



# Estudio Sampere

## STUDENT HANDBOOK 2009

- Estimado estudiante,
- Este pequeño libro contiene información útil para tu viaje a España o a Ecuador.
- Si hay algo que no comprendas, puedes llamarnos o escribirnos y te contestaremos inmediatamente.
- También te agradeceríamos cualquier sugerencia o comentario que pueda ayudarnos a mejorar en la próxima edición.
- Un cordial saludo,
- 
- **Dear Student,**
- **This handbook contains usefull information for your trip to Spain or Ecuador.**
- **Read carefully all the pages and do not hesitate to contact our representative or Estudio Sampere before departure.**
- **We advise you to keep the handbook during the entire stay.**
- **See you soon,**
- 

# index

INDEX	Page
<b>Estudio Sampere Addresses</b>	<b>2</b>
<b>SPAIN:</b>	
<b>General Information</b>	<b>3-7</b>
<b>Map of Spain and Average Temperatures</b>	<b>8</b>
<b>Accommodation</b>	<b>9-10</b>
<b>How to get to Madrid and Map</b>	<b>11-12</b>
<b>How to get to Salamanca and Map</b>	<b>13-14</b>
<b>How to get to Alicante and Map</b>	<b>15-16</b>
<b>Airport Transfer at Madrid Airport</b>	<b>17</b>
<b>Insurance Coverage</b>	<b>18</b>
<b>ECUADOR:</b>	
<b>General Information</b>	<b>19-21</b>
<b>Quito Airport and Maps of Ecuador and Cuenca</b>	<b>22</b>

*Estudio Sampere is not responsible for obvious printing errors.*

*Estudio Sampere will not be held responsible for any changes that may occur in train and buses timetables, prices and any other general information in this book.*

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## Estudio Sampere Addresses

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*Estudio Sampere*

<http://www.sampere.es>

### **ESTUDIO SAMPERE - MAIN OFFICE**

Lagasca, 16 - 28001 MADRID - ESPAÑA  
Tel.: 00+34 91 431 4366 - Fax: 00+34 91 575 9509  
E-mail: [sampere@sampere.es](mailto:sampere@sampere.es)

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### **ESPAÑA**

#### **SAMPERE MADRID**

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Tel.: 00+34 91 431 4366 - Fax: 00+34 91 575 9509  
E-mail: [madrid@sampere.es](mailto:madrid@sampere.es)  
Emergencies: 00 + 34 616 415 559

#### **SAMPERE SALAMANCA**

Vázquez Coronado, 9 - E-37002 SALAMANCA - ESPAÑA  
Tel.: 00+34 92 326 2218 - Fax: 00+34 92 326 8488  
E-mail: [salamanca@sampere.es](mailto:salamanca@sampere.es)  
Emergencies: 00 + 34 619 484 782

#### **SAMPERE ALICANTE**

Pascual Pérez, 3 - E-03001 ALICANTE - ESPAÑA  
Tel.: 00+34 96 514 3384 - Fax: 00+34 96 521 2785  
E-mail: [alicante@sampere.es](mailto:alicante@sampere.es)  
Emergencies: 00 + 34 686 243 432

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### **ECUADOR**

#### **SAMPERE CUENCA**

Hermano Miguel, 3-43 y Calle Larga (Escalinata) - CUENCA - ECUADOR  
Tel.: 00+593 7 2823960 - Fax: 00+593 7 2841986  
E-mail: [samperec@samperecen.com.ec](mailto:samperec@samperecen.com.ec)  
Emergencies: 00 + 593 099 404 534



## General Information. Spain

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### A

#### - Accommodation

See pages 9-10.

#### - Airports Transfers

**MADRID:** AIRPORT TO ACCOMMODATION OR TRAIN/BUS STATION: 70,00 €.

**SALAMANCA:** AIRPORT TO BUS STATION AND BUS STATION TO ACCOMMODATION: 95,00 € (BUS/TRAIN FARE INCLUDED).

**ALICANTE:** AIRPORT TO ACCOMMODATION: 50,00 €.

**TRANSFERS:** Estudio Sampere will be responsible for transfers from the airport to the accommodation/train/bus station if we receive five days before arrival to Spain: 1) Date and Time of Arrival; 2) Airline and Flight Number; 3) Airport of origin.

All transfers are "one way". Two friends, or persons from the same family, travelling together and staying in the same Sampere School will pay as one single person.

The "Transfer" service is only available on Saturdays and Sundays, from 8:00 AM to 23:00/11:00 PM. Students arriving before 8:00 AM will have to wait at the airport.

Students arriving after 23:00 or on any other day should contact Estudio Sampere Main Office. Transfer from accommodation to the airport is also available, only on Saturdays and Sundays, from 8:00 AM (Departure Time) to 23:00/11:00 PM

(Departure time). Students departing before 8:00 AM or after 23:00/11:00 PM, or on any other day, should contact Estudio Sampere Main Office.

Transfer from the airports is included in some special courses and programmes.

#### - Allergies

Please include in your enrolment form allergies, meal plan choice and any other special requests, as this information will help to ensure a compatible placement in homestay.

#### - Arrival

See pages 11-16.

### B

#### - Banks

Banks are open in Spain from 9:00 to 14:00. There are no banks open, or very few, in the afternoons. Banks charge a commission every time you change money or checks. The commission runs from 4,00 € to 7,00 €. Major credit cards, VISA - Master Charge - American Express - etc., are accepted everywhere. There are ATM (cash dispenser) all over and they work very well.

#### - Bildungsurlaub

Courses in Spain and Ecuador (Intensive Plus, Super Intensive and One-to-One) are recognised by Hamburg Authorities.

#### - Books

All the teaching material needed is included in the course fees.

The student is expected to bring his/her own dictionary and note book.

#### - Business hours

SAMPERE MADRID:	9:00 TO 19:00
SAMPERE SALAMANCA:	9:00 TO 17:30
SAMPERE ALICANTE:	9:00 TO 17:30

### C

#### - Cancellation, postponement or curtailment of a course

An enrolment may be cancelled, free of charge, provided that written notice is received not less than two weeks before the starting date of the course. For cancellation received less than two weeks before the starting date, the deposit is non refundable. An enrolment may be postponed, free of charge, provided that written notice is received not less than 4 days before the starting date. Estudio Sampere may levy some charges to accommodation costs due to last minute postponement.

Acceptance of enrolment is made on the understanding that the student will remain for the duration of the course as specified in the enrolment. In the event of a student leaving before the end of the agreed period, course may be curtailed or cancelled, free of charge, provided that written notice is received by Estudio Sampere not less than two weeks before the new ending date of the course.

If no notice, or insufficient notice is given, course fees must be paid for a minimum of two weeks.



## General Information. Spain

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### - Cancellation, Postponement or Curtailment of Accommodation (Homestay, Student Room, Apartment)

An enrolment for accommodation in a) homestay, b) student room, c) apartments, may be cancelled, free of charge, provided that written notice is received not less than two weeks before the starting date of the accommodation. For cancellation received less than two weeks before the starting date, the deposit is non refundable. An enrolment may be postponed, free of charge, provided that written notice is received not less than 4 days before the starting date. Estudio Sampere may levy some charges to cover accommodation costs due to last minute postponement. Acceptance of enrolment for accommodation is made on the understanding that the student will remain for the duration of the agreed period as specified in the enrolment. In the event of a student leaving before the end of the agreed period, accommodation (a-b-c) may be curtailed or cancelled, free of charge, provided that written notice is received by Estudio Sampere not less than two weeks before the new departure date from the accommodation. If no notice, or insufficient notice is given, accommodation must be paid for a minimum of two weeks. Hotels are paid for the booked period and Estudio Sampere will not be held responsible for any refunds due to cancellation or change of accommodation.

### - Certificates and Diplomas

**Estudio Sampere** will issue a Certificate and Diploma, free of charge, to those students who have completed 90% of the course booked.

### - Change of groups or schedule

Changes of groups are possible with the agreement of the teacher and the director of the School. All students will take a placement test the first Monday of the course. The school will place students in morning or afternoon sessions according to the needs and possibilities. Students cannot change from morning to afternoon and vice-versa unless they have an important reason, for example a job. "I can't get up in the mornings", is not an important reason for changing to afternoon classes!

### - Change of schools

Students can enrol for a Combined Course in advance and the course is guaranteed, or make a decision, once in Spain, subject to space availability. Changing schools is free of charge.

### - Credit cards

See *Banks*.

### - Credits to US Universities

**Estudio Sampere** will send transcript to US Universities where they are usually accepted.

### - Culture classes

All Sampere Schools offer 4 Culture lessons per week included in the tuition fees.

### - Currency

The Spanish currency is the **Euro €** and it is not possible to pay with other currencies except in airports, international hotels and so on.

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## D

### - Diplomas

See *Certificates*.

### - DELE

DELE are the Exams organised by the Instituto Cervantes and you have an accurate description in the brochure.

DELE exams are given in MAY 15, AUG 21 and NOV 13, 2009.

There are 3 levels: INICIAL (Elementary), INTERMEDIO (high intermediate) and SUPERIOR (proficiency).

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## E

### - E-mail/fax

Students can receive faxes and mails at the school. See *page 2*.

Students can also send faxes and will be expected to pay for that. Free e-mail and Internet access in all Sampere schools. Wireless access available and free.

### - Emergencies

**SEE PAGE 11 MADRID, 13 SALAMANCA, 15 ALICANTE.**

**SEE PAGE 18 (INSURANCE).**

### - Electricity

Electricity in Spain is 220 volts 50 cycles AC.



## General Information. Spain

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### - Excursions

The three Schools organize frequent excursions, and students are expected to pay for tickets.

Contact our representative before departure, or the School office if you have any questions. Excursions are included for most of the US students coming with University programmes.

Excursions are usually on Saturdays, starting around 9:00 and finishing in the evening around 18:00.

From Madrid:

Toledo (20 €), Segovia (20 €), El Escorial (22 €), Aranjuez (18 €)...

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From Salamanca:

Segovia (25 €), La Alberca-Ciudad Rodrigo (19 €), Ávila (20 €)...

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From Alicante:

Valencia (20 €), Elche (12 €), Altea (18 €)...

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## G

### - Guarantees

**ALL COURSES ARE GUARANTEED TO BE HELD WITH OR WITHOUT THE FULL NUMBER OF STUDENTS.**

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## H

### - Health and Insurance

See *page 18 for the School Insurance*. All European Union Citizens are included in the Spanish Social Security and should bring **forms E111/E-128** from their country of origin/residence. Citizens from other countries should check at the Spanish Embassy. If a student is on medical treatment, we advise him/her to bring enough supply of medicines since, even when buying medicines is very easy, names can change from country to country.

**Students are encouraged to take extra insurance or bring proof of their present insurance covering medical expenses, loss of luggage, cancellation...**

**Estudio Sempere** has made arrangements with **EUROPEA Seguros de Viaje** for an insurance policy which will give coverage to all students (13 yrs. to 75 yrs. old) enrolled in Spanish Language courses in our centers.

**The cost of the insurance is 50 Euros for every 16 weeks (1 to 16 weeks).**

*Read carefully the limits of EUROPEA Seguros de Viaje policy on page 18.*

### - Home work

Students are expected to do and to fulfill some homework every day, around an hour per day.

### - Hours

**1 LESSON = 45 MINUTES.**

For office hours see *Business Hours*.

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## I

### - Internet

Free Internet access in all Sempere Schools in Spain.

Free wireless access in all Sempere Schools in Spain.

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## L

### - Laundry

Laundry is included in homestay in Madrid, Salamanca and Alicante.

When it is included, it is understood that the family will wash one machine load per week. Families will not clean 10 shirts per week, or 5 jeans per week. There are self-service washing machines in the three cities and our staff will give you the addresses.

### - Levels

The three Schools are working with the same chart of levels. **All** students will take a placement test the first day of school and regular tests during the week.

See *change of groups*.



## General Information. Spain

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### M

#### - Mail

Students are welcome to receive mail at the school.  
*See page 2 for the address.*

#### - Money

*See Banks and Currency.*

#### - Museums

The four Schools will organise guided tours to Museums and Monuments.  
Students are expected to pay for tickets or entrances to Museums if there is any fee involved.

### N

#### - National Holidays 2009

	JAN	APR	MAY	JUN	AUG	OCT	NOV	DEC
<b>MADRID</b>	6	10	1, 15		14	12	2	8, 18
<b>SALAMANCA</b>	6	10	1	12	14	12	2	8, 18
<b>ALICANTE</b>	6	10	1	22	14	12	2	8, 18

The Sampere Schools will be open during many National and Local Holidays, including Christmas for One-to-One courses and special courses.  
The Sampere Schools will be closed during some National and Local Holidays. There will be no make up classes due to National or Local Holidays except for One-to-One courses (5 to 40 lessons).  
Intensive (short and long term) and Super Intensive courses will be suspended from December 18, 2009 to January 3, 2010.  
One-to-One courses and special courses will take place during Christmas except on December 25 and 31.  
There will be no make up of any course, including One-to-One, due to absences of the student.

### P

#### - Passports

*See Visas page 7.*

#### - Pocketmoney

This is not the same for every person but we think that 6,00 € to 15,00 € per day should be enough if a student is staying with a family and meals are included.

### R

#### - Recognition and Membership

Estudio Internacional Sampere is a full member of:

- **International Association of Language Centres (IALC).**
- **American Association of Teachers of Spanish and Portuguese (AATSP).**
- **Federation of International Youth Travel Organizations.**
- **Association of International Educators (NAFSA).**

Courses are:

- **Accepted for credits by US Universities.**
- **Acredited by the Cervantes Institute.**
- **Accepted for CSN.**
- **Recognized for Bildungsurlaub in Germany.**

### S

#### - Smoking in Spain

Spanish people smoke a lot. Almost 50% of the adult population are smokers. It should be considered a cultural fact. Smoking is not permitted at Sampere Schools.

#### - Spanish language

Spanish language (Español) or Castilian (Castellano) is very similar everywhere in the Hispanic World. In the area of Barcelona, the Basque country and Galicia, they speak other languages, but they also speak Spanish.

#### - Sports

Common sports, such as tennis, football, basket-ball can be practised as well as aerobics, running, etc... Do not hesitate to contact the school if you have a special inquiry.



## General Information. Spain

### T

#### - Telephone

If you want to call Spain from abroad:

**MADRID** 00 + 34 91 + 7 numbers

**SALAMANCA** 00 + 34 923 + 6 numbers

**ALICANTE** 00 + 34 965 + 6 numbers

**From the US, dial 011 34...**

Once in Spain:

**SAMPERE MADRID:** 91 431 4366

**SAMPERE SALAMANCA:** 92 326 2218

**SAMPERE ALICANTE:** 96 514 3384

**CELL PHONES START WITH 6 + 8 digits.**

**ABROAD: 00 + COUNTRY CODE + AREA + NUMBER**

Telephone service is expensive in Spain, compared to other countries, and students are not supposed to use the phone in the house. They are welcome to receive calls, but it is better if they use public phones; they are all over.

Check with your phone company to see if they have any card for collect calls or similar systems since you can save money that way. Cell phones are inexpensive and you can buy one on arrival. Contact your supplier to check if your cell phone works in Spain. Movistar, Vodafone and Orange are the main operators.

#### - Towel

Bring your towel for the beach/pool. If you are staying at a student room, you must bring your own towels.

#### - Transfer service

See pages 11, 13 and 15. See page 17 for Madrid Airport.

### V

#### - Vegetarians

See Allergies page 3.

#### - Visas

- Citizens from the European Union (+ CH and Norway) do not need a Visa and can enter Spain with an Identification Card or valid Passport.

- Citizens from Canada, Japan, Korea, New Zeland and the USA, among others do not need a Visa if they plan to study and stay in Spain less than 90 days. Check with the nearest Spanish Embassy or Consulate.

If citizens from these countries wish to study for more than 90 days, they need a "Visado de Estudios".

The Student Visa must be obtained prior to departure from their country at the Spanish Embassy or Consulate.

- If you need a Visa in order to study in Spain we strongly recommend that you apply very early, as you may need several weeks to complete the Visa application procedure.

- **IMPORTANT:** Before we can process the confirmation documents needed for the Visa application, a deposit of 500 Euros/US Dollars is required (deducted from final invoice). In the event the application for a Visa is refused by the Spanish Embassy or Consulate, we will refund the deposit and any other paid fees after the deduction of an administrative charge of 50 Euros/US Dollars, after receiving the refusal letter from the Spanish Embassy or Consulate. School Insurance is needed if you apply for a Student Visa.

### W

#### - Welcome

Students are welcome on the first day of the course at 9:00 am:

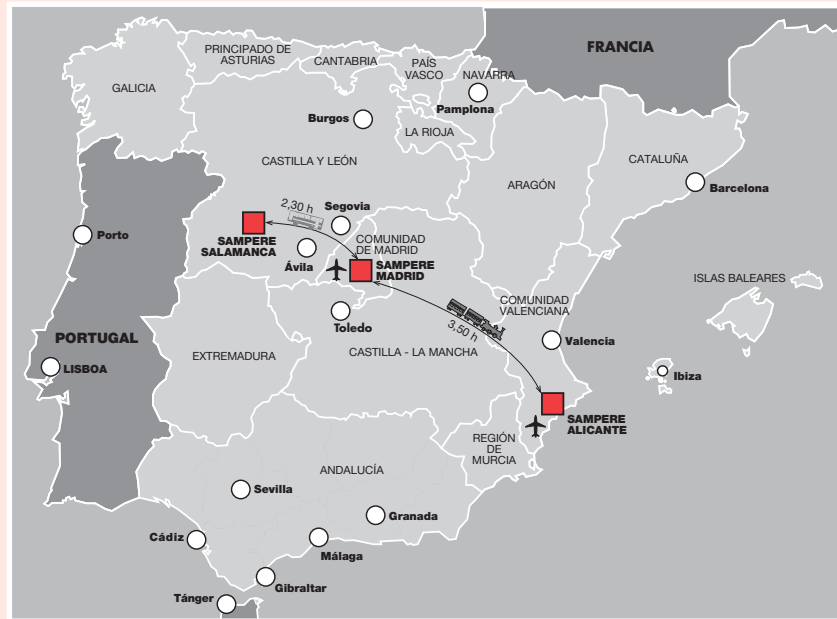
- **MADRID:** at calle Lagasca, 16. (Metro Retiro/Serrano).

- **SALAMANCA:** at calle Vázquez Coronado, 9.

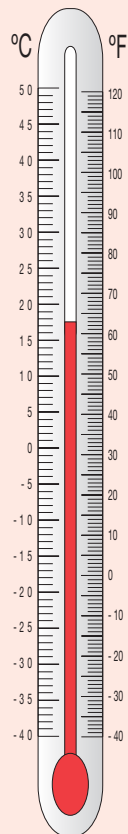
- **ALICANTE:** at calle Pascual Pérez, 3.



## Map of Spain and Average Temperatures



Situación de las tres Escuelas Sampere en España



TEMPERATURE

**AVERAGE TEMPERATURES (Celsius)**  
To convert C° to F°, multiply by 1.8 and add 32.

	JAN		FEB		MAR		APR	
	MAX	MIN	MAX	MIN	MAX	MIN	MAX	MIN
<b>MADRID</b>	10	1	14	2	18	6	20	15
<b>SALAMANCA</b>	10	-1	14	1	16	5	20	10
<b>ALICANTE</b>	16	10	16	10	17	11	21	14

	MAY		JUN		JUL		AUG	
	MAX	MIN	MAX	MIN	MAX	MIN	MAX	MIN
<b>MADRID</b>	25	18	26	20	30	24	30	22
<b>SALAMANCA</b>	22	10	22	15	30	22	28	22
<b>ALICANTE</b>	24	17	25	19	27	23	28	23

	SEP		OCT		NOV		DEC	
	MAX	MIN	MAX	MIN	MAX	MIN	MAX	MIN
<b>MADRID</b>	28	18	22	10	18	5	14	3
<b>SALAMANCA</b>	26	18	20	10	17	4	12	2
<b>ALICANTE</b>	25	20	22	17	18	14	18	10



## Accommodation in Spain

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### Read carefully - Family/homestay

Homestay students are welcome to arrive at the homestay the Sunday before the course begins and may stay until the Saturday following their last day of class. Under special circumstances, we may be able to arrange for the student to arrive early or stay beyond the allowed dates. There will be a charge for each additional night (30,00 €) and requests should be made to **Estudio Sampere** in advance. Three extra days = 1 week. On their arrival day, students must arrive at the homestay prior to 11:00 pm. **See page 4 for cancellation.**

**Arrival information is required for all students, whether or not an airport transfer is required. This is necessary to ensure that someone will be at home to greet the student when he or she arrives. Students must call, e-mail or fax Estudio Sampere at least one week in advance to give us the information, or the family five days before arrival.**

Homestay families are not required to pick up the students at the airport, and students should not ask the host to do so.

These are the options for students to arrive at the homestay from the airport:

- A) Airport Pickup arranged through **Estudio Sampere** (See pages 11, 13 and 15).
- B) How to get to... (See pages 11 to 16).

### Distances from families to Schools

**Madrid:** Most of the families are not far from the School, and students can walk every day 20/25 minutes to School. In other cases, students should use public transportation (subway or bus) for 15/25 minutes. Public transportation is very cheap in Madrid and 10 rides in the bus or subway cost less than 8,00 €, and a monthly pass cost around 40,00 €.

All addresses (families, student rooms, apartments and hotels) will have the closest metro station included.

**Salamanca:** All the families are within walking distance as is everything in Salamanca. Students should walk around 10 to 25 minutes from their accommodation to the School.

**Alicante:** Most of the families are within walking distance as is almost everything in Alicante. Some students will have to take the bus for 10 minutes but it is very inexpensive.

### Changes of family

**Estudio Sampere** attaches great importance to accommodation. The families are carefully selected. The director of each School, always at the students' disposal, can change a student's accommodation if the need arises. If the student is not happy and wants to change to another family, during his/her first week, the School will select three new addresses that the student can visit and make his/her choice. **There is no extra cost if student decides to change families, during his/her first week.**

### Meals

- **Half board:** breakfast and dinner Monday to Friday and ALL meals on weekends.
- **Full board:** breakfast, lunch and dinner every day.

Check your enrolment and do not hesitate to contact the School office if you have any questions.

**Breakfast** is very light in Spain and it is never a big meal and consists of coffee and biscuits or some bread.

**Lunch** is the main meal for a lot of Spaniards and it's eaten between 13:00 and 15:00. It is comprised of two or three courses.

**Dinner** is usually tortilla, cold meats, salads, sandwiches, etc., and it's eaten between 20:00 and 22:00.



## Accommodation in Spain

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### **Laundry**

Laundry is included in homestay in Madrid, Salamanca and Alicante.

When it is included, it is understood that the family will wash one machine load per week.

Families will not clean 10 shirts per week, or 5 jeans per week.

There are self-service washing machines in the three cities and our staff will give you the addresses.

### **Read carefully - Students rooms**

Students rooms are booked for a minimum of 2 weeks and no refund will be possible for the first 2 weeks. Student rooms are furnished and have bedding, and all other necessary items. Towels are not always available. Students must arrive on Sunday and leave on Saturday.

**You will receive, from our office or from our agent/representative, the complete address of the shared apartment/student room. You will also find a telephone number of the person in charge of the keys. You should contact this person some days before arrival to tell him/her approx. time for arrival. This is necessary to ensure that someone will be at home to greet the student when he or she arrives. In some cases the owner will ask for a deposit (50 to 100 Euros). The deposit will be reimbursed at the end of the stay provided all items in the apartment are in the same condition. Students are supposed to arrive on Sunday afternoon, before 11:00 pm. Distance from student rooms to School can be very different, from 10 minutes walking to 40 minutes by public transportation. All student rooms have a bus or subway stop nearby. Distance to the school will not be a reason to change the original address you received. See page 3 for cancellation.**

### **Read carefully - Apartments/Hotels**

You will receive with the invoice and the confirmation of the course, the complete address of the apartment. You will also find a telephone number of the person in charge of the keys.

The student should contact this person a few days before arrival to tell him/her approx. time for arrival. Students are supposed to arrive on Sunday afternoon, before 11:00 pm.

**Apartments, hotels and student rooms are paid for the booked period and the School will not be held responsible for any refunds due to cancellation, change of accommodation, change of room, or fluctuations of rates during high or low season.**

### **IMPORTANT NOTICE**

As we are sending accommodation addresses well in advance of the student's arrival, unforeseeable changes may occur resulting in a last minute change of address. Should this happen, you will be informed. If you do not hear from **Estudio Sampere**, then the received address is your address!

FIND THE EXACT LOCATION OF YOUR ADDRESS AT:  
<http://maps.google.es/maps>  
[www.campsa.es](http://www.campsa.es)  
[www.mappy.com](http://www.mappy.com)



## How to get to Madrid. Spain

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### How to get to Madrid Barajas International Airport:

After passing through passport control and collecting your baggage, exit the terminal where you will see signs for “Metro”, bus and taxis.

**Transfer:** If you have requested the transfer service from Madrid Airport to your accommodation, look for a person with a sign with your name when exiting the terminal. Wait 30 minutes after expected time of arrival in case you don't find the person who will pick you up. See page 17 for details.

**Then call emergency number 616 415 559.**

You can reach Madrid by:

**a) Metro/subway.** Follow the signs “Metro” and take it to the closest station to your accommodation. It will cost you less than 3,00€ . If you arrive to Terminal 1 or 2, just follow the signs “Metro” to the station named “Aeropuerto”. If you arrive to Terminal 4, follow the signs to “Aeropuerto T4”. All addresses (families, student rooms, apartments and hotels) will have the closest metro station included. It can be tiring if you have heavy luggage.

Take the “Metro” to Nuevos Ministerios station and then a taxi to your accommodation. It should not cost more than 15,00 € in any case.

Metro de Madrid [www.metromadrid.es](http://www.metromadrid.es)

**b) Bus.** Autobús Aeropuerto-Avenida de América that leaves every 15–20 minutes and costs less than 2,00 €. Bus 200 is departing from Terminals 1 and 2. Bus 204 is departing from Terminal 4. This bus takes you to the **Avenida de América**, in the center of Madrid. From there you can take a taxi to your place of accommodation. It shouldn't cost more than 20,00 € in any case.

**c) Taxi.** You can take a taxi from the airport. **Pay no attention to the "taxi-drivers" who approach you inside the terminal, and follow the signs “taxi”.**

All Madrid's taxis are white with a red stripe and a licence number on the door. Under normal traffic conditions, a taxi should not cost you more than 30,00 € in any case, including airport supplement 5,50 €. From Terminal 4 add 3 or 4 € more. You can demand an official receipt. Prices are printed in the window of the taxi. Should you have any problem, take the licence number of the taxi and inform Estudio Sampere office the following day.

At 9:00 am on the first day of the course, come to Estudio Sampere: **(See Map). Calle Lagasca, 16.** Metro: Retiro (Line 2-Red) or Serrano (Line 4-Brown).

**In case of a real emergency, do not hesitate to call: 616 415 559.**

FIND THE EXACT LOCATION OF YOUR ADDRESS AT:

<http://maps.google.es/maps>

[www.camps.es](http://www.camps.es)

[www.mappy.com](http://www.mappy.com)

MIS NOTAS

[www.esmadrid.es](http://www.esmadrid.es)

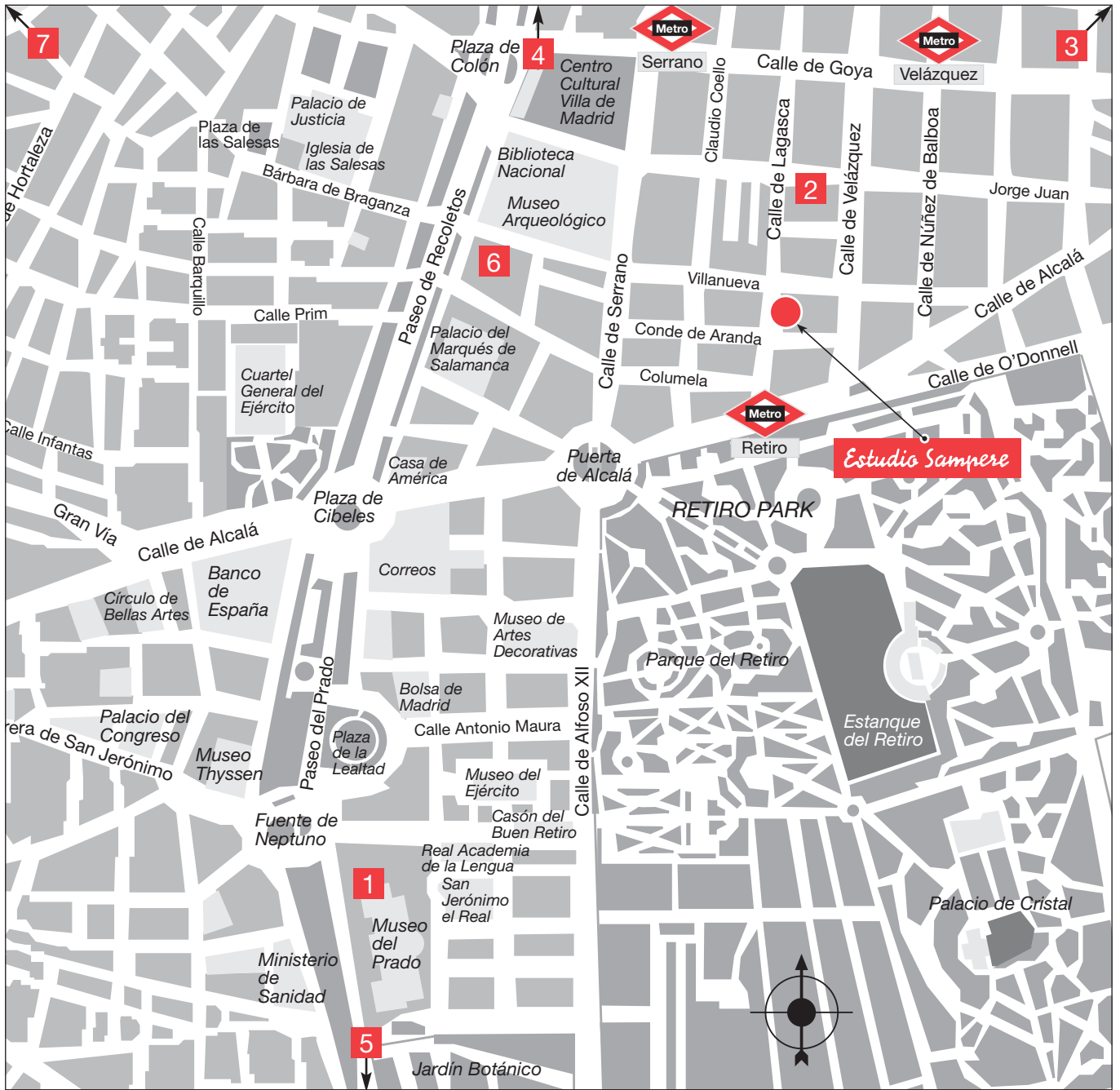
[www.munimadrid.es](http://www.munimadrid.es)

Real Madrid: [www.realmadrid.com](http://www.realmadrid.com)

La Guía del Ocio: [www.guiadelocio.com/madrid/](http://www.guiadelocio.com/madrid/)



## Map of Madrid (central area)



- |  |  |   |
|--|--|---|
| <p>1. Museo del Prado<br/>         2. Correos / Post-office<br/>         3. Bus Aeropuerto / Airport bus</p> | <p>4. Estación de tren "Chamartín"<br/> <i>Train station</i><br/>         5. Estación de tren "Atocha"<br/> <i>Train station</i></p> | <p>6. Apartamentos Recoletos<br/>         Calle Villanueva, 2 - Tel.: 91 431 9100<br/>         7. Hostal Benamar<br/>         Calle San Mateo, 20 - Tel.: 91 308 0092</p> |
|--|--|---|

**ESTUDIO SAMPERE:** Lagasca, 16 - E-28001 MADRID (ESPAÑA)  
 Tel.: 00+34 91 431 4366 - Fax: 00+34 91 575 9509 - **Emergencias: (34) 616 415 559**  
 E-mail: [madrid@sampere.es](mailto:madrid@sampere.es)





## How to get to Salamanca. Spain

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If you are flying to Spain you will arrive at the Madrid-Barajas International Airport. After passing through passport control and collecting your baggage go out to the hall terminal through customs, where you will see signs for the metro, bus and taxis.

**Transfer:** If you have requested the transfer service from Madrid Airport to your accommodation, look for a person with a sign with your name when exiting the terminal. Wait 30 minutes after expected time of arrival in case you don't find the person who will pick you up. See page 17 for details.  
**Then call emergency number 616 415 559.**

In order to get to Salamanca from Madrid, we recommend that you use:  
**1. AUTO-RES EXPRESS** bus service at the south bus station. **ESTACIÓN SUR** bus is located at **Calle Méndez Álvaro, number 83**, (Metro: Méndez Álvaro, line 6). The Express Bus will take you to Salamanca in 2,30 hours and costs under 25,00 €. The round trip ticket costs less than 40,00 € and it is valid for a period of one year and the return date can be left open. Buses leave every hour from 8:00 to 22:00 h. See bus timetable at [www.auto-res.net](http://www.auto-res.net)  
See Estación Sur at <http://www.estaciondeautobuses.com/frameset.html>

From **Madrid-Barajas Airport** to the **AUTO-RES ESTACIÓN SUR** bus terminal you can:

**a)** Follow the signs “Metro” and take it to **Méndez Álvaro station (line 6)**. You must change lines at Nuevos Ministerios station. It is cheap (less than 3,00 €) and it should take you around 30 to 40 minutes.

**b)** Take a taxi which shouldn't cost more than 22,00 €. Take only those taxis parked at the taxi stand outside the airport terminal (pay no attention to taxi drivers who may approach you inside the terminal). Madrid's taxis are white with a red stripe and a licence number on the door.

### **2. Train from Madrid Chamartin Station to Salamanca Station.**

You can also travel by train to Salamanca. **Departures from Chamartin Train Station.** From the airport, follow the “Metro signs” and take it to “Chamartín” (line 10). You must change lines at Nuevos Ministerios.

Departures at 08:45, 11:00, 13:45, 16:13, 18:05, 19:45 and 21:30.

Check [www.renfe.es](http://www.renfe.es)

The train will take around 2,30 hours and the price of the single ticket is under 20 €. Once you reach the bus/train terminal, if you **have enough** time, call your place of accommodation (**923 + 6 numbers**) to state your time of arrival.

**When you reach Salamanca, take a taxi and go directly to your place of accommodation (4 € to 6 €).**

At 9:00 am on the first day of the course, come to the School:  
**Calle Vázquez Coronado, 9. (See Map).**

**Emergency phone in Salamanca: 619 484 782.**

**IMPORTANT NOTICE:** YOU SHOULD BOOK THE RETURN FLIGHT FROM MADRID-AIRPORT AFTER 11:30 AM IN ORDER TO HAVE ENOUGH TIME TO COME FROM SALAMANCA THE SAME DAY.

FIND THE EXACT LOCATION OF YOUR ADDRESS AT:  
<http://maps.google.es/maps>    [www.campsa.es](http://www.campsa.es)    [www.mappy.com](http://www.mappy.com)

### MIS NOTAS

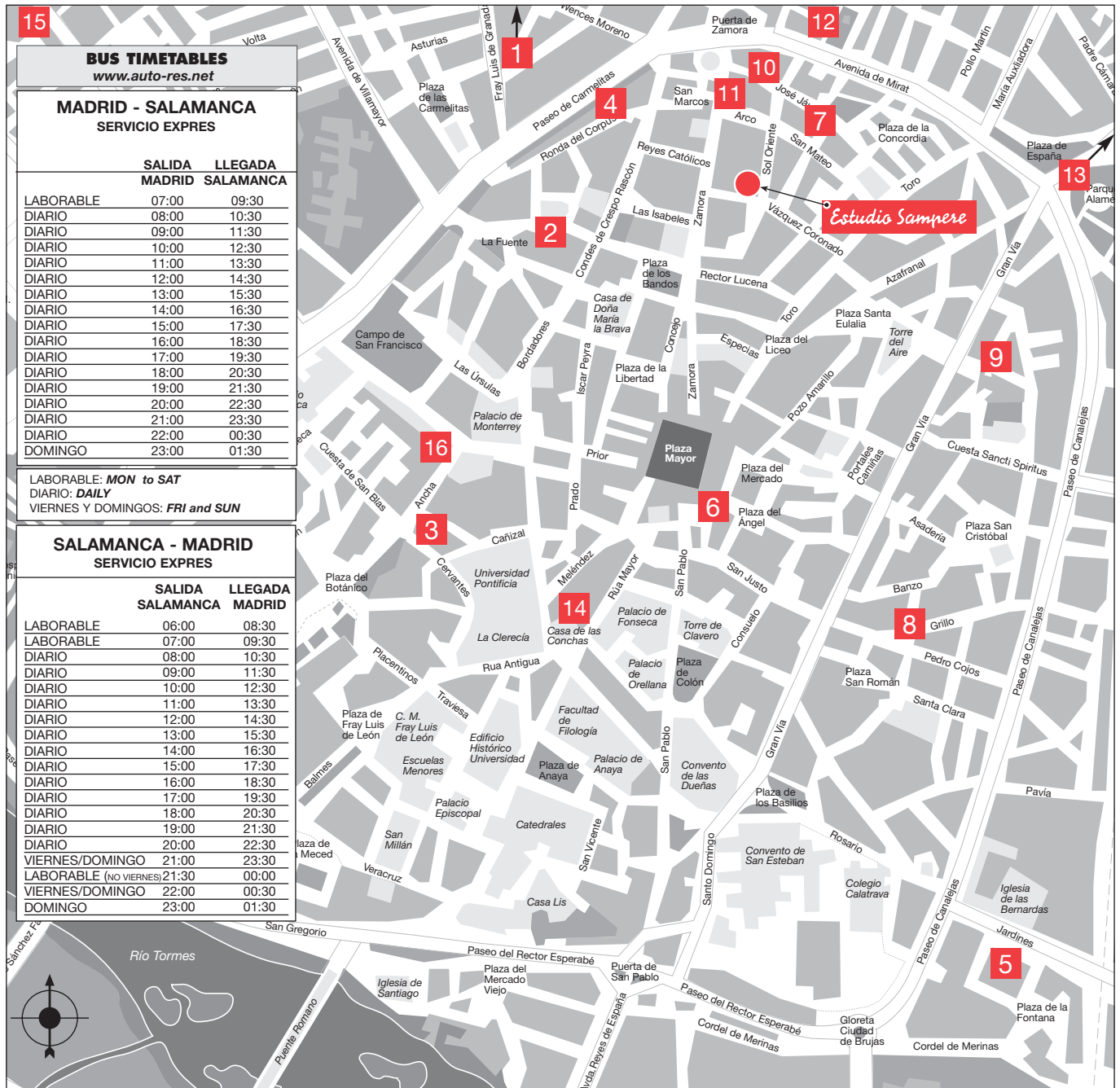
Info about Salamanca:

<http://www.salamanca.es>

<http://www.guiadelocio.com/salamanca/>



## Map of Salamanca (central area)



### BUS TIMETABLES www.auto-res.net

#### MADRID - SALAMANCA SERVICIO EXPRES

	SALIDA MADRID	LLEGADA SALAMANCA
LABORABLE	07:00	09:30
DIARIO	08:00	10:30
DIARIO	09:00	11:30
DIARIO	10:00	12:30
DIARIO	11:00	13:30
DIARIO	12:00	14:30
DIARIO	13:00	15:30
DIARIO	14:00	16:30
DIARIO	15:00	17:30
DIARIO	16:00	18:30
DIARIO	17:00	19:30
DIARIO	18:00	20:30
DIARIO	19:00	21:30
DIARIO	20:00	22:30
DIARIO	21:00	23:30
DIARIO	22:00	00:30
DOMINGO	23:00	01:30

LABORABLE: **MON to SAT**  
DIARIO: **DAILY**  
VIERNES Y DOMINGOS: **FRI and SUN**

#### SALAMANCA - MADRID SERVICIO EXPRES

	SALIDA SALAMANCA	LLEGADA MADRID
LABORABLE	06:00	08:30
LABORABLE	07:00	09:30
DIARIO	08:00	10:30
DIARIO	09:00	11:30
DIARIO	10:00	12:30
DIARIO	11:00	13:30
DIARIO	12:00	14:30
DIARIO	13:00	15:30
DIARIO	14:00	16:30
DIARIO	15:00	17:30
DIARIO	16:00	18:30
DIARIO	17:00	19:30
DIARIO	18:00	20:30
DIARIO	19:00	21:30
DIARIO	20:00	22:30
VIERNES/DOMINGO	21:00	23:30
LABORABLE (NO VIERNES)	21:30	00:00
VIERNES/DOMINGO	22:00	00:30
DOMINGO	23:00	01:30

1. Hostal Conde David\*  
Avenida de Italia, 60  
Tel.: 92 322 6362

2. Hotel Rona Dalba  
Plaza San Juan Bautista, 12  
Tel.: 92 326 3232

3. Apartamentos Congreso\*\*\*  
Tahonas Viejas, 4  
Tel.: 92 327 2270

4. Lavandería "Hispacec"  
Laundry

5. Policía / Police station

6. Restaurantes

7. Oficina Carné Joven

8. Agencia de Viajes

"OKay Tours"

Plaza Bretón, 4-5

Tel.: 92 328 1054

9. Correos / Post Office

10. Estanco

11. Farmacia

12. Supermercado 24/H

13. Estación de Tren

Train station

14. Oficina de Turismo

(Casa de las Conchas)

15. Estación de autobuses  
Bus station

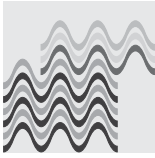
16. Gimnasio Pasadena

Calle Ancha, 8

**ESTUDIO SAMPERE:** Vázquez Coronado, 9 - E-37002 SALAMANCA (ESPAÑA)

Tel.: 00+34 92 326 2218 - Fax: 00+34 92 326 8488 - **Emergencias: (34) 619 484 782**

E-mail: [salamanca@sampere.es](mailto:salamanca@sampere.es)



## How to get to Alicante. Spain

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Students can arrive to Alicante International Airport which has flights from many important cities in Europe. You can also fly to Madrid or Barcelona and then fly or take the train to Alicante.

**Transfer:** If you have requested and booked the transfer service from Alicante Airport, look for a person with a sign with your name when exiting the terminal. Wait 30 minutes after expected arrival time of the flight if you don't find the person, **then call emergency number 686 243 432.**

### Arriving at Alicante Airport

You can reach your accommodation in Alicante:

- **By bus.** It costs less than 1,25 €. The bus leaves from the Alicante Airport every 40 minutes (from 7:05 am to 23:10). The bus, number C6, usually stops in lot nº 30 of the bus parking just outside the terminal. The bus will take you to Plaza del Mar (last stop) and from there you can take a taxi to your accommodation. The taxi should cost you 4,50 € (minimum fare) to 8,00 €.

- **By taxi.** Taxis are located just outside the terminal.

Under normal traffic conditions, it should take 20 to 30 minutes. Taxis work with a meter and it should cost from 15,00 € to 25,00 €.

### Arriving at Madrid Airport

From the Madrid Airport take the “**Metro**” to the **Chamartín** train station.

There are trains every day at 9:00, 12:03, 14:05, 16:00, 18:00 and 19:43.

The train takes 4 hours and costs around 45,00 €.

You can buy your train ticket at the Renfe (railway) office located between arrival halls 1 and 2 at the International Arrival Terminal at Madrid Airport.

### Arriving at Barcelona Airport

From the Barcelona Airport take the train to the Barcelona central station.

There are trains every day at 10:00, 12:00, 15:00, 16:00 and 18:00.

The train takes 5,00 hours and costs around 55,00 €.

You can buy your train ticket at the Renfe station at the Barcelona Airport.

From the Alicante train station, take a taxi to your accommodation. It should cost 4,50 € (minimum fare) to 10,00 €.

At 9:00 am on the first day of the course, come to the School: **Pascual Pérez, 3.**

**In case of a real emergency, do not hesitate to call: 686 243 432.**

**Check train timetables at [www.renfe.es](http://www.renfe.es)**

**FIND THE EXACT LOCATION OF YOUR ADDRESS AT:**

**<http://maps.google.es/maps>**

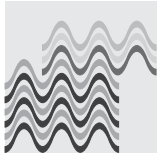
**[www.campsa.es](http://www.campsa.es)**

**[www.mappy.com](http://www.mappy.com)**

MIS NOTAS

*Alicante Info: [www.comunitatvalenciana.com](http://www.comunitatvalenciana.com)*

*Alicante Info: [www.alicante-ayto.es](http://www.alicante-ayto.es)*



## Map of Alicante (central area)



- |  |  |
|--|--|
| 1. Ayuntamiento / Town Hall            | 7. Estación de ferrocarril / Train station |
| 2. Biblioteca / Library                | 8. Hotel Tryp Alicante, Calle Gravina, 9   |
| 3. Correos / Post-office               | Tel: 96 521 0700                           |
| 4. Oficinas de Turismo                 | 9. Hotel Rialto, Calle Castaños, 30        |
| 5. Plaza de Toros                      | Tel: 96 520 6433                           |
| 6. Estación de Autobuses / Bus station |  |

**CHECK TRAIN TIMETABLES:** [www.renfe.es](http://www.renfe.es)

**ESTUDIO SAMPERE:** Pascual Pérez, 3 - E-03001 ALICANTE (ESPAÑA)  
Tel.: 00+34 96 514 3384 - Fax: 00+34 96 521 2785 - **Emergencies: 686 243 432**  
E-mail: [alicante@sampere.es](mailto:alicante@sampere.es)



## Airport Transfer at Madrid Airport

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**¡WELCOME TO MADRID!**

**Dear Sampere Student,**

**If you have requested an airport transfer to your accommodation in Madrid or the bus/train station for Salamanca, please follow these directions:**

Madrid Barajas Airport has 4 terminals. We will be waiting for you, with a sign with your name on it, just after luggage lounges.

If you do not find us look for the following meeting point:

### **TERMINAL 1**

**Lounge 1** (International Flights)

On your right "American Express" office



**Lounge 2** (European and domestic Flights)

On your left "Farmacia" shop



### **TERMINAL 2**

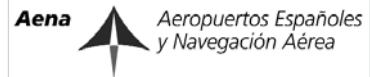
**Lounge 5** (European and domestic Flights)

On your right "Airport Information AENA"



**Lounge 6** (European and domestic Flights)

On your left "Airport Information AENA"



### **TERMINAL 4**

**Lounge 10 and 11**

On your right Restaurant "Medas"



### **Loss of luggage:**

If your luggage does not turn up, you have to make a complaint at "Equipajes perdidos" which is in front of the luggage claim. Please inform us if your luggage has been lost.

### **Flight itinerary changes:**

In case there is a change in your itinerary or in your connection flight, please inform us as soon as possible.

### **Important:**

The airport pickup shuttle will wait for 90 minutes and is free of charge. However, after 90 minutes, the charge is 10€ an hour. There is no additional charge for flight delays or if there is a change in the itinerary and the passenger has notified us. We reserve the right to refuse any passenger who has excess luggage, is under the effects of alcohol or drugs which would endanger the safety of other passengers while on the road. There will be no charge for cancellations made within 24 hours prior to airport pickup.

#### **Telephones:**

(+34) 616 415 559

(+34) 91 125 1007

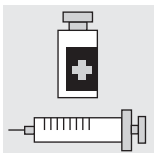
(+34) 91 125 1008

#### **SMS:**

(+34) 616 415 559

(+34) 661 737 201

(+34) 661 737 222



## Insurance Coverage. Spain

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**Estudio Sampere** has made arrangements with **EUROPEA Seguros de Viaje** for an insurance policy which will give coverage to all students (13 yrs. to 75 yrs. old) enrolled in Spanish Language courses in our centers. **The cost of the insurance is 50 Euros for every 16 weeks (1 to 16 weeks).**

The conditions of this policy are:

- The student must be currently enrolled in one of our **Estudio Sampere**, locations; either in Madrid, Salamanca and Alicante.
- The student's account (the invoice submitted by **Estudio Sampere**) must be settled or current.

**This insurance does not cover pre-existing and/or cronic illnesses or dental care.**

The insurance coverage begins when the student arrives to Madrid, Salamanca, and Alicante, for the duration of the course. All accidents should be reported by making a telephone call to **EUROPEA Seguros de Viaje** permanent number:

Tel.: 913 441 155



### Coverage Includes

1. An illness or injury which occurs while the student is in Spain, and should it become necessary, the repatriation of the insured.
2. Cost of hospitalization, surgical procedures, medical fees, and pharmaceutical products prescribed by the medical personnel in charge of the insured in case of illness or injury which occurs while the student is in Spain (maximum 1.800,00 €).
3. Travel expenses for a member of the student's family in the event that the insured is hospitalized for more than five (5) days.
4. Repatriation of the insured in case of death.

**EUROPEA Seguros de Viaje** will not be responsible for services contracted by the insured without prior notice to 902 11 75 43, **EUROPEA Seguros de Viaje** (permanent number).

**Estudio Sampere**, will provide each student upon arrival with an insurance card on which is printed his/her personal information as well as the beginning and ending dates of the course.

This card validates his/her insurance policy. On request, **Estudio Sampere**, will provide the student with a copy, in Spanish, of the insurance policy including all relevant clauses.

**We encourage students to take extra insurance or bring proof of present insurance in order to cover medical expenses, lost of luggage, cancellation, etc.**

**Read carefully the limits of the EUROPEA Seguros de Viaje policy for Estudio Sampere students.**

**All European Union Citizens can be included in the Spanish Social Security (form E-111, form 128).**

**SCHOOL INSURANCE IS NEEDED AND COMPULSORY IF THE STUDENT NEEDS A VISA.**



## General Information. Ecuador

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### Estudio Sampere Cuenca

The following information is meant to serve as a basic guide for students of **Estudio Sampere** in Cuenca.

Naturally more details can be found in guide books on Ecuador and South America, but our purpose is to provide important information about our School.

### Climate

Ecuador is a country that is located on the equator (hence, its name) but it is crossed by the Andes mountains reaching heights of over 6,000 metres and its climate is influenced by warm and cold ocean currents.

Actually, Ecuador is a combination of tropical rain forests, cold snowy mountains, sheltered valleys and any other climate you can imagine. Cuenca is located at 2,500 metres above sea-level and enjoys a relatively stable climate year round. Morning temperatures are around 6°C (42°F) or 7°C (44°F); midday temperatures range from 18°C (62°F) to 24°C (75°F) and evening temperatures are between 12°C (53°F) or 13°C (55°F), but you must not forget that the humidity characteristic of this tropical zone affects body temperature. We recommend, however, that you do away with the mistaken notion that you will be going to a country that is consistently warm and humid. Instead, imagine spring-time weather with occasional showers and midday sun -this is Cuenca's climate. Bring clothing for different types of weather, a rain jacket, comfortable walking shoes and sun protection.

### Arriving at Quito

Cuenca, the city that is home to **Estudio Sampere's** only School in Latin America, does not have an international airport. Therefore, it will be necessary to make travel arrangements to Quito, the country's capital (if for any reason your international flight is scheduled to arrive at Guayaquil, we can arrange your reception and transfer there). When you get off the plane you should head for the immigration counters with your passport and landing card already filled out (you will be given your landing card on the plane before landing). Then proceed to pick up your luggage at the indicated baggage claim. **If you have requested and booked the transfer Quito-Cuenca with your course: At the door to the only exit from immigration you will find a guide with a sign from Estudio Sampere.** The guide will inform you of when your flight, on Sundays, for Cuenca leaves and will take you to Hotel Akros-Quito where a room will have been reserved in your name. The Hotel will inform you about your flight to Cuenca and is in charge of the transfer procedures to the Airport. Be sure to check your transfer time at the Hotel Akros counter. The flight to Cuenca takes about 40 minutes.

**If for any reason the guide is not there, wait a few minutes; if the guide does not show up -as the result of a change in flight plans or because the international flight was delayed- take a taxi to Hotel Akros-Quito, located at the streets of Avenida 6 de diciembre N34-120. The telephone number of the hotel is (593 2) 243 06 00.**

We will be waiting for you at the airport in Cuenca with a sign from **Estudio Sampere** and will take you to the accommodation you had previously chosen.

**Emergencies in Quito: Transfers and lodging: 243 0600.**

**Tickets: 0 9843 7683 / 0 9801 6881**

**Grupo Global counter at the airport for ticket issues.**

### Arriving at Guayaquil

If your flight is scheduled to arrive to Guayaquil instead of Quito, procedure will be similar. The address of the hotel in Guayaquil in case you do not find the guide or your flight is delayed is:

Hostal Orilla del Río, Ciudadela Entre Ríos, Manzana K-1, Villas 8 y 9, Calle Séptima entre Río Vines y Río Guayas, Guayaquil. Tel.: (593 4) 283 5394. We will be waiting for you at the airport in Cuenca with a sign from Estudio Sampere and will take you to the accommodation you had previously chosen.

**Emergencies in Guayaquil: Lodging: 2835394.**

**Tickets and transfers: 0 9801 6881 (Grupo Global counter at the airport).**



## General Information. Ecuador

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### Changing money

Students are recommended to bring US dollars, the standard currency in Ecuador. You can also use a major credit card such as Visa, Mastercard or American Express.

### Accommodation

If you have chosen accommodation with a family through the School you will need to know a few important details.

The family will give you three meals a day. The custom, which you should respect, is to have a light breakfast, lunch or "almuerzo" (as the midday meal is referred to in Ecuador) and a snack or light supper. Breakfast, usually served early, consists of fruit juice, a choice of chocolate, tea or coffee with milk, and bread with butter and jam. Lunch is usually served at 1:30 pm and generally consists of three courses: soup (made with vegetables or potatoes or a typical soup of the region), a "main course" (usually meat, chicken or fish served with salad and almost always with rice) and dessert (fresh fruit or fruit in syrup, or cake or other speciality). You can request typical dishes of the region. Supper is very similar to lunch but soup is rarely served at night. In many homes only a light supper is served. It must be kept in mind that the family that receives a Sempere student is not a business professional and that the relation should be a personal one. Most times the family considers the student as another "son" or "daughter" or as a friend and invites him or her to participate in everyday household activities. Therefore, it is hoped that the student will act in the same way.

### Arrival at the School

You will receive basic information on the city and the family as well as a map of Cuenca. On Monday at 8:00 am you will take a placement exam. At the School you will meet with Juan Martínez Borrero, the Director, and also with María Cecilia, his assistant. You can discuss any matter with them in the utmost confidence. María Cecilia gives students invaluable assistance, making airline reservations and advising students on the various possibilities for travel in Ecuador. At 10:00 am Juan will accompany you on a brief visit of the city and at noon you will return to the School where you will be informed of your level and schedule of classes. All the teachers have a university degree and are certified in the **Estudio Sempere** teaching methodology. Apart from classes, teachers also accompany students on excursions and specially programmed activities.

### Pocket money

If you are staying with a family which includes three meals per day, you should expect to spend 20 to 30 US\$ per week on buses, taxis, snacks and other miscellaneous items. If you are staying in a hotel with breakfast included, you should expect to spend 50 to 70 US\$ per week.

Of course you can spend much more! We strongly recommend that you travel in Ecuador, and our Secretary will be glad to help you with directions and reservations.

For 40 to 60 US\$ you can expect a weekend anywhere in Ecuador including public bus fare, budget accommodation and local food. Excursions to the Galapagos are expensive and prices, including air fare, and accommodation start at 800 US\$ (4 days/3 nights).

### Special activities

The special activities programmed for the evening are designed for students to acquire a better understanding of local culture. The School invites its students to take cooking classes to learn the local dishes and to take regional and Latin American dance classes. The school also offers a culture programme with formal lessons, visits to museums and other activities. Students are also invited to painting, photography and sculpture exhibits. We also handle arrangements to go to plays, films, concerts, sports and other events. Special activities are announced weekly on the School bulletin board. Despite the fact that it is a small city, Cuenca is rich in cultural activity.



## General Information. Ecuador

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### Excursions

The School programs two/three full-day excursions per month on Saturdays. Normally the excursions begin at 9:00 am and return to the School at 5:00 pm. Among such excursions we can point out the day-trips to Ingapirca (the most important archeological ruins of Ecuador, located at 100 Km from Cuenca), the trip to Cajas Natural Park (a picturesque mountain area of beautiful lagoons located at 30 Km from Cuenca), the excursion to Gualaceo and Chordeleg (a region of craft villages and interesting local gastronomy located at 45 Km from Cuenca) or the trip to the Chorro de Girón (where you will take a hike through mountainous jungle, located at 30 Km from Cuenca). These are exceptional opportunities to get to know the rich variety of landscapes and the culture of Cuenca and its outlying area. Students are expected to pay entrance fees, guides and other small expenses.

### Insurance

There are good Doctors and Hospitals in Ecuador and they are not expensive. However, be sure to take out insurance, such as MONDIAL ASSISTANCE or similar.

### Some important addresses and phone numbers:

**Estudio Sampere: Hermano Miguel 3-43 y Calle Larga (Escalinata).**

**Telephone: 2823960, 2841986.**

**Juan Martínez Borrero: Home phone: 2890459. Mobile phone: 099404534.**

### Private Doctor (House Calls):

Dr. Pedro Martínez: Telephone 2810211.

Home phone: 2890686.

Messages: 2843090 (say you are a student from the Sampere School).

### Emergency hotel in Cuenca:

**Hotel Inca Real, calle General Torres, 8-40, entre Sucre y Bolívar.**

**Tel.: (593 7) 2823636 / 2825571.**

**Fax: 2840699.**

### Emergencies in Quito:

**Transfers and lodging: (593 2) 430 600 / (593) 0 9415 3554.**

**Tickets: 0 9801 6881 / 0 9843 7683 - Ixatours Grupo Global.**

### Emergencies in Guayaquil:

**Lodging: 2835394.**

**Tickets and transfers: 0 9801 6881 / 0 9843 7683 - Ixatours Grupo Global.**

### National Holidays 2009

	FEB	APR	MAY	AUG	OCT	NOV
<b>CUENCA</b>	23*	10	1	10*	9	2*
<p>*Monday. The Sampere School will be closed during some National and Local Holidays. There will be no make up classes due to National or Local Holidays except for One-to-One courses (5 to 40 lessons). Intensive courses will be suspended from December 19, 2009 to January 3, 2010. One-to-One courses and special courses will take place during Christmas except on December 25 and 31. There will be no make up of any course, including One-to-One, due to absences of the student.</p>						

### MIS NOTAS

*Ecuador Info: [www.vivecuador.com](http://www.vivecuador.com)*

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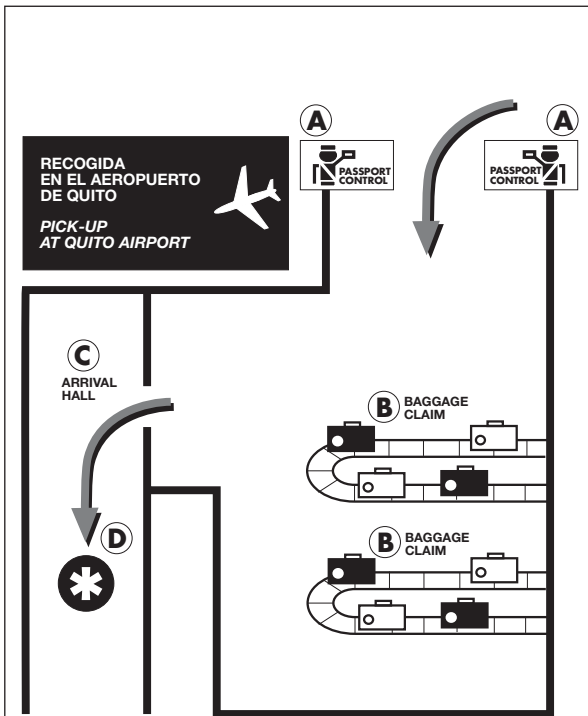
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## Quito Airport and Maps of Ecuador and Cuenca

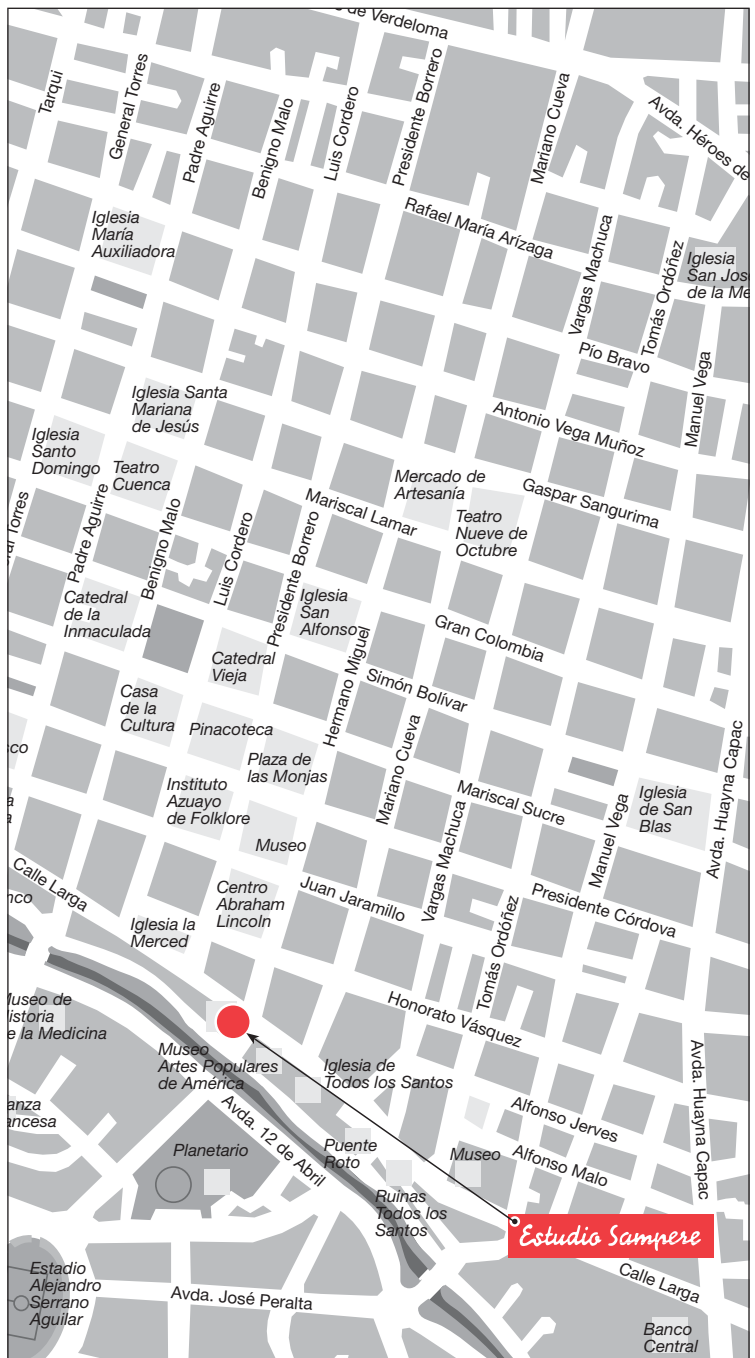


Si usted solicitó el servicio de recogida en el aeropuerto, por favor siga las siguientes instrucciones:

- A** Pase el control de pasaportes.
- B** Recoja su equipaje.
- C** Salga del hall de llegadas.
- D** Quédese en el punto. \*

If you have asked for the transfer service from Quito airport please follow these instructions:

- A** Go through passport control.
- B** Pick up your luggage.
- C** Exit the arrival hall.
- D** Stay at the point marked \*.



### ESTUDIO SAMPERE:

Hermano Miguel, 3-43 y Calle Larga (Escalinata)  
CUENCA (ECUADOR)

Tel.: 00+593 7 2823 960

Fax: 00+593 7 2841 986

**Emergencies: 00 + 593 9 9404534**

E-mail: [sampere@sampere.com.ec](mailto:sampere@sampere.com.ec)