

IEU YOUTH LEADERSHIP SUMMER PROGRAM

JULY 10TH - 21ST 2017



Welcome to the Youth Leadership Program 2017 hosted by IE University. We are very excited that you will be joining us in Segovia and Madrid this summer. This guide will help you get ready for your trip and the program. Please read it carefully and should you have any questions contact us at ieusummerprogram@ie.edu.

IE UNIVERSITY CHECKLIST

As you travel, please keep this checklist on your person at all times (this is especially important upon your arrival).

Arrival Preparation Checklist (See below for further details)

- Confirm flight schedule, baggage limits, and arrival terminal with the airline.
- Make sure that you have a valid ID or passport as well as travel insurance.
- Have you sent us your flight arrival and departure information?
If not, please do so ASAP.
- Have you sent us a signed contract? **If not, please do so ASAP.**
- Make sure to let us know ASAP about any **allergies or dietary restrictions** you may have.
- Check with your bank regarding your ATM daily withdrawal limit and increase it.
- Make sure you have SMALL BILLS in € (10-20) for personal use.
- Make sure that your cell phone will work outside of the country (request roaming, if needed).
- If you chose the **Design & Innovation track**, please **bring a laptop** with you. You will need it to work on the projects!

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ARRIVALS AND PICK UP

Madrid airport has four terminals and **there will be one chaperon per terminal waiting for you in the officially designated meeting points** (please see the photo below) with IE University sign **from 7:00 AM onwards.**

Once you collect your luggage, please go directly to the Meeting Point at your Terminal to meet the chaperon.



If you are arriving directly to the airport, please be advised to meet us at the **Meeting Point in Terminal 4 at 15:00H.**

We will be taking a bus to Segovia directly from the airport. **The bus will be leaving at 15:30H. Please arrive on time!**

If you get lost, please go to the closest Meeting Point. Please remember

there will be one chaperon per terminal.

If you have a problem during your arrival flight or there is an unexpected delay, please call one of the chaperons:

Terminal 1: Antonio Noguera: +34 686862364

Terminal 1: Iciar Abaitua: +34 686141615

Terminal 2: Tess de Gregorio: + 34 671216111

Terminal 3: Patricia Maura: +34 660127933

Terminal 4: Jimena Madariaga: +34 689071323

Terminal 4: Maria Montojo: +34 669686358

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If you are going to meet us in Segovia, please go directly to the Factory Residence: Calle Vargas 17, 40003 Segovia. Please inform our team in advance that you are not going to meet us at the airport.

**OFFICIAL FIRST MEETING, ORIENTATION & CHECK IN:
Sunday, July 9th at the Factory Residence at 5:30 pm**

LUGGAGE: RESTRICTIONS & REMINDERS

Check with your airline regarding weight restrictions for your flight as well as liquids in carry-on baggage! Airlines have become very restrictive, so please read up on the weight guidelines. You should label your luggage with your full name and the address of the Factory Residence Hall.

If your luggage should be lost, you should file a claim before leaving the baggage area and arrange for the bags to be delivered to The Factory Residence, Calle Vargas 17, 40003 Segovia.

CAUTION WITH TAXIS FROM THE AIRPORT



For those of you who arrive earlier with your parents, please note that 30€ flat fare applies when you take a taxi from the airport to any destination in Madrid. At the airport, you should only take official taxis from the taxi stand. Madrid taxis are white, with a red diagonal stripe across the front doors, topped by a taxi sign with a green light. The light is lit when available.

Tipping is NOT customary for taxi rides in Madrid: Taxi rides already include a generous airport surcharge on top of the metered fare (around 6€). As airport authorities warn travelers: do NOT accept any offers for a ride within the airport terminal or from any taxi not parked at the taxi stand.

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PROGRAM LOCATION

Segovia Campus

Cardenal Zúñiga 12, 40003 Segovia

IE University's beautiful medieval campus is in the city of Segovia, located just 100 km from Madrid and its international airport. Segovia is a melting pot of cultural legacies, renowned for its Gothic and Romanesque art and architecture. This small and very secure city, with just over 55.000 inhabitants, is considered World Heritage City by UNESCO since 1985.



Madrid Campus

C/María de Molina 31 Bis, 28006 Madrid



The IE University Campus is located in the financial center of Madrid, a leading European capital. Our students benefit from a global learning environment, top-tier networking opportunities, and facilities equipped with the latest generation technologies - all shared with the prestigious top-ranked IE Business School and its multiple buildings.

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ACCOMMODATION

Your accommodation is based in Segovia from July 9th until July 16th and we will stay at [The Factory Residence](#): Calle Vargas 17, 40003 Segovia. We will be housed in single and double rooms and the rooms are assigned by gender.

From Sunday, July 16th, we will be based in Madrid in the [Residencia Universitaria Claudio Coello](#): Calle Claudio Coello 141, 2006 Madrid. Participants will be accommodated in single rooms with bathroom.

Housing and meals are included with registration. Linens and towels will be provided. Laundry service is available in both residencies.

Courtesy soap will be provided in both residencies, but please be advised to bring a soap and shampoo for the whole stay.

In Madrid, you will have access to the Swimming Pool and Gym areas throughout your stay.

IE University staff and chaperons will be present at any moment and will supervise/resolve any issues or questions you might have at any time.

YOU WILL BE CONNECTED!

Beginning on Monday, July 10th you will have free access to the university Wi-Fi network. Please take note of the following information to access the Wi-Fi.

Network: IESstudents/IESstudents_Alt

Username: ieu.summer

Password: ieu201ieu

INSURANCE, ALLERGIES, SPECIAL FOOD REQUIREMENTS

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We strongly recommend each of you to get travel insurance with medical coverage before your arrival to Spain. Please also let us know if you have any special medical condition, allergies, or food requirements.

CONTACT DETAILS

Any additional questions please know we are very happy to answer them. This is the IE University team that has been working for many months to make this program a reality. We are very happy to receive your e-mails or phone calls and help you in any possible way.

Elisa Melendez: +34 667 963 728
Caridad Dawson: +34 626 309 857
Elena Somoza: +34 664 464 472
Joao Lopes: +34 646 381 962
Mane Nalbandyan: +34 654 345 257
Karina Fariña: +34 626 302 615
Katarzyna Dabrowska: +34 625 830183
Salvador Molina: +34 639 262 313

FAQ section

1. What to pack?

Summer in Spain is hot! The average high temperature you should expect is between 30 and 38 degrees Celsius. So please pack accordingly. At night, the temperature drops usually to 18 degrees Celsius. During the conference, dress comfortably and wear comfortable shoes.

Sun block and a hat are highly recommended. Don't forget a thin jacket or sweater for nighttime, it might get a little chilly, especially in Segovia.

In Spain, the Voltage is 220 V, in case you have a different voltage value in your home country it is highly recommended to bring a voltage transformer for any electric devices. It is also important to take into account that Spain has a round shape of electrical, which means you might also need to bring an adapter.

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As we are going to go to the swimming pool, please pack a swimming suit, flip-flops and fast drying sport towel. In Madrid, you will have access to the Swimming Pool and Gym areas throughout your stay.

2. How much money do I need to bring with me?

Since all the transportation, food and housing expenses are covered, only bring cash for personal shopping.

3. Is someone going to pick me up from the airport? What about my flight back?

Yes, all participants will be picked up from the airport and brought to Segovia by bus. Our Chaperons will be waiting with signs for you at the Airport at designated meeting points! On your way back, you will also be accompanied to the Airport by chaperons. This includes the people who booked a flight on Saturday, July 22nd.

4. Is a laundry service available at the residences?

Please note that you can do laundry in both residencies (approx. Cost per laundry is 2-3 €).

5. What is the dress code during the program?

All participants are required to dress in a suitable way accordingly to scheduled academic and cultural activities. We would like you to bring a set of smart casual clothing for the final presentations, since they will be a little bit more formal.

6. Do I need to bring my laptop?

You do not need to bring your laptop, unless you are in the “Design and Innovation Track”. Those participants will need their laptop for some of the projects that they are going to be doing.

7. Will I have access to WIFI?

Yes, you will have access to WIFI both in Segovia and in Madrid. The WIFI will be free in the residence and on university campus.

8. Can I choose my roommate?

In Segovia, you will share a room with another person. If you already know who you would like to share the room with, you can send us an email to let us know. In Madrid, there will be single rooms for everyone.