hours: Mon-Sun | 10:00 – 13:00 | 14:00 – 18:00



MAP OF LISBON'S METRO NETWORK

