

PRITSET TRAVEL DOCUMENT

Iberian Travel Tech Study Tour

5 October 2026 - 8 October 2026 | Barcelona and Girona

BOOKING REFERENCE GRP-IBR-051026	ASSIGNED STAFF Lead driver / guide Alex Rivera +34 600 000 001
GROUP European Travel Leaders Delegation 14 passengers	VEHICLE Mercedes-Benz Sprinter, 19 seats 0000-EXM
OPERATIONAL OBJECTIVE Move a 14-person executive group between airport, hotels, technology venues, restaurants and the Girona day program on schedule.	

Movement schedule

DATE / TIME	SERVICE	PICKUP	DROP-OFF	CONTACT
5 Oct 10:30	Airport arrival transfer	BCN T1 arrivals, group point	Eixample Central Hotel	+34 600 000 010
5 Oct 18:30	Welcome dinner transfer	Hotel lobby	7 Portes restaurant	+34 600 000 011
6 Oct 08:30	Conference transfer	Hotel lobby	Pier01 Tech Barcelona	+34 600 000 012
6 Oct 17:30	Return transfer	Pier01 main entrance	Eixample Central Hotel	+34 600 000 012
7 Oct 08:00	Girona full-day program	Hotel lobby	Girona venues / hotel	+34 600 000 013
8 Oct 07:45	Airport departure transfer	Hotel lobby	BCN T1 departures	+34 600 000 010

Accommodation contacts

DATES	PROPERTY	ADDRESS	CONTACT
5-8 Oct	Eixample Central Hotel	Carrer de Mallorca 221, Barcelona	+34 900 100 200

Key contacts

ROLE	NAME	PHONE	NOTES
Group leader	Morgan Lee	+44 7700 900002	Approves schedule changes
Operations manager	Sofia Martin	+34 600 000 020	24-hour operational support
Local guide	Clara Vidal	+34 600 000 021	Barcelona and Girona program

Operational notes

Reconfirm each pickup 30 minutes in advance. Keep bottled water on board. The group leader must approve any route or timing change. Luggage count: 14 large cases and 8 cabin bags.

EMERGENCY PROCEDURE

For immediate danger call 112. Then contact the operations manager and group leader. Record the time, location and action taken.