

Exp 397 Iberian Margin Paleoclimate

The information provided herein was prepared by the IODP Travel Office to assist you and/or your organization in arranging travel for your participation in the cruise. We respectfully ask that you take the time to become thoroughly familiar with this information as soon as you receive it.

As a reminder, you and your funding organization will be responsible for the following:

- 1) Travel expenses en route to and from the ship, including airfare, lodging, meals, taxis, and other miscellaneous expenses.
- 2) Airline reservations - all reservations must be arranged through your travel agency or organization's travel office. U.S. funded participants should contact the U.S. Science Support Program for assistance with booking flights.
- 3) All costs associated with obtaining required visas.

.....

RECONNAISSANCE INFORMATION

The IODP Reconnaissance sheet is attached separately. This provides essential logistical information regarding your participation in the cruise (the ship's schedule, your expected arrival dates in port, port agent's name, and address). We suggest a copy of this be carried with you to the port city should you need the port agent's name and telephone number for directions to the ship's exact docking location. Please note, unless advised in advance, transportation from the airport to the hotel is the traveler's responsibility.

.....

VISA INFORMATION

Check with your local consulate or embassy for visa requirements. If your nationality requires a visa to enter Portugal or Spain, the standard rule is to apply at least 20 days before your trip. However, we strongly recommend that you apply for visas as soon as your flights are scheduled.

U.S. Visa Holders - Non-U.S. participants who hold U.S. visas, such as an H1B, J1, or TN, and who plan to return to the U.S., should ensure that their visas do not expire during the cruise. ***IODP will not be liable for any costs incurred to participants as a result of inadequate or expired visas.***

.....

PASSPORT INFORMATION

Passports are required for all participants because the ship is **Cyprus** registered. **Passport information MUST be sent to IODP** – IODP is required to forward this information to the agents in the port cities prior to your arrival to satisfy Customs & Immigrations requirements, and to facilitate your entry into the country and your embarking/disembarking the ship. If you have not already sent this information to Donna Hoover (hoover@iodp.tamu.edu), please do so at your earliest convenience.

.....

LETTER OF INTRODUCTION

This letter explains the purpose of your travel and should be used only if questioned by officials en route to your destination. A letter will be sent electronically to each participant closer to your departure.

.....

HOTEL INFORMATION

Lisbon, Portugal – October 2022

Marriott Lisbon

<https://www.marriott.com/en-us/hotels/lispt-lisbon-marriott-hotel/overview/>

Address: Av. dos Combatentes 45, 1600-042 Lisboa, Portugal

Phone: [+351 21 723 5400](tel:+351217235400)

Group rate: EUR 165.00 for Superior room, per night, single occupancy

- Rates include VAT, currently 6%. Eventual tax increases will be applied automatically.
- Rates do not include city tax (EUR 2.00 per person, per night, maximum 7 nights' charge).
- Rates include access to WI-FI, in all public areas, including guest rooms.

Rooms with the group rate can be booked until 08 September 2022. All bookings received after this date rooms will be based on space and rate availability.

To guarantee reservation in the room block click here... [Book your group rate for Science Party](#)

The dates for the room block are 08 October to 13 October 2022.

Room Service meals are included and will be charged as follows in full as part of contracted rate and service.

American Breakfast	17,00 €	Incl	17,00 €
Lunch - Starter/main/ dessert (incl water)	20,00 €	Incl	20,00 €
Dinner - Dinner Starter/main/ dessert (incl water)	25,00 €	Incl	25,00 €
Room Service Charge	5,00 €	Incl	5,00 €

Rates are quoted in Euros, per room and day, with all taxes included.

Guests are allowed to bring their own snacks/drinks purchased prior to their check-in.

Room service meals must be paid in full and charges will not be cancelled even if meals are not ordered.

Payments and Deposits

- 09 September 2022: The reservation will be charged to the guest's credit card for 1 night stay, non-refundable
- 30 September 2022: The reservation will be charged to the guest's credit card the entire length of the stay, non-refundable and room service meals (3 meals per day)
- All No-Shows will be charged to the guest's credit card for the entire length of the stay and room service meals (3 meals per day), non-refundable and the

reservation will be released.

The guest pays all extra upon check-out. Upon arrival the guests will be kindly asked for a credit card imprint as a guarantee. In case the guest does not want to provide this guarantee, will be asked for a cash deposit payment. The guest takes care of the payment of any open charges on check out.

Cancellation Policy

- Until 08 September 2022: No cancellation penalties will be applied by the Hotel.
- From 09 September 2022 to 29 September 2022: The reservation will be charged to the guest’s credit card for 1night stay, non-refundable – charge will be done on the “one day after cut off” on their credit card.
- Cancellation received from 30 September 2022: The reservation will be charged to the guest’s credit card the entire length of the stay, non-refundable and room service meals (3 meals per day) – charge will be done on the 30 September 2022 on their credit card.

Since you are required to quarantine upon arrival at the hotel, if you have an AM arrival time we recommend that you reserve the night before as the hotel does not guarantee early check-in.

During quarantine, housekeeping should not enter the rooms to clean at all. Guests can request extra towels or linen at all times and it will be dropped off outside of the rooms. Same for meals. There should be no direct contact in order to keep everybody safe during the quarantine phase.

Non-smoking hotel. All rooms have balconies.

The hotel will be the meeting location for the shuttle transport to the ship.

Amenities:

WIFI, phone, TV, mini fridge, kettle & desk are in rooms.

Hotel Transportation: Transportation from the airport to hotel will be by prearranged transportation if possible. If prearranged transportation is not possible, the traveler should seek transportation that allows as much social distancing as possible, rather than riding in crowded vans or buses.

Checkout options: Additional check out options will be provided later.

Check-in/Check-out Time: Check in time is 4 p.m. and checkout is 12 noon



HOTEL INFORMATION

Tarragona, Spain – December 2022

No room block set up for off-signers.

REQUIRED NOW – FLIGHT INFORMATION

IODP is required to provide the Port Agent with a complete Travel Manifest. This is mandatory for Immigration Notification. Without advance notification, entry may be denied. Once your flight arrangements are confirmed, please provide an electronic copy of your flight itinerary to:

Beverly Stanford
TEL: +1 (936)348-0629 cell
EMAIL: bjwilson@tamu.edu