



ANNEX B

Administrative and Logistics Information

1. GENERAL INFORMATION

From the **9th to the 11th of June 2026**, academic staff, military instructors, and researchers are invited to the Leadership Seminar hosted by the **Academia General Militar (AGM)** and **CUD Zaragoza**. The event will focus on leadership education within the EMILYO framework.

The organizers do not cover travel and/or accommodation costs.

In order to fund your stay in Spain as an Erasmus staff mobility, your institution will need an Inter-Institutional Agreement (IIA) with the *Centro Universitario de la Defensa* (**Erasmus ID: E ZARAGOZ61**). We would be pleased to sign an agreement, should one not already be in place. Please contact your Erasmus Coordinator for further information.

Our Erasmus Coordinator's POC is:

Mr. Andy Tunnicliffe

Email: mobilitycud@unizar.es

Phone number: +34-976739824 (Tuesday and Thursday 8.00¹h - 14.00h)

2. FEES

There is no participation fee.

3. SERVICES PROVIDED BY THE ORGANIZATION

Free of charge:

- **COCKTAIL DINNER:** 08 2000 JUN26 / HOTEL REINO DE ARAGÓN
- **COFFEE BREAK:** 09, 10 and 11 JUN 26
- **CULTURAL VISIT:** TBD
- **COCKTAIL LUNCH:** 11 1430 JUN26 / AGM-CUD

Subject to a fee:

- **LUNCH:** 10 and 11 JUN26 / **€12** /day/MENU²

4. TRANSPORTATION

Participants are requested to make their own travel arrangements to and from Zaragoza according to the planned timeline for the Seminar (09 0800 JUN26 to 11 1600 JUN26).

¹ All times reflected in this document refer to Central European Time (CET)

² The menu will be provided by a catering service with two choices for starters, two for main courses, dessert, and drinks. More details will be published later.



[Zaragoza Airport](#) offers a limited number of flights; therefore, traveling via Madrid or Barcelona, both approximately 300 km from Zaragoza, is the most convenient option. Once you arrive in Barcelona or Madrid, you can take a high-speed train from there. Train tickets can be purchased on the following operators' websites:

- RENFE: <https://www.renfe.com/es/en>
- IRYO: <https://iryo.eu/en/home>
- OUIGO: <https://www.ouigo.com/es/en>

To travel from Madrid or Barcelona airports to the train station, seminar participants may take a taxi (approximately €35) or public transport (bus, metro, or commuter train; approximately €5). High-speed train tickets purchased with RENFE and IRYO include a commuter train ticket. To access the platforms, simply scan the QR code on your ticket at the barrier.

No transfers to or from Zaragoza Train Station or Airport and the hotel will be provided by the organization.

The most convenient options from the airport are to take a taxi (approximately €30) or a bus (approximately €4.5)³.

- <https://www.aena.es/en/zaragoza/getting-there/bus.html>

The most convenient options from the train Station are to take a taxi (approximately €15) or a bus (approximately €1.5)⁴.

- BUS: <https://zaragoza.avanzagrupo.com/>

Daily Transfer: The organizers will provide free daily shuttle transfers between Zaragoza city centre and the AGM campus (Tue 09 to Thu 11 June). The shuttle pickup point will be located next to the B&B Hotel Zaragoza Centro (TBC)

<https://maps.app.goo.gl/WnjpfJRFCyUdipGd6>

5. ACCOMMODATION

Participants are advised to book accommodation in **Zaragoza city centre** to facilitate the use of the daily transfer service. For your convenience, we have selected a list of recommended hotels located in this area. These establishments have been chosen for their quality and their proximity to the pickup points for the daily shuttle transfer to the Academia General Militar. Please note that **participants are responsible for making their own reservations directly with the hotel**. We strongly advise booking your accommodation well in advance.

³ Please note that some buses do not accept credit card payments.

⁴ Please note that some buses do not accept credit card payments.



Official Event Hotels (Exclusive Negotiated Rates)

The Organizing Committee has secured special agreements with the following hotels to provide guaranteed availability and reduced rates for seminar participants. We recommend booking with these establishments to benefit from these exclusive conditions.

Hotel Silken Reino de Aragón en Zaragoza 4* | Web Oficial

- **Address:** Calle del Coso, 80
- **Distance and walking time to the shuttle pick-up point:**
 - H. Reino de Aragón: 1 Km / 14 min
- **Rates:**
 - Individual room: €120 / night.
 - Double room: €130 / night.

Note: Prices include VAT and breakfast. Breakfast is served from 07:00 to 10:30.

• **Booking Procedure:**

Participants must email ventas.reinoaragon@hoteles-silken.com directly (code: “2026 LEADERSHIP SEMINAR CUD-AGM”). The email must include: Full name, room type, dates of arrival/departure, phone number, and a credit card number with expiry date as a guarantee.

• **Deadlines:**

- The room block is held until **05MAY26**

Docar Hoteles: Hotel Inca Boutique (3*) & Hotel Pilar Plaza (3*)

- **Address:** Plaza de Ntra. Sra. Del Pilar, 11, 50003 Zaragoza. (H. Pilar Plaza)
Calle Manifestación, 33, 50003 Zaragoza. (H. Inca Boutique)
- **Distance and walking time to the shuttle pick-up point:**
 - H. Pilar Plaza: 600 m / 8 min
 - H. Inca: 800 m / 11 min
- **Rates:**
 - Individual room: €63 / night.
 - Double room: €75 / night.

Note: Prices include VAT and breakfast. Breakfast is served from 07:00 to 10:00.

Family Options: There are no specific family rooms, but an extra bed may be added subject to availability.



- **Booking Procedure:**

Participants must email info@docarhoteles.com directly (there is no booking code). The email must include: Full name, room type, dates of arrival/departure, phone number, and a credit card number with expiry date as a guarantee.

- **Deadlines:**

- The room block is held until **01MAY26**

B&B HOTEL Zaragoza Centro (2*)

- **Address:** Calle Sobrarbe, 2, 50015 Zaragoza.
- **Distance and walking time to the shuttle pick-up point:**
 - H. B&B Hotel Zaragoza Centro 0 m / 0 min
- **Rates (June 8–12, 2026):**
 - Double room for single use: **€75.00** / night.
 - Double room: **€82.00** / night.
 - Family room (double bed + single bed): **€104.00** / night.

Note: Prices include VAT and buffet breakfast. Breakfast opens at 06:30 AM on weekdays.

- **Booking Procedure:**

Participants must contact the hotel directly via **phone** (+34 976 20 53 20), **WhatsApp** (+34 605 58 35 51), or **email** (hotel.zaragozacentro@hotelbb.com). You must identify yourself as a participant of the "Leadership Seminar" and provide the booking code: **564960**.

- **Deadlines & Cancellation:**

- Unconfirmed blocked rooms will be released **25MAY26**
- Cancellation is free up to **3 days before arrival**.
- 100% of the reservation must be paid 3 days before arrival.