



Executive Council

103rd session
Málaga, Spain, 9-11 May 2016

CE/103/Note Inf.
Madrid, 22 February 2016
Original: Spanish

Information Note

1. Place and dates of the session

In accordance with decision CE/DEC/8(CII) adopted by the Executive Council at its 102nd session in Medellín, Colombia, the Executive Council will hold its 103rd session on **9 to 11 May 2016** in **Málaga, Spain**, on the invitation of the Government of Spain, the State in which the Organization has its Headquarters. The working sessions of the Council will take place at the **Trade Fairs and Congress Center of Málaga** (<http://www.fycma.com/>). The **opening ceremony**, which will be followed by a welcome reception, will be held on **Monday, 9 May 2016, at 8:30 p.m.**, at the **Hacienda del Álamo**.

2. Contact information of the organizing committee

UNWTO coordinators	Host country coordinators
Mr. Munir Rayes Chief, Conference Services Tel.: +34 91 567 8189 E-mail: conf@unwto.org	Mr. Francisco Quereda Director, Málaga Convention Bureau Tel.: +34 951 927 696 E-mail: fquereda@malaga.eu
Ms. Yolanda Sansegundo Conference Services Tel.: +34 91 567 8188 E-mail: conf@unwto.org council@unwto.org	Ms. Renée Kachler Business Development Director MICE & Élite Tel.: +34 952 02 92 05 E-mail: renee.kachler@visitacostadelsol.com

3. Registration for the Council session

Registration for the Council session will open on 24 February and will be carried out online. Participants are requested to complete the registration form, available on the UNWTO website at <http://lmd.unwto.org/event/executive-council-103rd-session>, before Monday, 18 April 2016.



4. Status of participants

The Government of Spain will make the necessary arrangements to facilitate the arrival, stay and departure of all the participants invited by the Organization. During their stay, the participants will enjoy the privileges and immunities conferred to delegates at events of the UNWTO in Spain, in accordance with the provisions of the Headquarters Agreement of the UNWTO.

5. Entry formalities

The Government of Spain will grant visas free of charge to all delegates attending the 103rd session of the Executive Council, upon presentation of the letter of invitation to attend the Council session at the corresponding Embassy of Spain, in accordance with Spanish legislation.

Important note: Due to European Union regulations, **NO visas-on-arrival can be issued**. Participants are kindly requested to make the necessary arrangements to obtain their visas beforehand.

Visas will be required for participants from countries whose nationals require a visa to enter Spanish territory. For a detailed list of visa requirements, delegates are requested to visit the following web page:

<http://www.exteriores.gob.es/Portal/es/ServiciosAlCiudadano/InformacionParaExtranjeros/Paginas/RequisitosDeEntrada.aspx>

For more information on visas and the list of diplomatic and consular missions of Spain with their respective countries of jurisdiction, as well as on countries whose nationals require a visa or are exempt from such requirement, visit the website of the Ministry of Foreign Affairs and Cooperation, at:

<http://www.exteriores.gob.es/Portal/es/ServiciosAlCiudadano/InformacionParaExtranjeros/Documents/listapaisesvisado.pdf>

For any enquiries about visas, please contact Ms. Zhanna Yakovleva, Protocol Officer at UNWTO, zyakovleva@unwto.org.

6. Access to Málaga

Málaga-Costa del Sol, located in the south of Spain, about 540 kilometres from Madrid, is easily accessible from anywhere in Spain and Europe, whether by plane, train or road.

The Málaga-Costa del Sol Airport is connected with the major cities of the world and is served by more than 50 airlines. The airport is located 8 km from the historic city centre.

Participants can also choose to travel by train to the Vialia-María Zambrano train station of Málaga. A high-speed train makes frequent trips between Madrid and Málaga with an approximate duration of 2.5 hours (www.renfe.com).

7. Reception at the airport and train station and transfers

The authorities of the host country will organize a reception service for participants at the Málaga airport and train station.

From 8 to 12 May, participants will be provided with a free shuttle service upon arrival and departure between the Málaga airport or the train station and the main hotels¹. To avail of this service, arrival and departure information must be provided when completing the online registration form.

To enable the Spanish authorities to properly organize the welcome and shuttle services, **participants must complete and submit the online registration form** (<http://lmd.unwto.org/event/executive-council-103rd-session>) indicating their arrival and departure flight information and their accommodation details, before 18 April 2016.

8. Accommodation

The Málaga hotels listed below are offering special rates. As the company Lamar de Eventos will be in charge of handling hotel reservations, it is recommended that participants make their bookings through this company.

A limited number of rooms will be blocked at the hotels only until 15 April 2016. After this date, availability cannot be guaranteed.

Agency in charge of hotel reservations for the Executive Council session
Lamar de Eventos Contact persons: Ana Domínguez Martina Pineda Telephone: + 34 952 003669 E-mail: info@lamardeventos.com

¹ The shuttle service will operate only to the hotels listed in this note.

Hotel	Room type	Daily rate (including VAT and breakfast)	Journey time by bus to the venue
Hotel AC Málaga Palacio (4*) Cortina del Muelle, 1, Málaga (no. 1 on the map) ac-malaga-palacio.hotel-rez.com	Single	132€	15 min.
	Double	148.50€	
Gallery Molina Lario (4*) Molina Lario, 20, Málaga (no. 2 on the map) www.hotelmolinalario.com	Single	126.50€	15 min.
	Double	137.50€	
NH Málaga (4*) San Jacinto, 2, Málaga (no. 3 on the map) www.nh-hotels.com	Single	137.50€	10 min.
	Double	151.80€	
Hotel Don Curro (3*) Sánchez de Lara, 9, Málaga (no. 4 on the map) http://en.hoteldoncurro.com/	Single	79€	15 min.
	Double	79€	
Ibis Málaga (2*) Cerrojo 1, Málaga (no. 5 on the map) www.ibis.com/es/hotel-5585-ibis-malaga-centro-ciudad/index.shtml	Single	56€	10 min.
	Double	60€	



9. Registration and badges

The registration desk will be located on the first floor of the Trade Fairs and Congress Center of Málaga and will be open on Monday, 9 May, from 9:00 to 18:00 and on Tuesday, 10 May, from 9:15 to 13:00.

Accreditation badges will be issued at the desk upon completion of registration. Participants are kindly requested to wear their badges throughout the Council session in the area reserved for the meetings and at all social events.

10. Working languages

The documents for the Council session will be available in Arabic, English, French, Russian and Spanish. Simultaneous interpretation of the Council discussions will be provided in these five languages.

11. Working documents

Delegates are kindly requested to take note that the working documents will not be distributed on paper at the venue of the event. Therefore, delegates are kindly requested to bring with them copies of the documents they wish to have on paper. All the documents will be posted at the following link: <http://lmd.unwto.org/event/executive-council-103rd-session>. Delegates will be notified by e-mail of the posting of the documents.

12. Internet access

An area equipped with several computers with free Internet connection will be reserved and made available to delegates.

13. List of participants

A provisional list of participants will be sent in advance to all registered participants. It will be available for consultation at the information desk.

The final list of participants will be completed on the basis of the data entered in the registration forms. It will be sent to the participants shortly after the closure of the Council session. It will be also posted on the UNWTO website.

14. Provisional programme

Monday, 9 May

09:00-18:00	Registration at the Trade Fairs and Congress Center
09:00	Transfer by bus from the main hotels to the Trade Fairs and Congress Center
10:00-13:00	Technical visit to Málaga's historic city centre
10:00-13:00	Programme and Budget Committee
12:30	Transfer by bus from the main hotels to the Trade Fairs and Congress Center
13:00-15:00	Lunch at the Trade Fairs and Congress Center (Working lunch for the Working Group on Official Development Assistance)
15:00-18:00	Affiliate Members Board Meeting
15:30-18:00	Steering Committee for the International Year on Sustainable Tourism for Development, 2017
18:00	Transfer by bus from the Trade Fairs and Congress Center to the main hotels
20:00	Transfer by bus from the main hotels to the opening ceremony and the welcome reception
20:30-22:00	Opening ceremony and welcome reception at Hacienda del Álamo (dress code: elegant casual)
22:00	Return to hotels

Tuesday, 10 May

09:15-13:00	Registration at the Trade Fairs and Congress Center
9:15	Transfer by bus from the main hotels to the Trade Fairs and Congress Center
10:00-13:00	Morning session Agenda items 1 to 5
10:00-13:00	Programme for accompanying persons
13:00	Group photo with heads of delegation
13:15-15:00	Lunch at the Trade Fairs and Congress Center
13:15-15:00	Working lunch of the Committee on the Review of Applications for Affiliate Membership (by invitation)
15:00-18:00	Afternoon session Agenda items 6 to 8
18:00	Transfer by bus from the Trade Fairs and Congress Center to the main hotels
19:45	Transfer by bus from the main hotels to the cocktail and dinner
20:00-22:30	Dinner
22:30	Return to hotels

Wednesday, 11 May

9:30	Transfer by bus from the main hotels to the Trade Fairs and Congress Center
10:00-13:00	Morning session Agenda items 9 to 11
13:00-13:30	Press conference
13:15	Transfer by bus from the Trade Fairs and Congress Center to the lunch
13:30-15:30	Affiliate Members lunch and presentation of the UNWTO Wine Tourism Prototype
15:30	Transfer by bus from lunch venue
18:00	Opening ceremony of the 43rd United Nations Inter-Agency Games

15. Social programme and technical visits**Monday, 9 May**

10:00-12:45	Visit to the city centre (Alcazaba, Cathedral and Museo Picasso)
12:45-13:00	Transfer to the Trade Fairs and Congress Center for lunch
20:30-22:00	Opening ceremony and welcome reception at Hacienda del Álamo
22:00	Return to hotels

Tuesday, 10 May (programme for accompanying persons)

10:00-10:15	Pick-up from hotels and transfer to Muelle Uno
10:15-11:15	Guided visit to the Pompidou Centre
11:15-12:30	Boat ride around Málaga bay
13:00	Lunch

Participants wishing to join the **technical visits** are requested to indicate so, **before Monday, 18 April 2016**, on the online participation form available at:

<http://lmd.unwto.org/event/executive-council-103rd-session>

16. Practical information

- **Local currency and exchange rates:** The official currency of Spain is the euro (EUR). The exchange rate applicable in February 2016 is approximately 1.11 USD to 1 EUR.
Banks are open Monday to Friday from 8:30 to 14:00. Throughout Málaga there are currency exchange offices, which are clearly marked. There is also a currency exchange service in hotels. The city has numerous ATMs and shops accept major credit cards.
- **Weather:** In May, Málaga enjoys warm days and mild evenings. The average maximum temperature is 23 °C and the average minimum is 13 °C.
- **Official language:** Spanish
- **Local time in Málaga (summer time):** GMT +2
- **Electricity:** Electric power in Málaga is 220 volts, 50 hertz alternating current. Outlets take plugs with two round pins. In any case, most hotels have adaptors for different plug types. Please make sure that the electrical devices you will be using (computers, mobile phone chargers, electric shavers...) are suitable for this voltage, otherwise, transformers or batteries are advisable.
- **Health requirements and precautions:** No vaccinations are required to enter Spain.
- **Medical services:** Málaga has a good network of health centres (primary care services) and hospitals. The venue of the meeting will have a medical service providing first aid.
- **Local transport rates:** Taxi rides to and from the airport cost between 15 and 25 euros. Fares for local buses are €1.30 for a single ride and 10-ride tickets can be purchased for €8.30.
- **Optional visits:** There will be a travel agency desk at Trade Fairs and Congress Center to provide information on optional visits.

17. Tourist information

Visiting Málaga and the Costa del Sol is synonymous with beautiful landscapes, fabulous beaches, delicious cuisine and unique traditions. It means discovering an extensive cultural heritage, dazzling coastlines and the charm of the whitewashed villages of the interior. Many surprising treasures await the visitor, ensuring an unforgettable experience.

For culture lovers, visiting the historical, artistic and architectural heritage of Málaga means discovering a unique cultural legacy. The cultural offerings are rounded out by theatres, museums, exhibition centres and concerts halls that feature diverse and interesting programming.

The area's 784 heritage elements that have been officially declared to be of "Cultural Interest" include monuments, archaeological sites and historical places, in addition to the vibrant cultural scene, make Málaga and the Costa del Sol a must-visit destination for culture lovers. Among the most emblematic sites that no visitor should miss are the Tajo de Ronda, the Balcón de Europa in Nerja and the Collegiate Church of Santa Maria, located in Antequera.

For lovers of nature and adventure tourism, Málaga and the Costa del Sol offer a wealth of cultural and environmental attractions set in the beautiful landscapes of Málaga's interior. Monument sites, natural areas and lands steeped in history, tradition and legend constitute a reality that reveals the most authentic aspect of the province.

Places like the Bosque de Cobre, the Fuente de Piedra lagoon, the Torcal de Antequera Nature Area, the canyons of the Desfiladero de Los Gaitanes or the Great Málaga Path are sure to delight nature lovers.

More than 70 golf courses make Málaga and Costa del Sol the leading golf travel destination in Europe. This has earned the area the nickname 'Costa del Golf'. In addition to its top-notch infrastructure for golfers, Málaga province is blessed with an ideal climate that makes it possible to play all year round.

Spain

- Tourism information on Spain: <http://www.spain.info>

Málaga

- Tourism on the Costa del Sol: www.visitacostadelsol.com
- Tourism in the city of Málaga: www.malagaturismo.com