

## Information Note 1

CE/109/Note Inf. 1 rev.1  
Madrid, 14 September 2018  
Original: English

### 1. Place and dates of the session

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In accordance with decision CE/DEC/19(CVIII) adopted at its 108th session held in San Sebastián, Spain, the Executive Council will hold its 109th session from 30 October to 1 November 2018 in Manama, Bahrain, by invitation of the Government of the Kingdom of Bahrain. The working session of the Council will take place at the ART Rotana Hotel - Amwaj Islands. The opening ceremony, which will be followed by a welcome reception, will be held on Tuesday, 30 October 2018.

The Council session will be immediately followed by the UNWTO Tourism Tech Adventure Forum (TTAF): Big Data Solutions.

### 2. UNWTO Tourism Tech Adventure Forum

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The UNWTO Tourism Tech Adventure Forum (TTAF): Big Data Solutions in Tourism will be held on 1 November. The forum will bring together key stakeholders of the innovation ecosystem to discuss the impact that innovation and technology have on the tourism sector, providing big opportunities for developing entrepreneurs, venture capital culture and added-value jobs. Smart management, access to financing for entrepreneurs and technology for sustainable solutions are among the topics that will be addressed.

In line with the UNWTO key priority area for results-driven management through innovation and digital transformation, a high-level executive training session for Ministers will take place in the afternoon of Wednesday, 31 October. This workshop will focus on smart management through data-driven decisions and has been especially tailored for Ministers, who will have the opportunity to express their views and look for joint solutions.



### 3. Registration for the Council session

Registration for the Council session will be carried out online. Participants are kindly requested to complete the registration form by Friday, 5 October 2018. The form is available on the UNWTO website at <http://lmd.unwto.org/event/executive-council-109th-session>

### 4. Reception at the airport and transfers

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

From 29 October to 3 November, participants will be provided with a free shuttle service upon arrival and departure between the Manama International Airport and the main hotels<sup>1</sup>. To avail of this service, arrival and departure information must be provided when completing the online registration form.

To enable the Bahraini authorities to properly organize the welcome and shuttle services, **participants must complete and submit the online registration form** indicating their **arrival and departure flight information** and their **accommodation details, before 5 October 2018**.

### 5. Accommodation

The hotels listed below are offering special rates until 22 October 2018. Participants are kindly advised to make their bookings directly with the hotels using the following code: UNWTO2018.

| Hotel  | Single Room<br>(including VAT and breakfast) | Double Room<br>(including VAT and breakfast) | Journey time to the venue            |
|--|--|--|--------------------------------------|
| <a href="#">ART Rotana Hotel</a><br>Al Fanar Avenue Road 5722, Building 2780<br>Manama<br>Bahrain<br>Website: <a href="http://roho.it/urses">http://roho.it/urses</a><br>Tel.: +973 16006666   | BD 65  | BD 70  | Venue                                |
| <a href="#">The Grove Hotel</a><br>Building 1722, Road 5715,<br>Block 257,<br>Amwaj Islands<br>PO Box 3208<br>Kingdom of Bahrain<br>E-mail :<br><a href="mailto:Marketingmohammed.jawadi@thegrovehotelbahrain.com">Marketingmohammed.jawadi@thegrovehotelbahrain.com</a><br>M: +973 38883622<br>D: +973 16035606 | BD 45  | BD 50  | 4 minutes by bus / 7 minutes walking |
| <a href="#">Ramada Hotel and Suites</a><br>Building 1741, Road 5715, Block Amwaj 257,<br>Amwaj Islands,<br>Kingdom of Bahrain 1714<br>E-mail:<br><a href="mailto:islam.abulnour@wyndhamgardenmanama.com">islam.abulnour@wyndhamgardenmanama.com</a>  | BD 40  | BD 45  | 4 minutes by bus / 6 minutes walking |

<sup>1</sup>The shuttle service will operate only to the hotels listed in this note.

## 6. Registration and badges

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The registration desk will be located at the main entrance of the conference room. It will be open on Tuesday, 30 October, from 9.00 to 18.00 and on Wednesday, 31 October, from 8.00 to 13.00.

Participants are kindly requested to wear their badges throughout the Council session in the area reserved for the meetings and at all social events.

## 7. Submission of credentials and identification papers

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With a view to ensuring a smooth verification process, the Member States of the Executive Council are kindly requested to submit their credentials electronically to the Secretariat no later than 21 October 2018, ten days before the opening of the session.

A scanned copy of the credentials should be sent to Ms. Shirin El Tayan, Protocol Officer, at [seltayan@unwto.org](mailto:seltayan@unwto.org). The originals must be submitted to the Secretary-General at least one day before the opening of the Council session.

Only credentials from Heads of State or Prime Ministers, Ministers of Foreign Affairs or Ministers responsible for tourism of the respective State or his/her equivalent will be regarded as valid credentials. Only formal letters or faxes bearing the signature of the competent authority are considered valid. (See model credentials letter in Annex.)

Only the duly accredited delegates shall be authorized to exercise the right to vote and to take the floor at the meetings of the Executive Council.

## 8. Status of participants

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The Government of the Kingdom of Bahrain 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 Bahrain, in accordance with the provisions of the Convention on the Privileges and Immunities of the Specialized Agencies of the United Nations.

## 9. Entry formalities

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The Bahrain Tourism and Exhibitions Authority will process the issuance of visas free of charge to all delegates attending the 109th session of the Executive Council, upon the submission of a scanned copy of their valid passport through the registration form at: <http://lmd.unwto.org/event/executive-council-109th-session>.

Participants are requested to take note of the following requirements in order to receive a visa free of charge:

- The passports must have a validity of at least six months.
- Submissions must be made not less than 10 days prior to the Executive Council meeting.
- All participants are to submit a clear copy of their passport which has their details and picture.
- A scanned copy of the passport is a must as no cellphone images of the passport document will be accepted.
- Visa certificates will be sent by e-mail to each delegate in due course.
- All visas will have a validity of one month from the entry date.

This facility is available exclusively through the Bahrain Tourism and Exhibitions Authority using the official registration website for the Council and will not apply to requests made directly through local Embassies.

For detailed information on visas and the list of diplomatic and consular missions of Bahrain 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 Interior, at: <https://www.evisa.gov.bh/>

For any enquiries about visas, please contact:

### **Host country**

Mr. Nouf Hassan Alqaseer, Bahrain Tourism and Exhibitions Authority, e-mail: [nouf@btea.bh](mailto:nouf@btea.bh)

### **UNWTO**

Ms. Shirin El Tayan, Protocol Officer, e-mail: [seltayan@unwto.org](mailto:seltayan@unwto.org)

## **10. Working languages**

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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**

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In light of the United Nations mandate to promote sustainability, UNWTO is strengthening its efforts towards environmental sustainability by implementing paperless events and conferences.

Delegates are kindly requested to take note that the working documents will not be distributed on paper at the venue of the event. Participants are encouraged to bring their electronic devices and download a mobile app with all the essential information, which will be made available to them in due time.

All the documents will be posted at the following link: <http://lmd.unwto.org/event/executive-council-109th-session>. Delegates will be notified by e-mail of the posting of the documents.

## **12. Internet access**

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

## **13. List of participants**

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A provisional list of participants will be sent in advance to all registered participants and it will be available for consultation on the UNWTO website.

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

## **14. Provisional programme**

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### **Tuesday, 30 October 2018**

09:00 – 18:00 Information desk

16:00 – 18:00 Programme and Budget Committee (PBC)

19:00 Transfer from the main hotels for the Opening ceremony

19:30 – 21:30 Opening ceremony and welcome reception

21:30 Return to main hotels

### Wednesday, 31 October 2018

08:00 – 13:00 Information desk

09:00 – 09:45 Working breakfast of the Committee for the Review of Applications for Affiliate Membership (by invitation)

09:45 – 10:00 Group photo for heads of delegation

10:00 – 13:00 Executive Council session (agenda items 1 to 6)

13:15 – 13:45 Press conference

13:15 – 14:45 Lunch

16:00 – 18:00 Remarks by the Secretary-General on world tourism trends and UNWTO High-Level Executive Training Session on Smart Tourism Management

Free time

### Thursday, 1 November 2018 UNWTO Tourism Tech Adventure Forum

09:00 – 09:20 Welcome ceremony

09:20 – 09:40 Keynote speech

09:40 – 10:25 Panel discussion 1: “Building a venture capital culture in the tourism sector”

10:25 – 11:10 Panel discussion 2: “Data driven decisions: How open data platforms are the next big revolution of tourism”

11:10 – 12:10 Startup Competition I

12:10 – 13:00 Lunch

13:00 – 14:00 Startup Competition II

14:00 – 14:45 Panel discussion 3: “Fostering a tourism innovation and entrepreneurial ecosystem: Women in technology”

14:45 – 15:30 Panel discussion 4: “How digital transformation is driving a smart destination culture in the tourism sector”

15:30 – 15:55 Keynote speech

15:55 – 16:15 Closing ceremony

20:00 – 22:00 Gala dinner

### Friday, 2 November 2018

10:00 Technical visit

Participants wishing to join the **technical visit** are requested to indicate so **by 5 October 2018**, on the online participation form available at: <http://lmd.unwto.org/event/executive-council-109th-session>

**15. Tourist information****Bahrain**

Tourism information on Bahrain: <http://www.bahrainexhibitions.com/>

**16. Contact information**

| UNWTO   | Host country   |
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| <p><b>Ms. Yolanda Sansegundo</b><br/>           Conference Services Specialist<br/>           Conference Services<br/>           Tel.: +34 91 567 8188<br/>           E-mail: <a href="mailto:ysansegundo@unwto.org">ysansegundo@unwto.org</a><br/> <a href="mailto:council@unwto.org">council@unwto.org</a></p> <p><b>Ms. Natalia Bayona</b><br/>           Senior Expert<br/>           Innovation and Digital Transformation<br/>           Tel.: +34 91 567 81 00<br/>           E-mail: <a href="mailto:idt@unwto.org">idt@unwto.org</a></p> | <p><b>Mr. Hesham Al Saken</b><br/>           Director of Tourism Facilities<br/>           Tourism Facilities Directorate<br/>           Bahrain Tourism &amp; Exhibitions Authority<br/>           Tel.: (+973) 17558855<br/>           Email: <a href="mailto:h.alsaken@btea.bh">h.alsaken@btea.bh</a></p> <p><b>Mr. Jesus Florido-Banqueri</b><br/>           Consultant/Expert (Tourism)<br/>           CEO's Office<br/>           Bahrain Tourism &amp; Exhibitions Authority<br/>           Tel.: (+973)17558823<br/>           Email: <a href="mailto:jflorido@btea.bh">jflorido@btea.bh</a></p> |

**Annex: Model credentials letter<sup>1</sup>****Standard format letter***Official letter-headed paper<sup>2</sup>***Credentials**

I, the undersigned, (name and full title of the competent authority<sup>3</sup>), hereby attest that the Government of (name of country) has authorized the following delegate to represent it at the 109th session of the Executive Council of the World Tourism Organization, to be held from 30 October to 1 November 2019, in Manama, Bahrain:

Delegate: (name and full title)

[Alternate(s)<sup>4</sup>]: (name and full title)

Done at (name of city), on (date)

Name, full title and signature

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<sup>1</sup> It should be pointed out that only formal letters or faxes bearing the signature of the competent authority are considered valid credentials. Further, credentials can be accepted only if written in any of the working languages of the General Assembly or if an appropriate translation is attached.

<sup>2</sup> Including official logo of the Ministry.

<sup>3</sup> Please note that only credentials from Heads of State or Prime Ministers, Ministers of Foreign Affairs or Ministers responsible for tourism of the respective State or his/her equivalent are regarded as valid.

<sup>4</sup> Rule 31 of the Rules of Procedure of the Executive Council stipulates: "The delegation of each Full Member of the Council shall consist of one delegate, who may be accompanied by one or more advisers entitled to act as alternates."