

Eighty-fourth session
Madrid, Spain, 14-15 October 2008

INFORMATION NOTE Nº 1

1. PLACE AND DATES OF THE SESSION

In accordance with decision CE/DEC/20(LXXXIII), the Executive Council will hold its eighty-fourth session in **Madrid, Spain, on 14 and 15 October 2008**.

The opening session will take place on **Tuesday, 14 October at 9 a.m.** at:

**Congress Centre of Madrid
(Palacio de Congresos de Madrid)
Room No. 8**

Paseo de la Castellana, 99
Madrid – 28046

Spain

Tel.: (+34) 91 337 81 00 / 01
Fax: (+34) 91 597 10 94

2. REPLIES TO INVITATIONS

Governments and other bodies invited by letter of the Secretary-General of **5 September 2008** are kindly requested to send their replies, at the earliest opportunity, if possible indicating the composition of their delegations.

Participants are requested to complete the attached registration form and return it, **by Friday 26 September 2008 at the latest**, to the address below:

Mrs. Dominique BERNARDET
Chief, Conferences, Translation and Documents Service
World Tourism Organization
Capitán Haya, 42
28020 MADRID
Spain

Tel: (+34) 91 567 81 84
Fax: (+34) 91 571 37 33
E-mail: conf@unwto.org

3. STATUS OF PARTICIPANTS

The Government of Spain will take the necessary steps to facilitate the arrival and departure of participants invited by the Organization, as well as their stay in this country.

4. ENTRY FORMALITIES

Participants of the UNWTO Executive Council should take note of the conditions of entry into the territory of Spain and to the Schengen zone, which are as follows:

- a) Nationals of the European Union or the Schengen Treaty countries **do not require an entry visa** for Spain.
- b) Nationals of the countries listed below **require an entry visa** for Spain:

Afghanistan, Albania, Algeria, Angola, Antigua and Barbuda, Armenia, Azerbaijan, Bahamas, Bahrain, Bangladesh, Barbados, Belarus, Belize, Benin, Bhutan, Bolivia, Bosnia and Herzegovina, Botswana, Burkina Faso, Burundi, Cambodia, Cameroon, Cape Verde, Central African Republic, Chad, China, Colombia, Comoros, Congo, Côte d'Ivoire, Cuba, Democratic Republic of the Congo, Djibouti, Dominica, Dominican Republic, Ecuador, Egypt, Equatorial Guinea, Eritrea, Ethiopia, Federal States of Micronesia, Fiji, Gabon, Gambia, Georgia, Ghana, Grenada, Guinea, Guinea-Bissau, Guyana, Haiti, India, Indonesia, Iran, Iraq, Jamaica, Jordan, Kazakhstan, Kenya, Kiribati, Kuwait, Kyrgyzstan, Lao People's Democratic Republic, Lebanon, Lesotho, Liberia, Libyan Arab Jamahiriya, Madagascar, Malawi, Maldives, Mali, Marshall Islands, Mauritania, Mauritius, Mongolia, Montenegro, Morocco, Mozambique, Myanmar, Namibia, Nauru, Nepal, Nigeria, Niger, Northern Mariana Islands, Oman, Pakistan, Palau, Papua New Guinea, Peru, Philippines, Qatar, Republic of Korea, Republic of Moldova, Russian Federation, Rwanda, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Samoa, Sao Tome and Principe, Saudi Arabia, Senegal, Serbia, Sierra Leone, Solomon Islands, Somalia, South Africa, Sri Lanka, Sudan, Suriname, Swaziland, Syrian Arab Republic, Tajikistan, Thailand, The former Yugoslav Republic of Macedonia, Togo, Tonga, Trinidad and Tobago, Tunisia, Turkey, Turkmenistan, Tuvalu, Uganda, Ukraine, United Arab Emirates, United Republic of Tanzania, Uzbekistan, Vanuatu, Viet Nam, Yemen, Zambia, and Zimbabwe.

Nationals of the above-mentioned countries are requested to contact Spanish diplomatic and consular missions in their countries in order to obtain entry visas for Spain.

The information on visas and the list of diplomatic and consular missions of Spain, and countries of their jurisdiction can be consulted on the Website of the Ministry of Foreign Affairs of Spain: www.maec.es.

Delegates in whose countries Spain has no diplomatic mission and **taking into consideration that the Spanish authorities will not be able to issue entry visas upon arrival**, are kindly requested to contact a diplomatic or consular mission of one of the Schengen Treaty countries in their country of origin in order to obtain a "Schengen" visa.

If needed, the Secretariat of the Organization could assist the delegates with the diplomatic missions close to their place of residence. Therefore, the delegates are requested to provide the below-mentioned information:

- Name and surname
- Nationality
- Number and type of passport
- Place and date of passport issue
- Validity of passport
- Travel details: date, time and flight number

5. AIR TRANSPORT



Spanish airline **IBERIA, Líneas Aéreas de España**, is offering a **40 per cent discount off the full fare in economy / excursion class**, and a **35 per cent discount in business class** on flights to Madrid and back for the participants at the **eighty-fourth session of the Executive Council**.

These discounts are valid only on booked **IBERIA** and **AIR NOSTRUM** return flights, **and are not applicable to code-sharing flights (IB-7000 and 5000)**. The validity period for these reduced-fare tickets is **from 12 to 17 October 2008**, for national flights and **from 7 to 23 October 2008**, for international flights, both inclusive.

The tickets will have to be issued by IBERIA airlines offices. The participants will have to certify their attendance to the UNWTO Executive Council. The code to issue the tickets is **BT 8 IB21MPE 0123**.

6. ACCOMMODATION

Special rates have been negotiated with the following hotels. The participants are requested to make their reservations by contacting directly the hotels **before the 15 September 2008**.

To make their reservations and to benefit from those discounted rates, delegates are requested to indicate their credit card number.

The rates are indicated in Euros, 7% VAT not included. The accommodation can be paid by credit card. In case of no-show, the price of one night will be charged.

To benefit from the discounted rates, the participants will have to give the following reference "**Consejo Ejecutivo OMT**" when making their reservations, as well as the locator when available.

Hotel List

HOTEL	SINGLE ROOM (Euros)	DOUBLE ROOM (Euros)	BREAKFAST (Euros)	OBSERVATIONS
INTERCONTINENTAL MADRID ***** Paseo de la Castellana, 49 28046 Madrid Tel.: + 34 91 700 73 00 - Fax: + 34 91 319 58 53 <i>5 minutes drive from the Convention Center</i>	225	225	32	
MELIA CASTILLA ***** C/ Capitán Haya, 43 28020 Madrid Tel.: + 34 91 567 50 77 - Fax: + 34 91 567 51 66 Email: reservas@hotelmeliacastilla.com <i>10 minutes drive from the Convention Center</i>	180	190	Included	Deadline for reservations 26/09/08
OCCIDENTAL MIGUEL ANGEL ***** C/ Miguel Ángel, 29-31 28010 Madrid Tel.: + 34 91 442 00 22 - Fax: + 34 91 442 53 20 <i>5 minutes drive from the Convention Center</i>	204	204	25	
AC CUZCO **** Paseo de la Castellana, 133 28046 Madrid Tel.: + 34 91 556 06 00 - Fax: + 34 91 556 03 72 Email: reservas.accuzco@ac-hotels.com <i>10 minutes drive from the Convention Center</i>	157	157	21	
NH EUROBUILDING ***** C/ Padre Damián, 23 28036 Madrid Tel.: + 34 91 353 73 00 - Fax: + 34 91 345 45 76 Email: reservas.nheurobuilding@nh-hotels.com <i>10 minutes drive from the Convention Center</i>	175	175	Included	
NH ABASCAL **** C/ José Abascal, 47 28003 Madrid Tel.: + 34 91 441 00 15 - Fax: + 34 91 442 22 11 <i>15 minutes drive from the Convention Center</i>	171	171	19	
HUSA CHAMARTIN **** C/ Agustín de Foxá, s/n Estación de Chamartín 28036 Madrid Tel.: + 34 91 334 49 00 - Fax: + 34 91 733 98 70 <i>25 minutes drive from the Convention Center</i>	102,80	102,80	12,15	

HOTEL	SINGLE ROOM (Euros)	DOUBLE ROOM (Euros)	BREAKFAST (Euros)	OBSERVATIONS
ABBA CASTILLA PLAZA **** Paseo de la Castellana, 220 (Near the "Kio" towers) 28046 Madrid Tel.: + 34 91 567 43 00 - Fax: + 34 91 315 54 06 <i>20 minutes drive from the Convention Center</i>	125	125	16	
NH LA HABANA **** Paseo de la Habana, 33 28016 Madrid Tel.: + 34 91 345 82 84 - Fax: + 34 91 457 75 79 Email: nhhabana@nh-hotels.com <i>10 minutes drive from the Convention Center</i>	120	134	15,50	Booking code: 71780201
SUNOTEL AMARAL *** C/ General Varela, 37 28020 Madrid Tel.: + 34 91 579 97 38 - Fax: + 34 91 571 86 04 Email: reservas@hotelamaral.com <i>15 minutes drive from the Convention Center</i>	85	85	Included	Deadline for reservations 15/09/08
TRYP INFANTA MERCEDES *** C/ Huesca, 21 (Esq. Infanta Mercedes.) 28020 Madrid Tel.: + 34 91 570 33 33 - Fax: + 34 91 571 11 56 Email: celso.munoz@solmelia.com <i>10 minutes drive from the Convention Center</i>	90	115	Included	Deadline for reservations 30/09/08
APTOS. PLAZA BASÍLICA *** C/ Comandante Zorita, 27/31 28020 Madrid Tel.: + 34 91 535 36 42 - Fax: + 34 91 535 14 97 Email: plazabasilica@espahotel.es <i>10 minutes drive from the Convention Center</i>	110 Studio	120 Suite	Included	
APARTAMENTOS EUROBUILDING 2 *** C/ Orense, 69 28020 Madrid Tel.: + 34 91 571 67 94 - Fax: + 34 91 570 25 67 Email: reservas@eurobuilding2.es <i>15 minutes drive from the Convention Center</i>	90	100	Included	Booking code: 129220 Deadline for reservations 01/10/08
APARTAMENTOS QUO GALEON *** C/ Francisco Medrano, 4 28020 Madrid Tel.: + 34 91 571 21 20 - Fax: + 34 91 571 94 96 <i>15 minutes drive from the Convention Center</i>	88	88	8	

N.B.: The exchange rate by July 2008 **1 USD for 0,63 Euros** and **1 Euro for 1,57 USD**

7. REGISTRATION AND BADGES

The registration desk will be open at the **UNWTO headquarters** on **Monday, 13 October from 9 a.m. to 1 p.m.** and **from 3 p.m. to 6 p.m.** and at the **Congress Centre of Madrid**, on **Tuesday, 14 October, from 8 a.m. onwards**. Badges will be issued at the time of registration.

Participants are requested to wear their identification badges throughout the Council session in the area reserved for the meetings, as well as at all social events.

8. WORKING DOCUMENTS

The majority of the working documents for the Executive Council will be dispatched as soon as possible, in accordance with the statutory provisions. Delegates are requested to bring with them copies of the documents sent to them in advance.

9. LIST OF PARTICIPANTS

A provisional list of participants will be drawn up on **Friday, 10 October**, based on the received replies. The final list of participants, prepared on the basis of the data entered by delegates and observers in their registration forms, will be distributed later on during the Council session.

10. WORKING LANGUAGES

The documents for the Council session will be distributed in Arabic, English, French, Russian and Spanish, and simultaneous interpretation of the Council discussions will also be provided in English, French, Spanish and Russian.

11. MEETINGS PROGRAMME

Tuesday, 14 October:

09.00 - 9.30	Opening ceremony
09.30 - 11.00	First working session
11.00 - 11.30	Coffee break
11.30 - 13.00	Second working session
13.00 - 15.00	Lunch
15.00 - 16.30	Third working session
16.30 - 17.00	Coffee break
17.00 - 18.00	Fourth working session

Wednesday, 15 October:

09.30 - 11.00	Fifth working session
11.00 - 11.30	Coffee break
11.30 - 13.00	Sixth working session
13.00 - 15.00	Lunch

12. SOCIAL PROGRAMMEMonday, 13 October

8.30 p.m. Dinner hosted by the Community of Madrid

Tuesday, 14 October

1.30 p.m. Lunch hosted by the Secretariat of Tourism of Spain at the Congress Centre of Madrid (Palacio de Congresos de Madrid)

9 p.m. Reception hosted by the UNWTO Secretariat at Headquarters

13. PRACTICAL INFORMATION

- **Local currency and rate of exchange:** The Spanish official currency is Euro (€). The exchange rate applicable for July 2008 is approximately of 1 Euro = 1, 57 USD. Banknotes come in denominations of 500, 200, 100, 50, 20, 10 and 5 Euros and coins in denominations of 1 and 2 Euros and of 1, 2, 5, 10, 20 and 50 cents.
- **Climate:** The average temperature in Madrid in October is varying between 10°C and 20°C.
- **Local time:** The official time in Spain is one hour ahead in winter and two hours in summer (GMT + 1).
- **Official language:** Spanish is the official language of Spain.
- **Clothing:** Participants are advised to pack mid-seasonal clothing. For meetings, women generally wear normal business attire and men a jacket and tie.
- **Electricity:** The electric current in Spain is 220 Volts. Power outlets take two round pin plugs.
- **Business hours:** Banks are open from 9 a.m. to 2 p.m. from Monday to Friday and are closed on Saturday and Sunday.

Shops open the whole week from 10 a.m. to 1.30 p.m. and from 5 p.m. to 8 p.m. and are closed on Sunday. Department stores are open from 10 a.m. to 10 p.m. and are closed on Sunday.