



Executive Council

104th session

Luxor, Egypt, 30 October – 1 November 2016

CE/104/Note Inf. rev.2
Madrid, 31 August 2016
Original: English

Information Note

1. Place and dates of the session

In accordance with decision CE/DEC/17(CIII) adopted at its 103rd session held in Málaga, Spain, the Executive Council will hold its 104th session **from 30 October to 1 November 2016 in Luxor, Egypt**, by invitation of the Government of the Arab Republic of Egypt. The working sessions of the Council will take place at the **Steigenberger Nile Palace Luxor Hotel** (<https://www.steigenberger.com/en/hotels/all-hotels/egypt/luxor/steigenberger-nile-palace>). The **opening ceremony**, which will be followed by a **welcome reception**, will be held on **Sunday, 30 October 2016, at 8:00 p.m., Sonesta Hotel – Nile River Dock**.

The Council session will be immediately followed by the **5th Global Summit on City Tourism** (see programme attached).

2. Contact information

UNWTO	Host country
<p>Mr. Munir Rayes Chief, Conference Services Tel.: +34 91 567 8189 E-mail: conf@unwto.org</p> <p>Ms. Yolanda Sansegundo Conference Services Tel.: +34 91 567 8188 E-mail: conf@unwto.org;council@unwto.org</p>	<p>Mrs. Manal Abdel Salam Undersecretary for Public and International Relations, Ministry of Tourism Tel.: +201223500993 E-mail: inter_rels@tourism.gov.eg</p> <p>Mrs. Omayma El-Husseiny Liaison officer, Ministry of Tourism Tel.: +201061160100 E-mail: o.elhusseini63@gmail.com</p> <p>Mr. Adel El Masry Director General for Tourist Relations Egyptian Tourist Authority Tel.: +201001083202 E-mail: touristrelations@egypt.travel</p>



3. Registration for the Council session

Registration for the Council session will be carried out online. The form is available on the UNWTO website at <http://lmd.unwto.org/event/executive-council-104th-session>. Participants are kindly reminded that the registration system requires uploading an **appropriate ID-type photo**.

Participants are also advised to register persons (spouse, children...) who may be accompanying them. Such registration is possible under **Guest Information** on the online registration form.

All participants are urged to register online by Friday, 30 September 2016. Identification badges will be issued in the lobby of the Steigenberger Nile Palace Luxor Hotel (venue) to all those who have duly completed their online registration.

4. Status of participants

The Government of the Arab Republic of Egypt 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 Egypt, in accordance with the provisions of the Convention on the Privileges and Immunities of the Specialized Agencies of the United Nations.

5. Entry formalities

The Government of Egypt will grant visas free of charge to all delegates attending the 104th session of the Executive Council, upon presentation of the letter of invitation to attend the Council session at the corresponding embassy of Egypt, in accordance with Egyptian legislation.

For detailed information on visas and the list of diplomatic and consular missions of Egypt 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, at:

<http://www.mfa.gov.eg/english/ConsularServices/Pages/ConsularServiceDetails.aspx?ID=Visa%20Application&CID>

Participants are kindly requested to contact the Arab Republic of Egypt embassies/consulates at their countries of residence at least one month before departure.

For any enquiries about visas, please contact:

UNWTO

Ms. Zhanna Yakovleva , Protocol Officer, e-mail: zyakovleva@unwto.org

Host country

Mr. Adel El Masry, Director General for Tourist Relations, Egyptian Tourist Authority, Tel.: +201001083202 , e-mail: touristrelations@egypt.travel

Mr. Mohamed Mohsen, Member of the Sector of Outbound Tourism, Egyptian Tourist Authority, Tel.: +201140064669, e-mail: mohamed.mohsen@egypt.travel

6. Access to Luxor

Luxor is located in the south of Egypt, about 670 kilometres from Cairo. The city is easily accessible, mainly by air from Cairo.

On 29 October and 30 October, connections from Cairo to Luxor are available as listed below:

Arrival date	Arrival time	Flight number
Saturday, 29 October	17:50	MS 359
	23:45	MS 060
Sunday, 30 October	08:10	MS 351
	11:45	MS 467
	15:40	MS 355
	17:50	MS 359
	21:55	MS 363
	23:45	MS 060

From 1 November to 3 November, connections from Luxor to Cairo are available as listed below:

Departure date	Departure time	Flight number
Tuesday, 1 November	06:05	MS 061
	08:40	MS 352
	12:15	MS 468
	16:10	MS 356
	18:20	MS 360
	22:25	MS 364
Wednesday, 2 November	06:05	MS 061
	08:40	MS 352
	12:15	MS 468
	16:10	MS 356
	18:20	MS 360
	22:25	MS 364
Thursday, 3 November	06:05	MS 061
	08:40	MS 352
	12:15	MS 468
	16:10	MS 356
	18:20	MS 360
	22:25	MS 364

The above flight schedule is subject to change. For the latest information on flight schedules, please check online at www.egyptair.com.

7. Discounts on airfares to Luxor

Star Alliance carriers¹ are offering discounts of up to 20% in business class and up to 15% in economy.

➤ Star Alliance Conventions Plus



Tickets can be booked through the web page:
<http://conventionsplusbookings.staralliance.com/trips/StarHome.aspx?meetingcode=MS01S16>.

The event code is: MS01S16.

If bookings are to be made through a travel agent, for issuance of the tickets, in addition to the Event Code, the following access codes should be provided:

Amadeus	FQD QMXQMY/R, U/A(Carrier Code)
Galileo	FD QMXQMY/(Carrier Code)
Sabre	FQ QMXQMY- (Carrier Code)
Sita	FSD QMXQMY/(Carrier Code)/(Currency Code)
Worldspan	4FQMXQMYSR-(Carrier Code)
Product Code	CONVPLUS

The Event Code MS01S16 must be inserted in the ticket tour code box.

8. Reception at the airport and transfers

The authorities of the host country will organize a reception service for participants at the Luxor International Airport.

A help desk will be also available at Cairo airport to assist participants to make their connection and take the flight to Luxor.

From 29 October to 3 November, participants will be provided with a free shuttle service upon arrival and departure between the Luxor International Airport and the main hotels². To avail of this service, arrival and departure information must be provided when completing the online registration form.

To enable the Egyptian 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-104th-session>) indicating their **arrival and departure flight information** and their **accommodation details, before Friday, 30 September 2016**.

¹ Participating carriers: ANA, Adria Airways, Aegean Airlines, Air Canada, Air China, Air India, Air New Zealand, Avianca, Croatia Airlines, EVA Airways, EgyptAir, Ethiopian Airlines, Scandinavian Airlines, Shenzhen Airlines, South African Airways, TAP Portugal, THAI, Turkish Airlines, United.

²The shuttle service will operate only to the hotels listed in this note.

9. Accommodation

The Luxor hotels listed below are offering special rates. Travco, the Travel Company of Egypt, will be in charge of handling hotel reservations. Participants are kindly advised to make their bookings by contacting this company.

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

Agency in charge of hotel reservations for the Executive Council session
Travco Contact person: Mrs. Nevine Fawzi Business Unit Director MICE & Special Groups Tel.: +20238541029 / +20238541041 / +20238541030 / + 201229191133 Mob: +201229191133 E-mail: UNWTO.luxor@travco.com www.travcotravel.com

Hotel	Type of Room	Single Room (including VAT and breakfast)	Double Room (including VAT and breakfast)	Journey time by bus to the venue
Steigenberger Nile Palace (5*) Khaled Ben El-Walid St. 85111 Luxor, Egypt https://www.steigenberger.com/en/hotels/all-hotels/egypt/luxor/steigenberger-nile-palace	City Patio	60\$	70\$	(Venue)
	Nile view	75\$	85\$	
	Suites	175\$-400\$		
Sonesta St. George Hotel - Luxor (5*) Corniche El Nile Street Luxor, Egypt http://www.sonesta.com/luxor	Standard	80\$	120\$	2 min.
	Deluxe	130\$	170\$	
	Suites	250\$-750\$		
Sofitel Winter Palace (5*) Corniche El Nile Street Luxor, Egypt http://www.sofitel.com/gb/hotel-1661-sofitel-winter-palace-luxor/index.shtml	Standard	150\$	170\$	5 min.
	Suites	300\$-1,000\$		
	Standard (at Pavillon Winter Palace)	60\$	80\$	
Iberotel Luxor (4*) Khaled Ibn El Walid Street, Luxor, Egypt http://www.iberotel.de/en/iberotel-luxor-luxor-nile-egypt.html	Standard	45\$	60\$	3 min.

10. Registration and badges

The registration desk will be located in the lobby of the **Steigenberger Nile Palace Luxor Hotel**. It will be open on Sunday, 30 October, from 9:00 to 18:00 and on Monday, 31 October, from 9:00 to 13:00.

Pre-printed accreditation badges will be handed at the desk to all participants already registered online. Participants are kindly requested to wear their badges throughout the Council session in the area reserved for the meetings and at all social events.

11. 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.

12. 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-104th-session>. Delegates will be notified by e-mail of the posting of the documents.

13. Internet access

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

14. 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.

15. 5th Global Summit on City Tourism

The previous four UNWTO City Tourism Summits, which took place in Istanbul (2012), Moscow (2013) Barcelona (2014), and Marrakesh (2015), have created an interdisciplinary platform on which many city destinations worldwide have identified a detailed understanding of the new paradigms in city tourism and set a shared vision to adapt to change.

The 5th Summit, once again, aims at providing a comprehensive framework of the extrinsic and intrinsic changes in city tourism as regards planning, governance and operational processes. The Summit will

highlight the mutual impact of tourism and urban development at different scales of cities around the world and explore the ways of maximizing the quality visitor experience while safeguarding and enhancing the quality of life for the local community by providing economic, social, cultural and environmental benefits.

The Summit discussions this time will mainly focus on recent trends and niche markets, “culture” as a driving force in city tourism and “change and innovation” through digital platforms and for the millennial traveller.

16. Provisional programme

The meeting of the Programme and Budget Committee (PBC) will take place on 30 October at the Steigenberger Hotel.

The meetings of the Council will take place on 31 October and 1 November at the Steigenberger Hotel.

The meeting of the Global Summit on City Tourism will take place on 1-2 November at the Sonesta Hotel (short walking distance from the Steigenberger Hotel).

Sunday, 30 October 2016

- 09:00 – 18:00 **Registration** (*Steigenberger Hotel*)
- 13:00 – 15:00 Lunch (*Steigenberger Hotel*)
- 15:00 – 18:00 **Programme and Budget Committee (PBC)** (*Steigenberger Hotel*)
- 20:00 – 22:00 **Opening ceremony and welcome reception** (*Sonesta Hotel – Nile River Dock*)

Monday, 31 October 2016

- 09:00 – 13:00 **Registration** (*Steigenberger Hotel*)
- 10:00 – 13:00 **Morning session** (agenda items 1-7) (*Steigenberger Hotel*)
- 13:00 – 15:00 Lunch (*Steigenberger Hotel*)
- 13:00 – 15:00 **Working lunch of the Committee for the Review of Applications for Affiliate Membership** (by invitation) (*Steigenberger Hotel*)
- 15:00 – 18:00 **Afternoon session** (agenda items 8-10) (*Steigenberger Hotel*)
- 20:00 – 22:00 Dinner (*Sofitel Winter Palace Hotel*)

Tuesday, 1 November 2016

- 09:00 – 10:00 **Morning session** (agenda item 11) (*Steigenberger Hotel*)
- 10:00 – 10:30 Press conference (*Sonesta Hotel – Mezzanine*)
- 11:00 – 13:00 **5th Global Summit on City Tourism** (*Sonesta Hotel – 9th Floor*)

- 13:00 – 14:30 Lunch (*Steigenberger Hotel*)
- 13:00 – 14:30 **Working lunch: “Mayors for Tourism Initiative” and “City Tourism Network”** (by invitation) (*Steigenberger Hotel*)
- 14:30 – 16:30 **5th Global Summit on City Tourism**
- 20:00 – 22:00 Dinner at *Hatshepsut Temple*

Wednesday, 2 November 2016

- 09:00 – 13:00 **5th Global Summit on City Tourism** (*Sonesta Hotel – 9th Floor*)
- 13:00 – 15:00 Lunch (*Sonesta Hotel*)
- 15:00 – 18:30 **Technical visit** to the temples of Karnak and Luxor

<p>Participants wishing to join the technical visit are requested to indicate so by Friday, 30 September 2016, on the online participation form available at: http://lmd.unwto.org/event/executive-council-104th-session</p>
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17. Practical information

- **Local currency and exchange rates:** The official currency of Egypt is the Egyptian pound (EGP). The exchange rate applicable in July 2016 is approximately 1 USD to 8.87 EGP. Banks are open Sunday to Thursday from 8:30 to 14:00. Throughout Luxor 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:** Luxor, Egypt, is considerably cooler in October, with an average temperature of 25°C and an average high of 33°C and low of 17°C. This is still warm, but much more comfortable, especially in the evenings and peak temperatures of midday. There is also significantly more rainfall at 40mm, a further increase in humidity to 45%, and a decrease of daily sunshine to 11 hours.
- **Official language:** Arabic
- **Local time in Luxor:** UTC/GMT + 2 hours
- **Electricity:** Electric power in Luxor 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 Egypt.
- **Medical services:** Luxor 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.
- **Optional visits:** There will be a travel agency desk at Luxor’s airport and main hotels to provide information on optional visits. Detailed information on pre and post tours can be found at <http://lmd.unwto.org/event/executive-council-104th-session>.

18. Tourist information

Egypt

- Tourism information on Egypt: <http://www.egypt.travel>

Luxor

- Tourism information on Luxor: <http://en.egypt.travel/city/index/luxor>