



## Executive Council

Ninety-eighth session  
Santiago de Compostela, Spain, 4-6 June 2014

CE/98/Note Inf.  
Madrid, 18 February 2014  
Original: Spanish

### Information Note

#### 1. Place and dates of the session

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In accordance with decision 6(XCVII) adopted by the Executive Council at its ninety-seventh session, held in Livingstone, Zambia, the Executive Council will hold its ninety-eighth session on **5 and 6 June 2014** in **Santiago de Compostela, Spain**, at 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 **Parador of Santiago de Compostela** (<http://www.parador.es/es/parador-de-santiago-de-compostela>). The **opening ceremony**, which will be followed by a **welcome reception**, will take place on **Wednesday, 4 June 2014, at 8:30 p.m.**, at the **Parador of Santiago de Compostela**.

#### 2. Contact information of the organizing committee

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UNWTO coordinators	Host country coordinators
<b>Mr. Munir Rayes</b> Chief, Conference Services Tel.: +34 91 567 8189 E-mail: <a href="mailto:conf@unwto.org">conf@unwto.org</a>	<b>Ms. Carmen Pita Urgoiti</b> Director of Promotion Tel.: +34 981 54 25 05 E-mail: <a href="mailto:carmen.pita@xunta.es">carmen.pita@xunta.es</a>
<b>Ms. Azucena Pernía</b> Senior Assistant, Conference Services Tel.: +34 91 567 8188 E-mail: <a href="mailto:council@unwto.org">council@unwto.org</a>	<b>Mr. José Ramón Castiñeira</b> Area Manager Tel.: +34 981 54 25 18 E-mail: <a href="mailto:castineiras@xunta.es">castineiras@xunta.es</a>

#### 3. Registration for the Council session

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Registration for the Council session will be carried out online. Participants are requested to complete the registration form, on the UNWTO website at <http://lmd.unwto.org/event/executive-council-ninety-eighth-session>, before Wednesday, 14 May 2014.



#### 4. Status of participants

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

#### 5. Entry formalities

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The Government of Spain will grant visas free of charge to all delegates attending the ninety-eighth session of the Executive Council, upon presentation of the letter of invitation to the Council 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 of 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. Johanne Thebaud, Principal Protocol Officer at the UNWTO, [jthebaud@unwto.org](mailto:jthebaud@unwto.org).

## 6. Access to Santiago de Compostela

The city of Santiago de Compostela is located in the north-west of Spain, 600 km from Madrid. The map below shows the historical itineraries of the Route of Santiago de Compostela. It also situates the city within Europe.



Several airlines operate direct flights (some daily) from major European airports to the **Santiago de Compostela Airport**.

Participants can also choose to fly to **nearby airports** (see map below) such as **Vigo** and **A Coruña**. There will be a free shuttle service to and from all airports, as long as participants notify the organizing committee in advance of their time of arrival and departure.



Journey time from the different Galician airports to the city centre of Santiago de Compostela:

- Santiago de Compostela Airport / city centre: 15 minutes.
- A Coruña Airport / Santiago de Compostela: 45 minutes.
- Vigo Airport / Santiago de Compostela: 60 minutes.

## 7. Discounts on air fares

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Air France and KLM offer discounts of up to 15%. Tickets can be booked through the web page created by Air France and KLM for the ninety-eighth session of the Executive Council of the UNWTO: <http://www.airfranceklm-globalmeetings.com/?eid=21714AF>. They can also be issued by Air France and KLM (please indicate event code: **21714AF** and provide proof of participation in the Council session). This offer will be valid from 30 May to 11 June 2014.



**IBERIA** is offering discounts to Council participants, *subject to availability on closed, non-code-sharing flights*, on:

- domestic, European, and intercontinental flights, on pure IBERIA / IBERIA EXPRESS routes, with final destination SANTIAGO DE COMPOSTELA, for one-way, round-trip and open-jaw itineraries:
  - 40% off full fare in business class
  - 50% off full fare in economy class
- domestic and European flights, on AIR NOSTRUM (except inter-island routes), with final destination MADRID, for one-way, round-trip and open-jaw itineraries:
  - 30% discount off full fare in business and economy

This offer is valid from 7 days before the session until 7 days after the date of holding of the meeting. Ticket booking and issuance can be done directly at IBERIA offices or through the website of IBERIA ([www.iberia.com/ferias-congresos/](http://www.iberia.com/ferias-congresos/)). To avail of this offer, proof of participation in the session is required. All tickets issued for this event must bear the code BT4IB22MPE1003 in the "TOUR CODE" box of the ticket. All bookings should include: "OSI IB BT4IB22MPE1003".

## 8. Reception at the airport and transfers

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The authorities of the host country will organize a reception service for participants in the airports of Santiago de Compostela, Vigo and A Coruña.

From 3 to 7 June, participants will be offered, on arrival and departure, a complimentary shuttle service between the airports of Santiago de Compostela, Vigo and A Coruña and the main hotels<sup>1</sup>. To benefit from this service, arrival and departure details 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-ninety-eighth-session>) indicating their arrival and departure flight information and their accommodation details, before Wednesday, 14 May 2014.

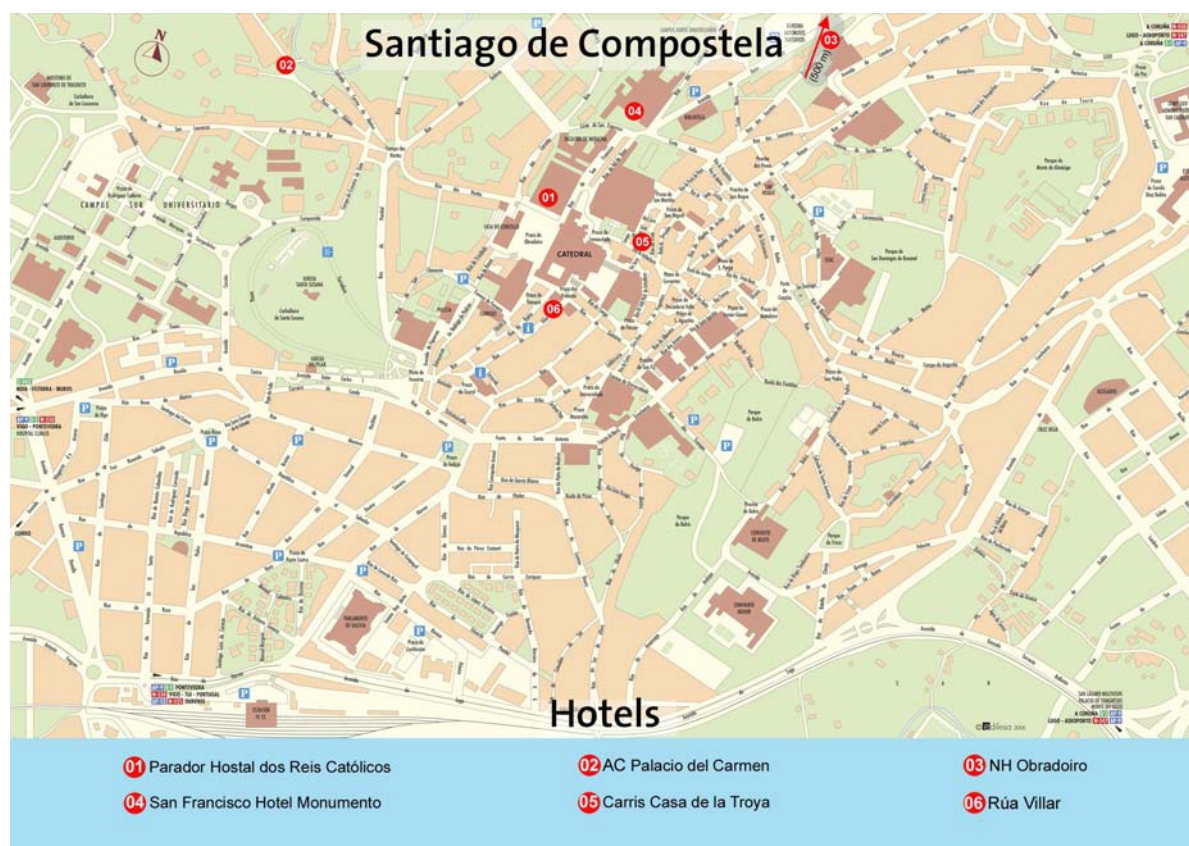
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<sup>1</sup> The shuttles will service only the hotels indicated in this note.

## 9. Accommodation

The hotels listed below offer participants discounted rates. Delegates are requested to make their reservations by directly contacting the hotels, indicating their status as participants in the UNWTO Executive Council. Rooms will be blocked for the delegates at these hotels until 30 April 2014.

Hotel	Contact details	Room type	Daily rate (in euros) (includes VAT and breakfast)	Journey time by bus / car to the event venue
Parador of Santiago de Compostela (5*) (no. 1 on the map)	Tel.: +34 981 58 22 00 Fax: +34 981 56 30 94 <a href="mailto:santiago@parador.es">santiago@parador.es</a> <a href="http://www.parador.es/es/parador-de-santiago-de-compostela">www.parador.es/es/parador-de-santiago-de-compostela</a>	Single	149	-- (Meeting venue)
		Double	149	
Hotel NH Obradoiro (5*) (no. 3 on the map)	Tel.: +34 981 55 80 70 Fax: +34 981 57 51 56 <a href="mailto:nhobradoiro@nh-hotels.com">nhobradoiro@nh-hotels.com</a> <a href="http://nhobradoiro@nh-hotels.com">nhobradoiro@nh-hotels.com</a>	Single	99	15-minute walk (shuttle will be available)
		Double	109	
Hotel Casa de la Troya (3*) (no. 5 on the map)	Tel.: +34 981 555 879 Fax: +34 981 519 135 <a href="mailto:casadelatroya@carrishoteles.com">casadelatroya@carrishoteles.com</a> <a href="http://www.carrishoteles.com">www.carrishoteles.com</a>	Single	85	5-minute walk
		Double	91	



## **10. Registration and badges**

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The registration desk will be located at the Parador of Santiago de Compostela and will be open during the afternoon of Wednesday, 4 June, from 16:00 to 20:00. In order to facilitate the registration process, participants will have the opportunity to stop by the registration desk on that same day, immediately before the opening ceremony and welcome reception.

On Thursday, 5 June, the registration desk will be open from 9:00 to 13:00.

Identification badges will be issued at the Parador of Santiago de Compostela upon completing registration. Participants are kindly requested to wear their identification badges throughout the Council session in the area reserved for the meetings and at all social events.

## **11. 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 debates of the Council will be provided in these five languages.

## **12. Working documents**

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Delegates are kindly requested to 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-ninety-eighth-session> within the timeframes established by the Statutes. Delegates will be notified by e-mail of the posting of the documents.

## **13. Internet access**

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

## **14. List of participants**

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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 by delegates and observers in their 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.

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## 15. Social programme and technical visits (preliminary)

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### Wednesday, 4 June

- 17:00-18:00      **Route of Santiago de Compostela** (technical visit, 20-minute walk)  
(Departure from the Parador of Santiago de Compostela)
- 19:30              Departure from the main hotels to the Parador of Santiago de Compostela for  
the registration of participants, the opening ceremony and the welcome  
reception
- 20:30-22:00      **Opening ceremony and welcome reception** at the Parador of Santiago de  
Compostela (hosted by the Xunta de Galicia) (*dress code: elegant casual*)
- 22:00              Return to hotels

### Thursday, 5 June

- 13:00-15:00      Lunch at the Parador of Santiago de Compostela (courtesy of the Xunta de  
Galicia)
- 20:30-22:30      Dinner
- 22:30              Return to hotels

### Friday, 6 June

- 17:00-18:00      **Route of Santiago de Compostela** (technical visit, 40-minute walk)  
(Departure from the Parador of Santiago de Compostela)

Participants who wish to take part in the **technical visits to the Route of Santiago de Compostela (Wednesday, 4 and Friday, 6 June)**, are requested to indicate so, **before Wednesday, 14 May 2014**, in the online participation form, available at:  
<http://lmd.unwto.org/event/executive-council-ninety-eighth-session>.

## 16. Practical information

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- **Local currency and exchange rates:** The official currency of Spain is the euro (EUR). The exchange rate applicable in February 2014 is approximately 1.35 USD to 1 EUR.  
Banks are open Monday to Friday from 8:30 to 14:00. Exchange offices can be found all around Santiago, and are clearly marked. Currency exchange services are available at the hotels, as well. ATMs are also widely available around the city and shops accept major credit cards.
- **Weather:** In June, Santiago de Compostela enjoys warm days and mild nights. The average maximum temperature is 23 °C and the average minimum is 16 °C. It may rain.
- **Official languages:** Spanish and Galician.
- **Local time in Santiago de Compostela (summer):** GMT +2
- **Electricity:** Electric power in Santiago de Compostela 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:** Santiago de Compostela 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 the Parador of Santiago de Compostela (see Annex 1).

## 17. Tourist information

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### On Spain

- Tourism information on Spain: <http://www.spain.info>
- Paradores de España: <http://www.parador.es>

### On Santiago de Compostela

- Tourism in the Autonomous Community of Galicia: <http://www.turgalicia.es>
- Tourism in the city of Santiago de Compostela: <http://www.santiagoturismo.com>



## Annex 1. Optional tours

VIAJES PACO  
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Galicia is a destination that surprises visitors. The variety and unique character of the tourism options in this corner of northern Spain provide visitors with an opportunity to enjoy many “travel experiences” that are exclusive to this destination and which are located throughout the territory of the region.

In Galicia, a traveller can feel the incomparable experience of reaching the ultimate destination of the “**Way of St. James**”, or the unique sensation of freedom when strolling through the region’s “**Lighthouses and Natural Beaches**”, where one can enjoy the beauty of virgin beaches, many of which are near lighthouses that were built in spectacular locations, such as **Fisterra**—one of the most emblematic sites in the mythic history of Galicia—or in nature parks such as that of **Illas Cíes**.

The mysteries hidden within the “**Forests of Galicia**” lead visitors through truly magical natural environments, which in turn also allow you to discover monasteries, stone crosses, forts and other architectural gems that make up the “**Hidden Heritage**” of Galicia. Some of these experiences are of a unique nature such as the World Heritage sites of the Old Town of Santiago de Compostela, the Roman Walls of Lugo and the Tower of Hercules in A Coruña.

Speaking of unique places, the “**Ribeira Sacra**”, represents one of Europe’s greatest concentrations of monasteries, in the middle of a lush natural space. Or “**Ferrol of the Enlightenment**”, the only military port in Europe that preserves the original structure of a military port of that era and was the largest naval base of the time.

Galicia offers vertiginous landscapes by the sea, such as the “**Serra da Capelada**”, where you can climb cliffs that reach 620 meters high, as well as breathtaking views such as the panorama from “**Santa Tegra**” where the largest pre-Roman fort in the north-western Iberian Peninsula is located.

There are many “experiences” that Galicia offers visitors, and this is a unique opportunity to enjoy them.