



# HUMANE

Heads of University Management & Administration Network in Europe  
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ESMU HUMANE WINTER SCHOOL ALUMNI NETWORK

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## Joint HUMANE and Winter School Alumni Network SEMINAR

University of Coimbra, Coimbra, Portugal  
Friday 19<sup>th</sup> to Saturday 20<sup>th</sup> September 2008

### *Human Resources*

## **PRACTICAL INFORMATION**

### **Contact person**

Sílvia Nolan or Sílvia Santos

Tel: ++ 351 239 85 99 45

Fax: ++ 351 239 82 79 94

E-mail: [snolan@ci.uc.pt](mailto:snolan@ci.uc.pt)  
[silvia.santos@adm.uc.pt](mailto:silvia.santos@adm.uc.pt)

### **Seminar Venue**

Registration and lunch on Friday 19<sup>th</sup> September will take place at:

#### **Palácio de São Marcos**

The São Marcos Palace is approximately 12 Km from Coimbra, near a small village called São Silvestre. It was the home of the Duke of Bragança from 1954 to 1975. It was acquired by the Portuguese State and granted to the University of Coimbra for cultural and scientific events.

**A coach will take you from the hotel to Palácio de São Marcos. On Friday 19<sup>th</sup> September please be waiting at the reception of your hotel by 11:30. If you miss the coach, please take a taxi.**

Accompanying persons who wish to take the tour on Friday afternoon should also take the coach at 11:30 and join the group for lunch following which the tour will depart.

## Hotel Accommodation

**Updated 28<sup>th</sup> July 2008**

It has come to our attention that some of the hotels on the first edition of the Practical Information sheet are already fully booked due to events taking place in Coimbra at that time.

We have secured vacancies at Tryp Hotel. **You will need to make your reservation until the 10<sup>th</sup> August, in order to guarantee your room** after that date rooms will only be available upon availability. Please, note that the rates shown are valid only for the participants of the **HUMANE - People Management Seminar**, so please inform the hotel when you make your reservation by referring that you are attending the seminar. You should reserve your room by contacting directly the hotel.

Hotels	Address	Prices for meeting (Euro)	Observations
<b>Tryp ****</b>	Av. Armando Gonçalves, 20 3000-059 Coimbra Tel: +351 239 480 800 Fax: +351 239 484 300 <a href="mailto:tryp.coimbra@solmeliaportugal.com">tryp.coimbra@solmeliaportugal.com</a>	Single: 64,50 € Double: 75,50 €  Includes breakfast, taxes and VAT.	- Located near the Faculty of Economics. You may catch a bus or a taxi to get to the conference venue. It is a 10 minute walk. - Reservations by telephone, fax or email, secured with credit card number and CVV (card validation value)

## Transport information

Information on how to get to Coimbra:

Coimbra is located between Lisbon and Porto. Unfortunately Coimbra doesn't have an airport so the nearest airports are Lisbon's Portela airport and Porto's Sá Carneiro airport.

### From Lisbon (Portela) International Airport

**By rail:** You will need to catch a taxi to Lisbon Oriente railway station; the journey should take approximately 10 minutes and cost 5-8 Euros. Trains for Coimbra run every hour and you should expect the journey to take approximately 2 hours and cost 20 Euros.

On arrival in Coimbra it is recommended that you take a taxi from the station to the hotel. This should cost about 5 Euros.

**By car:** There are several car rental companies located at Lisbon Airport, these include. When leaving the airport you should take the A1 motorway to Coimbra and exit in Coimbra South. You should expect the journey to take 2 hours.

### **From Porto (Francisco Sá Carneiro) International Airport**

**By rail:** From Porto airport you will need to travel to Gare da Campanhã (the main train station in Porto). It is recommended that you travel to this station by taxi or tram-train. You will find taxis readily available at the front of the airport and the tram-train station as well. You should expect the journey to take approximately 30 minutes.

Several trains run from Porto to Coimbra daily. You should expect the journey to take 1 hour 30 minutes and cost around 15 Euros.

On arrival in Coimbra it is recommended that you take a taxi from the station to the hotel. This should cost about 5 Euros.

**By car:** There are several car rental companies located in Porto Airport. When leaving the airport you should take the A1 motorway to Coimbra and exit at Coimbra Norte. You should expect the journey to take 1h 15m.

Further information and schedules may be found at:

Train - [www.cp.pt](http://www.cp.pt)

## **General Information about Coimbra on the Web**

University Site: <http://www.uc.pt/>

English version: <http://www.uc.pt/en>

Information on Coimbra: <http://www.uc.pt/en/informacaosobre/coimbra/>

Tourist information: <http://www.turismo-centro.pt/concelho/?id=1>

Tourist Information: <http://www.mat.uc.pt/~ct99/tourism.html>

Information on UC's location:

<http://www.uc.pt/en/informacaosobre/universidadecoimbra/campusdauniversidade>

## **Lunch and Dinner**

Lunch and dinner on Friday and lunch on Saturday will be provided for participants.

***Please inform the Secretariat about any special dietary needs as soon as possible.***

## **Social Programme**

### **Programme for Accompanying Persons**

#### **Friday 19<sup>th</sup> September**

The University of Coimbra has organized a tour to the following places:

- Science Museum
- Zoological Museum
- Botanical Garden

*Accompanying persons who wish to take the tour on Friday afternoon should also take the coach at 11:30 and join the group for lunch following which the tour will depart.*

#### **Saturday 20<sup>th</sup> September**

Saturday morning is free to enjoy a walk around Coimbra and visit the oldest part of town. There are many shops, restaurants, *cafés*, churches, parks, and many other places to visit. Saturday afternoon accompanying persons will join the main group.

### **Programme for All Participants**

#### **HUMANE Dinner Friday 19<sup>th</sup> September**

The HUMANE Dinner will take place on Friday 19<sup>th</sup>.

#### **Guided Tour and Dinner, Saturday 20<sup>th</sup> September – following the closure of the Seminar.**

After the closure of the Seminar our host will take participants and accompanying persons on an optional guided tour to the University where they will visit the King John V Baroque Library, the S. Miguel Chapel, the 'Sala dos Capelos' (Graduates' Hall), the Private Examination Hall, the Yellow Room and the Arms Hall.

## **Important Note**

Neither HUMANE or any of the host universities where HUMANE events take place are liable for any losses, accidents or damage to persons or objects, regardless of the cause. Participants and accompanying persons attending any HUMANE events do so at their own risk and responsibility.