



USEFUL INFORMATION FOR VISITORS

IATA Madrid Office

- **Torre Europa Reception: located on the ground floor** - Access badges available at your arrival.
- **IATA reception: 1st floor** from 08.00h-18.00h
- **Restrooms** are located on each floor, near the entry glass doors.
- **WIFI** – details available in the meeting rooms.
- **Administration Department contact in MAD:** madadmin@iata.org
- **MAD Emergency number:** (Ambulance, Fire Department & Civil Guard)



Transport in Madrid

➤ **Metro**

Open every day of the week from 06:00-02:00. Once you have bought one ticket, you can change as many times as you want between lines with the same ticket. To find the quickest way of reaching two points of the city by underground visit this [website](#).

Tickets

- **Tourist Travel Card A:** personal transport card that entitles its holder to travel an unlimited number of times on the metro, EMT (buses) or Cercanias (suburban railway) in zone A. The price is €8.40 valid for 1 day.
- **Single ticket:** Valid for only one journey. It can be purchased from the metro ticket offices and automatic machines or from EMT bus drivers. The price is €1.50- €2.00.
- **Ten-trip or metro-bus ticket:** Valid for ten journeys on the Metro, EMT and night buses. It can be purchased from ticket offices or automatic machines in the Metro or press kiosks. The price is €11.20 – €12.20.

Banks and Foreign Exchange

- ↗ Foreign Exchange offices are located at Madrid-Barajas Airport.
- ↗ Automatic Teller Machines (ATMs)
- ↗ Foreign Exchange Desks are located in Terminal 1, 2 and 4
- ↗ **Preferred Hotels** (AC Aitana) offer Currency Exchange, please contact Concierge at your Hotel for more information.

Restaurants close to IATA office

Please note most of Madrid Restaurants opens for lunch at 13h.

Inside Moda Shopping Mall:

- ↗ [Brokers](#) (Moda Shopping)
- ↗ [La Tagliatella](#) (Italian)
- ↗ [Pasteleria Mallorca](#) (sándwiches)
- ↗ [Casa Carmen](#)

More options:

- ↗ [Bicai](#) (Carlos Trias Bertrán, s/n)
- ↗ [New York Burguer](#)
- ↗ [Lateral](#) (Spanish Tapas)
- ↗ [Maki](#) (Japanese)
- ↗ [La Vaca \(Argentine - steak\)](#)
- ↗ [Real Café Bernabeu](#)
- ↗ [Zen Market \(Asian food\)](#)

Shopping

Shops in Madrid are open from 10:00 – 22:00 Monday-Friday.

- ↗ **Moda Shopping Center** is located right downstairs from Madrid Office. Includes a variety of retail stores, restaurants, pharmacy and bookstore among others.
- ↗ **El Corte Ingles** most known department store in Spain. Located at Nuevos Ministerios Train Station, is the biggest Shopping Mall in the area.

Leisure:

- ↗ [***Plan your trip to MAD***](#)
- ↗ [***What's on in MAD?***](#)
 - [***MAD at a glance***](#)
 - [***Flamenco shows***](#)