



Joining Instructions

INSOL Europe 45th Annual Congress Vilamoura, Portugal | 15 to 18 October 2026

We look forward to welcoming you to Vilamoura. This guide brings together the key information you need to plan your journey, arrival and time at the Congress. Please keep it accessible during your trip.

Essential details

Event dates	15 - 18 October 2026
Venue	Tivoli Marina Vilamoura Hotel
Address	Marina de Vilamoura, 8125-901 Faro, Portugal
Time zone	The same time as the UK; one hour behind mainland Spain, France, Germany and most of Central Europe
Hotel check-in	From 15:00
Hotel check-out	By 12:00
First main event	Welcome Drinks Reception and Dinner, Thursday 15 October, 19:00 - 22:00
Last main event	Gala Drinks Reception and Dinner, Saturday 17 October, 19:00 - 01:00

[View the latest Congress information online](#)

When to arrive

The first event open to all registered delegates is the **Welcome Drinks Reception and Dinner on Thursday from 19:00**. We recommend arriving at the hotel by approximately 17:30, where possible, so that you have time to check in and collect your Congress badge.

Attending an earlier meeting? Several invitation-only and specialist meetings take place on Thursday. Please check your individual arrangements and allow sufficient time to register beforehand.

Getting to the hotel

Faro International Airport (FAO) is approximately 24km from the hotel. The journey normally takes around 30 minutes by car.

Taxi

- Typical metered fare: €30 - €40
- Taxi rank: immediately outside the arrivals hall

Uber or Bolt

- Typical fare: €20 - €30
- Collection point: short-stay Kiss & Fly parking area, outside the arrivals hall

Train

Travelling from Lisbon by train? Exit at **Loulé Train Station**, the closest station to the Tivoli Marina Vilamoura, approximately 10 minutes away by taxi

Registration

Registration desk location: Fenix Foyer (conference zone)

Thursday opening times: 14:00 - 20:00

Friday opening times: 08:30 - 16:00

Saturday opening times: 09:00 - 13:30

Please collect your badge before attending your first event and wear it throughout the programme and social functions. Badges must be worn for admission. Please recycle your badge at the end in our 'returns box' on the registration desk

Programme at a glance

Date	Time	Event	Important information
Thursday 15 October	09:00 - 12:00	Council Meeting	Invitation only
Thursday 15 October	09:00 - 17:00	Judicial Wing Meeting	Invitation only
Thursday 15 October	15:00 - 16:00	Country Co-ordinators Meeting	Invitation only
Thursday 15 October	16:15 - 17:15	Anti-Fraud Forum Working Group meeting	Advance registration required
Thursday 15 October	17:30 - 18:30	Financiers Meeting	Invitation only
Thursday 15 October	18:00 - 18:30	Ordinary General Meeting	Members only
Thursday 15 October	18:30 - 19:00	Sponsors Drinks Reception	Invitation only
Thursday 15 October	19:00 - 22:00	Welcome Drinks Reception and Dinner	All registered delegates
Friday 16 October	09:00 - 18:00	Main technical programme	Includes breakout sessions from 14:00-15:30
Friday 16 October	18:30 - 20:30	Young Members Drinks Reception	Registered members under 45 only
Saturday 17 October	07:15 - 08:30	5km Run	Advance registration required
Saturday 17 October	09:30 - 13:30	Main technical programme	
Saturday 17 October	Afternoon	Free time and optional activities	Advance registration required
Saturday 17 October	19:00 - 01:00	Gala Evening	Advance registration required

The programme may be updated. Please check the event webpage for the latest version before travelling.

What to pack

- Business attire for the technical programme
- Thursday welcome dinner dress code = business
- Saturday gala dinner dress code = cocktail/formal
- Comfortable shoes for the hotel and marina
- Sportswear and running shoes if you have registered for the 5km Run
- Suitable clothing and footwear for any optional Saturday activity you have booked
- A light jacket or layer for cooler evenings and air-conditioned conference rooms
- Swimwear, sunglasses and sun protection if you plan to use the hotel facilities
- Business cards, if you use them
- Chargers and a European two-pin travel adapter

5km Run

The run begins at 07:15 on Saturday and is open only to delegates and accompanying guests who have registered in advance. Please bring suitable running shoes and sportswear.

Meeting point: Hotel reception

Saturday afternoon activities

If you have booked an optional Saturday activity, please check the departure time and clothing requirements in your activity confirmation. Activities will not be able to accommodate delegates who have not registered in advance.

Meeting point: Hotel reception

Gala Evening

The Gala Evening takes place on Saturday 19:00 - 01:00 and includes a drinks reception, dinner, entertainment and dancing. Please ensure that your attendance has been registered in advance.

Gala location: Lakeside. This is a large tent within the hotel gardens.

CPD and CPE attendance

The Annual Congress technical programme provides 10 hours of training, excluding breaks.

If your professional body requires proof of attendance, you must sign in and out at the registration desk on each conference day. Attendance cannot be verified retrospectively if the relevant sheets have not been completed.

After the Congress, certificates of attendance and a copy of the technical programme can be requested from Harriet Taylor at harriet@insol-europe.org.

Accompanying guests

Accompanying guests do not have access to the technical sessions. They may attend the following events:

- Thursday Welcome Drinks Reception and Dinner
- Friday Young Members Drinks Reception *must be under 45 years
- Saturday 5km Run
- Saturday Lunch
- Saturday Gala Evening

Travel insurance

Delegates are responsible for arranging suitable travel, health and accident insurance for the duration of their visit.

Beware of delegate list scams

INSOL Europe does not sell its delegate lists to third parties. Emails offering to sell an INSOL Europe Annual Congress attendee or delegate list are fraudulent. Do not respond, click links or provide personal or payment information. Mark the message as spam and delete it.

Photography

Please be aware that photographs and recordings will be taken and circulated to delegates post-conference and will be published on the INSOL Europe website and social media platforms.

Social Media

Please tag us in your photos and social media posts using **#insoleurope-vilamoura2026**

Survey

A delegate survey will be published after the event. Please take a few minutes to give us your views which will help us to improve our events.

Questions

For the latest information, visit [the Congress event page](#) or contact Harriet Taylor at harriet@insol-europe.org.

We wish you a pleasant journey and look forward to welcoming you to Vilamoura.