

**GROUP 125 RETREAT  
LISBON – LAPA PALACE HOTEL  
6-8 MARCH 2008**

# Linklaters

## CYBER CAFE



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**Departamento Técnico  
Outsourcing**

**GROUP 125 RETREAT  
LISBON – LAPA PALACE HOTEL  
6-8 MARCH 2008**

**1. Venue:**



Hotel Lapa Palace - Lisbon



Occupying a stately 19th-century building, the Lapa Palace is perched on a hilltop overlooking the Tagus River, yet close to the heart of Lisbon. Its peaceful garden, with centuries-old trees, streams, and waterfalls, provides a relaxing oasis. Each of the handsome deluxe guest rooms and suites is individually designed and richly appointed with fine furnishings.

**2. Contact details:**

Luisa Sousa Franco  
Tel: 351 21 3949 424  
Lapa Palace  
Rua do Pau de Bandeira, 4  
1249-021 Lisboa

or

Marta Pires Marques  
Chefe de Vendas  
Phone - +351 21 394 94 21

### 3. Equipments

- 6 PC's
- 1 Laser printer
- Communications through a standard adsl line using the equipments provided with the retreat kits

### 4. Initial survey:

Pluridata spoke with Luisa Sousa Franco Friday Feb/8 and visited the the Hotel. As far as Luisa informed me the "Conference Office" was the room selected for the Cyber Café setup. We asked Luisa to give Linklaters asap the quote for an independent 8 Mbits Adsl temporary line installation on that room, to avoid using the existing hotel infrastructure for broadband internet access (an independent Adsl line is required to avoid any possible conflicts with existing firewalls, as it happened before).

Suggested that we make the 6 PC's cybercafé using the existing 6p. table.



## 5. Schedule:

Cybercafé setup: 6-March at 14h00  
Working hours: 6-March 18h00:22h00  
7-March 08h00:20h00  
Cybercafé breakdown; 7 March at 20h00

## 6. Setup

Setup was complete one day before the schedule date. Permission was granted by the hotel manager to use the room one day in advance.

All equipment was tested and was in perfect working condition.



“ ...  
These will be with you tomorrow morning. I have included VPN Europe2 and will log a call to Security to have the VPN activated for you.  
  
The IP address etc needed for the printer are as follows:  
  
Printer name: eur\_retreat3  
IP Address: 10.8.12.10  
Subnet Mask: 255.255.255.0  
Gateway: 10.8.12.1  
...”



## 7. Usage

Everything went according to what had been planned. No major problems to report. However some remarks about slowness were made.



Cyber Café usage.  
(photo taken Friday, 7-Feb, 12h00.)

## 8. IT Staff

One member of the IT Staff was available on site during the scheduled cyber café working hours

## 9. Breakdown

Everything went according to what had been planned. No problems to report.

## 10. Remarks

All equipment was expedited in advance to Lisbon Linklaters office and transported to/from the hotel by Pluridata at a convenient time. This solution seemed to be better than expediting directly to/from the hotel, and allowed us to check the received equipment in advance.

