ACI Global Training
Training Venue Fact Sheet

Dublin, Ireland

Location:	Dublin Airport Authority **Castlemoate House** (opposite Coachman's Inn) Learning & Development Centre Cloghran Dublin Airport Ireland
Meeting point:	**Castlemoate House** Learning & Development Centre, Dublin Airport (Opposite Coachman's Inn – Parking available)
Meeting time:	09:00 am or 30 minutes prior to the start of the course on the first day.
Directions to the classroom	**2nd Floor Castlemoate House**
Ground transportation from/to the airport	Complimentary Shuttle bus to and from airport to hotel and to and from training centre is provided
On-site contact	**Aisling Ryan** Administrator, DAA Career Development Center T: +353 1 814 5427 M: +353 87 935 6223 aisling.ryan@daa.ie **Nuala O'Driscoll** Administrator, DAA Career Development Center T: +353 1 814 5427 M:+ 353 87 935 6223 Nuala.odriscoll@daa.ie
First day of class	Arrive at the Training Centre 30 minutes before the course is due to begin. Locate and meet the on-site administrator and/or the course instructor(s). Settle any outstanding administrative matters: fee payment, badge etc. Meet your fellow course participants.

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Security clearance

Course participants who take an airside tour of the airport will need to obtain an escort pass from Dublin Airport Authority and must be accompanied by DAA personnel at all times. Students must have Passport/State ID card/Drivers Licence as a form of ID. Once off visit to ID centre for ID issue where escort pass will be issued for 5 days. One hour to issue I.D.

Reservation process

GTH course participants are responsible for making their own hotel reservations by contacting one of the below mentioned hotels or making other arrangements. Each hotel will offer the best available rate.
DAA has special rates with these hotels which are applicable for ACI delegates:

- Radisson hotel Dublin airport – 10 min walk to Castlemoate house or 5 mins by shuttle bus.
  http://www.radissonblu.ie/hotel-dublinairport
  Please quote "Dublin airport authority when booking".
  Rooms from €85 B&B. Wi-Fi throughout.

- Bewleys hotel Dublin airport – 10 mins by shuttle bus.
  http://www.bewleyshotels.com/dublin_airport/
  Please quote "Dublin airport authority" when booking.
  Rooms from €69 B&B. Wi-Fi throughout.

- Clarion hotel Dublin airport – 5 mins by shuttle bus.
  http://www.clarionhoteldublinairport.com/
  Please quote "Dublin airport authority" when booking.
  Rooms from €69 – single, €79 Double B&B. Wi-fi throughout.

Whereas each airport offers quality accommodation, the Radisson is the closest to the Training centre.

Visa requirements

Passport valid for at least 30 days after the intended date of departure is required by all nationals referred to in the chart above. Passport must have at least one blank page for entry stamp. Passengers who also require a visa must have a passport with two blank facing pages, one for the visa and one for their entry stamp. Anyone attempting to enter Ireland without the required pages will be returned to their country of origin.

http://www.dfa.ie/home/index.aspx?id=8777

Note: The previous list is subject to change at short notice; please check with the Irish Consulate or Embassy closest to you before traveling. ACI will provide a letter of invitation upon payment of the registration fee. Please be sure to obtain your visa well in advance of your departure.

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Health requirements

A yellow fever certificate is required from all travellers over one year of age arriving from infected areas. Vaccinations against Tetanus are sometimes advised. There are no requirements for any inoculations to visit Ireland.

Cell/Mobile phone systems

Vodafone, 02, Meteor and three are the network cell phone systems available. There is a sim local shop located in the arrivals hall of terminal 1 at Dublin airport when you can purchase sim cards for your phone, for more information please visit:

http://www.simlocal.ie/affiliates/AnthonyTravel?___country=ireland

Electricity and plugs

220v - These are totally incompatible with US systems. You will need an adaptor to connect your electric gear.

Local currency and Exchange

Money can be changed at banks, bureaux de change and some hotels. Proof of identity may be requested; therefore, it is advisable to carry a passport. Visitors are restricted to bringing in and taking out a maximum of €10,000 in cash. MasterCard and Visa are preferred. American Express and Diners Club are also widely accepted.

ATMs are available all over the towns and cities including shopping malls and petrol stations, and accept all international debit and credit cards. Almost all hotels, shops and restaurants, and even national parks and game reserves accept credit cards.

http://www.revenue.ie/en/customs/leaflets/customs-excise-cash-controls.html

For additional information please contact the ACI Global Training team at training@aci.aero