

CONFERENCE VENUE

The conference will take place at the **IE TOWER** (also known as CALEIDO), which is located on Paseo de la Castellana 259E, 28046 Madrid. The check-in desks will be located on the main entrance. Click here to view the main entrance's location on [Maps](#).

Metro

The closest Metro Station is BEGOÑA (line 10). After you get off the train, follow the exit signs leading to CUATRO TORRES BUSINESS AREA. Once on the street, walk in the direction of the skyscrapers and look up for the tower with IE logo on top. We've included a picture here for your reference.

Taxi & Ridesharing

If you come by Taxi or ridesharing ([Uber](#), [Cabify](#), or [Bolt](#)), the most convenient drop off location is the main entrance of the [EUROSTARS MADRID TOWER](#) hotel. Once there, do not enter the hotel. Instead, walk around the building to reach the IE Tower in less than 3 minutes.

Other Transportation Means

Depending on the location of your hotel, you may want to consider other transportation means, such as [e-bikes](#) or bus lines 66, 67, 124, 134, 135, 147, 173, 174, 175, 176, or 178. [Citymapper](#) is a useful transit app to navigate around Madrid.

CHECK IN & ACCESS TO THE BUILDING

On your first day with us, please allow for extra time to **check in and pick up your badge**. The check-in desk will be open throughout the conference, from 30 minutes prior to the first event of the day. With more than 2000 participants, there will be waiting lines at peak times. In line with IE University's sustainability policy, we will distribute eco seed badges. Due to enhanced security measures, all conference participants will need to **wear their conference badge and go through a security control** every time they enter the building. Please try to arrive in advance every day to make sure that you reach the conference panels and events on time.

PARALLEL SESSIONS

With 521 panels, book roundtables, and interest groups over the course of only three days, it can be daunting to navigate through the conference program. We recommend that you get acquainted with [Oxford Abstracts](#) and make the most of its search features. Detailed information about how to use Oxford Abstracts can be found in section D of our Annual Conference [FAQs](#).

We have also created a [Conference Booklet](#), with the full program and a complete Index of Speakers, Chairs, and Discussants.

Please note that we've had to make some last-minute changes in the time and location of some of the panels. If you've already penciled some parallel sessions in your calendar, please **double-check their time and location** to confirm that they remain unchanged.

All classrooms are equipped with a screen. If you wish to use PPT or other **visual aids**, please bring your presentation on a pen drive and install it during the break preceding your session.

PLENARY EVENTS

The conference plenary events will take place at the Auditorium (floor -4). Our staff and students will guide you there. We invite you to make your way down well in advance to avoid elevator queues. Coffee will be served in front of the Auditorium before the plenary events.

Our Auditorium cannot accommodate all conference participants. However, for those unable to register, it will be possible to follow the plenaries in streaming from the IE Athletic Center, which is right next to the Auditorium.

FOOD & BEVERAGE

Complimentary Meals

If you signed up for lunch on any of the three conference days, you will be able to pick up your **brownbag meal** on most of the floors where the parallel sessions will take place. Our staff and volunteers will guide you to the closest distribution spot.

However, **special dietary meals** (vegan, gluten-free, and lactose-free) will only be distributed on floors 4, 10 and 16.

Due to the unprecedented number of conference panels and participants, parallel sessions will run non-stop throughout the day. To allow maximum flexibility, brownbag meals may be picked up throughout the following time frames:

JULY 8 TH	JULY 9 TH	JULY 10 TH
12.30 - 2.30PM	1.30 - 3PM	1.30 - 3PM

Complimentary coffee will be served on floors 4, 10 and 16. Again, to allow maximum flexibility, complimentary coffee will be served throughout the following time frames:

JULY 8 TH	JULY 9 TH	JULY 10 TH
2.30 - 4PM	9.30 - 11AM 4.30 - 6PM	9.30 - 11AM

Alternative On-Campus Options

The Cafeteria (floor -3) and Coffee Corners (floors 4, 10 and 16) will be open throughout the conference.

Alternative Off-Campus Options

There is a food court with more than 30 restaurants, cafes, and bars right next to the IE Tower. For most of them, it's possible to walk in without prior reservation. Check the options [here](#).

WIFI

To connect to IE University's WI-FI, please use the following QR while on campus. You will also find this QR on your badge.



SPONSORS

We thank all our sponsors for their support. Some of them will set up stands to showcase their latest publications. Visit them at the following locations:



BRILL | NIJHOFF

HUB 4 | Floor 4



MAX PLANCK LAW

HUB 10 | Floor 10



Edward Elgar
PUBLISHING

HUB 16 | Floor 16

OTHER

Medical assistance

Medical assistance will be available on campus throughout the conference, on floor -4. All classrooms at IE University are equipped with a telephone. Press 1 if you need medical assistance. Whether on or off campus, the general emergency number is 112.

Childcare

The conference is child friendly. Childcare services will be provided on campus to participants who requested them in advance.

Diversity Officer

Prof. Federica Coppola, from IE University Law School, is this year's conference Diversity Officer. Reach out to her if you have any concern or request connected to our diversity policy: federica.coppola@ie.edu.

Participation Certificates

Participation certificates will be automatically emailed to all participants who registered through Oxford Abstracts.

CONTACT

IE University Law School's faculty, students and staff are looking forward to welcoming you. Please, do not hesitate to reach out to them if you need anything during your stay. You may also contact the organizing team through icons2024@ie.edu