WELCOME TO ENTRY POINT NORTH SPAIN
ATS ACADEMY

Entry Point North offers a wide portfolio of training and services to aspiring and operational air traffic controllers, air traffic service officers, air traffic safety electronics personnel, administrative personnel and other aviation-related personnel. Our premier training solutions are carried out in accordance with Best Practice and all international rules and standards including ICAO and European Commission.

Entry Point North Spain is one of six training sites under Entry Point North Group. This training site was opened in 2017 and offers top quality Basic and all Rating training for Spanish students who plan to work for ENAIRE or any other Air Navigation Service Provider in Spain.

We would like to assist you during your time at Entry Point North Spain to make it enjoyable and memorable. This student guide presents practical information about our academy, facilities and local transport, and also provides some tips for your stay in Madrid.

Both we and our future students will appreciate any suggestions you might have on how to improve this student guide. Please tell us what you think by sending an email to sales@entrypointnorth.com.

We wish you good luck with your studies at Entry Point North Spain and also a wonderful stay in Madrid!
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LOCATION AND CONTACT DETAILS

LOCATION OF ENTRY POINT NORTH SPAIN
Entry Point North Spain is located in Business Park San Fernando (Parque Empresarial San Fernando), about 10 kilometres from Madrid Barajas Adolfo Suárez Airport in the outskirts of Madrid.

HOW TO CONTACT US
Telephone: +34 91 605 93 87 (Office)
            +34 686 354 799 (Mar Cagigal Méndez,
            Entry Point North Spain Site Manager)
Web: www.entrypointnorth.com
Email: spain@entrypointnorth.com
       mar.cagigal@entrypointnorth.com
Address: Entry Point North Spain
         Parque Empresarial San Fernando
         Avenida de Castilla, 2
         Edificio Francia (building F), stairway A – 1st floor
         28830 San Fernando de Henares
         Madrid, Spain
TRANSPORT

FROM MADRID CITY CENTRE

By public transport

When travelling from Madrid city centre to Entry Point North Spain by public transport you can either go by bus or by train. For a longer stay in Madrid it is possible to purchase a card on which you can load a monthly subscription that is valid on all buses, local trains and the metro. The card is personal and will display your photo. If you are younger than 26, you can have access to all public transportation in the Madrid Region for 20€ per month. The card itself can only be purchased at designated CRTM offices, but after purchasing the card it can be ‘refilled’ with a new subscription in machines at any metro station. Prices depend on the number of zones you need for your travel, please check the website of CRTM for the latest info. The Business Park is located in zone B1. www.crtm.es

Bus 224 leaves from bus and metro station ‘Intercambiador de Avenida de América’ and stops at the bus stop ‘Parque Empresarial San Fernando’. The bus stop is located at the North entrance of the Business Park and Entry Point North Spain is located in building F just by the South Entrance. The entire journey takes between 35-40 minutes, depending on the traffic. This bus also stops at ‘Poligono Industrial Las Mercedes/Barrio del Aeropuerto’ where many apartment hotels are located (see ‘Where to stay’ on page 10). Please check the website of Red Transporte for the latest bus schedule. www.redtransporte.com/madrid/autobuses-interurbanos/224-madrid-san-fernando-de-henares-torrejon-de-ardoz.html

One-way tickets can be bought on the bus (from the city centre to the office costs 2.00€). Please note that only cash is accepted and no bigger notes than 5€. A ten-trip ticket costs 12.20€ and must be bought at the bus station. For this, you should buy a transportation card called “Tarjeta Multi”, on which you can charge two 10-trips tickets (for bus 224 and/or for metro & Madrid city buses). This card can be used for more than person at a time. It can be purchased in any metro station or bus station and at authorized selling points.

*All prices provided in this guide are valid in August 2019 and are subject to change.
Lines C2 and C7 of the train Cercanías Renfe to/from Atocha Station (or Alcalá de Henares) stops at the train station in Torrejón de Ardoz, a one-way fare is 2.60€ and the journey takes approximately 10-25 minutes. From this train station the Business Park provides free shuttle buses. The bus schedule is as follows:

- Monday – Thursday: 7.00 - 19.30 every 10 - 15 minutes
- Friday: 7.00 - 16.10 every 10 - 15 minutes

By car
Entry Point North Spain is located approximately 25 kilometres from Madrid City Centre. The distance is equivalent to 25 minutes by car, but on working days the journey can take longer due to traffic. GPS coordinates: 40.449243, -3.509768.

By taxi
A taxi from central Madrid to Entry Point North Spain costs approximately 35€*.

FROM MADRID AIRPORT

By public transport
There is no bus that goes directly from the airport to the Business Park where Entry Point North Spain is located. If you would like to travel by public transport, we recommend going to train station Torrejón de Ardoz and taking the shuttle bus from there (see previous page). However, we advise to travel by car or taxi from the airport as it is more efficient.

By car
Entry Point North Spain is located approximately 10 kilometres from the Airport, a drive that will take about 10-15 minutes.

By taxi
A taxi from the airport to Entry Point North Spain costs approximately 20€* and takes about 10 minutes.

*All prices provided in this guide are valid in August 2019 and are subject to change.
PARKING
In case you plan to drive to the academy, Entry Point North Spain offers the possibility to rent a parking spot in the underground car park, depending on availability. Notify your course administrator as soon as possible after you have received the course invitation. The cost of the parking spot is 100€ per month*.

It is possible to park outside the Business Park, but it can be difficult to find a spot unless you arrive very early. These parking spots are all around the premises and you will see them when you arrive. It is also possible to park on the streets a bit farther away from the Business Park. These spots are available more often, parking there would take about a 5-10 minute walk to get back to the Business Park.

ENTRY POINT NORTH SPAIN FACILITIES
BUILDING DESCRIPTION
Entry Point North Spain's facilities consist of a simulator room, an office, a classroom and a widely equipped kitchen with complementary coffee, tea and water. The office is situated on the first floor, which you can reach by taking staircase A or the elevator. All students and instructors have the possibility of using a locker for personal belongings.

SECURITY
On your first day you will receive a badge that enables you to enter the main building. If you have not yet received a badge, press the button under the card reader on the left side of the door and the security will open the door for you.

WIFI
Access to a wireless network is available throughout Entry Point North Spain's facilities. Network name: EPNGuest, password: EPN2010!!

*All prices provided in this guide are valid in August 2019 and are subject to change.
HOUSE RULES
Please remember that many people – students, consultants and permanent staff – share the space within the building. In order for everyone to feel comfortable, we have simple house rules that we ask everyone to abide by.

1. A kitchen is provided for eating and drinking. Bringing food and drinks into the classroom/simulator is not allowed unless agreed with the instructor.

2. Don't forget to take your belongings when leaving the classrooms and simulators. Rearrange the chairs, tables and equipment back to the way you found them. Please place litter in the bins.

3. Keep the kitchen area clean and tidy: wipe up food or drink spillages and wash dirty plates and cutlery. If the dishwasher is full, please start it, and if it is done please help emptying it.

4. Be on time for lessons, simulator exercises and other common activities. Come prepared for the session. Bring with you the things you may need.

5. Switch off your mobile phone or put it in silent mode silent during lessons, as mobile phone signals can cause interference to simulators nearby. Always switch off your phone when you are in the simulator.

6. Take care of the academy’s material and equipment.
SAN FERNANDO BUSINESS PARK FACILITIES

RESTAURANTS
There are several restaurants in the Business Park that serve food from breakfast until lunch time, and a few are also open in the evening. The price for a daily menu is varies from 9-11€*. The menu lets you choose between a range of different first and second course dishes, and coffee or dessert is also included.

GYM
The Business Park provides a gym located in building Londres, just next to the office building of Entry Point North Spain. It offers workout equipment, swimming pool and group sessions. The price for Business Park employees and students is 43,50€* per month.

SERVICES
In the park there is a post office, a travel agency and a Banco Popular ATM.

IN CASE OF EMERGENCY

EVACUATION INSTRUCTIONS
All course supervisors, teachers, instructors, employees and students at Entry Point North are expected to know about preventive fire protection and what is required of them if there is a fire alarm or they discover a fire.

When studying at Entry Point North Spain you must be aware of the location of the nearest emergency exit and escape route, the location of the nearest fire extinguisher and the locations of assembly points. There is a map to the right of the door when leaving the office where the assembly points are marked.

When you hear the fire alarm:
➤ You must leave the building through the nearest emergency exit or escape route.
➤ You must head to an assembly point. There is a map to the right of the door when leaving the office where the assembly points are marked. Wait here for further instructions.

It is the responsibility of all to help each other, check that the fire alarm is noticed, and check the area close to you. However, do not risk your own life.

*All prices provided in this guide are valid in August 2019 and are subject to change.
LIVING IN MADRID

WHERE TO STAY
Entry Point North Spain recommends the following accommodation for your stay in Madrid, although of course you are free to look for other options. In any case our Site Administrator is happy to help you with your booking or to provide you with more information. If you prefer to contact any of the recommended places directly, please ask for our special fare.

For a short stay, we recommend Hotel Asset Torrejón. The prices for a double room for single use are 65€ (six or less nights) and 55€ (more than six nights), which includes bed, breakfast, parking, gym, and the possibility to have a menu dinner for 10€. www.hotelassettorrejon.com

For those who wish to live in a Student Residence, we have an agreement with Residencia Lope de Vega, located in Alcalá de Henares (10 minutes by train to Torrejón). Please contact Nelso or our Site Administrator for more details.

If you prefer to live in an apartment, there are apartment complexes located at Polígono Industrial Las Mercedes: 3 km from the airport, near Madrid (15 minutes by car/bus), and a 20-minute bus ride to the academy. Some examples are Apartamentos Compostela Suites and Apartamentos Suites Florida. Prices are roughly 60€/night and special rates apply for stays longer than a week.
www.compostelasuites.com/en
www.apartamentossuitesflorida.es

Should you wise to live in Madrid, Apartamentos Juan Bravo are located downtown. Prices: studio from 480€/week and 1.135€/month, apartment from 660€/week and 1.550€/month.
www.apartamentos-jb.com/en

THINGS TO DO
Needless to say, Madrid is a great city with lots of things to do. We recommend the following sources of information to find things to do in your spare time while studying at Entry Point North Spain.

› EsMadrid (official tourism website) www.esmadrid.com/en
› Tripadvisor www.tripadvisor.com/Tourism-g187514-Madrid-Vacations
› Facebook www.facebook.com/madridistinto (in Spanish)

Tourist information
A good place to start your exploration of Madrid is in the very centre: Puerta del Sol. From there you can reach many points of interest at a walking distance. Or you can take one of the touristic, but also convenient, hop-on-hop-off buses.

*All prices provided in this guide are valid in August 2019 and are subject to change.
STAY IN TOUCH WITH US

We are happy to stay in touch with you, both during your studies at Entry Point North Spain and afterwards!

Receive a Newsletter from Entry Point North by registering on our website and follow Entry Point North on LinkedIn, Facebook and Instagram.

www.entrypointnorth.com/category/published-newsletters/
www.facebook.com/entrypointnorth/
www.facebook.com/groups/entrypointnorthspain/
www.instagram.com/entrypointnorth/
https://www.linkedin.com/company/entry-point-north-ab/
TRAINING WITHOUT BOUNDARIES

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